



Alliance HCM 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 AllPay for the setup of the integration.

This guide should be carefully reviewed in conjunction with the Employee Navigator Payroll Integration User Guide.

Before getting started, Alliance will review the current deduction setup and mass remove any calc codes or pay frequencies as this data is not exchanged in the integration and can affect the amount being deducted in payroll.

Exchanged Fields:

Demographic Data:

This table includes each demographic field currently being exchanged between the two systems, with its direction of exchange.

AllPay Field Name	Employee Navigator Field Name	Direction of Exchange
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
Address 1	Address 1	Bi-directional
Address 2	Address 2	Bi-directional
City	City	Bi-directional
State	State	Bi-directional
Zip	Zip	Bi-directional
Work e-Mail	Work Email	Bi-directional
Personal e-Mail	Personal Email	Bi-directional
Cell Phone	Phone	Bi-directional
Birth Date	DOB	Bi-directional
Gender	Sex	Bi-directional
Hire Date or Rehire (most recent hire date is exchanged)	Hire Date	Payroll to EN only
Termination Date	Termination Date	Payroll to EN only
Current Pay Start Date	Payroll Effective Date	Payroll to EN only
Auto Pay	Compensation Basis	Payroll to EN only
Annualized	Annual base salary	Payroll to EN only
Rate	Hourly rate	Payroll to EN only
Title	Job Title	Bi-directional

Deduction Data:

Employee Navigator will be the system of record for employee recurring deductions moving forward. This includes employee per-pay costs, effective dates, and end dates. You will have to key your existing deduction codes into Employee Navigator for the initial setup of the integration, to access a list of your deduction codes in AllPay, navigate to Report Writer > EN Deductions/EN Import Deductions.

Generating Reports for Demographic and Deduction Audit

Demographic Audit Report

To pull and download your EN Demographic Audit Report from AllPay, navigate to Report Writer and run the EN Demographics > EN Import Demographics report.

Deduction Audit Report

To pull and download your EN Deduction Audit Report form AllPay, navigate to Report Writer and run the EN Deductions > EN Import Deductions report.

Audit Trail Reports,

To view any changes that have recently taken place navigate to the tab where the change was made and click the “Change Audit” Icon



Example:

Employee > Personal

From the drop down, select the time frame you wish to see the data from. The contents will populate:

Change Audit							
Change Audit for the last 1 day				Page: Personal		Print	
Table Name	Field Name	Old Value	New Value	Change Date	Changed By	Change Type	
EInfo	address1	101 New Home St	9110 Forest Xing Dr	9/20/2021 8:16:38 AM	Balaji	U	Item History
EInfo	address2	w		9/20/2021 8:16:38 AM	Balaji	U	Item History
EInfo	city	New Town	The Woodlands	9/20/2021 8:16:38 AM	Balaji	U	Item History
EInfo	zip	28782	77381	9/20/2021 8:16:38 AM	Balaji	U	Item History

Exception Processing ETC

For deduction changes, please contact the Application Support department at helpdesk@alliancehcm.com or call us Toll-Free at 800-789-7655.

