**Viventium User Guide: Employee Navigator Integration**

**Getting Started**

Viventium 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 Vivenitum for the setup of the integration. This guide should be reviewed in conjunction with the Employee Navigator Payroll Integration User Guide.

**Exchanged Fields:**

**Demographic Data:**

This table (*shortened for this document*) should include each demographic field currently being exchanged between the two systems, with its direction of exchange.

|  |  |  |
| --- | --- | --- |
|   |   | **Direction of Exchange**   |
| Employee ID  | Payroll ID  | Payroll to EN - only  |
| SSN  | SSN  | Payroll to EN - only  |
| First Name  | First Name  | Bi-directional  |
| Last Name  | Last Name  | Bi-directional  |
| Annualized Salary  | Annual Base Salary  | Payroll to EN - only  |
| Base Rate  | Hourly Rate  | Payroll to EN - only  |

# 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. There are 2 scenarios in which this integration may happen. Either your company already has Employee Navigator as the benefits platform or, you are integrating your payroll platform with a new instance of Employee Navigator for your benefits. If the Employee Navigator benefits platform already exists for you, then deduction codes are already defined. You will need to communicate these deduction codes to the Viventium Implementation team so that they can be applied to your payrolls appropriately. If this is a new instance of the Employee Navigator benefits platform, then Viventium already has the deduction codes defined and those will need to be communicated to

Employee Navigator. In either case, you can run a list of your deduction codes in Viventium using the Deduction By Code report that is available in the Report Library.

**Initial setup:**

The admin/broker will initiate the integration in Employee Navigator. As part of that process, the admin/broker will need to enter the Client ID into Employee Navigator. This Client ID should be the Company Code from Viventium (typically a 3 character code) and should not include the Division Code. For example, in Viventium, if the Company Code-Division Code is XYZ-001, only XYZ should be input as the Client ID.

**Initial Data Audit**

There are 2 styles of implementation. One where your company is already live on Employee Navigator or one where You are live with Viventium and adding Employee Navigator as a new vendor. In either case, an employee data audit of both demographic data and deduction data will be done before pushing the integration to a live state. This audit is completed by running reports from Viventium, uploading to the Employee Navigator site, and then executing the audit for both demographic and deduction data within the Employee Navigator site. The Employee Navigator site will show the Employee Navigator data and the Viventium data side by side and allow you to select what instance of data is correct. The effort of the audit will come down to how closely both systems were kept up to date and/or which system(s) were used to seed the data in both Employee Navigator and Viventium.

**Generating Reports for Demographic and Deduction Audit**

# Demographic Audit Report

To pull and download your EN Demographic Audit Report from Viventium, navigate to the Reports & BI -> Report Builder. Then open the list of canned reports using the Folder icon, navigate to the Viventium Reports folder and find the **Employee Navigator** **Employee Demographic Audit Report Deduction Audit Report.** Depending on what company(ies) you are running for, adjust (or add) a filter for the company(ies). Additionally, you should adjust the employee statuses in the filters for your company. You should only select Active statuses. These should include Leave of Absence and other statuses that are not Terminated or Onboarding.

To pull and download your EN Deduction Audit Report from Viventium, navigate to the Reports & BI -> Report Builder. Then open the list of canned reports using the Folder icon, navigate to the Viventium Reports folder and find the **Employee Navigator Employee Deduction Audit Report.** Depending on what company(ies) you are running for, adjust (or add) a filter for the company(ies). Additionally, you should adjust the employee statuses in the filters for your company. You should only select Active statuses. These should include Leave of Absence and other statuses that are not Terminated or Onboarding.

**Audit Trail Reports, Exception Processing, etc.**

# Employee Audit information

Users can see what data has changed in Viventium in relation to Employee Navigator changes that were sent. You can do this either in each employee's audit information or in the company level audit page using the Changed By User filter and contains EmployeeNavigatorAPIUser.

# Failed Syncs

In some cases, there may be a problem with data or connectivity and data is not synced between Employee Navigator and Viventium. Users can review the sync details in Viventium using the Integrations page in the left hand menu. In this page you can filter on the Vendor column and contains EmployeeNavigator. If needed, you can also filter on the other columns, such as timestamp, to focus on the errors or successful sends that you are looking for.