CCTM Time Card Template Download & Field Descriptions

A single CCTM Time Card represents a **one week period** from **Monday to Sunday**. Each Supplier user can submit one Time Card per Purchase Order (PO), per Job number or PO Line number per week. When a CCTM PO is created, it will reference the GCPA (Global Contract Purchase Agreement) and will be designated as one of two Types - **Time & Materials** or **Fixed Price**. Further, a Time & Materials PO type will be have one of three Time Card Entry Modes:

1. Individual Daily: Most common, hours/units reported for each individual person/piece of equipment between Monday and Sunday.
2. Bulk Daily: Total hours/units reported for all individuals/pieces of equipment, for each Craft Combination, between Monday and Sunday.
3. Bulk Weekly: Total hours/units reported for all individuals/pieces of equipment, for each Craft Combination, for the entire Time Card period.

A Time Card created against a Time & Materials (T&M) type PO will pull Craft combinations and rates directly from the Rate Card to the Labor or Equipment section. You will only be required to enter hours/units per day. The T&M Time Card also includes a Materials section and an Expense section. Within each you can report variable costs that cannot be included in the Rate Card or costs that occur periodically. A Time Card created against a Fixed Price type PO will simply report a Milestone and a single dollar amount.

A CCTM Time Card can be created Online, or an Excel template can be downloaded and completed for Upload to CCTM. Online Time Card creation is only recommended when fewer than 10 Time Card lines will be reported. Otherwise Time Card template Upload is the preferred method as data can be populated, copied and pasted in an Excel file.

After the Time Card has been created online or uploaded to CCTM successfully, it is submitted to the Ameren approver designated at the PO level. You do not have access to change the Time Card approver. Time Card submittal will trigger two events. The Time Card approver will receive an automated notification, informing him/her there is a Time Card pending action, and the Pay Terms period will begin. When an Ameren approver reviews a Time Card s/he can choose to Approve it, Forward it to another individual for review, or Reject it. Time Card rejection requires the approver to enter a Rejection Reason, clearly stating the reason for rejection and the alternate action required. When the Time Card is Approved, you will receive an automated notification indicating the same.

Nightly, an automated batch is initiated, flagging all Time Cards in Approved status and completing the Receipt and Invoice process. This is the point at which a CCTM Time Card becomes an official Invoice. You can view Invoice and Payment details via your AMPOS iSupplier Portal Full Access responsibility.

This quick reference will guide you through download and completion of your CCTM Time Card Excel template including column name, whether it is required/optional/dependent (upon Rate Card setup or Time Card Entry Mode), and the details to enter for each Time Card line.

Step	Action
1.	Under the Main Menu on your Oracle Applications Home Page click the **AMCCTM Supplier Time Card Super User** responsibility. The page will refresh and display links below. Click the CCTM link, followed by the **Time Card** lin. You will be taken to your **CCTM Timecard Home** page.
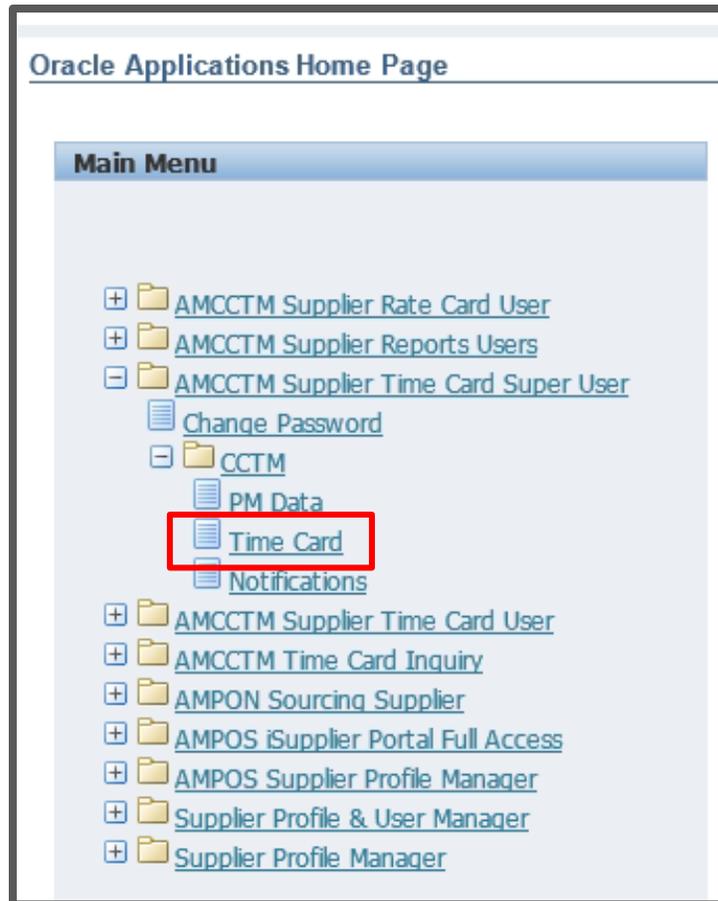
2.	Your **CCTM Timecard Home** page provides a quick view of Time Cards you have in process including Time Cards in **Draft** Stage, Time Cards in **Pending** Stage, Time Cards in **Approved** Stage and Time Cards in **Rejected** Stage. To download a Time Card template, Click the **CCTM Time Card Upload** link. `CCTM Timecard Upload`

Step	Action
3.	**Click** the **Down Load Template** button. [Down Load Template] A new window will open.
4.	In the **File Download - Security Warning** window you will be prompted to **Open** or **Save** a WinZip File. Click the **Open** button. [Open] A WinZip window will open.
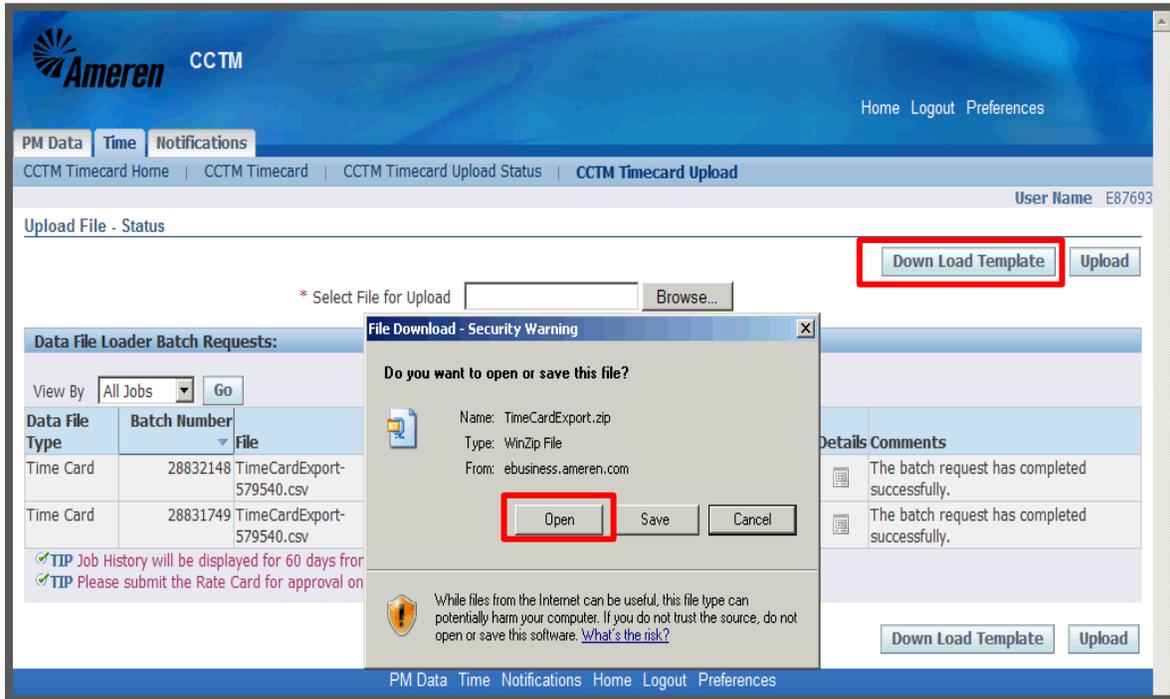
Step	Action
5.	**The TimeCardExport.xls** file is your Time Card template. **Double-click** the file name to open and save it.
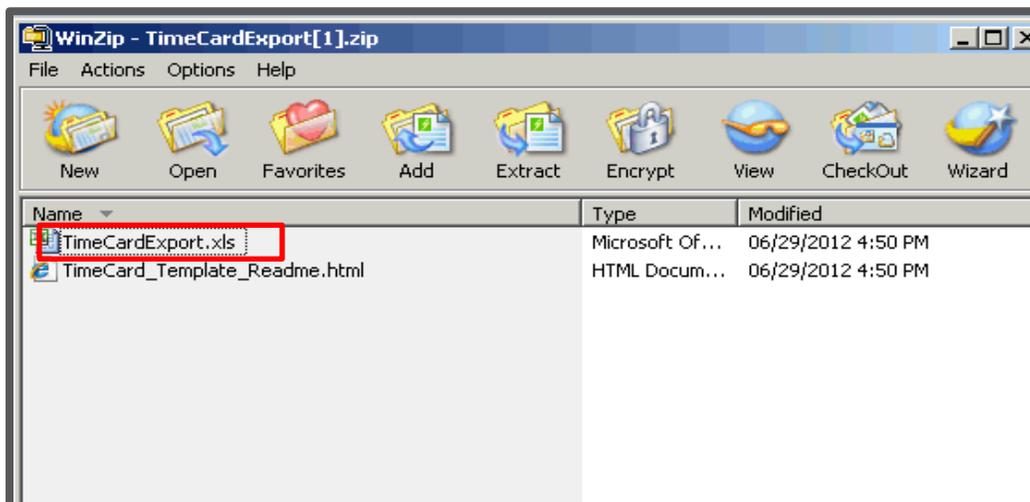
Purchase Order (PO) and Time Card Header Information

Field Name	Required	Details
Data Type	Required	**MUST be populated for ALL Time Card lines**, a test field used to reference the Time Card Section being uploaded. There are five valid data types: | Field Name	Code
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Labor	LA
Material	MA
Equipment	EQ
Chemical	CH
Expense	EX	 **DO NOT** report details for **multiple Data Types** on a **single Time Card line**.
PO Number	Required	**MUST be populated for ALL Time Card lines**, a numeric field used to enter a valid CCTM PO number for which time card details are to be uploaded.
PO Line Number	Required	**MUST be populated for ALL Time Card lines**, a numeric field used to enter a **valid** CCTM PO line number for which time card details are to reference.
Job Number	Dependant	A text field used to enter a **valid** job number associated with the CCTM **PO Line Number**, this field is **required for all Time Card Lines ONLY** when **PO Source Type** is **DOJM** or **EMPRV**. The required job number(s) should be communicated by the Ameren Time Card Approver, and may be shown in the PDF PO details. For **PO Source Type iProc**, leave this field **blank**.
Time Card Period	Required	**MUST be populated for ALL Time Card Lines, a** date field (MM/DD/YYYY) used to enter a valid Time Card Week Ending Date, which **MUST** be a **Sunday** date.
Vendor Reference Number (VRN)	Optional	A free text field which can be used to reference your company's Invoice Number(s) as needed, for reconciliation. When the VRN field is populated, the data will be included in subsequent notifications, and in iSupplier Portal Invoice and Payment details.

Labor/Chemical/Equipment Data Type (From Rate Card) Craft, Local, Work Type/Place, Rate Type, & Unit of Measurement make up a valid craft combination		
Craft	Required	A text field, information entered **MUST** match the exact spelling of the Rate Card Craft, and is **validated against the approved Rate Card for the Time Card period**.
Local	Dependent	A text field, information entered **MUST** match the exact spelling of the Rate Card Local field, and is **validated against the approved Rate Card for the Time Card period**. As Local is an **optional** field in the **Rate Card**, if it is **blank** in the Rate Card, it **MUST be blank in the Time Card**.
Work Type	Required	A text field, information entered **MUST** match the exact spelling of the Rate Card Work Place, and is **validated against the approved Rate Card for the Time Card period**. As Work Type/Place is an optional field in the **Rate Card**, if it is **blank** in the Rate Card, it **MUST be blank in the Time Card**.
Rate Type	Required	A text field, information entered **MUST** match the exact spelling of the Rate Card Rate Type field, and is **validated against the approved Rate Card for the Time Card period**.
Badge Number	Optional	A forced choice text field which can be used to enter a **valid Ameren badge number** for individuals on site at a **Missouri Energy Center** (other than Callaway). Otherwise, it **MUST** be left blank.
Consultant Name	Required	A free text field, for **Labor**, this field is used to enter the name of the individual who worked. For **Equipment**, it is used to enter Equipment ID. This field **MUST** be left **blank** for **Bulk Daily** and **Bulk Weekly Time Card Entry Mode**.
Unit of Measurement	Required	A forced choice text field, information entered **MUST** match the exact spelling of the Rate Card Unit of Measurement, and is **validated against the approved Rate Card for the Time Card period**. Valid Values: **100's > Day > Each > Feet > Gallons** **Hours > Meter > Miles > Week**
<Weekdays>	Dependent	Numeric fields (Monday through Sunday) used to enter a valid work unit for **Individual Daily** or **Bulk Daily Entry Mode (**total work units across all individuals assigned the Craft Combination**)**, for each day of the **Time Card period**. These fields **MUST** be left **blank** for **Bulk Weekly Time Card Entry Mode**.

Labor/Chemical/Equipment Data Type (Continued)		
Craft, Local, Work Type/Place, Rate Type, & Unit of Measurement make up a valid craft combination		
Total Hours	Dependent	A numeric field, Total Hours **MUST** be populated for **Bulk Weekly Time Card Entry Mode** to report total work units across all individuals assigned the Craft Combination, for the Time Card Period. For **Individual Daily** or **Bulk Daily Entry Mode**, this field should be left **blank**, as it is calculated automatically when the upload is completed successfully.
Diverse Subcontractor?	Required	A forced choice text field, when reporting Labor, Equipment, or Chemical details for which you **employed a Diverse Subcontractor**, enter **Y**. For **all other** Labor, Equipment, Chemical details, leave the field **Blank**.
Subcontractor Name	Dependent	A free text field, for all Labor, Equipment, Chemical Time Cards lines with **Diverse Subcontractor = Y**, you **MUST** enter a **Subcontractor Name**.
Comments	Optional	A free text field used to enter comments regarding the Labor, Equipment or Chemical details.
Material Data Type (For Costs not Included in Rate Card)		
Material Description	Required	A free text field used to enter the material description.
Material Quantity	Required	A numeric field used to enter the material quantity.
Material Unit of Measurement	Required	A forced choice text field used to enter material unit of measurement. Valid values: **Each > Gallons > Meters > Pounds > Tons**
Material Unit Price	Required	A numeric field used to enter material unit price.
Material Comments	Optional	A free text field used to enter additional information regarding the material details.
Expense Date Type (For Costs not Included in Rate Card)		
Expense Type	Required	A forced choice text field used to enter expense type value. Valid values: **Car Rental > Equipment Rental > Fuel Surcharge Hotel Accommodation > Material Handling Charges > Meals > Miscellaneous**
Expense Description	Required	A free text field is used to enter expense description.
Expense Amount	Required	A numeric field used to enter expense amount.
Expense Comments	Optional	A free text field used to enter additional information regarding the Expense details.
<Segments 1-12>	Ignore	Fields reserved for future use, **MUST** be left **blank**