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.



Welcome to the Replicon Customer Zone



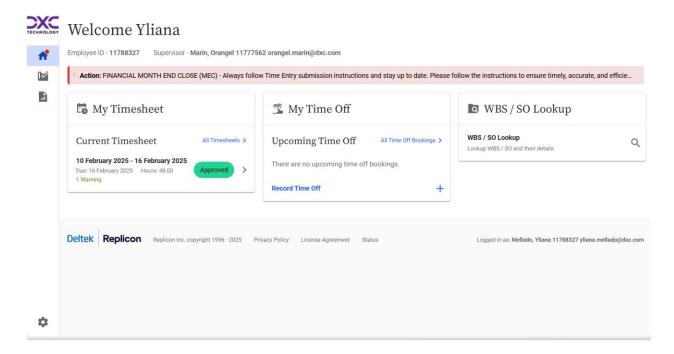
Steps to Log In:

- 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

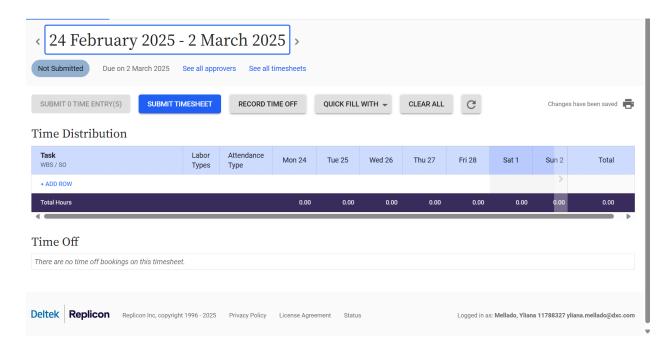
Once you have entered your **DXC Technology** credentials (email and password) and clicked **Login**, you will be redirected to the next screen.



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:



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:

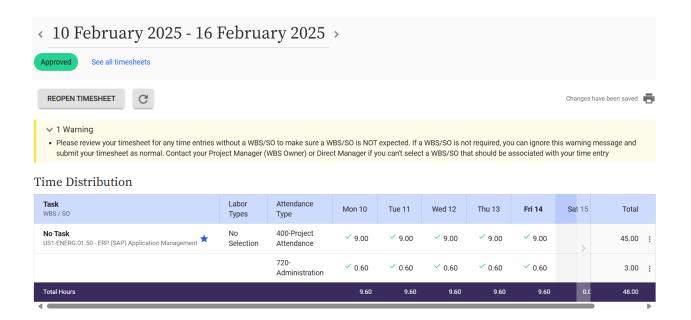
- For the first row, choose "400 Project Attendance".
- o For the second row, choose "720 Administration".

Entering Hours:

- The first row should have 9.00 hours per day.
- o The second row should have **0.60** hours per day.
- o 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.



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.