

Replicon Time and Attendance Employee Guide

Introduction to Replicon

Replicon is a cloud-based time and attendance system that will manage time off requests, approvals, and balance history (not at this time), manage timesheet completion and submission for approval by supervisors/managers, as well as transferring information into APWorkplace for payroll processing.

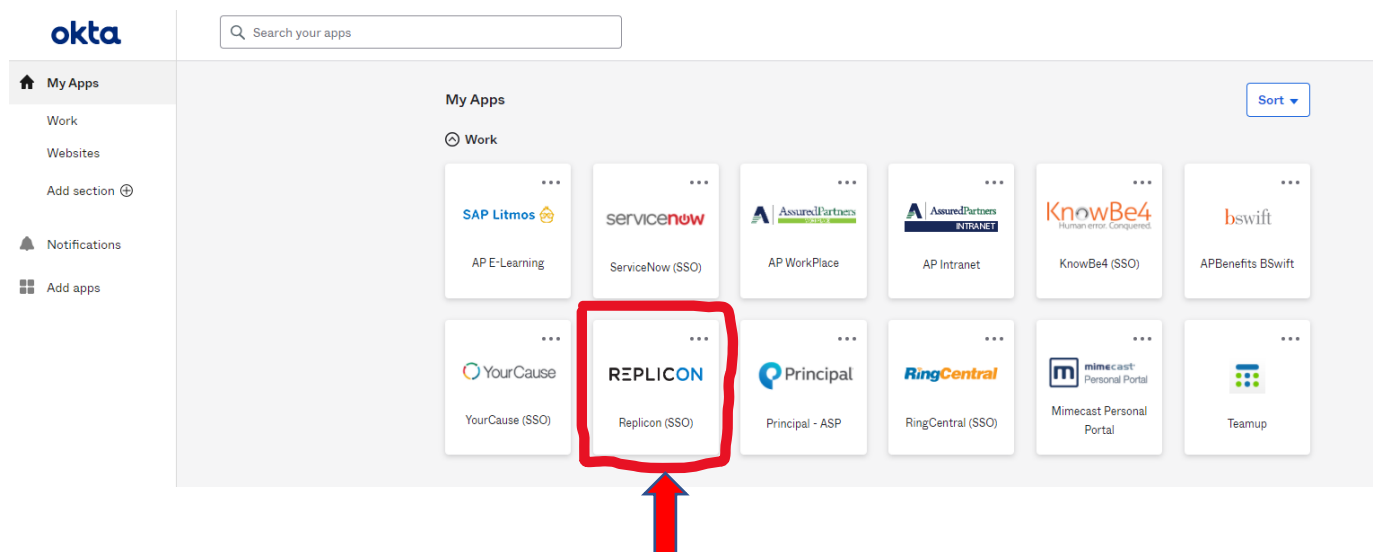
With its automation capabilities, Replicon sends email notifications to supervisors/managers when a time off request or timesheet submission is sent to them for review and action.

Replicon is the system that manages the AssuredPartners policies related to work schedules, paid time off, timesheets, and overtime hours, in conjunction with the payroll schedule. Please review the AssuredPartners employee handbook for specific information regarding these policies.

Logging in to Replicon

To log in to Replicon, navigate to the OKTA URL at: <https://assuredpartners.okta.com/login/login.htm>

Once you have signed into OKTA, you can launch the Replicon app: “Replicon SSO”



My Replicon – Exempt Employee (Hourly)

If you are an exempt employee, your landing page will consist of three tabs: Clock In or Out, Timesheet, and Time Off.

REPLICON

Clock In or Out Timesheet Time Off

Today, Mar 9, 2022

5:14 PM Current server time

Last Punch: 6:14 pm Mar 8, 2022 from Web

Clock In Clock Out

Today's Time Punches View Audit History View time punches on timesheet

IN	OUT	HRS	Details
7:59 AM Play Group Unavailable Web	1:35 PM Play Group Unavailable Web	5.96	
1:35 PM Play Group Unavailable Web	6:14 PM Play Group Unavailable Web	3.85	

Timesheet must be completed for hours worked each day and then submitted to your supervisor/manager for approval at the end of each week. The timeliness of completing and sending your timesheet to your supervisor/manager is very important as it will impact payroll processing.

Note: You will need to clock in when you start working, clock out when you leave for lunch, clock in when you return from lunch, and clock out when you are done for the day.

For additional information on the Fair Labor Standard Act and classification, please refer to the AssuredPartners Employee Handbook.

My Replicon – Non-Exempt Employee (Salaried)

If you are a non-exempt employee, your landing page will consist of three tabs: Clock In or Out, Timesheet, and Time Off.

REPLICON

Clock In or Out Timesheet Time Off

Today, Mar 9, 2022

6:32 AM Current server time

Last Punch: 6:32 am Mar 9, 2022 from Web

Clock In Clock Out

Today's Time Punches View Audit History View time punches on timesheet

IN	OUT	HRS	Details
6:32 AM Play Group Unavailable Web	6:32 AM Play Group Unavailable Web	0.00	

Note: You will need to clock in when you start working and clock out right after.

Salaried Non-Exempt and Hourly Employees must complete weekly timesheets.

Entering Time

By default, once logged into Replicon, the “Clock In or Out” is displayed. To add the punches to your timesheet, click on “Clock In” or “Clock Out”. The system will auto save your entry. You can return to your timesheet at any time during the week.

Exempt Employee (Hourly Employees): You will need to clock in when you start working, clock out when you leave for lunch, clock in when you return from lunch, and clock out when you are done for the day.

Non-Exempt Employee (Salaried): You will need to clock in when you start working, and clock out immediately after.

REPLICON

Clock In or Out Timesheet Time Off

Today, Mar 9, 2022

5:14 PM Current server time

Last Punch: 6:14 pm Mar 9, 2022 from Web

Clock In Clock Out

Today's Time Punches View Audit History View time punches on timesheet

IN	OUT	HRS	Details
7:59 AM	1:03 PM	5.06	Play Group Unavailable Web
1:35 PM	5:14 PM	3.65	Play Group Unavailable Web

At the end of the week, you must review your timesheet and click on “Approve” to submit to your supervisor/manager for approval.

- Once the timesheet is submitted, your supervisor/manager will receive an e-mail notification.
- Your timesheet will be reviewed and approved by the supervisor/manager.

REPLICON

Clock In or Out Timesheet Time Off

< Feb 28, 2022 - Mar 6, 2022 >

Approved See all timesheets

45.06 WORK HOURS

Changes have been saved

Payroll Summary

Pay Code	Quantity
Overtime 1 Hours	5.06

Time Punches List Details Images Map

Days	Time Punches	Work Hours
Mon Feb 28, 2022	7:56 am - 2:06 pm 2:43 pm - 6:10 pm	9.61
Tue Mar 1, 2022	8:00 am - 11:05 am 11:58 am - 5:26 pm	8.55
Wed Mar 2, 2022	8:01 am - 12:23 pm 1:00 pm - 6:30 pm	9.87
Thu Mar 3, 2022	8:01 am - 12:13 pm 12:59 pm - 5:24 pm	8.61
Fri Mar 4, 2022	7:58 am - 12:42 pm 1:13 pm - 4:55 pm	8.42
Sat Mar 5, 2022		0.00
Sun Mar 6, 2022		0.00
Totals		45.06

Managing and Requesting Paid Time Off (PTO)

What is PTO?

Paid time off (PTO) refers to the time that you are paid for when you are not working. PTO includes paid vacation, sick time, and personal time all wrapped up into one category.

You do not need to request time off when the office is closed.

How to Plan for PTO

- Contact your supervisor/manager with the dates you're hoping to take off.
- Once approved, send an email to PTO requests by emailing: PTOrequests@NISBenefits.com
- In the subject line, include date(s) requested – hours requested.
- You need to copy your supervisor/manager on every request you make.
- Do not request PTO via Replicon.

If you have any questions, see your supervisor/manager.

Company Paid Holidays

Ready to start planning your time off and vacations? Get a head start by reviewing the days you automatically have off in our [2022 Holiday Schedule](#).

We will send out announcements before each office closure through [NIS Watercooler](#), but you may want to add the company holiday dates to your personal calendar as well.

Timesheet Summary

- You will be notified by your supervisor/manager and/or Human Resources if you need to complete a timesheet.
- You need to complete your timesheet daily and record in/out times.
- You need to submit your timesheet for approval by Friday of each week.
- Any PTO request must be approved by your supervisor/manager and sent to PTOrequests@NISBenefits.com
- Employees who do not submit their timesheet for approval may see a delay in getting paid for those hours on their next paycheck.