# Guide to Rippling’s integration with Employee Navigator

Rippling has partnered with Employee Navigator (EN), a third-party benefits administration system, to offer you seamless management of your third-party benefits directly within Rippling. This is a 360-degree integration, meaning data will sync between both systems:

* Rippling sends demographic and compensation data to Employee Navigator for qualification and enrollments.
* Employee Navigator sends contribution and deduction data to Rippling for payroll.

## **Setup steps**

* **Step 1:** Request the integration within the EN system
  + Go to your Payroll tab in Employee Navigator 🡪 +add integration 🡪 Choose ‘Rippling’ from the dropdown.
  + When this is completed, Rippling will be notified that you have requested the integration.
* **Step 2:** Install the Employee Navigator app in Rippling
  + Once you’ve completed the required steps within your EN account, install the Employee Navigator app in Rippling by following the steps below:

1. In your Rippling admin account, open the **Rippling App Shop**.

A screenshot of a application

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1. Search ‘**Employee Navigator**’ in the search bar or [click this link](https://app.rippling.com/app-shop/app/EmployeeNavigator).
2. Click **Request Integration** if you don’t already have an account with EN or **Connect account** if you’re an existing account holder.

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1. Follow the steps to complete the Employee Navigator app installation in Rippling.

* **Step 3**: Find and map your Rippling deduction codes into Employee Navigator
* Go to this link: <https://app.rippling.com/payroll/dashboard/deductions>
* Find and map the applicable ‘Deduction Name’ values into Employee Navigator
  + *Examples of what you might see*

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* **Step 4:** Schedule and complete the initial implementation call with EN Support to learn how to complete the mandatory audits.
  + **Before this call with EN:** Within your Employee Navigator app in Rippling, go to the Reports tab and pull the Demographic audit and Deduction audit reports
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* **Step 5:** Go live
  + Once you’ve completed parts 1-4 and have had any related review calls, your EN analyst will provide notice when the integration is ready to go live.
  + Rippling will confirm via email that the API connection and notifications have been enabled.

**Tip:**As you move through the setup process, return to Rippling to mark the implementation tasks complete to ensure the integration can go live in your account.

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See below for a list of fields that will be exchanged:

|  |  |
| --- | --- |
| **Rippling Field Name** | **Direction of Exchange** |
| Payroll ID | Rippling to EN - only |
| Employee Social Security Number (SSN) | Rippling to EN - only |
| First Name | Rippling to EN - only |
| Middle Name | Rippling to EN - only |
| Last Name | Rippling to EN - only |
| Date of Birth | Rippling to EN - only |
| Hire Date | Rippling to EN - only |
| Termination Date | Rippling to EN - only |
| Salary Effective Date | Rippling to EN - only |
| Compensation Basis | Rippling to EN - only |
| Annual Salary | Rippling to EN - only |
| Hourly Rate | Rippling to EN - only |
| Address 1 | Rippling to EN - only |
| Address 2 | Rippling to EN - only |
| City | Rippling to EN - only |
| State | Rippling to EN - only |
| ZIP | Rippling to EN - only |
| Work Email | Rippling to EN - only |
| Personal Email | Rippling to EN - only |
| Email | Rippling to EN - only |
| Pay Period Deduction | EN to Rippling - only |
| Deduction Amount | EN to Rippling - only |