Employee Navigator Integration Guide

Getting Started

This guide provides general instructions for using Employee Navigator's Payroll Integration with Journey Payroll & HR. Please review all materials carefully. Before beginning the integration setup in Employee Navigator, keep the following in mind:

- **Deductions NOT currently supported:**
  - **401(k) Plans**
- **All deduction information including amounts, effective dates, change dates, and end dates will always be transmitted from Employee Navigator to Journey Payroll.**

Understanding the Integration Flow

The integration between Journey and Employee Navigator supports real time syncing of employee demographic and deduction data. Employment related updates, including new hires, terminations, and pay changes, must be initiated in Journey and will flow into Employee Navigator.

Integration Process: Step-by-Step

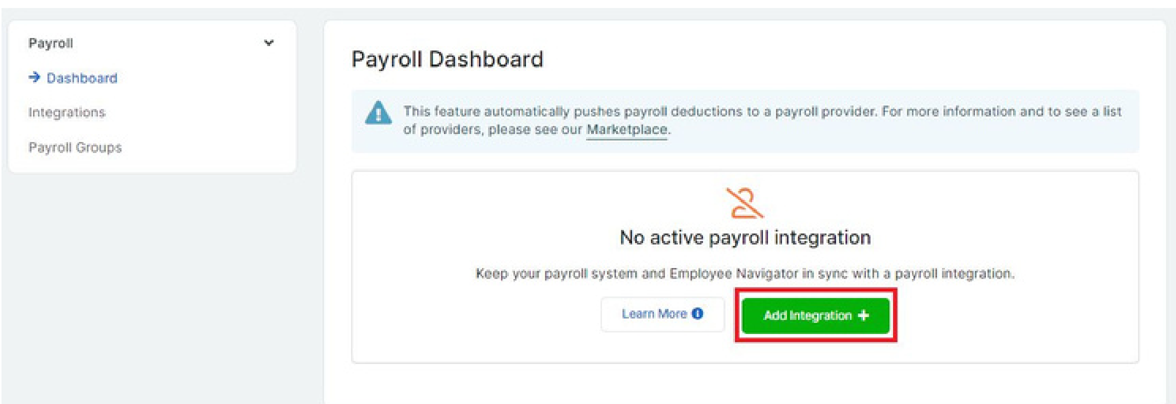
The steps below walk employers through connecting Journey Payroll to Employee Navigator using the standard integration process. After setup is complete, employee demographic and deduction data will sync between both systems.

Step 1

Request the integration

To get started, the employer or their benefits broker should log in to Employee Navigator. From the company profile, go to the **Payroll** tab and select **Add Integration**. When prompted, choose **Journey Payroll & HR** as the integration partner and enter the contact information for anyone who should receive setup notifications.

Once submitted, the request is automatically sent to Journey, and the employer will receive a confirmation email.



Integration Process Continued..

Step 2

Journey Connects to Employee Navigator

After Journey receives the integration request, our team will connect the employer's entity to Employee Navigator. Once the configuration is complete, Journey will approve the integration in Employee Navigator's partner portal. The employer will then receive a "Getting Started" email with next steps within three business days of submitting the request.

Step 3

Demographic Audit

Employee Navigator will begin a **Demographic Audit**, which compares key employee information, such as name, address, Social Security number, and pay type between the two systems to ensure everything matches. An Employee Navigator Analyst will contact the employer and/or broker to help address any differences identified during this process. Once the audit is complete, users can review the results and confirm or correct any mismatches.

If any updates are made to employee information, an automated email notification may be sent for security purposes. Employers should let employees know ahead of time so these messages are not mistaken for unauthorized changes.

Step 4

Deduction Audit and Final Checks

After the demographic audit is complete, Employee Navigator will move forward with the **Deduction Audit** to confirm that benefit deduction codes and amounts are mapped correctly. Journey will then review and validate the setup to ensure deduction data transfers accurately, aligns with the correct codes, and displays as expected in the payroll system.

Step 5

Integration Goes Live

Once both audits are complete and approved, Employee Navigator will move the integration into a live status. At that point, demographic and deduction data will begin syncing in real time between Journey and Employee Navigator.

Employers can begin reviewing synced employee information, enrollments, and deductions in both platforms. A member of the Journey team will follow up with final confirmation or additional next steps, if needed.

Additional Assistance

Email us at benefitsadmin@journeypayroll.com or contact your dedicated account manager.