Employee Navigator Report Integration

To provide a seamless integration implementation with Employee Navigator, DM Payroll Services has created this step-by-step guide, to be used in conjunction with the Employee Navigator user Guide, to get proper demographics, deductions and audit trail reporting.

Before getting started, note the following regarding Employee Navigator setup:

- Employee Navigator requires compensation based on pay type.
- Recurring earnings are not currently supported by this platform and will need to be done manually for new hires or plan changes.

If you need assistance with how to modify data in our system, please contact Customer Service at 248.244.3293 or via email at support@dmpayroll.com.

Understanding Data Flow

The chart below highlights the fields currently being exchanged and in which direction(s) between each platform.

| DM Payroll Services Field Name	Employee Navigator Field Name	Direction of Exchange
Client Number	CompanyID	Payroll to EN only
Employee 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
Birth Date	DOB	Bi-directional
Gender	Gender	Bi-directional
Job Title	Job Title	Bi-directional
Hire Date	Hire Date	Bi-directional
Term Date	Termination Date	Payroll to EN only
Term Reason	Termination Reason	Payroll to EN only
Pay Rate Effective Date	Pay Effective Date	Payroll to EN only
Display Rate	Compensation Basis	Payroll to EN only
Annual Rate	Annual Base Salary	Payroll to EN only
Hourly Rate	Base Hourly Rate	Payroll to EN only
Address	Address 1	Bi-directional
City	City	Bi-directional
State	State	Bi-directional
Zip	Zip	Bi-directional
Zip-4	Zip	Bi-directional
Email	Email	Bi-directional
Home Phone	Phone	Bi-directional

Generating Reports

Deduction and Demographic Info Reports

Follow the steps below to run reports related to deductions and demographics.

1 In the Generate Reports tab, under Human Capital Management chose the Employee Navigator Audit Report.
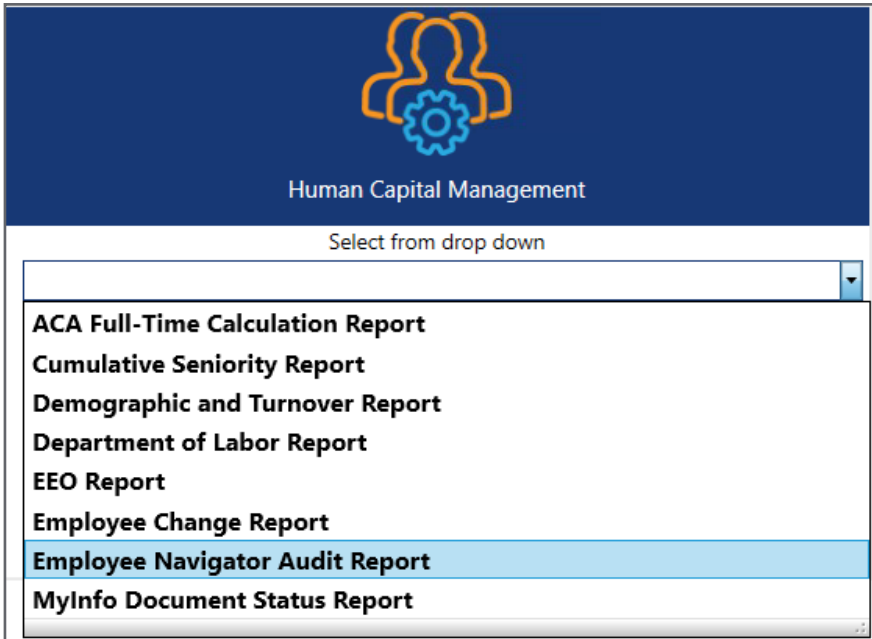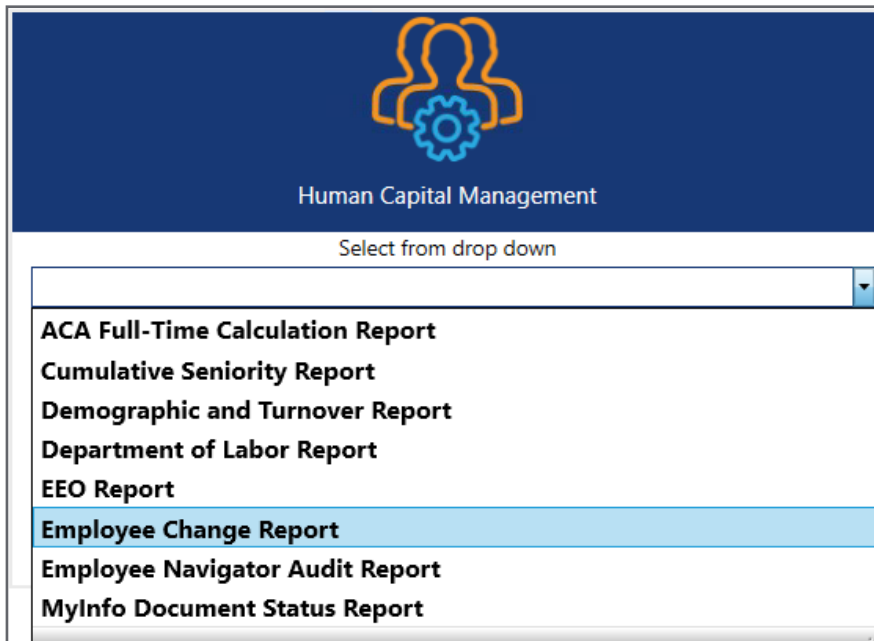

2 A pop-up will appear. Select either Deduction Audit or Demographics Audit based on the information required and chose Download Report.
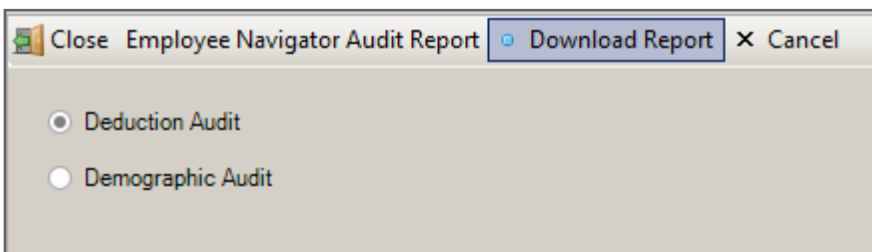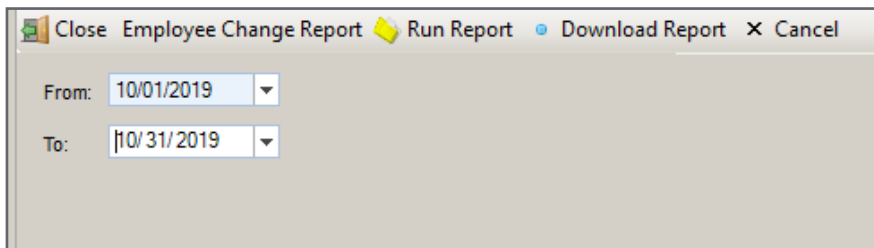
Audit Trail Reports

Follow the steps below to run audit trail reports.

1 In the Generate Reports tab, under Human Capital Management chose the Employee Change Report.

2 A pop-up will appear. Select the time period for the report and chose Run Report to get a paper copy or Download Report to save to Excel.

Exception Processing

There will be instances when you may need to make an adjustment to an employee because they were over withheld or under withheld in payroll for a benefit deduction. Deduction amount overrides should be done in the payroll transmittal.

If you need assistance with how to input a deduction override, please reach out to our Customer Service department at 248.244.3293 or support@dmpayroll.com