

# Guide for Logging Hours in Replicon – DXC Technology

## Introduction

This document aims to provide a detailed guide on how to log working hours in **Replicon** for DXC Technology. It will outline the step-by-step process to ensure hours are recorded correctly and in compliance with the company's guidelines.


## 1. Accessing Replicon

To begin logging your working hours, access the Replicon platform using the following link:



<https://login.replicon.com/DefaultV2.aspx?companykey=DXCTechnology&msg=&code=PleaseLoginToContinue&init=>

When you open the link, you will see the login page as shown below.



The screenshot shows the Replicon Customer Login page. At the top, there is a navigation bar with the Delttek and Replicon logos, contact information for North America (1-877-662-2519) and Other Countries (+800-6622-5192), and links for CONTACT US, REPLICON HOME, and CUSTOMER ZONE. A language dropdown menu is set to English. Below the navigation bar, a large heading reads "Welcome to the Replicon Customer Zone". The main content area is titled "Customer Login" and features a login form. The form includes fields for Company (pre-filled with DXCTechnology), User Name (pre-filled with yliana.mellado@dxs.com), and Password. There is a "Forgot your Password or User Name?" link and a "Login >" button with a "Remember Me" checkbox. Below the login form, there is a section for "Or sign in with:" with a "Sign in with SAML" button. At the bottom, there is a link for "New to Replicon? Request a free trial." To the right of the login form, there is a graphic showing a laptop, a tablet, and a smartphone displaying the Replicon interface with various charts and data.

## Steps to Log In:

1. In the **Company** field, ensure it says **DXCTechnology** (this is pre-filled).
2. Enter your **User Name** (your company email).
3. Type your **Password**.

4. Click the **Login** button.

## 2. Logging In with Your DXC Account

Once you have entered your **DXC Technology** credentials (email and password) and clicked **Login**, you will be redirected to the next screen.

The screenshot shows the DXC Technology dashboard for user Yliana Mellado. The header includes the DXC Technology logo, the user's name "Welcome Yliana", and their employee ID (11788327) and supervisor information (Marin, Orangel). A red action bar at the top states: "Action: FINANCIAL MONTH END CLOSE (MEC) - Always follow Time Entry submission instructions and stay up to date. Please follow the instructions to ensure timely, accurate, and efficie...". The dashboard is divided into three main sections: "My Timesheet", "My Time Off", and "WBS / SO Lookup". The "My Timesheet" section shows the "Current Timesheet" for the period "10 February 2025 - 16 February 2025", with a due date of "16 February 2025", "Hours: 48.00", and a green "Approved" button. The "My Time Off" section shows "Upcoming Time Off" with a message "There are no upcoming time off bookings." and a "Record Time Off" button. The "WBS / SO Lookup" section has a search bar and a "WBS / SO Lookup" button. The footer includes the Deltek and Replicon logos, copyright information, and a login status: "Logged in as: Mellado, Yliana 11788327 yliana.mellado@dx.com".

### Steps to Access Your Timesheet:

1. Locate the section "My Timesheet" in the dashboard.
2. Find the Current Timesheet displayed.
3. Click on the green "Approved" button to enter the timesheet and manage your logged hours.

You will see a screen like this:

24 February 2025 - 2 March 2025

Not Submitted
Due on 2 March 2025
See all approvers
See all timesheets

SUBMIT 0 TIME ENTRY(S)
SUBMIT TIMESHEET
RECORD TIME OFF
QUICK FILL WITH
CLEAR ALL
Changes have been saved

### Time Distribution

Task WBS / SO	Labor Types	Attendance Type	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 1	Sun 2	Total
+ ADD ROW										
Total Hours			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### Time Off

There are no time off bookings on this timesheet.

Delttek | Replicon
Replicon Inc, copyright 1996 - 2025
Privacy Policy
License Agreement
Status
Logged in as: Mellado, Yllana 11788327 yllana.mellado@dx.com

### 3. Filling Out the Timesheet

Once inside the timesheet, you must enter your working hours correctly.

- Adding Rows:**
  - Click on **"Add Row"** twice.
  - The first row should be for **"US1-ENERG.01.50 - ERP (SAP) Application Management"**.
  - The second row should be added without selecting a task, and the fields must be filled as indicated.
- Task Selection:** Ensure the correct **WBS/SO** task is selected in the first row. If no task is required, the system will indicate it.
- Labor Types:** Select **"No Selection"** for both rows.
- Attendance Type:**
  - For the first row, choose **"400 - Project Attendance"**.
  - For the second row, choose **"720 - Administration"**.
- Entering Hours:**
  - The first row should have **9.00** hours per day.
  - The second row should have **0.60** hours per day.
  - The **Total Hours** column updates automatically after assigning the hours.
- Submission Deadline:**
  - Hours **must be logged at least one week in advance** to avoid any discrepancies.
  - Ensure that all required hours are registered before submission.

< 10 February 2025 - 16 February 2025 >

Approved [See all timesheets](#)

REOPEN TIMESHEET



Changes have been saved

▼ 1 Warning

- Please review your timesheet for any time entries without a WBS/SO to make sure a WBS/SO is NOT expected. If a WBS/SO is not required, you can ignore this warning message and submit your timesheet as normal. Contact your Project Manager (WBS Owner) or Direct Manager if you can't select a WBS/SO that should be associated with your time entry

### Time Distribution

Task WBS / SO	Labor Types	Attendance Type	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Total
<b>No Task</b> US1-ENERG.01.50 - ERP (SAP) Application Management ★	No Selection	400-Project Attendance	✓ 9.00	✓ 9.00	✓ 9.00	✓ 9.00	✓ 9.00		45.00
		720- Administration	✓ 0.60	✓ 0.60	✓ 0.60	✓ 0.60	✓ 0.60		3.00
Total Hours			9.60	9.60	9.60	9.60	9.60	0.0	48.00

## 4. Submitting the Timesheet

Once all hours have been entered correctly, follow these steps to submit your timesheet:

- Click on **"Submit Timesheet"** to send your logged hours for approval.
- The timesheet will be reviewed, and you must wait for approval.
- Once approved, the status will change, and **green arrows** will appear indicating approval.

This is the correct process for logging hours in Replicon. By following these steps, you ensure that your working hours are recorded properly and approved on time.