Payentry®

employee NAVIGATOR

CLIENT USER GUIDE

Getting Started

Payentry 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 Payentry for the setup of the integration. This guide should be reviewed in conjunction with the Employee Navigator Payroll Integration User Guide.

Please Note: User permissions can vary and not all Payentry users will have access to complete all the steps needed to complete the Employee Navigator integration. Please contact your Payentry Client Advocate if you need assistance.

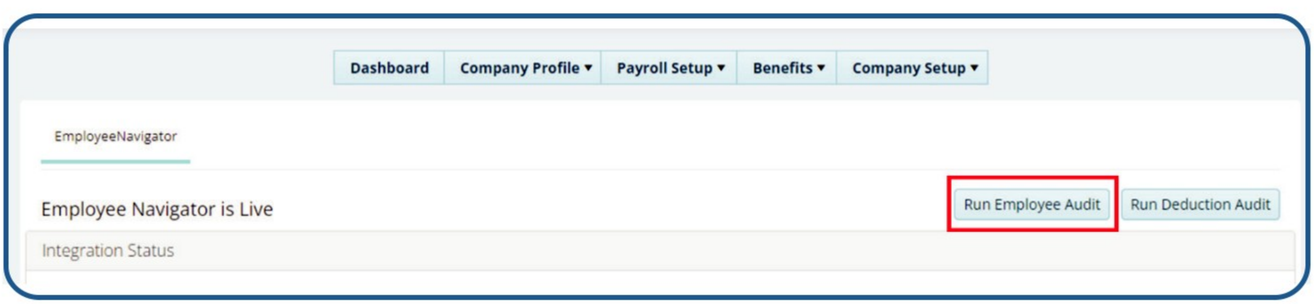
Generating Reports for Demographic and Deduction Audit

Prior to enabling the integration between Payentry & Employee Navigator, an Employee Demographic & Employee Deduction Audit will need to be completed.

These audits are to verify the data matches in both systems prior to enabling the integration.

Demographic Audit Report

To download your Employee Navigator Demographic Audit Report from Payentry, go to the Company Dashboard, and click the Employee Navigator Quick Link. You will be sent to the Employee Navigator Integration Status Page. This will provide you with information about the data being exchanged between the two systems. To run the Demographic Audit Report, click **Run Employee Audit** on the top right-hand corner of the page. Once the audit report is completed, you will be prompted to click the Download button, which will save a CSV file to your Downloads folder. This CSV file can be opened in Microsoft Excel.



Deduction Audit Report

To download your Employee Navigator Deduction Audit Report from Payentry, go to the Company Dashboard, and click the Employee Navigator Quick Link. You will be sent to the Employee Navigator Integration Status Page. This will provide information about the data being exchanged between the two systems. To run the Deduction Audit Report, click **Run Deduction Audit** on the top right-hand corner of the page. Once the audit report is completed, you will be prompted to click the Download button, which will save a CSV file to your Downloads folder. This CSV file can be opened in Microsoft Excel.

Integration Status

The Integration Status page allows users to see how the data between the two systems is being transmitted. It also supplies users with an audit of all the transactions that have taken place within a date range.

The Integration Status page can be found by clicking the Employee Navigator Quick Link on the Company Dashboard on Payentry.

When the Integration is live, you will start seeing transactions getting logged based on data being transmitted from Payentry to Employee Navigator, as well as changes from Employee Navigator that are getting transmitted to Payentry.

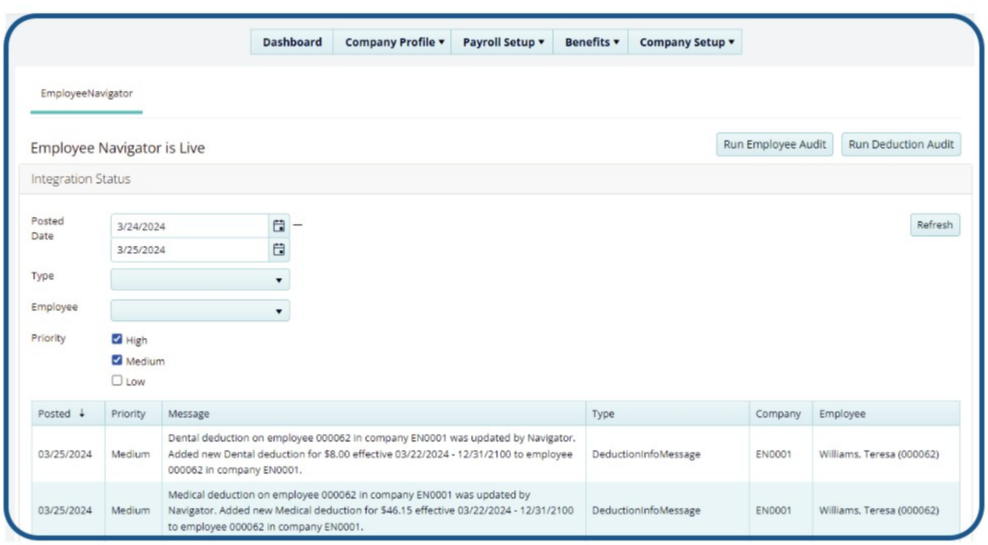
There are several filters that a user can adjust to fine tune the integration transaction history that is listed within the grid:

Posted Date – Enter the date range that you want to filter the integration transactions for.

Type – This can be used to filter on what type of integration transactions to display. There are several types based on the type of data being updated or which application initiated the integration transaction.

Employee – You can select a specific employee that you want to view their integration transactions.

Priority – The system uses High, Medium, and Low priorities that it assigns to every integration transaction. These are used to inform the user & the system of the transaction's importance.



Exchanged Fields

Deduction Data

Employee Navigator will be the system of record for employee recurring deductions related to the integration moving forward. This includes employee per-pay costs, effective dates, and end dates.

You will have to enter your existing deduction codes into Employee Navigator for the initial setup of the integration. To access a list of your deduction codes in Payentry, go to **Payroll Setup > Deductions**. After the deductions are mapped within Employee Navigator, please contact your Payentry Client Advocate to set the System of Record as Employee Navigator on those deductions within Payentry.

Demographic Data

The table below shows which demographic fields are being exchanged between the two systems, along with the direction of the exchange.

Please Note: Employee Terminations only flow from Payentry to Employee Navigator. Any employee terminations that are initiated on Employee Navigator will need to be manually entered on Payentry as well. To minimize duplicate work, we recommend that all employee terminations are processed on Payentry only.

Payentry Field Name	Employee Navigator Field Name	Direction of Exchange
Company Code	Company ID	Payentry to EN only
Employee ID	Payroll ID	Payentry to EN only
SSN	SSN	Payentry 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 Code	Zip	Bi-Directional
Country	Country	Bi-Directional
County	County	Bi-Directional
Phone	Phone	Bi-Directional
Birth Date	Birth Date	Bi-Directional
Sex	Sex	Bi-Directional
Hire Date	Hire Date	Bi-Directional
Termination Date	Termination Date	Payentry to EN only
Job Title	Job Title	Bi-Directional
Base Auto Pay	Compensation Basis	Payentry to EN only
Base Rate's Salary x Pay Frequency	Annual Base Salary	Payentry to EN only
Base Rate	Hourly Rate	Payentry to EN only
Base Rate Start Date	Pay Effective Date	Payentry to EN only
Personal Email	Personal Email	Bi-Directional
Work Email	Work Email	Bi-Directional