

Payroll, Timekeeping, Time Off, Benefits, SplashTrack, & Replicon

SplashTrack: <https://account.splashtrack.com/>

- Update your information, including phone number, home address, mailing address, emergency contact, email address (which is also your username to log into SplashTrack), etc.
 - Schedule PTO and the floating holiday for your birthday, along with other time off, such as bereavement, maternity leave, paternity leave, jury duty, etc.
 - Review your PTO and floating holiday balances, along with any other time off
 - Update your tax information on your W4 Form
 - Update your direct deposit information
 - Benefits Portal - This is where you sign up for benefits as a new hire, during annual open enrollment, or when a life event occurs (loss of insurance, births, deaths, marriage, divorce, etc.). This is also where you go to decline benefits.
 - Review your semi-monthly paystubs
 - Review your annual W2
 - Review your pay rate
 - Review your onboarding / new hire documents
 - Request FMLA (Family Medical Leave Act) Leave
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Replicon: <https://login.replicon.com/DefaultV2.aspx>

- Timekeeping system for hourly employees
 - Company Code Needed for Signing into Replicon on the website and app: StratusHR352
 - Clock in at the beginning of your shift, clock out and back in for lunch break, clock out at the end of your shift
 - Review your timesheets
 - Submit your timesheets at the end of each payroll period to your manager
 - There is also a Replicon app that can be downloaded from the Google Play Store or the Apple App Store.
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Information on Payroll, Timekeeping, Time Off, Benefits, SplashTrack, & Replicon:

Hourly employees clock in and out on our timekeeping system, Replicon. Learn how to do that [here](#).

The Replicon app can be found in the Google Play Store or Apple App Store. There is also a website version of the app, which can be found [here](#).

Hourly (non-exempt) and salary (exempt) employees are paid semi-monthly on the 15th of the month and the last day of the month. (If a paycheck will fall on a weekend day or a holiday, the paycheck will be available the day before).

The hourly payroll period runs from the 11th through the 25th and the 26th through the 10th of each month.

The salary payroll period runs from the 1st through the 15th and the 16 through the last day of each month.

Paychecks are directly deposited in your bank account on file in SplashTrack.

Our work weeks are 32 hours per week with every Friday, Saturday, and Sunday off. (If you are on a Tuesday – Friday schedule, then days off each week would be every Saturday, Sunday, and Monday).

In SplashTrack, you can access your PTO balance and floating holiday balance, benefits portal, paystubs, salary information and history, completed and signed new hire documents, W4, and W2s.

SplashTrack is where you will go to schedule time off (PTO and the floating holiday for your birthday). You do not need to worry about scheduling time off for company paid holidays or the two recharge weeks (one during the week of the 4th of July and the other in December during the week between Christmas and New Year's). The company paid holidays and recharge weeks have already been added to SplashTrack.

SplashTrack is also where you can make changes to your W4, direct deposit information, and other information, such as home address, mailing address, email address, phone number, and emergency contact.

Our Benefit guides and information can be found in Rubex at this link:

<https://v953w.app.goo.gl/joqm>

To enroll in benefits as a new employee, during annual open enrollment, or for a qualifying life event (birth, marriage, death, divorce, loss of other health insurance, etc.), you will go to our benefits portal, which is in SplashTrack. In the upper right corner, you will see a circle with either a standard graphic or your photo inside. There, you will also see a very small blue circle with 3 white dots. Please click on the blue circle with the 3 white dots. This will open a menu with 3 choices: Benefits Portal, Change Password, Log Out. Please select Benefits Portal. Another tab will open in your web browser, and you will be taken to the Benefits Portal.

SplashTrack does not have a how-to guide. SplashTrack has a built-in “Show Me How” feature that virtually walks you through how to do things and shows you where to find things. This feature is in the bottom left corner of the screen. When you click on the up arrow, the window expands. You can type in a question or review the list of questions in “Employee Resources.”

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