

Employee Navigator & Paychex Flex® Connections Guide

The purpose of this guide is to give you all you need to know about your Employee Navigator and Paychex integration. The Employee Navigator to Paychex Flex connection is a bi-directional integration in which demographic data is shared between systems to enable automated payroll deductions, when applicable, for workers that have enrolled in benefits in Employee Navigator.



How it Works

You or your insurance broker will request an integration through your Employee Navigator portal. Once requested, a Paychex Integration Representative will be automatically notified and will take steps with you to initiate your data integration, starting with sharing an addendum that must be completed, signed, and returned before any other activities. Note, the most common delay is getting the addendum returned.

Following the integration start date, data for new hires, employee demographic changes and payroll deduction information related to benefits will be entered in the applicable system, either Flex or Employee Navigator and exchanged between systems.

Implementation Overview:

1. Within your Employee Navigator Portal navigate to the **Payroll** tab > **Integrations** > + **Add Integration** > Choose **Paychex**.
2. The Paychex Integration Representative will provide the required addendum for signature and return (returning this addendum is often the greatest delay in implementation process) Paychex will then provide necessary details to Employee Navigator.
3. Employee Navigator will contact you and your broker and indicate the steps required to audit data and setup the integration. Paychex may reach out to you to resolve any employee payroll specific information that cannot be aligned between the two systems.
4. When the data review is completed, and you have indicated to Employee Navigator that you wish to enable the integration, they will contact Paychex and the integration will be live. If you wish to cancel the integration, you are required to contact your Paychex representative.

Understanding this Integration

Ensure you go over this guide, to get familiar with the how the data will be mapped from Employee Navigator to Paychex Flex. Pay special attention to the mapping notes column!

Paychex® Data Elements and Mapping

We have three main areas of data sent that exchanged with Employee Navigator, consisting of the following:

- Demographic Data
- Communications Data
- Payroll Deduction Data

These data elements are included in following table that indicates field description in each user interface that will share data, if that data is bi-directional or uni-directional. Pay close attention the Mapping Notes and Instructions for important information to be aware of.

Data Elements Mapping Table and Special Instructions:

Employee Navigator Field	Corresponding Paychex Field	Uni-Directional or Bi-Directional Data Flow	Mapping Notes and Instructions
Company ID	Company ID	Uni-Directional Paychex to Employee Navigator	
PayrollID	Employee ID	Uni-Directional Paychex to Employee Navigator	
SSN	Legal ID Value	Uni-Directional Paychex to Employee Navigator	If SSN is in place on current record, cannot be modified via API
FirstName	Given Name	Bi-Directional	
MiddleName	Middle Name	Bi-Directional	Just the middle initial on in data push. Full middle name is within the profile, post-initial push (30 character maximum).
LastName	Family Name	Bi-Directional	
DOB	Birth Date	Bi-Directional	
Suffix	Prefix Suffix	Bi-Directional	
Gender	Sex	Bi-Directional	May not be able to update once EE is added to system
Hire Date	Hire Date	Uni-Directional Paychex to Employee Navigator	New hires are one-way, from Paychex to Employee Navigator only.
Termination Date	Termination Date	Bi-Directional	
PayEffectiveDate	Regular Pay Rate	Uni-Directional Paychex to Employee Navigator	Future changes are based on "date changed". New hire pay effective dates would = date worker moved out of in progress state
Compensation Basis	Pay Type	Uni-Directional Paychex to Employee Navigator	
AnnualBaseSalary	Amount	Uni-Directional Paychex to Employee Navigator	
Hourly Rate	Amount	Uni-Directional Paychex to Employee Navigator	
Address1	Street Line 1	Bi-Directional	<i>Change to employee address in Employee Navigator requires review and application of potential payroll tax changes in Paychex systems</i>

Employee Navigator Field	Corresponding Paychex Field	Uni-Directional or Bi-Directional Data Flow	Mapping Notes and Instructions
Address2	Street Line 2	Bi-Directional	<i>Change to employee address in Employee Navigator requires review and application of potential payroll tax changes in Paychex systems</i>
City	City	Bi-Directional	<i>Change to employee address in Employee Navigator requires review and application of potential payroll tax changes in Paychex systems</i>
State	Country Subdivision Code	Bi-Directional	<i>Change to employee address in Employee Navigator requires review and application of potential payroll tax changes in Paychex systems</i>
Zip	Postal Code	Bi-Directional	<i>Change to employee address in Employee Navigator requires review and application of potential payroll tax changes in Paychex systems</i>
Country	Country	Bi-Directional	<i>Change to employee address in Employee Navigator requires review and application of potential payroll tax changes in Paychex systems</i>
Phone	Home Phone	Bi-Directional	
Work Email	Work Email	Bi-Directional	
Personal Email	Personal Email	Bi-Directional	
Deductions	Deductions	Uni-directional Employee Navigator to Paychex	

Data Elements NOT Exchanged:

- Earnings
- Classes
- 401k
- Transit/Parking benefits

What to do if you encounter errors:

At times an error can occur with the integration which would require user intervention. Error feedback should be provided via email to Employee Navigator at payroll@employeenavigator.com. Employee Navigator will work with you and Paychex as required to provide guidance.

