


Replicon

Replicon is Syensqo's chosen time-recording system for R&I and other technical staff including CE. Reports from Replicon are used for high-level overviews of to which tasks/projects our workforce is allocated. The hours collected within Replicon are also converted to cash costs and allocated to active projects in SAP, to monitor their spend against budgets as well as other accounting purposes.

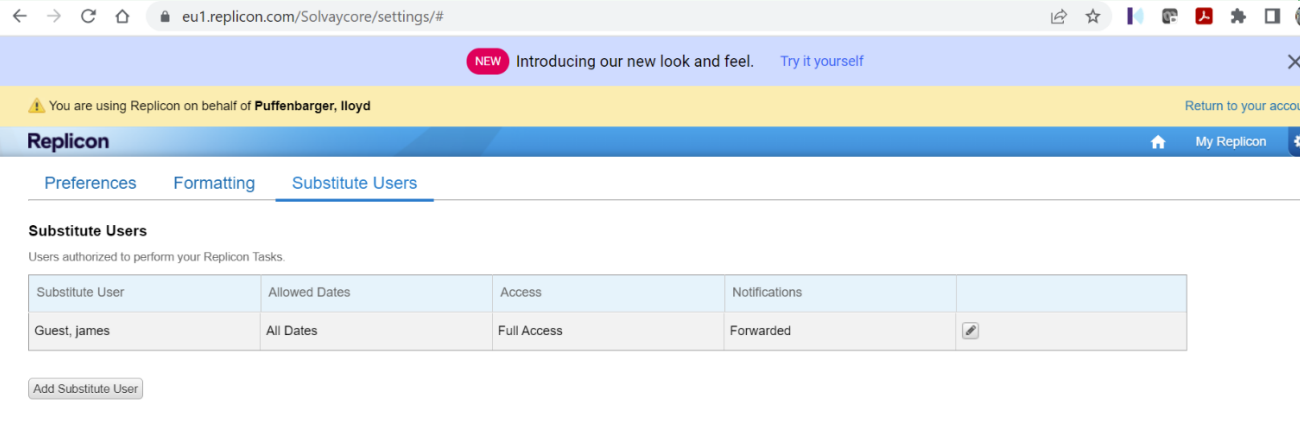
As a general rule of thumb, there are three categories of project/task in Replicon:

Category	Purpose/Value
CAPEX /Development-Capitalized	Resource costs are allocated and amortised over project-defined timelines. This significantly reduces cash-flow demands in the short-term and is a powerful tool for the business to control our finances. Wherever possible and legitimate, staff should aim to allocate their hours to this category of project.
Expense Projects	Resource costs are allocated and visible against the named project. This allows the business to monitor the spend for basic control purposes - though the costs are still allocated to the Cost Center in the short-term (i.e. no amortization). This category is considered appropriate and useful when there are no CAPEX/DevCap style projects that could be employed instead.
Generic Tasks	These are generally of less value to the wider business - though local functional/manager preferences may attach value, or employees may wish to keep records for their own purposes.

It is suggested that CE staff should target regular logging of hours for the first two categories. Logging of generic tasks can be discretionary, based on local demand.

 **Substitute Users**

Remember to add a trusted user (your manager is recommended) as a 'Substitute User' within Replicon Settings. This will allow that user to complete your timesheet in the rare occurrence that you are unable to make entries at month-end (usually 25th of the month)



The screenshot shows the Replicon web interface. At the top, there is a navigation bar with 'Replicon' and 'My Replicon'. Below that, there are tabs for 'Preferences', 'Formatting', and 'Substitute Users'. The 'Substitute Users' tab is active, showing a table of users authorized to perform Replicon tasks. The table has four columns: 'Substitute User', 'Allowed Dates', 'Access', and 'Notifications'. One user, 'Guest, james', is listed with 'All Dates' for allowed dates, 'Full Access' for access, and 'Forwarded' for notifications. There is an 'Add Substitute User' button at the bottom left of the table.

Our regular Replicon administrator is Rechelle Swing.