

Employee Navigator Reports

To provide an efficient integration implementation with Employee Navigator, Paycor created pre-configured reports with Deduction and Demographic data within **Report Builder**. This last page of this guide contains the exchanged filed between Paycor and Employee Navigator.

Note: To access these reports, your organization must be setup to integrate with Employee Navigator, a Benefit Administration provider. Also, your broker must indicate the client contact(s) in Employee Navigator under “HR Contacts.” This will ensure the Paycor client contact with “full access” is assigned the reports.

Paycor custom reports switched to a new reporting platform called **Report Builder**. If you do not have access to the Report Builder, please contact the Paycor Payroll Support team. They can be reached via any of the below avenues: (Phone: 1-855-565-3285 / Chat function on Paycor’s website)

Deduction and Demographic Info Reports:

- **Paycor EE Nav Reports**– Paycor custom reports switched to a new reporting platform called **Report Builder**.
 - Go to Paycor/Perform then “reports”
 - Click on **Report Builder**
 - Click “Create new reports”
 - Then under **Standard Reports**
 - Select the drop down under “**Integration Reports**” you will find the following reports: **Employee Navigator Deductions Info & Employee Navigator Deductions Info**

The screenshot displays the Report Builder Dashboard. In the top left, a 'Reports' dropdown menu is open, showing 'Custom Reports' and 'Report Builder'. Below this is a '+ Create new report' button. The main heading is 'Report Builder Dashboard'. On the left sidebar, there is a navigation menu with items: Dashboard, My Reports (0), Favorites (0), My Shared (0), Shared With Me (0), Scheduled (0), and Report History (3). Below the sidebar, there are 'Other Reporting tools' including 'Create Reports (Legacy)'. The central area is titled 'Create a New Report' with the instruction 'Choose a starting report to customize as needed.' Underneath, there is a 'Standard Reports' section with the text 'Existing Templates that will provide current and historical Data.' A dropdown menu for 'Integration Reports' is expanded, showing 'Employee Navigator Deductions Info' and 'Employee Navigator Demographic'. A red arrow points to the 'Integration Reports' dropdown. At the bottom, there is a row of buttons: 'Columns', 'Filter' (highlighted with a red arrow), 'Advanced Filter', 'Group', 'Sort', and 'Totals'.

The following data fields flow between Paycor and Employee Navigator. The Direction column indicates if that field flows between Paycor and Employee Navigator, or only Paycor to Employee Navigator.

Employee Navigator Field	Paycor Field	Direction
Address line 1	Address line 1	Bi-Directional
Address line 2	Address line 2	Bi-Directional
City	City	Bi-Directional
State	State	Bi-Directional
Zip	Zip	Bi-Directional
Primary Email (work email)	Email (work email field only)	Paycor to EN only
Home Phone	Home Phone	Bi-Directional
Annual Base Salary	Pay Rate 1*Pay Frequency (Rate 1 only)	Paycor to EN only
Compensation Basis	FLSA	Paycor to EN only
DOB	Birth Date	Paycor to EN only
First Name	Legal First Name(else first name)	Bi-Directional
Sex	Gender	Bi-Directional
Hire Date	Hire Date	Paycor to EN only
Hourly Rate	Pay Rate 1	Paycor to EN only
FullTime	Status Type	Paycor to EN only
Job Title	Job Title	Paycor to EN only
Last Name	Last Name	Bi-Directional
Middle Name	Middle Name	Bi-Directional
Pay Effective Date	Pay Rate Effective Date	Paycor to EN only
Payroll ID	Employee ID	Paycor to EN only
SSN	Social Security Number	Paycor to EN only
Termination Date	Termination Date	Paycor to EN only