



# Guide to Rippling's integration with Employee Navigator

## Overview

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.

**Important:** The Employee Navigator third-party benefits integration cannot be used with a separate third-party flex integration or Rippling's native Benefits Administration (Benefits Admin, Carrier Connect, Flex Benefits, COBRA, and ACA). If you use the EN third-party integration, all of your benefits must be managed through EN or outside of Rippling.

## Setup process

Before integrating your Employee Navigator (EN) account with Rippling, please take note of the following requirements:

- You must be **more than 30 days** away from your benefits renewal date.
- After your renewal, you must **run one payroll** in Rippling before you can connect the integration to your external EN account. This ensures there are accurate deductions to audit on EN's end.

**Note:** If your benefits are set to renew within 30 days or if you've completed your renewal but haven't yet run your first payroll in Rippling, **you can still install the Employee Navigator app in Rippling**. However, you won't be able to finalize the integration on Employee Navigator's side until these requirements are met.

## Example

For example, if your benefits renew on January 1, you need to have the Employee Navigator app installed in Rippling and integrated with EN by November 30. In this instance,

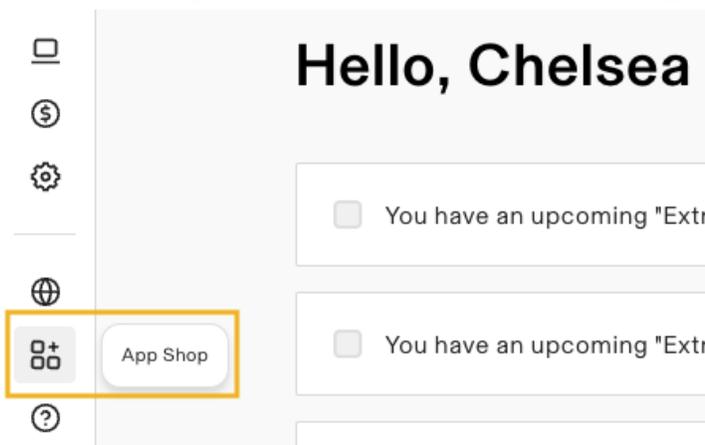
integration is not allowed between December 1 and 30 because the benefits renewal date is less than 30 days away. After December 30, you'll need to run your first payroll in Rippling before finalizing the integration with EN.

**Important:** During your first Rippling payroll run, you must manually manage your employees' EN benefits deductions, as the integration won't yet be active on EN's side. Refer to the following article for guidance: [How to change a benefits deduction amount.](#)

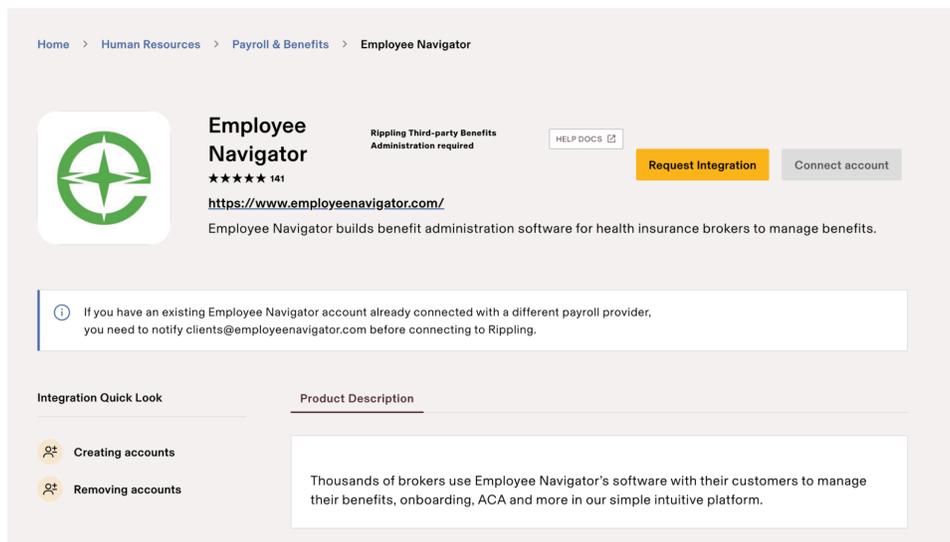
## Part 1: Install the Employee Navigator app in Rippling

To install the Employee Navigator app in Rippling, follow these steps:

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



2. Search '**Employee Navigator**' in the search bar or [click this link](#).
3. Click **Request Integration** if you don't already have an account with EN or **Connect account** if you're an existing account holder.



4. Follow the prompted flow to complete the Employee Navigator app installation in Rippling.

## Part 2: Connect your Employee Navigator account to Rippling

**Reminder:** You cannot complete the connection if your benefits renewal date is less than 30 days away. After this period, you must complete one payroll run in Rippling before you can link your external Employee Navigator account to your Rippling Employee Navigator app.

Once you've installed the EN app and run your first payroll in Rippling, complete the following tasks within your external Employee Navigator account:

1. Request a payroll integration with Rippling.
2. Complete checklist items from EN's Abbreviated User Guide.

See the sections below for detailed information and instructions on each task.

### Request a payroll integration with Rippling

In your EN account, follow the steps below:

1. Open your group's **Payroll** tab.
2. Click **Partner Selection > Add a Service**.

When this is complete, Rippling will be notified that you have requested the integration.

### Complete checklist items from EN's Abbreviated User Guide

EN requires you to complete the checklist items from **Part One** of their **Abbreviated User Guide** before you start the demographic and deduction audits. The checklist items include:

- Configuring deduction codes
- Configuring pay dates
- Adding initial employees
- Configuring class structure to determine employee eligibility

**Tip:** Find your deduction codes in the *Names* column on your *Deductions* tab within the payroll section of your EN account.

## Part 3: Complete audits



Next, schedule and complete the initial implementation call with EN Support to learn how to complete the mandatory audits. With assistance from your broker partner and EN Support, complete the demographic and deduction audits with EN.

## Employee Navigator

Setup process   **Reports**   Settings



### Part 4: Go live

Once you've completed parts 1-3 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.



### What's next?

Once you've completed all setup steps, your integration will be fully enabled and live data will begin syncing between Rippling & Employee Navigator. Deductions will appear

in Rippling, however, please be aware that any **contribution limits for FSA, HSA, or Commuter benefits must be managed in Employee Navigator.**

**! Important**

For the integration to function properly, your Employee Navigator deductions in Rippling must be configured accurately. Here are two important considerations:

1. The "Setup Amounts" deduction setting must be set to "Per pay period."
2. The name of your EN deductions in Rippling must exactly match the benefit names in EN.

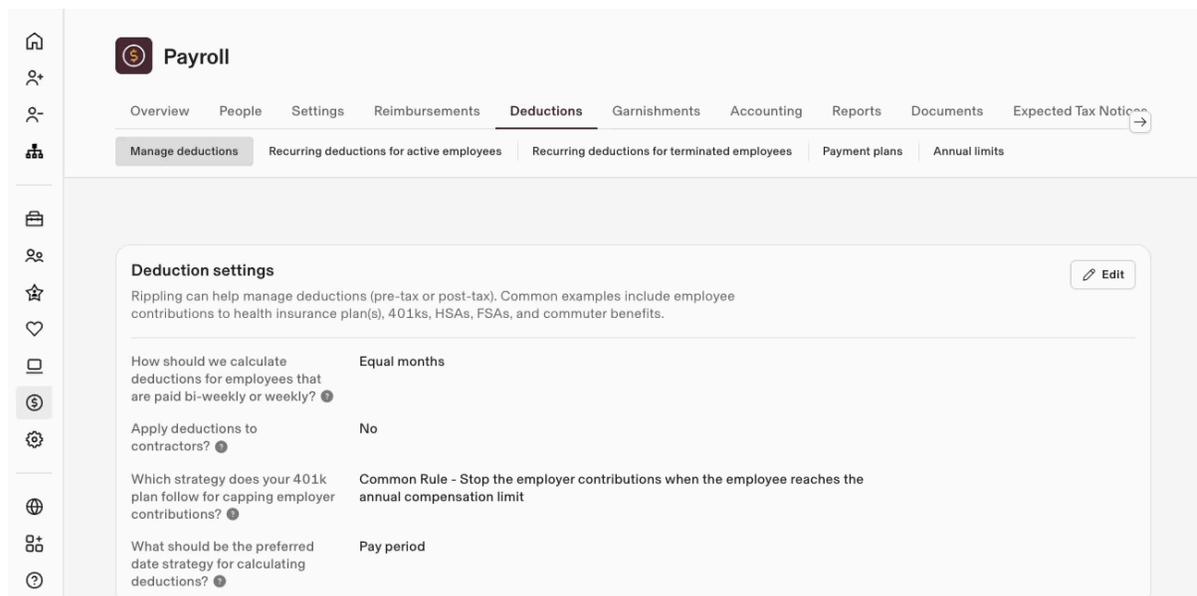
Refer to the two sub-sections below for more details.

### "Setup Amounts" deduction setting in Rippling

The **"Setup Amounts"** setting for Employee Navigator deductions in Rippling must be set to **"Per pay period,"** not "per month."

The "Setup Amounts" setting is configured when you first set up the deduction type in Rippling and can be edited by following these steps:

1. From your Rippling sidebar, open the **Payroll** app.
2. Select the **Deductions** tab > **Manage deductions** sub-tab.
3. Scroll down and click the **three dots** to the right of your Employee Navigator deduction type.
4. Proceed to the *Calculation preferences* page and choose **Per pay period.**
5. Complete the flow to save your changes.





## Deduction names

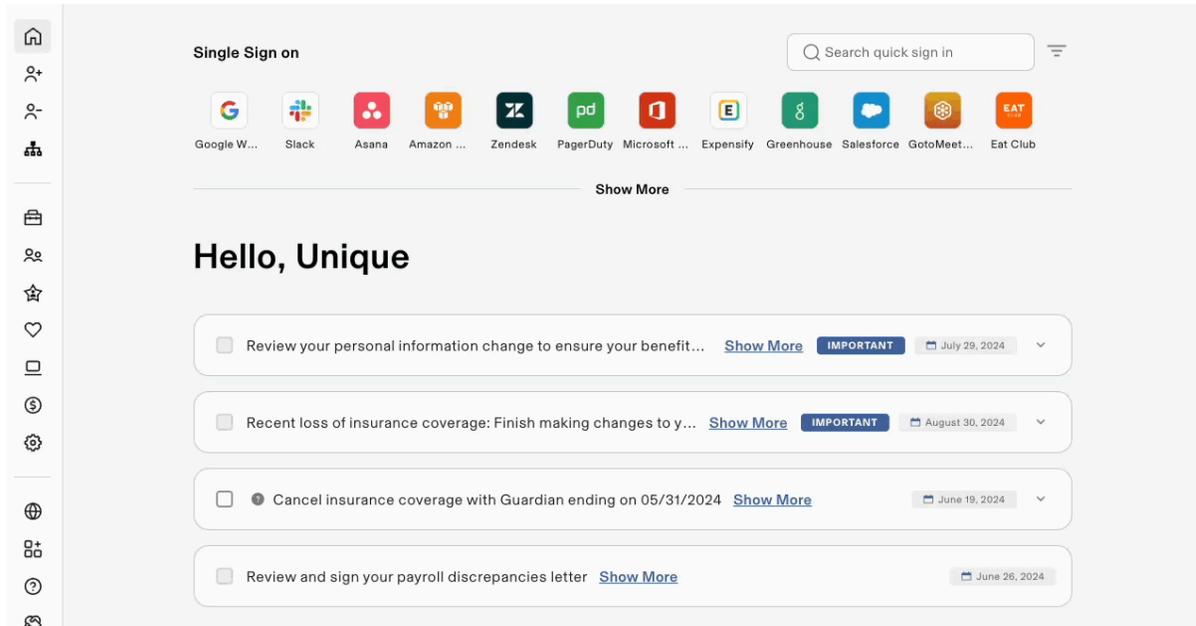
To ensure seamless data transmission, **the names of your Employee Navigator deductions in Rippling must exactly match the benefit names in Employee Navigator.**

For example, if you name your medical deduction in Rippling as "Medical deduction," it won't transmit correctly because it doesn't exactly match "Medical," which is the name used in Employee Navigator.

Similarly, a trailing space in a deduction name (e.g., "Vision ") can cause transmission errors since Employee Navigator does not recognize the extra space.

To correct a deduction name in Rippling, follow these steps:

1. Open the **Payroll** app in Rippling.
2. Select the **Deductions** tab > **Manage Deductions** sub-tab.
3. Find the relevant deduction > click the **three dots** to the right of it > click **Edit**.
4. Adjust the name and ensure any extra spaces are removed, then complete the flow and save your changes.



## Data exchange

See below for a list of fields that will be exchanged between Rippling and EN:

Rippling Field Name	Direction of Exchange
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Payroll ID	Rippling to EN - only
Employee 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