

# Benefits & Payroll Integration

Employee Navigator's benefits administration platform connects to the payroll system through a bi-directional API integration to exchange the following data:

## Demographics



First, Last, Middle Names Address 1 & 2 City, State & Zip Hire or Rehire Date Termination Date	Home Phone Email Gender Job Title
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## Employee Records



SSN Payroll ID DOB Pay Basis	Hourly Rate Salary Effective Date Annual Base Salary
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## Deductions



EE Recurring amount  
Effective Date  
Change Date  
End Date

### Say goodbye to...

- Dual entry
- Inaccurate data
- Manually managing deductions

### ... And enjoy

- Demographic & deduction sync
- Integration for all-sized groups
- Real-time updates (within 90 seconds)

## Fast Facts

	isolved	Employee Navigator
Entry point for new hires	✓	●
System of record for new hires & rehires	✓	✓
System of record for termination	✓	✓
Entry point for compensation	✓	●
System of record for recurring deductions	●	✓
Override deductions	✓	●
Sync frequency		Instantly in real-time when changes are made
Excluded deductions		401k, Universal plans, Commuter, Earnings
Excluded fields		Class structures, Payroll groups

# Responsibilities

## Pre-Integration

### Network Partner



- Identify internal support contact(s) for EN Team
  - Identify 2 customers ready to integrate
  - Retrieve API credentials from payroll provider

### Employee Navigator

- Schedule an introductory call to review:
  - How Network Partner will manage their Vendor portal
  - Vendor portal
  - Next steps

## Implementation



- Manage new integration requests and send out "Getting Started" email to HR, broker and EN Payroll team
- Assist EN team with troubleshooting items specific to isolated
- Move groups Live for API exchange

- Facilitate the integration process from start-to-finish with your client and their broker. Network Partner is not required to be involved. Each setup will include:
  - Overview of integration functionality with your customer and their broker (if applicable)
  - Recorded, screen-share calls to cover the integration's Auditing process and going Live

## Ongoing Management & Support



- Manage new integration requests in Employee Navigator
- Use iSolved resources for ongoing support
- Provide ongoing service to integrated groups

- Employee Navigator will provide support on troubleshooting specific to our system

## Timeline

- 1** Introductory call with Network Partner
- 2** Network Partner API details configured by EN Payroll team
- 3** Network Partner is turned Live on EN Marketplace
- 4** Network Partner manages new integration requests from clients

## How do I get started?



1. Payroll tab



2. Partner selection



3. Add a Service

**Kicks off the integration request to payroll provider**