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Elevating Payroll & HR

Checkwriters / Employee Navigator Integration Guide

How to get your Employee Navigator-Checkwriters API approved

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Purpose

This guide includes general instructions for the use of Employee Navigator's Payroll Integration product for both clients and partners of Checkwriters. The goal of this guide is to help ensure that the data in Employee Navigator matches the data in Checkwriters so that your API will be approved and ultimately lead to a successful integration.

Please note that the guide is intended for use in conjunction with the Employee Navigator User Guide-Abbreviated Version – both documents should be carefully reviewed.

Best Practice

The set-up, integration and audit process should be completed within 5-10 business days. This will ensure you won't need to perform multiple audits due to ongoing employee changes.

Getting Started

There are several items you will need to address prior to beginning the required checklist in your Employee Navigator setup:

- **Compensation**
  NOTE: Employee Navigator requires compensation based on pay type (salary / hourly)
  Verify employee salary / rate fields are populated.
    - Verify salary employees have an annual salary amount populated in the pay rate screen.
    - Verify hourly employees have a base rate populated in the pay rate screen.
    - If an employee has both a salary and an hourly rate configured on their Base Rate, Checkwriters considers that employee salaried.

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- **Recurring Earnings**
  NOT supported with this integration

  If you are currently using recurring earnings such as Fringe Benefits or Auto Pays in payroll for ERHCC, GTL, Employer Matches, or any other benefits, then these will need to be entered manually in Checkwriters for any/all new hires or plan changes. In addition, these cannot be used in annual salary or pay calculations.

- **Deductions**
  Those NOT supported with this integration include:

  - 401(k) Plans
  - Universal Plan Types within Employee Navigator
  - Commuter, Transit or Parking Benefits

- **Agency Checks**
  Are NOT supported with this integration.

  If you are currently applying agency checks when adding employee deductions, such as for HSA or FSA deductions, you will need to continue to setup and apply the agency check to the employee's deduction once the deduction syncs over to Checkwriters from Employee Navigator.

- **Demographics**
  Those NOT supported with this integration include:

  - Benefit Class, Departments, Locations
  - Payroll Group
  - Dependent Information
  - 1099 Contractors

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Exchanged Fields

Please review the fields which are exchanged between Checkwriters and Employee Navigator and note the direction of the exchange.

Demographic Data:

This table includes each demographic field currently exchanged between the two systems and the direction of exchange.

Checkwriters Field Name	Employee Navigator Field Name	Direction of Exchange
Employee	Payroll ID	Checkwriters to EN - only
SSN	SSN	Checkwriters to EN - only
Hire Date	Hire Date	Checkwriters to EN - only
Salary	Annual Base Salary	Checkwriters to EN - only
Base Rate	Hourly Rate	Checkwriters to EN - only
Start Date (Rate/Salary)	Pay Effective Date	Checkwriters to EN - only
Term Date	Termination Date	Checkwriters to EN - only
*Compensation Basis (see page 2)	Compensation Basis	Checkwriters to EN - only
Name (First, Last, Middle)	Name (First, Last, Middle)	Bi-directional
Birth Date	Date of Birth	Bi-directional
Address	Address 1	Bi-directional
Address 2	Address 2	Bi-directional
City	City	Bi-directional
State	State	Bi-directional
Zip	Zip	Bi-directional
Work Email	Primary Email	Bi-directional

Questions?

For assistance with how to update or change data in the Checkwriters Payroll application, please contact your Client Success Manager at ensupport@checkwriters.com.

For Employee Navigator-specific questions, please contact your Broker-Partner.

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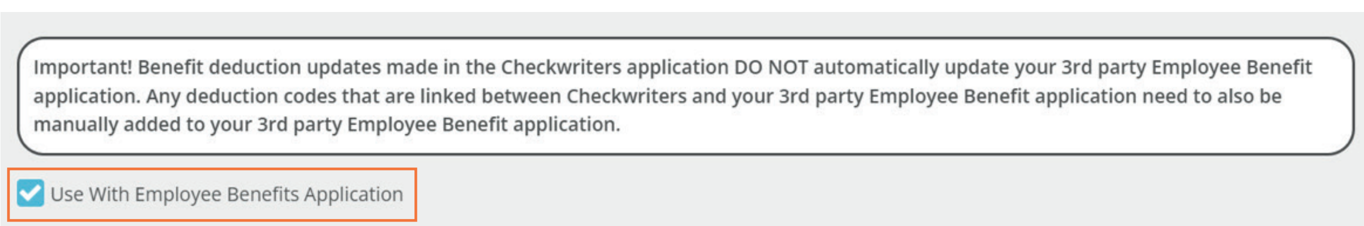
Deduction Data:

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 be required to enter your existing deduction codes into Employee Navigator for the initial integration setup. To access a list of your deduction codes and Checkwriters, navigate to Company Module >> Company Setup >> Deductions.

Please Note: As Illustrated below, the "Use with Employee Benefits Application" check box needs to be selected on all Deduction Codes that are mapped to Employee Navigator to ensure Data Integrity.



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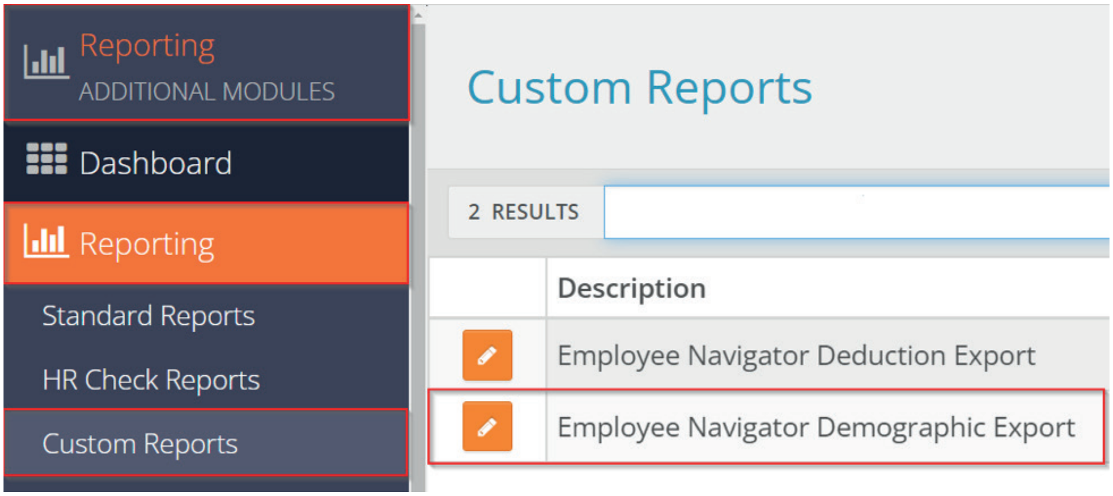
Discrepancy Reports

Before beginning the discrepancy report review process, you and your broker partner MUST ensure completion of the required Employee Navigator setup. Please refer to the *Employee Navigator Payroll Integration User's Guide 1.1 Setup Checklist Overview.*

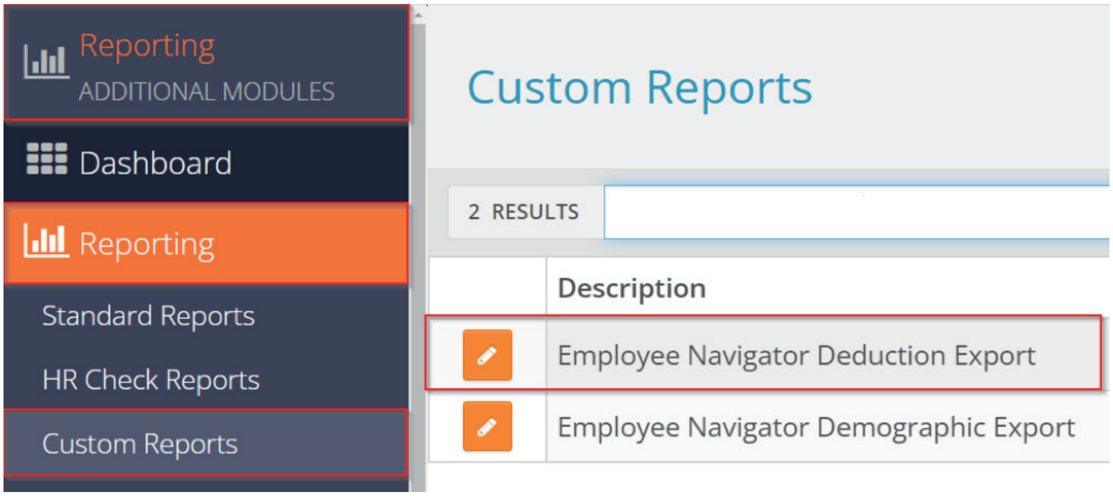
The goal is for your employee demographics and deductions to match between both systems. Employee Navigator has a tool that allows you to compare specific values between both systems and – in the event of a discrepancy – to choose the correct value and automatically update the incorrect system accordingly.

The audit and synchronization process occurs in two steps: **The Employee Discrepancy Audit** (demographics) and the **Deduction Discrepancy Audit** (deductions). To complete these steps, you will need to run and download each of the following reports in Payroll:

Demographic Audit Report
To pull and download your EN Demographic Audit Report from Checkwriters, navigate to Reporting Module >> Custom Reports. Choose the Employee Navigator Demographic Export Report. Change the Output Format to XLS-Excel and run the report.



Deduction Audit Report
To pull and download your EN Deduction Audit Report from Checkwriters, navigate to Reporting Module >> Custom Reports. Choose the Employee Navigator Deduction Export Report. Change the Output Format to XLS-Excel and run the report.



Employee Navigator Discrepancy Process (Refer to EN User Guide)

After you have run, downloaded, and saved your reports, you are ready to load your data into Employee Navigator and start the discrepancy process. Please refer to the detailed instructions within the EN User Guide on how to complete these important steps.

Please Note: Once you have thoroughly completed both the demographic and deduction synchronization tasks, notify Employee Navigator at payroll@employeenavigator.com. Your EN support specialist will notify Checkwriters that you are approved for "go live." We will confirm via email that we have enabled the API and notifications for "go live." This step will fully enable your integration and live data will start to sync between both systems.

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Exception Processing and Ongoing Review

Deductions will flow from Employee Navigator to Checkwriters as a current or future date. Any back-dated deductions will NOT flow to Checkwriters from Employee Navigator. Follow the below steps to make any corrections for Over or Under collected deductions.

Exception Processing
There may be instances when you need to make an adjustment to an employee due to over withheld or under withheld benefit deductions. These can be corrected in your normal Payroll Batch. Follow the normal procedure to start your payroll batch, then:

1. Enter your payroll batch and click on the employee requiring the one-time adjustment
2. Under the Line Items section, add an entry for the respective benefit code with the one-time adjustment (use a negative for correction of over withholding) in the Amount field.
    - *Checkwriters has added corresponding Adjustment Codes in your Company Deductions that mirror your deduction codes.*
3. View check details to ensure desired amount matches the employee's check.

Employee Navigator Payroll Dashboard
To help maintain your integration and ensure data accuracy, you should review your Employee Navigator Payroll Dashboard on a regular basis for failed payroll transmissions. These screen captures illustrate how to find this information on the Payroll Dashboard. Note the "Transmission Failed" message below.

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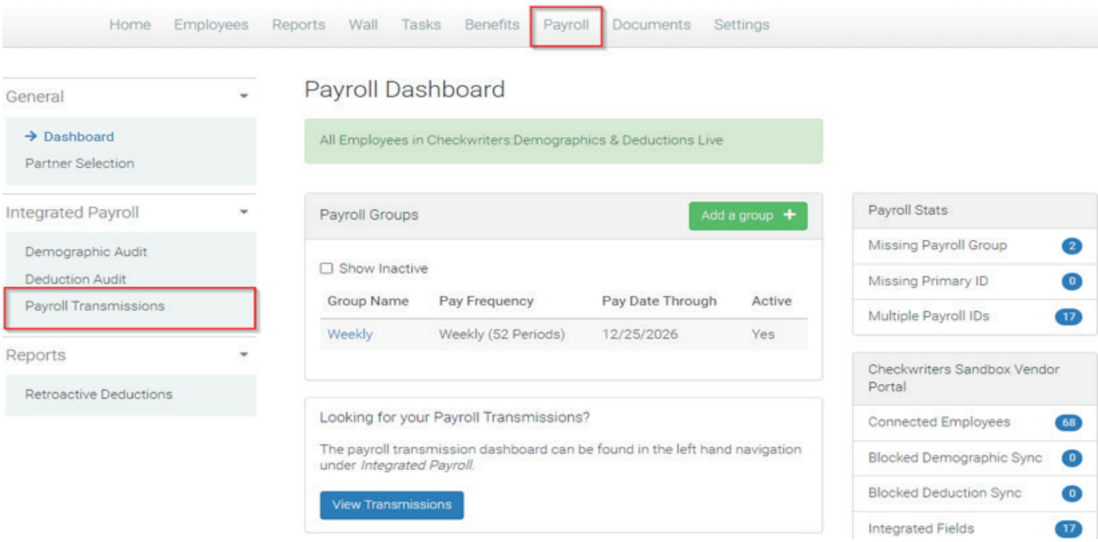

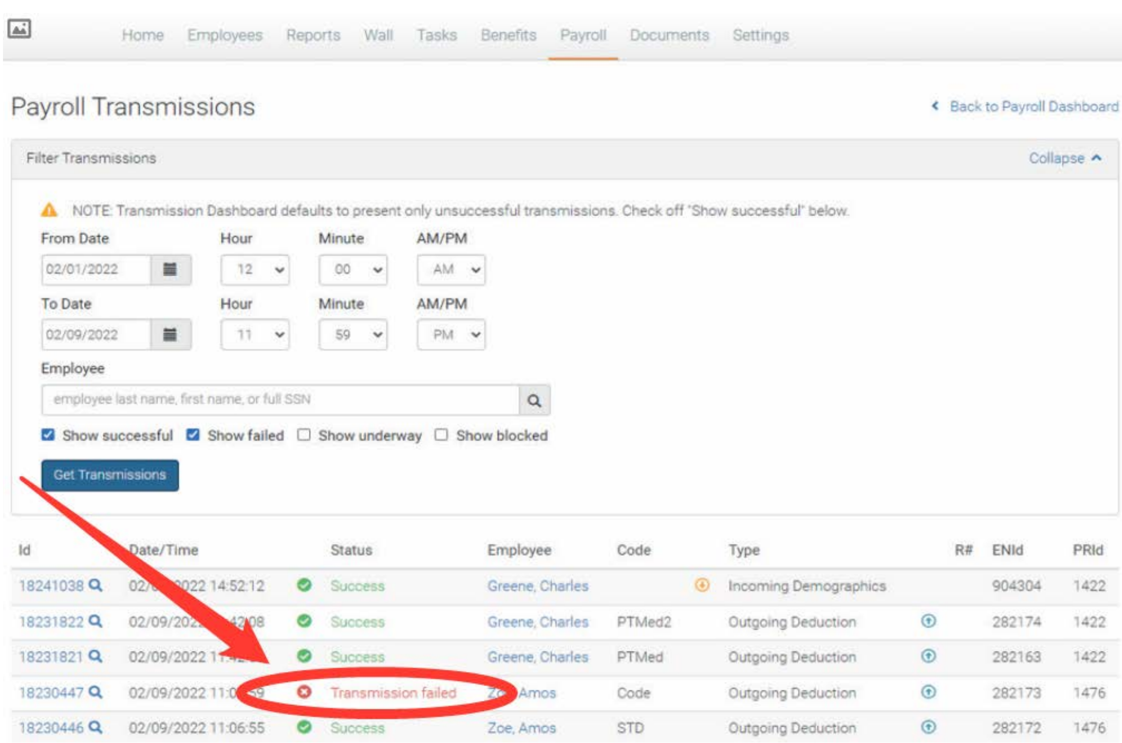

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