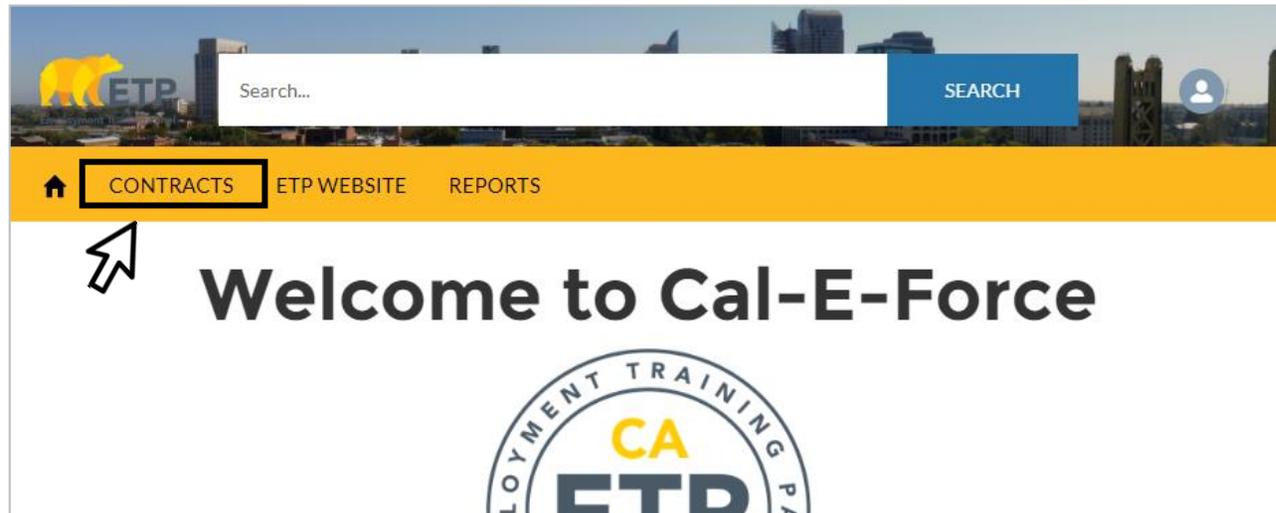
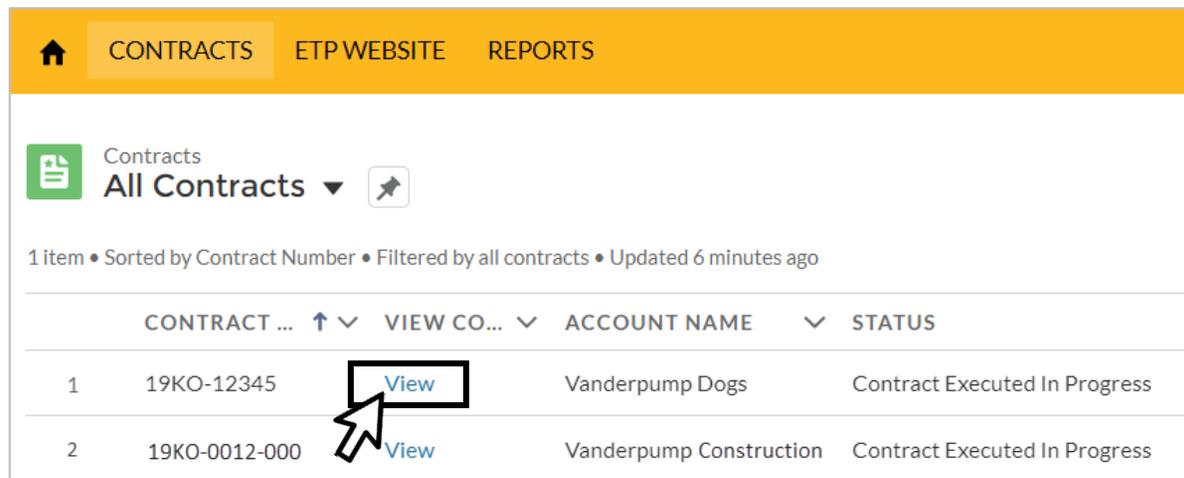


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1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the contract for which you would like to upload hours. The system will take you to your Contract Details page.



3. Select the **Upload Hours** button on the button bar at the top of the Contract Details page.



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4. If you do not have a CSV containing your hours in the standard format, select **Click Here** to download the template.

Upload Hours

Please Upload your CSV file here: No file chosen

Note: Please use the standard template to upload Hours data. [Click Here](#) to download the template

Click Here to download the Upload codes.

5. The relevant codes needed to fill out the template are shown here. Use the top row to determine the **Delivery Method Code** (PL, CBT, CL, or EL). Use the additional rows to determine the **Training Type Code** (i.e. 1 for Business Skills).

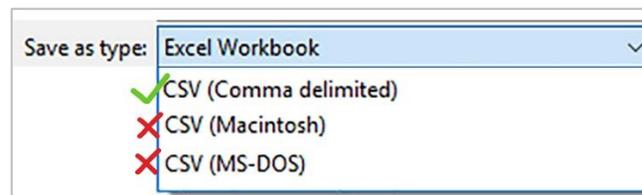
Delivery Method Code:	PL
CODE	Training Types
1	Business Skills
2	Commerical Skills
6	Computer Skills
7	Computer Skills - Advanced Technology
9	Green/Clean Skills
14	Manufacturing Skills
15	Manufacturing Skills - Advanced Technology
23	Medical Skills (preceptor)
22	Other _____

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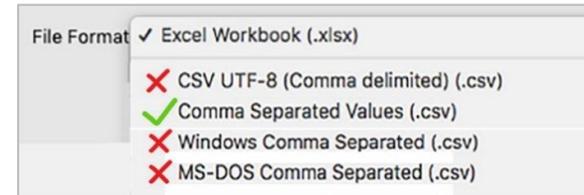
Delivery Method Code:	CL	Delivery Method Code:	EL
	Classroom/Simulated Laboratory		E-Learning (Instructor Led)
CODE	Training Types	CODE	Training Types
1	Business Skills	1	Business Skills
2	Commerical Skills	2	Commerical Skills
3	Commerical Skills - Advanced Technology	3	Commerical Skills - Advanced Technology
4	Commerical Skills - Safety OSHA	4	Commerical Skills - Safety OSHA
5	Commerical Skills - Safety General	5	Commerical Skills - Safety General
6	Computer Skills	6	Computer Skills
7	Computer Skills - Advanced Technology	7	Computer Skills - Advanced Technology
8	Continuous Improvement Skills	8	Continuous Improvement Skills
9	Green/Clean Skills	9	Green/Clean Skills
10	Hazardous Materials Skills	10	Hazardous Materials Skills
11	Job Readiness Skills	11	Job Readiness Skills
12	Literacy Skills	12	Literacy Skills
13	Management Skills	13	Management Skills
14	Manufacturing Skills	14	Manufacturing Skills
15	Manufacturing Skills - Advanced Technology	15	Manufacturing Skills - Advanced Technology
16	Manufacturing Skills - Safety OSHA	16	Manufacturing Skills - Safety OSHA
17	Manufacturing Skills - Safety General	17	Manufacturing Skills - Safety General
18	Medical Skills (didactic)	18	Medical Skills (didactic)
19	RSI (Apprenticeship)	19	RSI (Apprenticeship)
20	RSI (Apprenticeship) - Safety OSHA	20	RSI (Apprenticeship)Safety OSHA
21	RSI (Apprenticeship) - Safety General	21	RSI (Apprenticeship)Safety General
22	Other _____	22	Other _____

6. If using a PC, save the file as a **CSV (Comma delimited) file**. If using a Mac, save as **Comma Separated Values (.csv)**

PC USERS:



MAC USERS:



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<p>7. When your CSV is prepared, click the Choose File button and select your CSV.</p>	<p style="text-align: center;">Please Upload your CSV file here: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <input type="button" value="Back"/></p> <p style="text-align: center;">Note: Please use the standard template to upload Hours data. Click Here to download the template</p>																		
<p>8. Click the Upload button.</p>	<p style="text-align: center;"><input type="button" value="Upload"/> <input type="button" value="Back"/></p>																		
<p>9. The system will then provide you with a summary of what has been uploaded and any errors messages.</p>	<p style="text-align: center; color: purple;">For your reference here is a sample list of Hour Records that are being uploaded</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TRAINEE EMPLOYEE ID</th> <th>ROSTER NUMBER</th> <th>TRAINING DATE</th> <th>NUMBER OF HOURS</th> <th>DELIVERY METHOD CODE</th> <th>TRAINING TYPE CODE</th> </tr> </thead> <tbody> <tr> <td>7897-Bethenny Frankel</td> <td>111a</td> <td>5/29/2019</td> <td>1.00</td> <td>CL</td> <td>1</td> </tr> <tr> <td>7898-Luann de Lesseps</td> <td>111a</td> <td>5/29/2019</td> <td>1.00</td> <td>CL</td> <td>1</td> </tr> </tbody> </table>	TRAINEE EMPLOYEE ID	ROSTER NUMBER	TRAINING DATE	NUMBER OF HOURS	DELIVERY METHOD CODE	TRAINING TYPE CODE	7897-Bethenny Frankel	111a	5/29/2019	1.00	CL	1	7898-Luann de Lesseps	111a	5/29/2019	1.00	CL	1
TRAINEE EMPLOYEE ID	ROSTER NUMBER	TRAINING DATE	NUMBER OF HOURS	DELIVERY METHOD CODE	TRAINING TYPE CODE														
7897-Bethenny Frankel	111a	5/29/2019	1.00	CL	1														
7898-Luann de Lesseps	111a	5/29/2019	1.00	CL	1														
<p>10. Click the Upload Hours button to complete your upload.</p>	<p style="text-align: center;">When you are satisfied with the records above, click the Upload Hours button to upload the hour records.</p> <p style="text-align: center;"><input type="button" value="Upload Hours"/></p>																		
<p>11. You will receive a confirmation message stating your upload is in progress. You can navigate away from the page at any time.</p>	<p style="text-align: center;">Your upload is processing. You may navigate away from this page at any time. You will receive an email when the upload is finished, including a link to any errors.</p> <p style="text-align: center;"><input type="button" value="Ok"/></p>																		

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12. You will receive an email when the upload is complete containing a link to any errors.

 noreply@salesforce.com on behalf of Contact9+ <kelsey.oehrke@etp.ca.gov> | Oehrke, Kelsey@ETP

Sandbox: Trainee Upload Success Email

* Non-ETP Email. Be cautious Clicking, Replying, Opening *

The upload job completed on 2019-07-18 23:42:54,

Job Status : Completed
 Total Job Items processed : 1
 Number of Job Items processed : 1

Please click on this link for error messages: <https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-pte.cs33.force.com%2Fs%2Freport%2F00035000000ZVgdEAG%2Fview%3Ffv0%3D8003500000050AWAAY&data=02%7C01%7Ckelsey.oehrke%40etp.ca.gov%7Cc33f594563a646603fef08d70bd9a84b%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C1%7C636990901783071187&data=xju9nYSVfpYI%2FVIWKD2sDOLF1IRjXqeV3QcktwsY9XI%3D&reserved=0>

13. Click on the link to view any errors.

 REPORT
Trainees Upload Error Report    

Total Records
90

UPLOADING DATE/TIME	UPLOAD TRANSACTION: NAME	ERROR MESSAGE	UPLOAD TRANSACTION: CREATED BY	UPLOAD TRANSACTION: CREATED DATE
↓	- UT-27983	There are errors while saving this record: Record Number 1: Required field missing or Invalid code: Age	Contact3+	7/18/2019