# Subscriber Groups for Integrated Payroll

## What are Subscriber Groups?

Subscriber Groups are used to accommodate companies in EN that have multiple payroll connections. An example of this would be if you have a multi-EIN group setup in Employee Navigator as a single company and each EIN manages their payroll separately. Subscriber Groups allow us to connect each EIN and employee to their unique payroll provider.

## Subscriber Group Setup

You will need to create your Subscriber Groups prior to making your payroll product selection.

To create a Subscriber Group in a company go to **Company>Settings>Subscriber Groups.** Add the desired name for your Subscriber Group. After your Subscriber Groups have been added, then you will want to assign your employees to the group.

## Assigning Subscriber Groups

We have created a bulk assign tool to allow you to easily assign Subscriber Groups to your employees. To access the bulk assign tool after your Subscriber Groups have been established go to **Company>Settings>Subscriber Groups** and click into a Subscriber Group. To assign employees to the group, select **Assign**. You are able to assign employees to multiple Subscriber Groups.

**NOTE:** A Subscriber Group can also be assigned on an employee's profile (Profile>Apps).



## Subscriber Group Maintenance

If your company has Subscriber Groups established, each employee will have a Primary Subscriber Group. Payroll deductions will be sent only to the Primary Subscriber Group and compensation updates and hire/term dates will only be enforced on an employee's Primary. The first Subscriber Group that is assigned to an employee will be marked as their Primary. You are able to manually change the Primary Subscriber Group for an employee from their Profile>Employment. Taking note of which Subscriber Group is marked as an employee's Primary is very important when an employee is assigned to multiple Subscriber Groups!

If you have an employee that is transferring from one EIN to another EIN (one Subscriber Group to another Subscriber Group) it is very important that the employee's Primary Subscriber Group is kept up to date. Prior to an employee being transferred, be sure to change the employee's Primary Subscriber Group so that Employee Navigator can properly send deductions, make compensation updates, and look at hire and term dates. A common problem we see with groups that have a lot of transfers is that the employee is termed from one EIN and added to another prior to the Primary change. If this happens, we will terminate the employee in EN and end benefits.

For more information, check out our **Managing Subscriber Groups article!**