



Primepoint User Guide: Employee Navigator Integration

Getting Started

Primepoint and Employee Navigator have partnered to develop an integration that includes the synchronization of certain demographic and deduction data. This guide consists of an overview of the integrated fields, as well as steps to complete within Primepoint for the setup of the integration. This guide should be carefully reviewed in conjunction with the Employee Navigator Payroll Integration User Guide.

Exchanged Fields:

Demographic Data:

The below table provides an outline of the fields being exchanged between Primepoint and Employee Navigator. Please note that some fields are bi-directional, meaning a change made in Employee Navigator will be transmitted to Primepoint and *vice versa* while others will move only from Primepoint to Employee Navigator. In addition, new hires, rehires and employee terminations will all need to be processed in Primepoint.

Primepoint Field	Employee Navigator Field	Direction of Exchange
Employee ID	Payroll ID	Primepoint to EN Only
SSN	SSN	Primepoint to EN Only
First Name	First Name	Bi-directional
Middle Name	Middle Name	Bi-directional
Last Name	Last Name	Bi-directional
Birthday	DOB	Bi-directional
Date of Hire	Hire Date	Bi-directional
Date of Termination	Termination Date	Bi-directional
Last Rate Change	Pay Effective Date	Primepoint to EN Only
Pay Type	Compensation Basis	Primepoint to EN Only
Annual Salary	Annual Base Salary	Primepoint to EN Only
Unit Rate	Base Hourly Rate	Primepoint to EN Only
Address 1	Address 1	Bi-directional
Address 2	Address 2	Bi-directional
City	City	Bi-directional
State	State	Bi-directional
ZIP	ZIP	Bi-directional
Work Email	Email	Bi-directional
Personal Email	Personal Email	Bi-directional
Phone Number	Phone	Bi-directional

Deduction Data

Employee Navigator will be the system of record for employee recurring deductions moving forward. This includes employee per-pay costs, effective dates, and end dates. You will have to key your existing deduction codes into Employee Navigator for the initial setup of the integration, to access a list of your deduction codes in Primepoint, go to Payroll > Deductions > Company Deductions.

Generating Reports for Demographic and Deduction Audit

There are two reports you will need to download from Primepoint and import into Employee Navigator to conduct the initial data verification. Both reports can be found in the Reporting section of Business Access and are labeled as follows.

Employee Navigator Demographic Report

Employee Navigator Deduction Report

IMPORTANT: Please be sure to use the “Download Report as Excel Spreadsheet” button to ensure that the data is retrieved in the proper format.

Audit Trail Reports, Exception Processing ETC

Within Employee Navigator there is a Transmission Dashboard that you may use to review the status of any transmission and retrieve any error messages that may occur. Please reference the Employee Navigator Payroll Integration User Guide for more information on this screen.

Within Primepoint changes can be reviewed by either running the Employee Change Report found within the Reporting section or by navigating to either the Employee or Deduction in question and clicking on the Change Log icon  next to the field you wish to review. This will display a detailed history of the field including the before and after value of every change, as well who performed the change and when. Changes made via this integration will show “Employee Navigator” in the Changed By column.

