

*HowardSimon* and Employee Navigator have partnered to develop an integration that includes the synchronization of certain demographic and deduction data. This guide consists of an overview of the integrated fields, as well as steps to complete within The Portal for the setup of the integration.

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

Before getting started, *HowardSimon* will review the current deduction setup and mass remove any calc codes or pay frequencies as this data is not exchanged in the integration and can affect the amount being deducted in payroll.

**Exchanged Fields:**

**Demographic Data:**

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

<b>AllPay Field Name</b>	<b>Employee Navigator Field Name</b>	<b>Direction of Exchange</b>
Id	Payroll Id	Payroll to EN only
SSN	SSN	Payroll to EN only
First Name	First Name	Bi-directional
Middle Name	Middle Name	Bi-directional
Last Name	Last Name	Bi-directional
Address 1	Address 1	Bi-directional
Address 2	Address 2	Bi-directional
City	City	Bi-directional
State	State	Bi-directional
Zip	Zip	Bi-directional
Email Address	Email Address	Bi-directional
Cell Phone	Phone	Bi-directional
Birth Date	DOB	Bi-directional
Gender	Sex	Bi-directional
Hire Date or Rehire (most recent hire date is exchanged)	Hire Date	Payroll to EN only
Termination Date	Termination Date	Payroll to EN only
Current Pay Start Date	Payroll Effective Date	Payroll to EN only
Auto Pay	Compensation Basis	Payroll to EN only
Annualized	Annual base salary	Payroll to EN only
Rate	Hourly rate	Payroll to EN only
Title	Job Title	Bi-directional

## 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 codes into Employee Navigator for the initial setup of the integration, to access a list of your deduction codes in The Portal, navigate to Report Writer | Report Templates and run the Employee Navigator Deductions report.

## Generating Reports for Demographic and Deduction Audit

### Demographic Audit Report

To pull and download your EN Demographic Audit Report from The Portal, navigate to Report Writer | Report Templates and run the Employee Navigator Demographics Audit report.

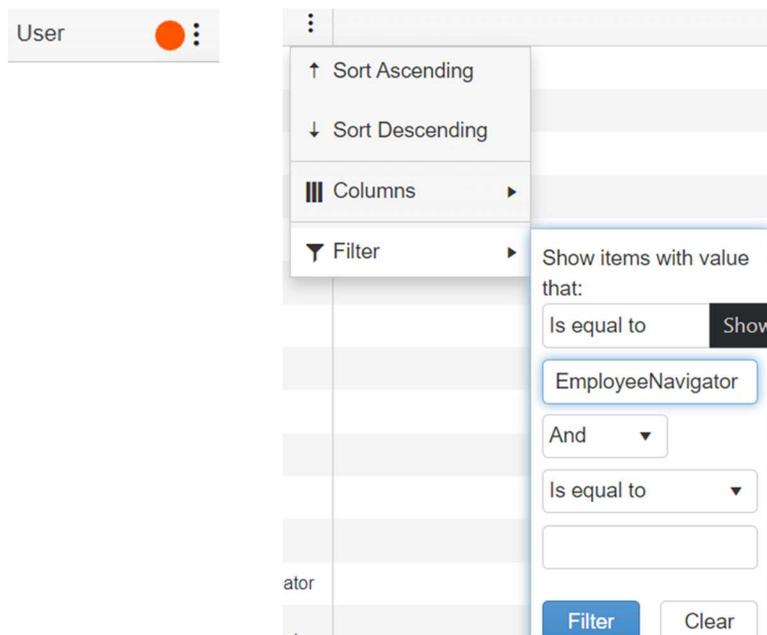
### Deduction Audit Report

To pull and download your EN Deduction Audit Report from The Portal, navigate to Report Writer | Report Templates and run the Employee Navigator Deductions Audit report.

### Audit Trail Reports

To view any changes that have recently taken place navigate to the Auditing | Audits section.

Using the 3 dots next to User, select Filter, and type EmployeeNavigator in box under “Is equal to”, and then select Filter



### Exception Processing

For deduction changes, please contact the Implementation Team at [implementation@howardsimon.com](mailto:implementation@howardsimon.com) or call us at 847-945-0340.