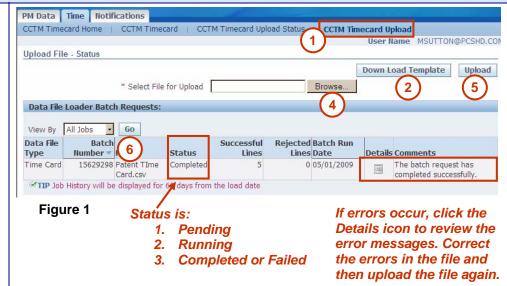# Upload a Time Card

Step 1 - Upload the Time Card

1. On the *Time* tab, click **CCTM Timecard Upload** (see **1**).

    The *Upload File Status* page displays, as shown in Figure 1.

2. If you need to download a blank file template along with instructions on how to complete the template, click the **Down Load Template** button (see **2**).

3. Enter the time card information into the file template.

    Refer to the *TimeCard Template Readme* file, noted in Step 2, for instructions on how to complete the time card.

Figure 1

Status is:
1. **Pending**
2. **Running**
3. **Completed or Failed**

If errors occur, click the Details icon to review the error messages. Correct the errors in the file and then upload the file again.

4. Save the file in .csv format **(the file must be saved in CSV before the file can be uploaded)**:

    - Select **File**, **Save As**.
    - Select a **Save in** location on your computer.
    - Enter a **File name**.
    - Select **CSV (Comma delimited) (*.csv)** from the *Save as type* drop-down list.
    - Click **Save**.

5. To upload the completed file, click the **Browse** button (see **4**). Locate and select the completed time card data file.

6. Click the **Upload** button (see **5**).

7. Click the **Go** button (see **6**) to refresh the *Status* until the Status displays "Completed".

8. If necessary, correct any errors in the file and start the upload process again (steps 5-7). Refer to the *Time Card Upload Errors* reference guide for help on errors.

Step 2 – Submit the uploaded Time Card to an Ameren approver

1. After the time card has uploaded successfuly, click **CCTM Timecard Home** on the blue title bar.

2. In the *Time Cards in Draft Stage* section, click the **PO Number** link for the uploaded time card to open the time card.

3. Select **Draft** from the *Timecard Listing Mode* drop-down list and click the **Go** button to enter edit mode.

4. As necessary, add attachments and make adjustments to the time card.

    - To add new lines, click the **Add Craft, Add Equipment, or Add Another Row** button on the associated tab.
    - To delete a line(s), click the **Select check box** to the left of the line(s) and then click the **Delete** button.

5. Click the **Save and Submit** button to submit the time card to the Ameren approver.

    A confirmation message is displayed below the blue title bar.

Time Card csv File Example

Refer to the *Completed Time Card csv File Example* to view an example of a completed time card file with explanations for each field.