

A photograph of three people—two women and one man—smiling and looking at a device. The image is overlaid with a semi-transparent blue filter. The man is in the center, looking down at the device. The woman on the left is also looking at the device, and the woman on the right is pointing at it.

isolved Marketplace
Employee Navigator isolved Integration
Client Overview

Introduction

isolved and Employee Navigator have partnered to create a multi-level integration that will allow for a seamless synchronization of certain data between the two systems. Here is an overview of the integration.

Integration Points

- The two systems are linked by payroll ID and employee Soc #
- A sync only happens when changes occur
- Info can be updated in either system, then the change will sync with the other system
- It is recommended that all new hires and terminations start in the isolved system
 - The integration will allow this from either system, but required fields could be missed and cause issues
- Compensation updates must always be entered into isolved
- Only W2 employee data is shared with Employee Navigator
- When an hourly employee is sent to EN without an Annual Salary value, EN will auto calculate a salary to allow for enrollments into salary-based benefits
- Payroll deductions post one way, from EN to isolved only
- 401K/deferred comp is not supported by this integration

Onboarding Integration

The Employee Navigator integration will allow for a Client's HR user to submit a Pending Employee to isolved with minimal fields populated. Once that employee is synchronized with isolved, the hiring process should be completed via the Pending Employee Quick Hire and New hire screens.

Note: Employee Navigator Pending Employees are not able to utilize workflows with this integration.

Employee Demographic Sync

Employee Demographics have an integrated sync that allows specific mapped fields to be updated between the two systems. The following fields are bi-directional and may be changed in either system after a hire.

- Address
- Address 2
- City
- Zip
- State
- Phone
- DOB
- First Name
- Last Name
- Middle Name
- Gender

The following fields are locked and may only be updated in isolved.

- Annual Base Salary
- Compensation Basis
- Hourly Rate
- Pay Effective Date
- Payroll ID (isolved Employee Number)
- Soc #
- Email
- Is Full Time

- Job Title
- Seasonal

Employee Benefit Update

The Employee Navigator integration with isolved allows for benefits Pay Items to be initiated within Employee Navigator and updated in isolved via the new integration. Employee Navigator is the system of record for all Benefits Deductions.

Integration Process

The first step in the isolved and Employee Navigator integration process is to complete the Discrepancy Audit. This process will be outlined by the Employee Navigator analyst team and documentation. To perform the audit, three reports must be exported from isolved.

In isolved, navigate to Reporting → Client Reports

Locate the “Employee Navigator Verification Report”. This report has two Options that produce the following two reports.

- Demographics Report
 - This report is used to compare employee data in isolved and Employee Navigator and confirm which data is the most accurate.
- Deductions Report
 - This report is used to verify employee benefits deduction/pay item values.

Note: If you don't see this report available in your environment, please submit a Netsuite case to 'isolved Product Development' requesting that the 'Employee Navigator Verification Report' be added to your environment.

1. Select the As Of Date
2. Select the Legal Company
3. Select Employee Status as Active
4. Select Verification Report Type: Demographic Report
5. Select Format: Excel
6. Repeat steps 4 and 5 for the Deductions Report

Employee Navigator Verification Report

This report generates 2 excel spreadsheets used to verify the Employee Navigator Integration.

Filtering

Report Data will include all payrolls within the Quarter/Year up to and including the As Of Date.

As Of Date:

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company:

Options

Employee Status:

Verification Report Type:

Format:

The third report is a standalone report in isolved

In isolved, navigate to Reporting → Client Reports

Locate the Deduction List

- Deduction List

- This report is used in the certification process to manually load and map existing deductions on client in isolved to populate Employee Navigator Deduction Tables.

Client Reports

Report Category: All

Search: deduction Filter

Output Name	Report Type
Deduction Export	Date Range
Deduction List	As Of Date
Deduction Register	By Payroll Run

1. Select the Excel format
2. Generate the report

You will use these reports after your kickoff call to validate the data between isolved and Employee Navigator prior to activating the sync. Once the audit is complete, the integration will be switched to live, the connection will be verified, and the integration will be complete.