

APS Payroll User Guide: Employee Navigator Integration

Getting Started

APS Payroll and Employee Navigator have partnered to develop an integration that includes the synchronization of certain demographic and deduction data. This guide provides an overview of the integrated fields and outlines the single step required to complete the integration setup within APS Payroll OnLine. This guide should be reviewed in conjunction with the Employee Navigator Payroll Integration User Guide.

Exchanged Fields:

Demographic Data:

This table displays each demographic field currently being exchanged between APS Payroll and Employee Navigator, with its direction of exchange.

APS Payroll Field Name	Employee Navigator Field Name	Direction of Exchange
Employee SSN	SSN	APS Payroll to EN Only
EE number	SSN	APS Payroll to EN Only
Last Name	Last Name	Bi-Directional
First Name	First Name	Bi-Directional
Job Title	Job Title	Bi-Directional
DOB	DOB	Bi-Directional
Pay Basis (Salary/Hourly)	Compensation Basis	APS Payroll to EN Only
Annual Salary	Annual Base Salary	APS Payroll to EN Only
Salary Effective Date	Pay Effective Date	APS Payroll to EN Only
Hourly Rate	Hourly Rate	APS Payroll to EN Only
Hire Date	Hire Date	APS Payroll to EN Only
Address 1	Address 1	Bi-Directional
Address 2	Address 2	Bi-Directional
City	City	Bi-Directional
State	State	Bi-Directional
Zip	Zip	Bi-Directional
Work Email	Work Email	APS Payroll to EN Only
Personal Email	Personal Email	APS Payroll to EN Only
Phone (H)	Home Phone	APS Payroll to EN Only
Middle Name	Middle Name	Bi-Directional
Termination Date	Termination Date	APS 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. You will have to key your existing deduction abbreviations into Employee Navigator (listed as deductions codes) for the initial setup of the integration. To access a list of your deduction abbreviations in APS OnLine, navigate to Admin > Deductions.

APS Payroll OnLine Setup

After the integration has been initiated with APS Payroll, two exports, EmployeeNavigator Employee Deductions and EmployeeNavigator Employee Demographics, must be downloaded from APS OnLine and imported into Employee Navigator. Learn more by visiting [Employee Navigator](#).