Instructions for New Syclo Screen Time Entry

Above is the new screen you will see in Syclo when you enter time after the job cost migration into Maximo. You will no longer be required to enter time in six minute increments you may now enter it in any increment.

When you enter any regular hours you will now enter it in this new field “Regular Hours” where before all you had was one field that said “Hours” and if it were premium time you would have chosen “Hour Type” everything else works the same for regular pay.

If you are entering premium time you will now enter it in the new field “Prem. Pay Hrs.” after you enter the amount of time of premium pay you will select the “Prem. Pay Code” from the dropdown.

You cannot try to put both hour types in at the same time. Example, if you are entering 10 hrs. for a day and two of them are premium pay you will need to do it in two separate entries. One for 8hrs regular pay and one for 2hrs premium pay. ****Remember**** if you need to enter more than one labor transaction on a work order you will need to put the work order on hold between labor entries.

You will no longer be required to enter time in six minute increments you may now enter it in any amount.