

# Welcome to Rippling!

## AuST Group

# Why are we moving to Rippling?



**User-friendly  
interface**



**Enhanced self-  
service options (w/  
mobile accessibility)**



**Streamlined  
processes**



**People analytics**



**Data Security &  
Privacy**

# How will I use Rippling?



**View Compensation Information**



**Review Your Performance**



**View Your Pay Slips**



**Manage Your Benefits**



**Time Tracking & Time Off**

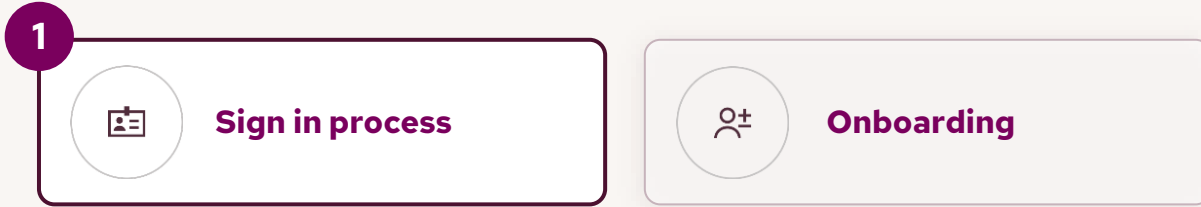
# Table of Contents

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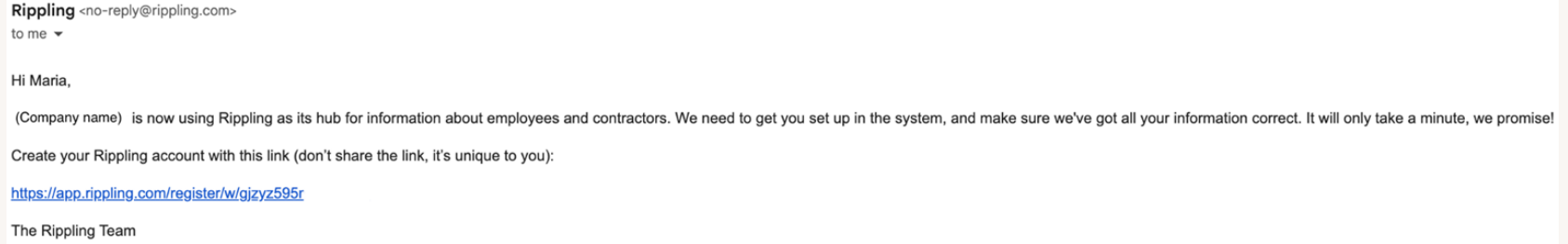
- Onboarding to Rippling
- Your Employee Profile
- Updating Personal Information
- Notifications
- TimeKeeping (Clocking In and Out)
- Requesting a change to your timecard
- Requesting Time Off
- Payroll
- Insurance and Benefits
- Learning Management System
- Using Rippling Mobile App
- Resources

## Logging In & Access

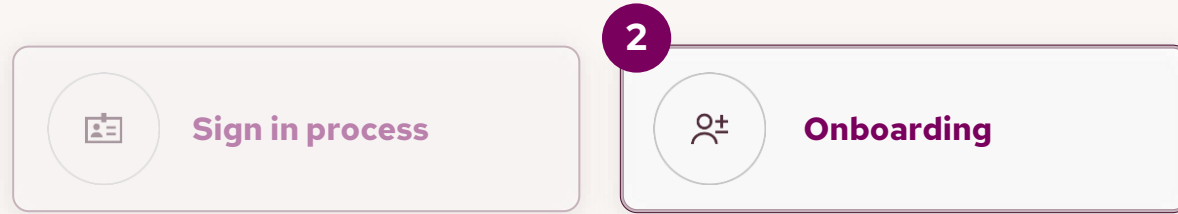
# What does my Onboarding look like?



**You will get an email from Rippling explaining how to access your account:**



# What does my Onboarding look like?



Before you begin, collect the following information, which you'll need to complete your onboarding

- Social Security Number
- Emergency contact name and phone number
- Direct deposit bank routing number, account number, and account type
- Tax Withholding Information
- I-9 Documentation
- A recent headshot or photo

## Logging In & Access

# Step 1

**Sign in to Rippling**

Email

**Continue**

By clicking "Continue", you agree to Rippling's [User Terms of Service](#) and [Privacy Notice](#).

**Add your personal phone number to Rippling**

Your personal phone number will be used as a backup in case you lose access to your email.

Personal phone number\*

+1US

Select how you want to receive the code\*

Text

Call

**Send code**

The code expires 15 minutes after you request it.

You are consenting to be contacted on the phone number selected for the purpose of receiving an authorisation code. If you continue with a text message, fees may apply from your provider.

Using your invite link:

- Use the link in your invite email to set up your account. Once you click the link, use the code to verify your email address and then create a password.
- Phone number - Enter your phone number and press Send
- Once you enter the code, you will go directly to your Rippling Dashboard

## Logging In & Access

# Step 2

**Enter your personal information**

Your personal information will become a part of your company's HR records. It will only be used for legal, administrative, and other official purposes, such as payroll.

**1 Your privacy is important to us**  
Only you and admins who have required permissions will be able to view your information.

**Legal name**  
Enter your full legal name as it would appear on a government document or taxes. Your full legal name should match the name recorded on your work documents, such as your driver's license, state ID, or passport.

**Legal first name\***  
Tilly

**Middle name**  
Enter your middle name

**Legal last name\***  
Randall

**Preferred name**  
Use the preferred name you'd like to be displayed on your Rippling profile and in your company's org chart. Your preferred name is the name you'd like to be called and known by. If you don't add a preferred first name, your legal first name will be displayed in Rippling.

**Preferred first name**  
Enter your preferred first name

**Preferred last name**  
Enter your preferred last name

**Demographic information**  
Rippling collects this information because government agencies and other third-party systems such as insurance carriers require it.

**Identified gender\***

Male

Female

- Updating Personal & Demographic Information:
  - Verify pre-filled information provided by your employer for accuracy.
  - If there are errors, make the necessary corrections during this phase.
  - Ensure that all sections are completed to maintain a comprehensive profile.
  - Review your entries carefully to prevent future discrepancies.
  - For added security, double-check sensitive information like your social security number and contact details.

## Logging In & Access

# Step 2 continued

Home address

**1 Provide a valid mailing address**  
Enter your mailing address as it's listed with the postal service. Your address will be used for tax-related purposes.

Country\*  
United States

Address line 1\*  
55 2nd Street

Address line 2 (optional)  
Suite 1500

City\*  
San Francisco

Zip\*  
94105

State\*  
California

Address Valid

Contact details

Phone number\*  
+1 US 555-423-1234

Emergency contact\*  
Tristan Randall

Emergency contact phone number\*  
+1 US 555-423-2123

### Address Details:

- Ensure you enter all parts of your address, including apartment or unit numbers, street name, city, state/province, and postal/ZIP code.

### Emergency Contact:

- Provide their full name and phone number for emergencies



# Step 3

**Personal information (continued)**

This information will become part of your company's HR records, and it will only be used for legal, administrative, and other official purposes, such as payroll.

**Tax and Country Identifiers**

Social Security Number\*




555-44-1234

## SSN & Profile Photo

- Confirm/Add your SSN: This is required information to ensure you get a paycheck through Rippling
- Add a photo or head shot: This will be used in the Company Directory and Org Chart. Please keep the photo professional.

**Add a photo for the company directory**

Put on your best smile! Your photo is required for the company directory. It will also be used in internal comms and org charts. You can update your photo anytime.

 **Take a photo**       **Upload from computer** 

## Logging In & Access

# Step 4

### Bank account information

Enter this information carefully. You can add multiple bank accounts and split your paycheck between them.

[Add bank account](#)

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### Change Payment Mode

If you do not have direct deposit, please contact your admin

Payment Mode: **Direct deposit**

## Bank Account Information

- Add Bank account information: If this information is not entered correctly, your paycheck may not be deposited. Please be sure the information entered is accurate.
- Contact your company admins if you have questions about direct deposit or other options of getting your paycheck.

**\*\*Note:** You will see micro deposits of a few pennies in your account. This is Rippling verifying that your account is real and is nothing to be concerned about.

Nickname (optional)

Beneficiary Account Name\* ⓘ

Routing Number\* ⓘ

JPMORGAN CHASE BANK, NA

Account Number\*

Account Type\*

# Step 4 continued

## Multiple Bank Account Options

- If you have multiple bank accounts you will be able to add them at this time
- You can distribute the check by % or flat amount

**Paycheck distribution**

Distribute your paycheck by percentage or amount across multiple accounts to meet your financial needs and goals. You can also add new accounts and drag and drop each account to determine the order in which funds will be distributed.

[Edit distribution](#)

---

*****345	100%
.....1345	

**Paycheck distribution**

Distribute your paycheck by percentage or amount across multiple accounts to meet your financial needs and goals. You can also add new accounts and drag and drop each account to determine the order in which funds will be distributed.

[+ Add account](#) [MOVE TO NEXT STEP](#)

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1	*****345	Percentage (%)	0	%	
2	*****578	Percentage (%)	Remainder		

# Step 5

### Federal tax withholding elections

We'll use this information to complete your federal W4 form and calculate your tax withholdings. You should consult the federal W4 instructions to make sure you're answering these questions correctly. The IRS released the new form W4 in 2020 - read more to know what changed in the new W4.

This is almost never the case, but are you exempt from federal income tax withholding?\*

Yes, I'm exempt from federal income tax withholding  
 No, I'm not exempt

What's your filing status?\*

Single or Married filing separately  
 Married filing jointly  
 Head of household

Do you hold more than one job at a time, or are you married filing jointly and your spouse also works?\*

Yes  
 No

Do you expect to claim deductions other than the standard deduction and want to reduce your withholding? (amount from line 4b)\*

## Tax Information

- Federal & State Tax Information - Please be sure to put any dependent amounts in the correct section of the W4. The question directly below is for additional withholding

Do you expect to claim deductions other than the standard deduction and want to reduce your withholding? (amount from line 4b)\*

\$ 0

Do you have any other income? (amount from line 4a)\*

\$ 0

Would you like to claim any amount for dependents? (amount from line 3)\*

\$ 0

Additional amount, if any, you'd like withheld from each paycheck (amount from line 4c)\*

\$ 0

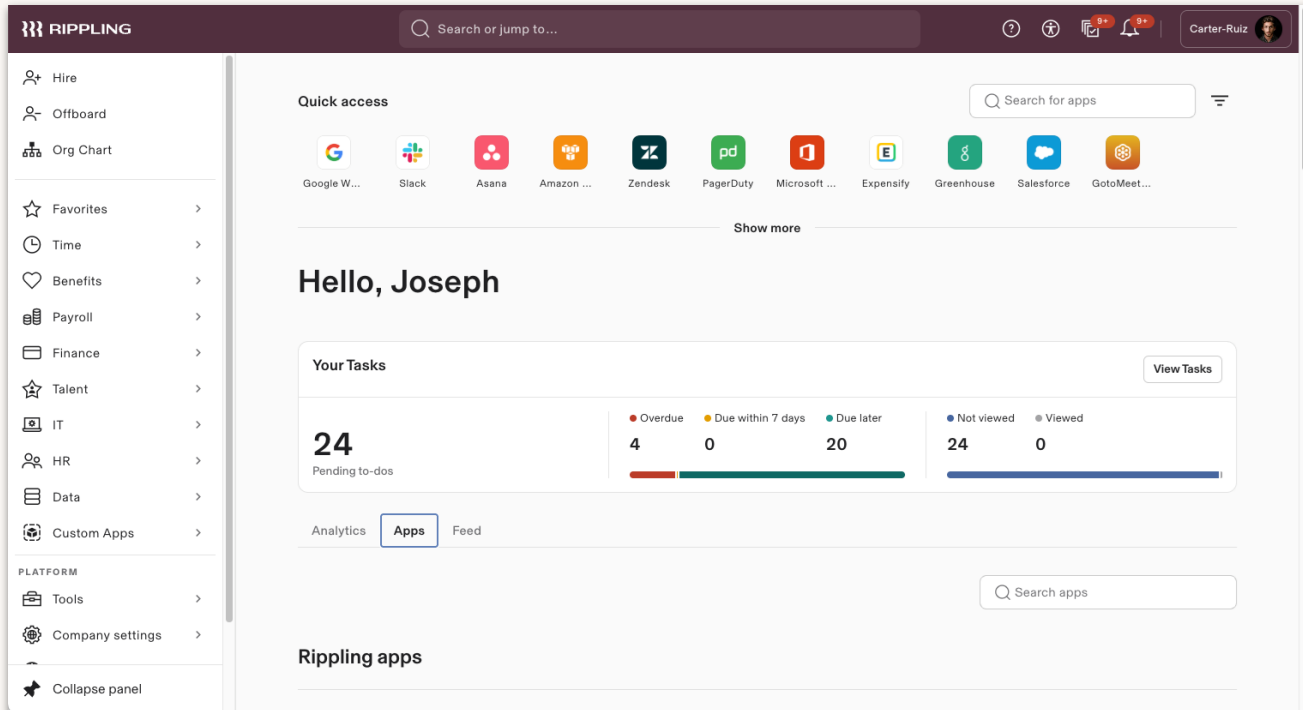
Add Non-resident Alien (NRA) under line 4c?\*

Yes  
 No

Add your Signature\*

Draw your signature

# Meet the Rippling Dashboard



## Account Settings

# Updating Your Locale, Region, Language

- Click on your account icon in the top right corner
- Select Account settings > Select the Language & Region tab > Update Region, Language, Time Zone.

The screenshot displays the 'My Account Settings' page with the 'Language and region' tab selected. The main content area shows the 'Security settings' section, which includes a description, a password field, and a multi-factor authentication option. An inset window provides a detailed view of the 'Language and region settings' panel, showing the current configuration for Region, Language, Date format, Time format, Number format, and Time zone.

**My Account Settings**

Security | Notifications | **Language and region** | Appearance

**Security settings**

Employment verifications settings

RPass

**Security settings**

Make sure you can always access your Rippling account by keeping this information up to date

**Password**

.....

**Multi-factor authentication**

**Language and region settings** [Edit](#)

Region United States (English)

Date format: MM/DD/YYYY  
Time format: 12-hour clock (e.g. 2:00 pm)  
Number format: 0,000,000

Language English (United States)

**Time zone** [Edit](#)

Time zone PDT (UTC-7) - America/Los Angeles



# Notifications

## Manage Your Preferences

Adjust your notification settings in the Notification Preference Center of your Rippling account.

1. Log into your Rippling account.
2. Click your profile icon > Account Settings > Notification Preferences Center.
3. Click the pencil icon to update your preferences:
  - Select which notifications you want to receive.
  - Choose whether to receive them via email, in-app, or both.
  - Set whether you'd like to receive notifications in real-time or as part of a daily digest.
4. Click Save to update your preferences.

## Can I choose to receive some notifications as a daily digest and others in real time?

Yes, you have full control over how and when you receive different notifications. You can opt to receive some alerts in real time and others in a daily digest.

## Will I still receive urgent notifications by email?

Rippling will not change your access to any urgent notifications. Critical updates and urgent notifications will continue to be sent immediately, either through in-app alerts or email, depending on your preferences.

# Account Frequently Asked Questions

For more information, check out the [Help Center articles](#) or ask your company administrator.

## What happens if I get locked out of Rippling?

There are a few ways to regain access to your Rippling account if you're locked out or if you no longer have your MFA device. [This article](#) explains what to do in each situation.

## What if I've used Rippling with a past employer?

As long as the administrators at your former employer don't delete your Rippling profile, you'll have access to Rippling forever. When you click your name you'll be able to view your information and access of both your current and previous employer.

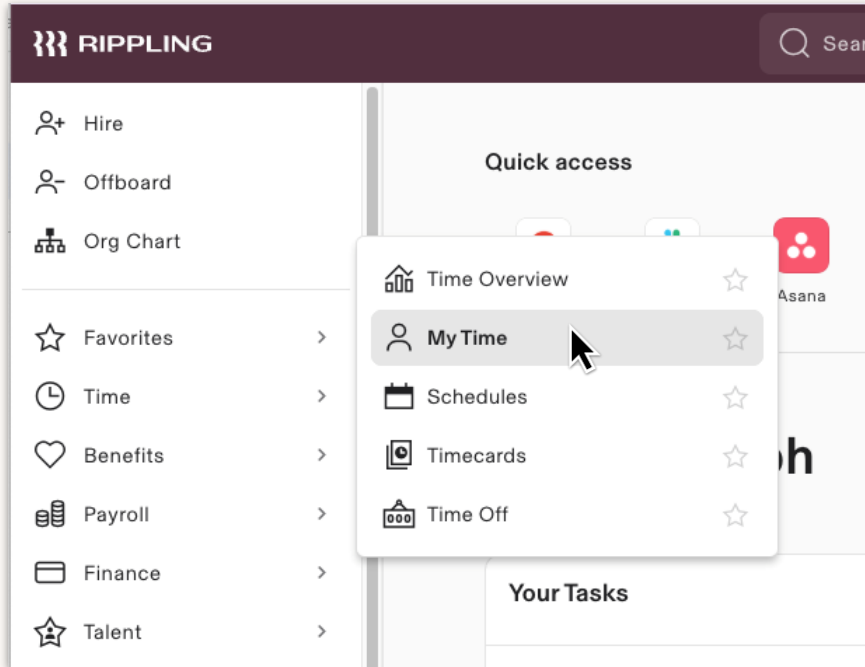
## Where can I find my signed documents?

Click your name and then select My Profile. In the Documents tab you can View or Download all your documents.

# Time Off for Employees

# Time Off

## Requesting on Browser



To request time off, navigate to the Time App via the web, choose the “My Time” option

### You have the ability to do things like:

- Request time off
- Check your available time off balance
- View Company holidays (under Overview)

### Resources on Rippling Help Center

- ★ [Guide - How To Request Time Off](#)

# Time Off

## Requesting on Browser

Select your leave type, and enter the start/end dates of your leave. Select custom hours if a different amount than 8 hours are required. Click Save.

### Resources on Rippling Help Center

- ★ [Guide - How To Request Time Off](#)

**Schedule time off**
✕

Select employee

Joseph Jenkins
▼

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**Leave details**

Time off policy\*

Time off policy
▼

Take partial day(s) off

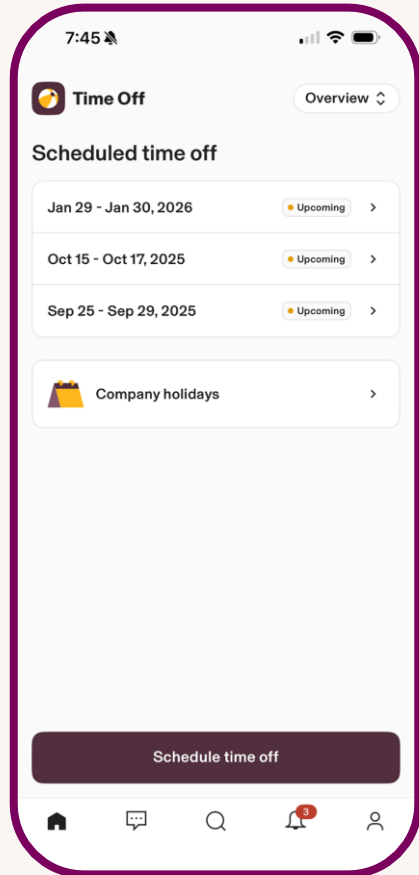
**Start and end date\***

📅

📅

Provide a reason

Enter a reason



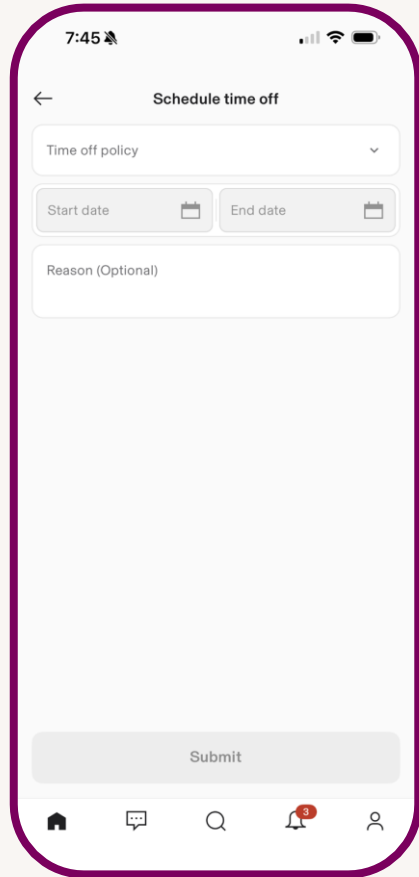
# Time Off

## Requesting on Mobile

- Click on the Overview tab
- Click Schedule time off.
- Complete the time off request details
  - Time off policy. Use the dropdown menu to select the appropriate time off policy.
  - Custom hours. Toggle this on if your request includes partial days.
  - Start date. Select the start date (and time, if custom hours were enabled) for the request.
  - End date. Select the end date (and time, if custom hours were enabled) for the request.
  - Reason. Optionally, provide a reason.
  - Additional info. You may be prompted to upload documentation verifying your leave request. Tap Upload file(s) to add them from your device.
- Click submit

### Resources on Rippling Help Center

- ★ [Guide - How To Request Time Off](#)



# Time Off

## Requesting on Mobile

Select your leave type, and enter the start/end dates of your leave. Select custom hours if a different amount than 8 hours are required. Click Save.

### Resources on Rippling Help Center

- ★ [Guide - How To Request Time Off](#)



## Time Off FAQs

### **Why can't I submit my time off request?**

You might be restricted if you lack enough hours in your available balance for the requested time. Some companies allow for time off even if your balance is insufficient, often with admin approval. You also can't submit a request if it overlaps with scheduled time off.

### **Can I submit a time off request for past dates?**

Yes, but inform your manager or admin for any necessary payroll adjustments.

### **What if I no longer need a submitted time off request?**

You can cancel a request before it starts by clicking "Cancel" next to the request.

### **Can I edit a submitted time off request?**

You can edit pending or approved requests before they start by going to the Requests tab in the Time Off app. Once started or in the past, contact an admin for changes.

# Payroll

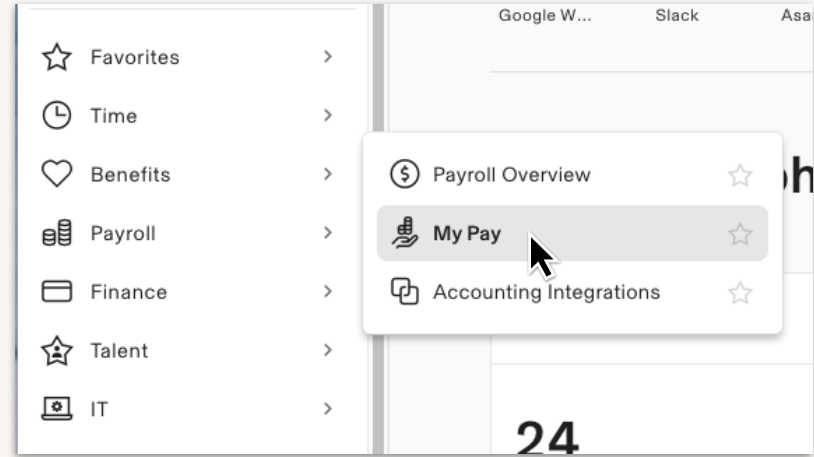
## Pay - Browser

# View your Pay Stubs

To view all things related to your pay within the browser, navigate to Payroll > My Pay

You have the ability to:

- View each of your pay statements or download of them from the right hand side.

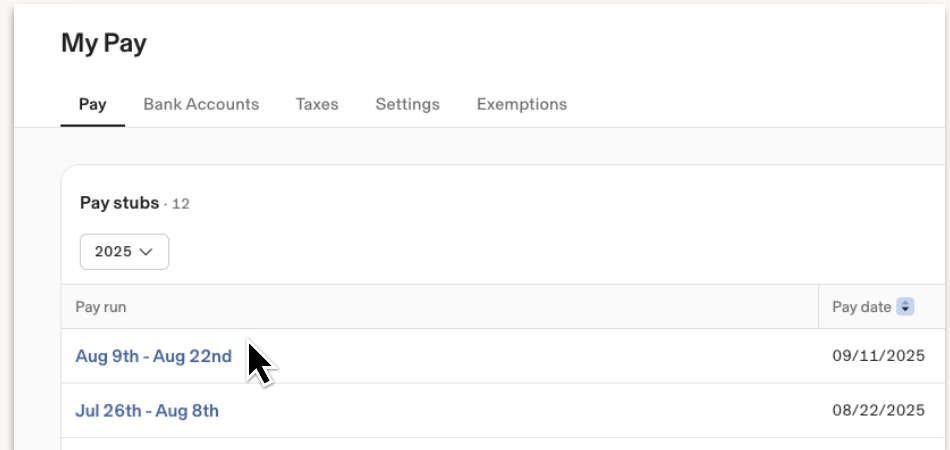


# Update your Direct Deposit

To view all things related to your pay within the browser, navigate to Payroll > My Pay

You have the ability to:

- Update your direct deposit from the "Bank Accounts" tab at the top.

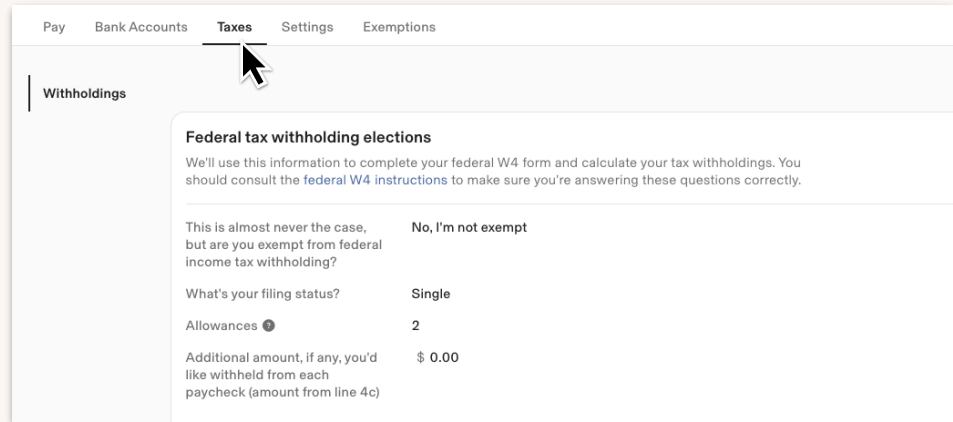
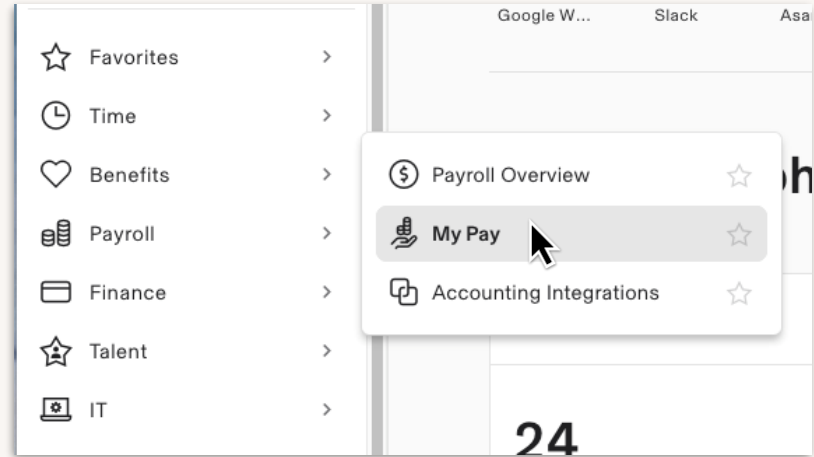


# Update Tax Settings

To view all things related to your pay within the browser, navigate to Payroll > My Pay

You have the ability to:

- Change or view your tax withholding
- View your W2 (Available in 2025)
- Change your Direct Deposit Information (Under Payment Information)
- More



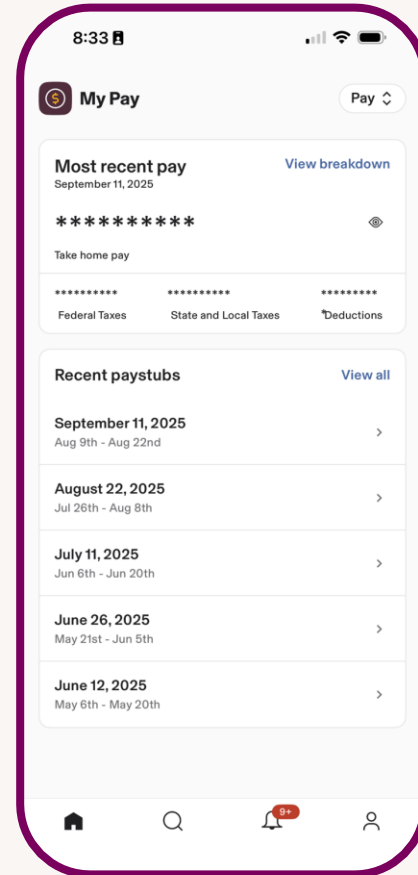
## Pay - Mobile

# View your Pay Stubs

- To view all things related to your pay within the mobile app, choose the "My Pay" option

By choosing the dropdown in the top right corner, you have the ability to:

- View your Paystub
- Change or view your tax withholding
- View your W2 (Available in 2025)
- Change your Direct Deposit Information (Under Payment Information)
- More



# Useful Rippling Payroll Guides

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- ★ [List of All Guides](#)
- ★ [Rippling Pay Stub Overview](#)
- ★ Where to Find Your [W-2/1099 Form](#)
- ★ Updating Personal [Bank Account Information](#)

# Resources

# Help Center & Rippling U

If you're having trouble navigating Rippling, the Help Center is a great place to start. It provides step-by-step instructions and screenshots of the most frequently asked questions about Rippling. Please review these resources for common questions.



## Become a Rippling expert

Free on-demand product training courses. Learn best practices and earn a Rippling Certification.

[Visit Rippling U](#)



## Find your answer, instantly!

Search our Help Center for how-to guides, in-depth tutorials, FAQs, and more.

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