

This guide reviews the Employee Navigator Integration for Workforce and includes an overview of the integrated fields, as well as steps to complete within Restaurant365 for the setup of the integration.

This guide should be reviewed in conjunction with the Employee Navigator Payroll Integration User Guide provided by Employee Navigator.

Overview

Restaurant365 and Employee Navigator have partnered to develop an integration that includes the synchronization of certain demographic and deduction data. When enabled, Deduction Configurations in Employee Navigator will automatically update in Workforce for active Employees who have been added to Payroll.

Deductions brought into R365 from Employee Navigator can be viewed on the '[Payroll](#)' tab of the associated [Employee Record](#).

Deductions

Company: Legal Entity A



Pre-tax Deductions

Type	EE Deduction	ER Contribution
Medical Insurance	\$150.00/payroll	\$175.00/payroll

Initial Setup

The Employee Navigator Integration is primarily implemented within Employee Navigator.

The initial setup process also involves providing Employee Navigator with the following information regarding your Workforce setup in R365:

- The **Deduction Codes in use within Workforce** must be entered into Employee Navigator. To access a list of your Deduction Codes in Restaurant365, contact [R365 Support](#).
- **Audit Reports** from R365 must be submitted to Employee Navigator for review. See the [Demographic Audit Report & Deduction Audit Report](#) section below for additional information.

Exchanged Fields

Demographic Data

This table lists each demographic field currently being exchanged between the two systems, along with its direction of exchange.

Employee Navigator Field	R365 Employee Record Field	Direction of Exchange
CompanyId	Customer ID	R365 Payroll to Employee Navigator Only
EmployeeIdentifier	Employee ID	R365 Payroll to Employee Navigator Only
SSN	SSN/ITIN	R365 Payroll to Employee Navigator Only
FirstName	First Name	Bi-Directional
MiddleName	Middle Name	Bi-Directional
LastName	Last Name	Bi-Directional
DOB	Birth Date	Bi-Directional
HireDate	Hire Date	Bi-Directional
TerminationDate	Termination Date	Bi-Directional
PayEffectiveDate	Job Effective Start Date	R365 Payroll to Employee Navigator Only
CompensationBasis	Hourly/Salary	R365 Payroll to Employee Navigator Only
AnnualBaseSalary	Pay Rate	R365 Payroll to Employee Navigator Only
BaseHourlyRate	Pay Rate	R365 Payroll to Employee Navigator Only
Address1	Address 1	Bi-Directional
Address2	Address 2	Bi-Directional
City	City	Bi-Directional
State	State	Bi-Directional
Zip	Zip Code	Bi-Directional
Work Email	Work Email	Bi-Directional
Personal Email	Personal Email	Bi-Directional
Phone	Personal Phone	Bi-Directional

Deduction Data

Employee Navigator will be the system of record for Employees' recurring deductions. This includes Employee per-pay costs, effective dates, and end dates. To access a list of your Deduction Codes in Restaurant365, contact [R365 Support](#).

Demographic Audit Report & Deduction Audit Report

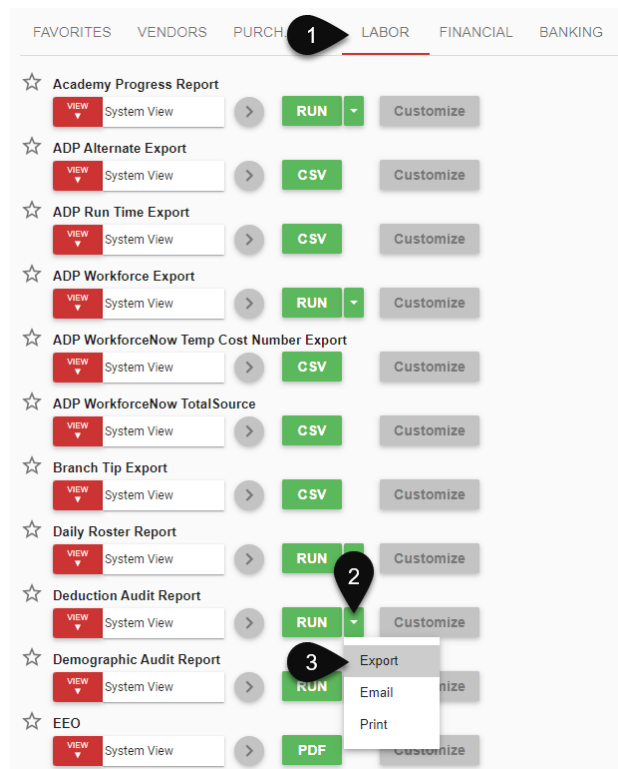
As part of implementing the Employee Navigator Integration, two reports must be run within R365 and provided to Employee Navigator for auditing.

- [Demographic Audit Report](#) - Includes identification and pay rate information for all Employees who have been added to Payroll within Workforce.
- [Deduction Audit Report](#) - Includes current pre-tax deduction configurations for active and onboarding Employees who have been added to Payroll within Workforce. Terminated Employees are not included in this report.

Both the Demographic Audit Report and the Deduction Audit Report are found on the 'Labor' tab of 'My Reports'

To download these two reports:

1. Navigate to the 'Labor' tab of 'My Reports'
2. Open the 'Run' drop-down menu for the desired report
3. Select 'Export'



The Export window will open

4. Under 'File Options', select 'Excel'
5. Click 'Export'



The report will be downloaded as a .xlsx file.