

Employee Navigator + BambooHR Integration

User Guide

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Start with Section 1. Section 2 applies after the integration is installed with Employee Data + Payroll Sync.

SECTION 1

Set Up the Employee Navigator Integration

Connect Employee Navigator to BambooHR and choose what information to sync

Set Up the Employee Navigator Integration

Core  Pro  Elite  Add-on

How do I connect Employee Navigator to BambooHR and choose what information to sync?

Summary

Employee Navigator is an external benefits administration platform that manages employee benefits enrollment, eligibility, and plan administration. The Employee Navigator integration connects BambooHR with Employee Navigator to reduce duplicate data entry and help keep employee information up to date between both systems.

You can choose to sync employee demographic data only or employee demographic data plus benefit deductions with BambooHR Payroll.

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Who this is for

This guide is for BambooHR customers who use Employee Navigator for benefits administration.

You can use the integration to:

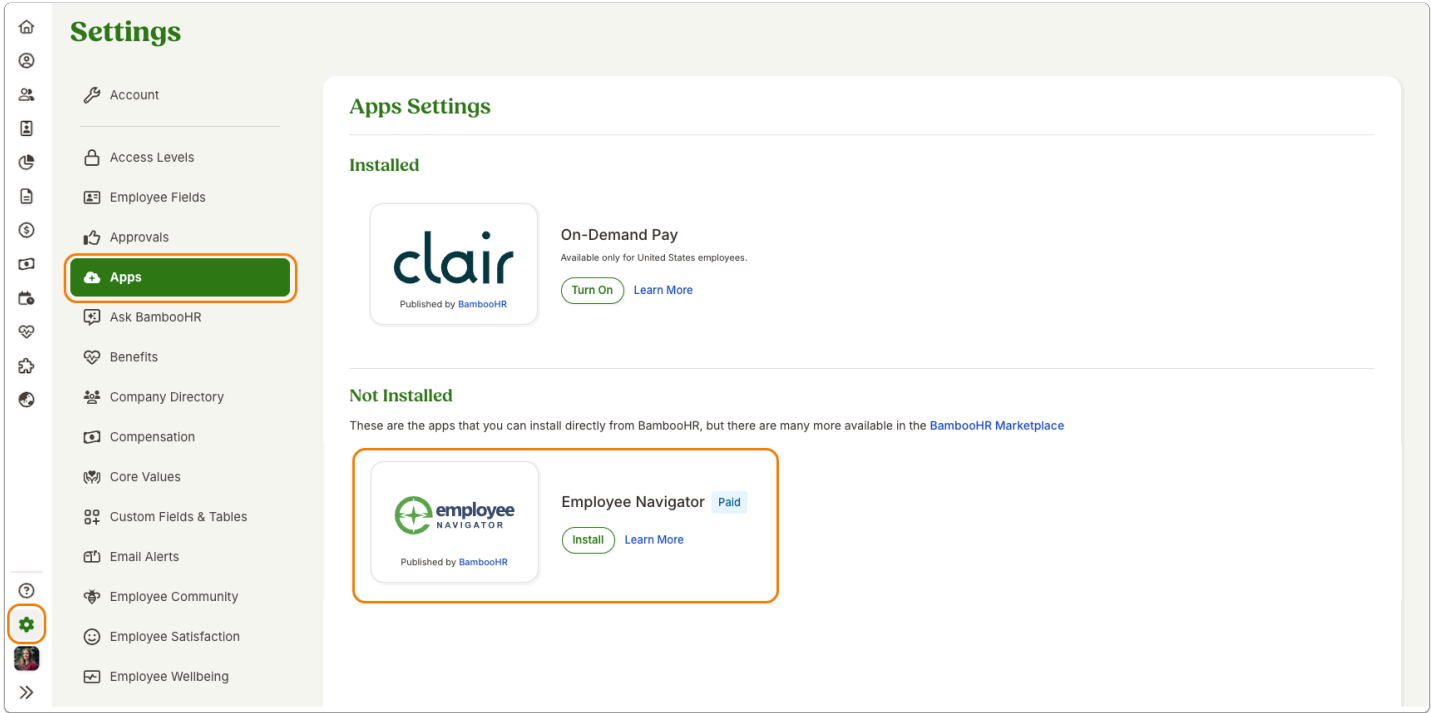
- Sync employee demographic data between BambooHR and Employee Navigator.
- Sync employee demographic data and benefit deductions from Employee Navigator to BambooHR Payroll.

Permissions depend on what you need to do:

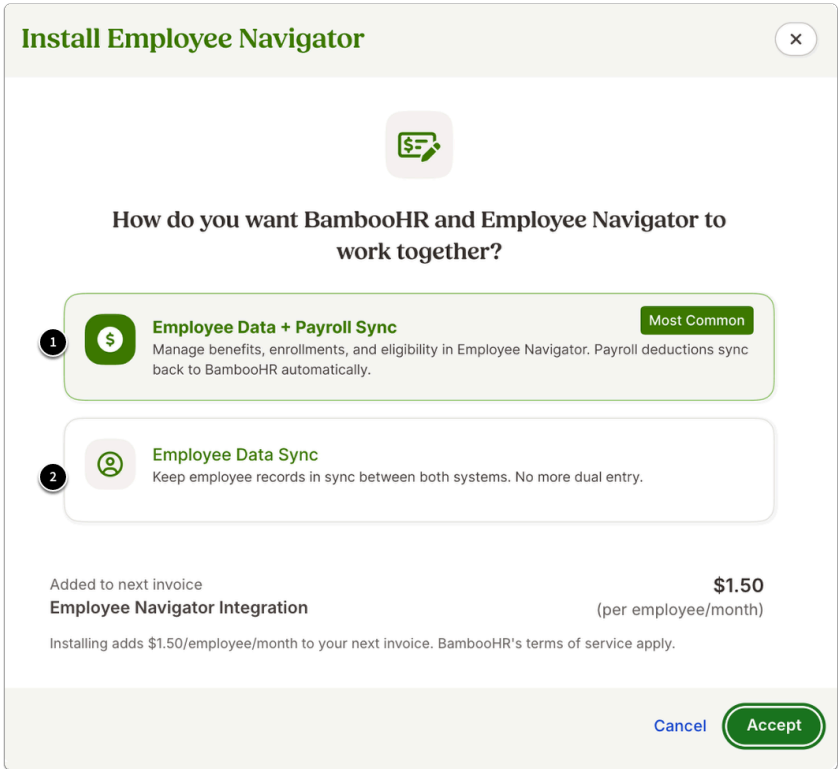
- Only Account Owners can install and set up the integration.
- Full Admins and Payroll Admins can view deductions synced from Employee Navigator.
- Users with Payroll Settings permissions can also view synced deduction data.
- Existing permissions for employee demographic data do not change.

You will work with your benefits broker as part of the Employee Navigator setup process.

Install Employee Navigator



As the Account Owner, go to Settings > Apps and select *Install* under "Employee Navigator."



Choose the sync option that works best for your company:

Employee Data + Payroll Sync

Select this option to sync:

- **Employee demographic data:** Syncs between BambooHR and Employee Navigator in both directions.
- **Benefit deduction data:** Supported benefit deduction data syncs one way from Employee Navigator to BambooHR Payroll.

You will also configure the deduction codes Employee Navigator uses to map benefit plans to BambooHR Payroll.

Installing this option adds \$1.50 per employee per month to your next invoice.

Employee Data Sync

Select this option if you only want to sync employee demographic data.

- **Employee demographic data:** Syncs between BambooHR and Employee Navigator in both directions.
- **Payroll deductions:** Are not included with this option.

You do not need to complete payroll deduction setup with this option.

Installing this option adds \$1.50 per employee per month to your next invoice.

Review the integration charge and terms, then select *Install* to continue.

Select your sync option below to learn more about the setup process:

- [Employee Data + Payroll Sync](#)
 - [Employee Data Sync](#)
-

Set up the employee data and payroll sync

Step 1: Before we connect your account

Set Up Employee Navigator Step 1 of 4

Before we connect your account...
You'll need to set up your payroll deduction codes. Your employee data will start syncing automatically once you're connected.

- Setup Payroll Deduction Codes**
You'll need to determine which types of deductions will map to your benefit plans with Employee Navigator.
- Employee Data Syncs Automatically**
Employee and payroll data will sync automatically with Employee Navigator. You'll choose which employees receive payroll deductions in Employee Navigator's portal. [View Data](#)

[Get Started](#) [Cancel](#)

What's Synced to Employee Navigator
These fields are sent during the initial set up and then will continue to sync for the employees you select.

Personal
Name SSN Date of Birth Sex Gender

Contact
Home Address Work Address Home Phone Work Phone Work Email
Personal Email

Employment
Company ID Department Division Employee ID Employment Type
Employment Status Employee Identification Number Job Location
Job Title Hire Date Termination Date Termination Reason

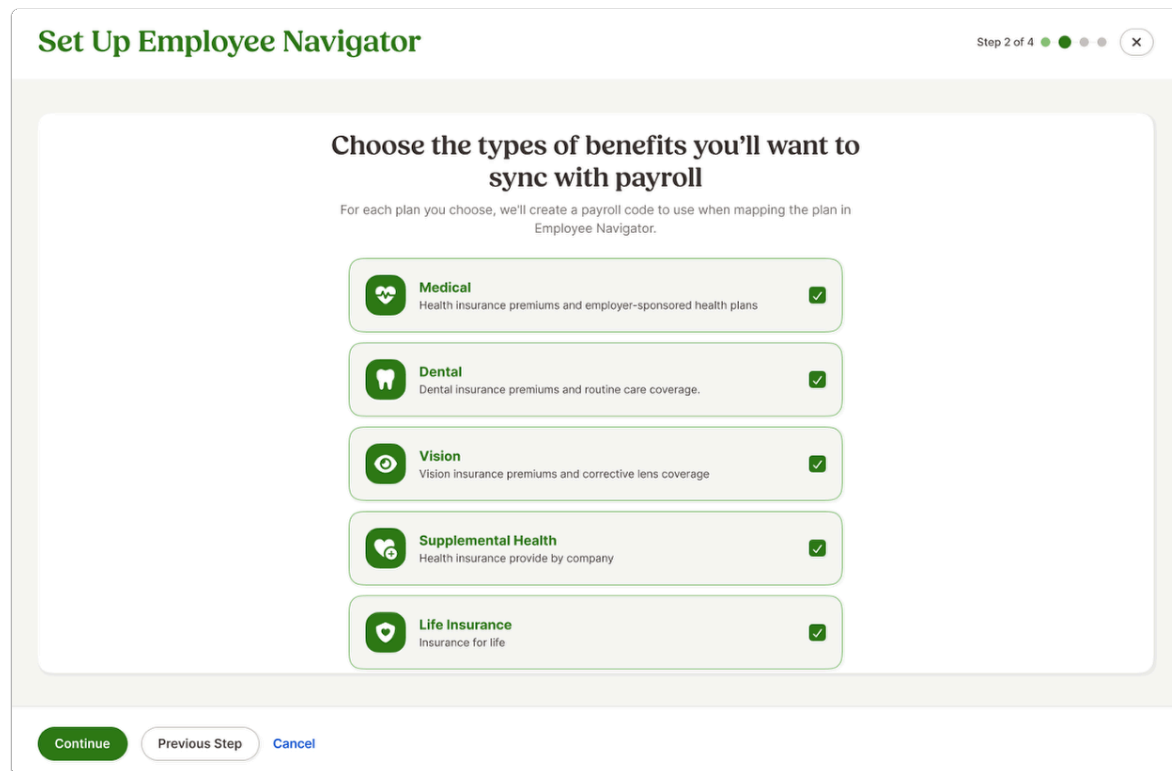
Payroll Deduction
Deduction Start Date Deduction End Date Employee Amount
Employer Amount Tax Status Work Schedule ACA Info
Hourly vs. Salary Compensation Amount

[Done](#)

The Setup Employee Navigator workflow will walk you through setting up deduction codes that Employee Navigator can use to map benefit plans to BambooHR Payroll.

1. To get started with setting up payroll deduction codes, click *Setup Payroll Deduction Codes*.
2. For an overview of the employee data sync, click *View Data*. This will show [a list of fields](#) that will be synced automatically. You will choose which employees receive payroll deductions in Employee Navigator's portal.

Step 2: Choose the benefit plan types to sync with payroll



Set Up Employee Navigator Step 2 of 4

Choose the types of benefits you'll want to sync with payroll

For each plan you choose, we'll create a payroll code to use when mapping the plan in Employee Navigator.

- Medical**
Health insurance premiums and employer-sponsored health plans ☒
- Dental**
Dental insurance premiums and routine care coverage. ☒
- Vision**
Vision insurance premiums and corrective lens coverage ☒
- Supplemental Health**
Health insurance provide by company ☒
- Life Insurance**
Insurance for life ☒

[Continue](#) [Previous Step](#) [Cancel](#)

Select the benefit types you want to sync with payroll. Available types include:

- Medical
- Dental
- Vision
- Supplemental Health
- Life Insurance

Once selected, click *Continue*.

Note: 401(k) and transit/commuter benefit deductions are not supported for payroll deduction exchange from Employee Navigator. You will need to manage these deductions manually in BambooHR Payroll.

New to BambooHR Payroll

Set Up Employee Navigator Step 2 of 4

Add Your Plan Details
Name each plan and set its tax type. We'll generate a unique payroll code to map in Employee Navigator.

Medical

Plan Name *
Medical Choice PPO
Medical Choice HSA
Medical Choice HDHP

Tax Status
Pre-Tax Post Tax
Pre-Tax Post Tax
Pre-Tax Post Tax

Reportable *
Yes Yes Yes
No

Payroll Code
MED-PRE-01
MED-PRE-02
MED-POS-03

Dental

Plan Name *
Delta Dental Plan
Dental PPO

Tax Status
Pre-Tax Post Tax
Pre-Tax Post Tax

Payroll Code
DEN-PRE-01
DEN-PRE-02

Vision

Plan Name *
Delta Dental Plan

Tax Status
Pre-Tax Post Tax

Payroll Code
VIB-PRE-01

Supplemental Health

Plan Name *
Supplemental Plan

Tax Status
Pre-Tax Post Tax

Payroll Code
SUP-PRE-01

Life Insurance

Plan Name *
Life Insurance Plan

Tax Status
Pre-Tax Post Tax

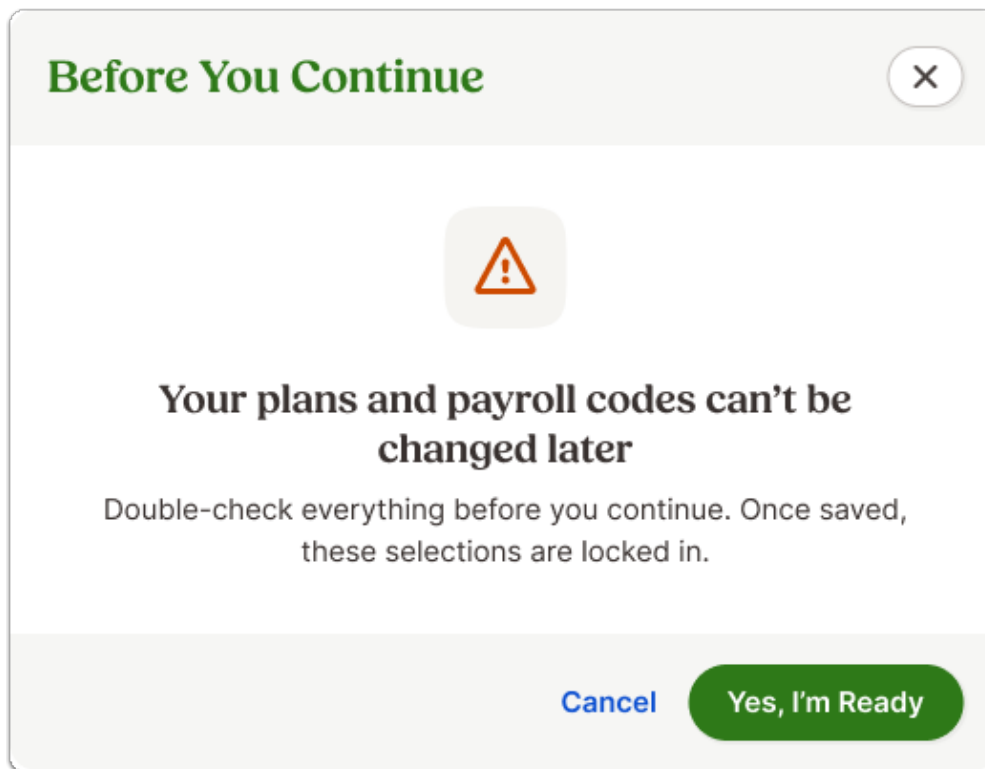
Payroll Code
LIF-PRE-01

Save and Continue Previous Step Cancel

If you are new to BambooHR Payroll, for each plan:

1. Enter the plan or deduction name.
2. Select the appropriate tax setting.
3. Choose whether the deduction is reportable.
4. BambooHR creates payroll codes for the plans you configure. Review the generated payroll codes.*
5. Add additional plans as needed.
6. To add another plan type, click *+Add Another Plan Type* in the top right corner.

When you are finished, click *Save and Continue*.



Your plans and payroll codes cannot be changed later. Ensure you have double-checked everything before clicking *Yes, I'm Ready* to finalize your selections.

-  *In Step 3, you will be able to download the codes as a CSV file to use when mapping your benefit plans in Employee Navigator.

Already using BambooHR Payroll

Set Up Employee Navigator

Step 2 of 4

These benefit plans will sync with Employee Navigator

All your active benefit plans are shown here. If something's missing, you can add it before continuing.

Retirement plans are not supported by the Employee Navigator integration and won't appear here.

Add Another Plan Type

Plan Name	Tax Type	Payroll Code
Medical (3)		
Medical PPO Plan 2026	Pre-Tax (reportable)	MED-PRE-1
Medical HMO Plan 2026	Pre-Tax (reportable)	MED-PRE-2
Medical HDHP Plan 2026	Pre-Tax	MED-PRE-3
Dental		
Delta Dental Plan 2026	Pre-Tax	DEH-PRE-1
Vision		
VSP Choice Plan 2026	Pre-Tax	VIS-PRE-1
Supplemental Health		
Supp Plan 2026	Post-Tax	SUP-PRE-1
Life Insurance		
Life Plan 2026	Post-Tax	LIF-POS-1
Disability		
Long-term 2026	Pre-Tax	DIS-PRE-1
Health Savings Account		
HSA 2026	Pre-Tax	HSA-PRE-1
Flex Spending Account		
FSA 2026	Pre-Tax	FSA-PRE-1
Reimbursement		
Phone Plan 2026	Pre-Tax	REI-PRE-1
Life		
Life Plan 2026	Pre-Tax	LIFS-PRE-1
Other		
Paid Paid Benefits 2026	Pre-Tax	OTH-PRE-1

Continue

Previous Step

Cancel

If you are already using BambooHR Payroll, review all your active benefit plans and the generated payroll codes.* If you need to add another plan type, click *Add Another Plan Type*.

Add Another Plan Type

Choose the types of benefits you'll want to sync with payroll

For each plan you choose, we'll create a payroll code for mapping the plan in Employee Navigator.

Medical

Health insurance premiums and employer-sponsored health plans

Dental

Dental insurance premiums and routine care coverage.

Vision

Vision insurance premiums and corrective lens coverage

Supplemental Health

Health insurance provide by company

Life Insurance

Insurance for life

Disability Insurance

Cancel

Continue

Add Benefit Type

Add Your Plan Details

Name each plan and set its tax type. We'll generate a unique payroll code to map in Employee Navigator.

Medical

Plan Name *

Medical Choice PPO

1

+ Add another plan

5

Tax Status

2

Pre-Tax

Post Tax

Reportable

3

Yes

1

Payroll Code

4

MED-PRE-01

Flex Spending Account

Plan Name *

FSA Plan

Tax Status

Pre-Tax

Post Tax

Payroll Code

FSA-POS-01

+ Add another plan

Cancel

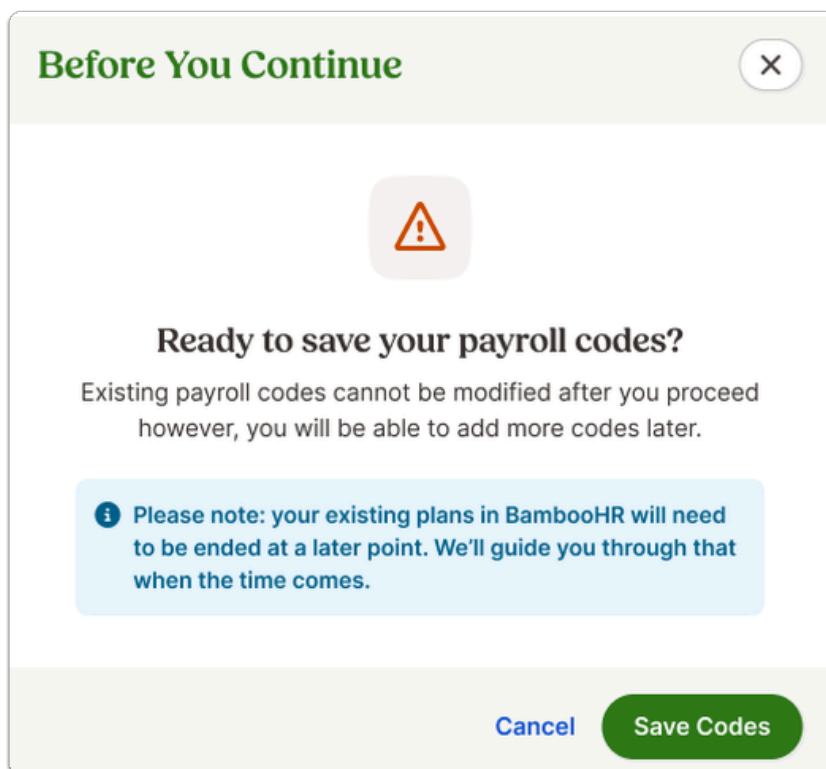
Save

For each plan you want to add:

1. Enter the plan or deduction name.
2. Select the appropriate tax setting.
3. Choose whether the deduction is reportable.
4. BambooHR creates payroll codes for the plans you configure. Review the generated payroll codes.*
5. Add additional plans as needed.

When you are finished, click *Save* and then *Continue*.

 *In Step 3, you will be able to download the codes as a CSV file to use when mapping your benefit plans in Employee Navigator.



Your plans and payroll codes cannot be changed later. Ensure you have double-checked everything before clicking *Save Codes* to finalize your selections.

Step 3: Download your payroll codes for mapping

Step 3 of 4

✕



Your Payroll Codes Are Ready

Download these codes and keep them handy—you'll use them to map your benefit plans when you get to Employee Navigator.

Plan Name	Tax Type	Payroll Code
📁 Medical (3)		
Medical PPO Plan 2026	Pre-Tax (reportable)	MED-PRE-1
Medical HMO Plan 2026	Pre-Tax (reportable)	MED-PRE-2
Medical HDHP Plan 2026	Pre-Tax	MED-PRE-3
📁 Dental		
Delta Dental Plan 2026	Pre-Tax	DEH-PRE-1
📁 Vision		
VSP Choice Plan 2026	Pre-Tax	VIS-PRE-1
📁 Supplemental Health		
Supp Plan 2026	Post-Tax	SUP-PRE-1
📁 Life Insurance		

Continue

Download Codes as CSV

Cancel

Click *Download Codes as CSV* if you would like a copy for reference.

Step 4: Go to Employee Navigator to complete setup

Set Up Employee Navigator

Step 1 of 2

Nice work — you're set up in BambooHR! One more step: head to Employee Navigator to connect your account and finish setup.

Go to Employee Navigator Cancel

employee NAVIGATOR

Username

Password

Login

[Forgot Username?](#) [Forgot Password?](#)

[Register as a new user](#)

[Privacy Policy](#) | [Terms of Use](#) | [Legal Notice](#)

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Next, click *Go to Employee Navigator* and log in to your Employee Navigator account.

Payroll Dashboard

No active payroll integration

Keep your payroll system and Employee Navigator in sync with a payroll integration.

Add Integration +

Select your integration

Available products:

BambooHR

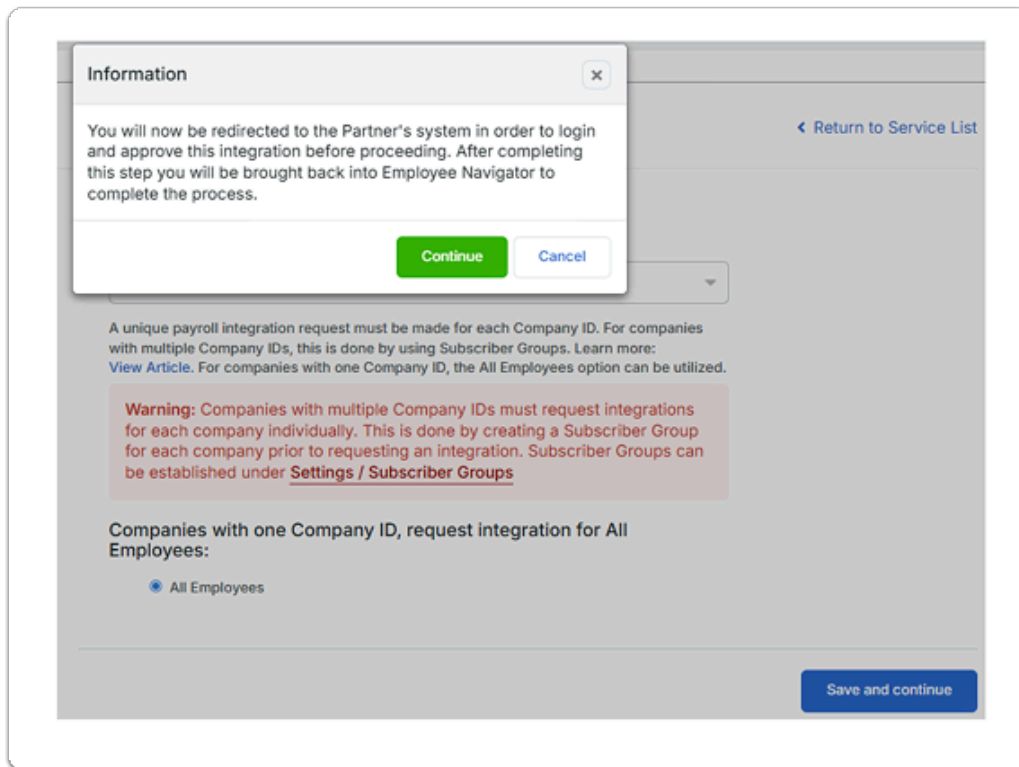
Warning: Companies with multiple Company IDs must request integrations for each company individually. This is done by creating a Subscriber Group for each company prior to requesting an integration. Subscriber Groups can be established under [Settings / Subscriber Groups](#).

Companies with one Company ID, request integration for All Employees:

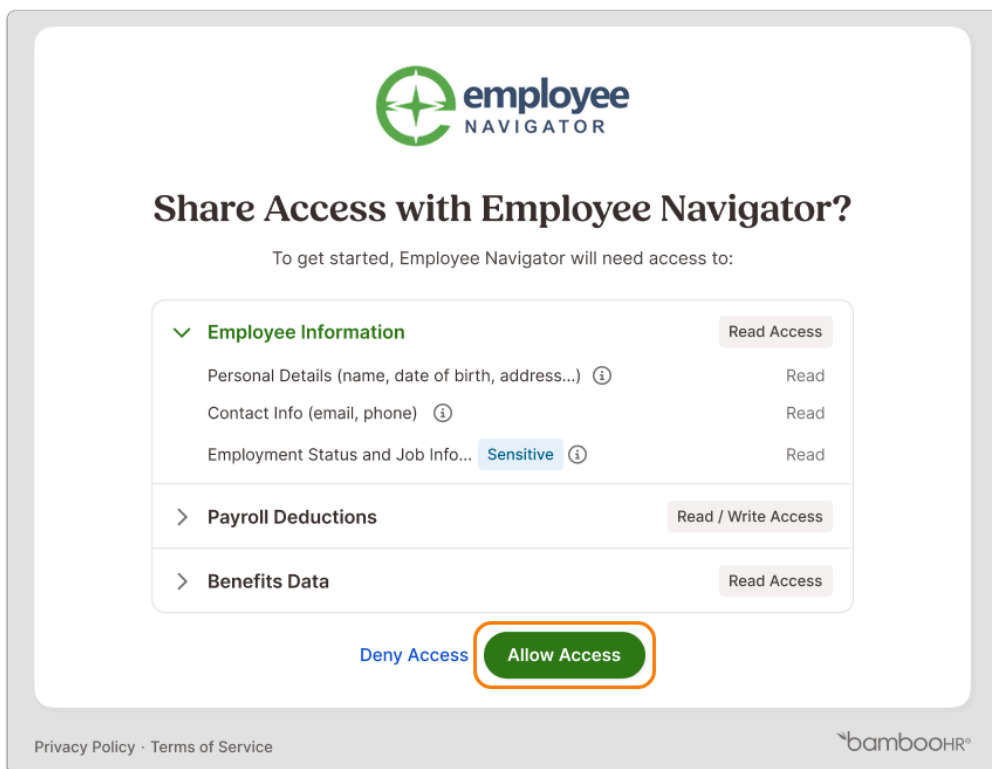
All Employees

Save and continue

In Employee Navigator, search for BambooHR by clicking *+Add Integration* and then selecting *BambooHR* from the dropdown list. Click *Save and Continue*.



Once you click *Continue* in the next modal, you will be redirected to BambooHR in order to approve the Employee Navigator integration before proceeding.

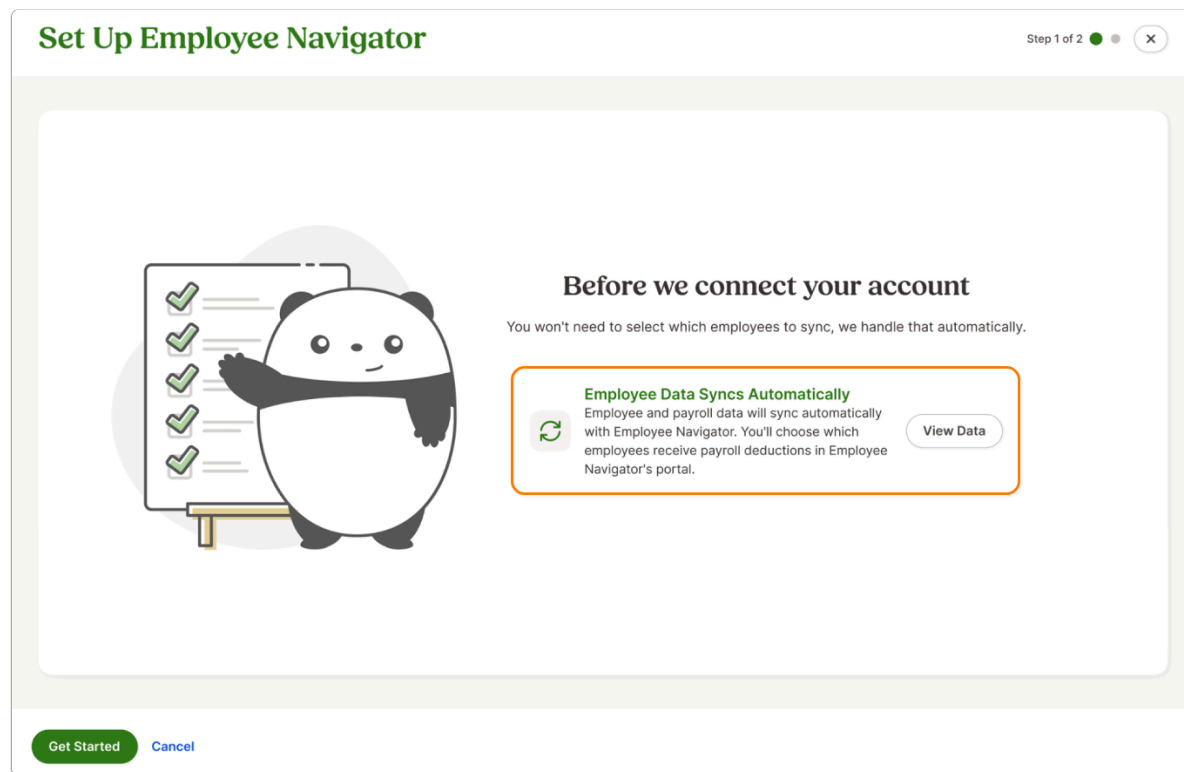


Review the requested access. To approve and grant access, click *Allow Access*. You will be redirected to the Apps page in BambooHR Settings that confirms the integration was

successfully installed. It will also show up in your integration list within your Employee Navigator account, along with a connection status.

Set up the employee data sync

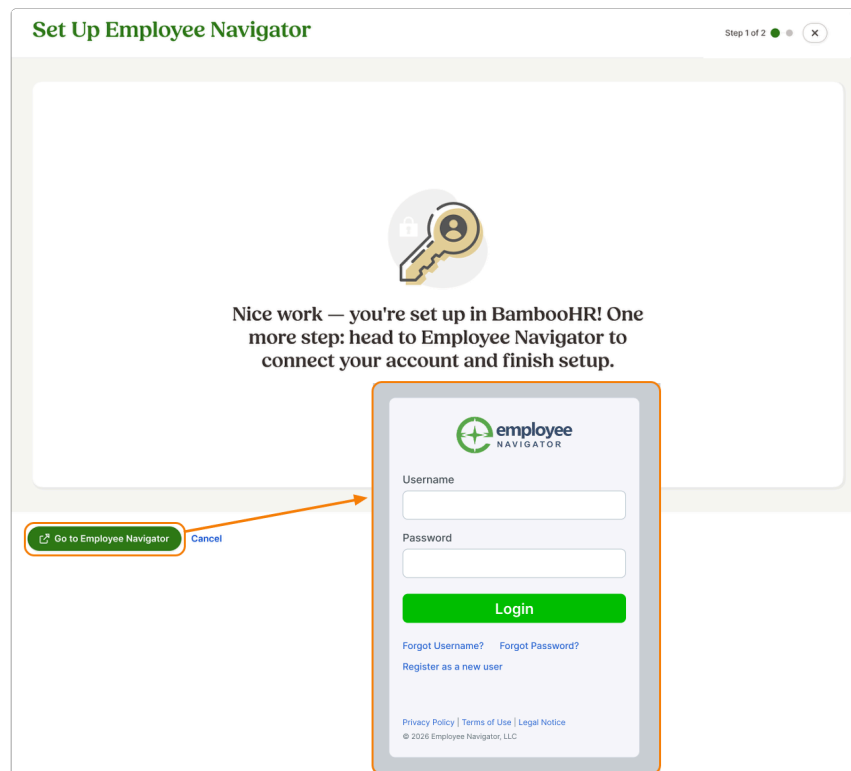
Step 1: Before we connect your account



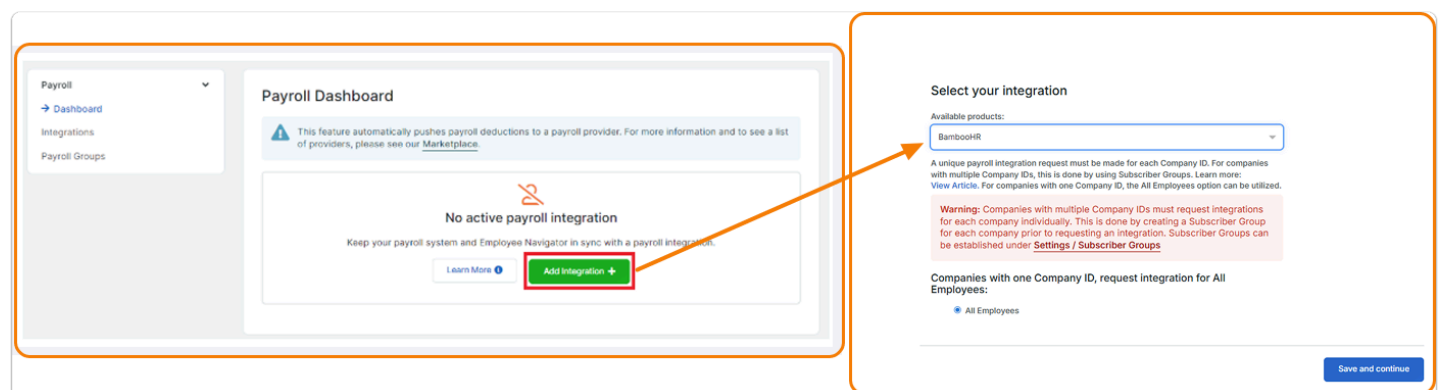
The Setup Employee Navigator workflow will walk you through connecting BambooHR to Employee Navigator. Click *View Data* to review [a list of fields](#) that will be synced automatically.

After reviewing, select *Get Started* to continue.

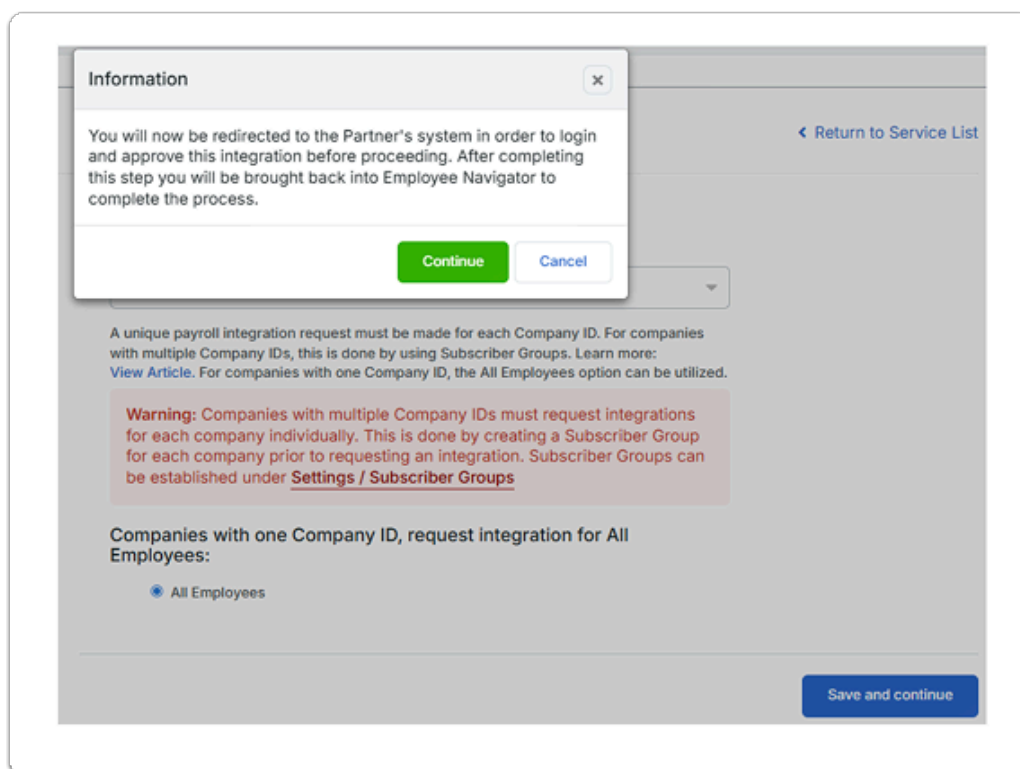
Step 2: Go to Employee Navigator to complete setup



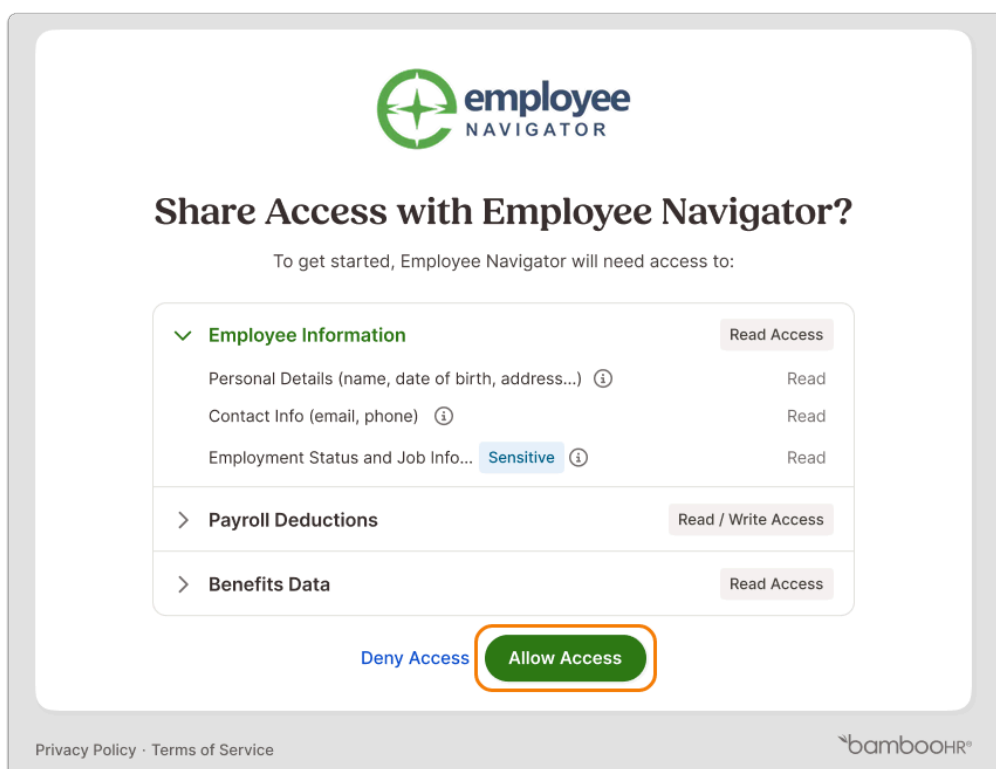
Next, click *Go to Employee Navigator* and log in to your Employee Navigator account.



In Employee Navigator, search for BambooHR by clicking *+Add Integration* and then selecting *BambooHR* from the dropdown list. Click *Save and Continue*.



Once you click *Continue* in the next modal, you will be redirected to BambooHR in order to approve the Employee Navigator integration before proceeding.



Review the requested access. To approve and grant access, click *Allow Access*. You will be redirected to the Apps page in BambooHR Settings that confirms the integration was

successfully installed. It will also show up in your integration list within your Employee Navigator account, along with a connection status.

Data sync details

The integration can access the following employee demographic and benefit deduction data:

Personal (Employee Data)	Name
	SSN
	Date of Birth
	Sex
	Gender
Contact (Employee Data)	Home Address
	Work Address
	Home Phone
	Work Phone
	Work Email
	Personal Email
Employment (Employee Data)	Company ID
	Department
	Division
	Employee ID
	Employment Type
	Employment Status
	Employee Identification Number

	Job Location
	Job Title
	Hire Date
	Termination Date
	Termination Reason
Benefit Deduction (Employee Data + Payroll Sync)	Deduction Start Date
	Deduction End Date
	Employee Amount
	Employer Amount
	Tax Status
	Work Schedule
	ACA Info
	Hourly vs. Salary
	Compensation Amount

Important notes and limitations

- You do not need to sync payroll deductions to use the Employee Navigator integration. Select Employee Data Sync if you only want to sync employee information.
- Select Employee Data + Payroll Sync if you want supported Employee Navigator benefit deductions to flow into BambooHR Payroll.
- Only the Account Owner can install the integration.
- You can choose which employees receive payroll deductions in Employee Navigator.
- Plans and payroll codes cannot be changed after they are finalized during setup. Double-check your selections before continuing.
- Once the integration is activated, an Employee Navigator rep will reach out to help set up everything in the Employee Navigator system.

SECTION 2

Employee Navigator Deductions in BambooHR

Transition benefit plans to Employee Navigator and view synced deductions

Employee Navigator Deductions in BambooHR

Core  Pro  Elite  Add-on

How do I transition my benefit plans to Employee Navigator and view synced deductions in BambooHR?

Summary

After connecting BambooHR and Employee Navigator with Employee Data + Payroll Sync, you will map your BambooHR payroll deduction codes to your benefit plans in Employee Navigator. After Employee Navigator begins sending deductions to BambooHR Payroll, you will end the corresponding BambooHR-managed benefit plans and can review Employee Navigator deductions throughout BambooHR.

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 - [Work with Employee Navigator deductions in BambooHR](#)
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 - [Manage codes available for mapping](#)
 - [Add a new deduction code](#)
 - [Review Employee Navigator Deductions report](#)
 - [Review Employee Navigator deductions during payroll](#)
 - [View Employee Navigator-managed plans on the employee profile](#)
 - [Handle deductions that require manual updates](#)
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Finish setup in Employee Navigator

Settings

Account

Access Levels

Employee Fields

Approvals

Apps

Benefits

Company Directory

Custom Fields

Email Alerts

Employee Satisfaction

Employee Wellbeing

Hiring

Holidays

Logo & Color

Offboarding

Onboarding

Payroll

Performance

Time Off

Time Tracking

Training

Payroll

Company Information

Bank Account

Pay schedules

Taxes

Garnishment Payments

Extra pay

Payroll Deductions

Company Payroll Deductions

All deductions for your company, from any source, managed in one place

Add New Deduction Type

Your integration with Employee Navigator is currently in progress.

Go to Employee Navigator to finish the set up.

Go to Employee Navigator

Showing

Active Deductions

Deduction / Plan Name	Managed By	Deduction Code	Employees
Medical (3)			
Medical PPO Plan 2026	BambooHR	MED-PPO-26	200
Medical HMO Plan 2026	BambooHR	MED-HMO-26	50
Medical HDHP Plan 2026	BambooHR	MED-HDHP-26	10
Dental			
Medical PPO Plan 2026	BambooHR	DEN-PPO-26	0
Vision			
Medical PPO Plan 2026	BambooHR	VIS-PPO-26	0
Supplemental Health			
Medical PPO Plan 2026	BambooHR	SUP-PPO-26	0
Life Insurance			
Medical PPO Plan 2026	BambooHR	LIF-PPO-26	0
Disability			

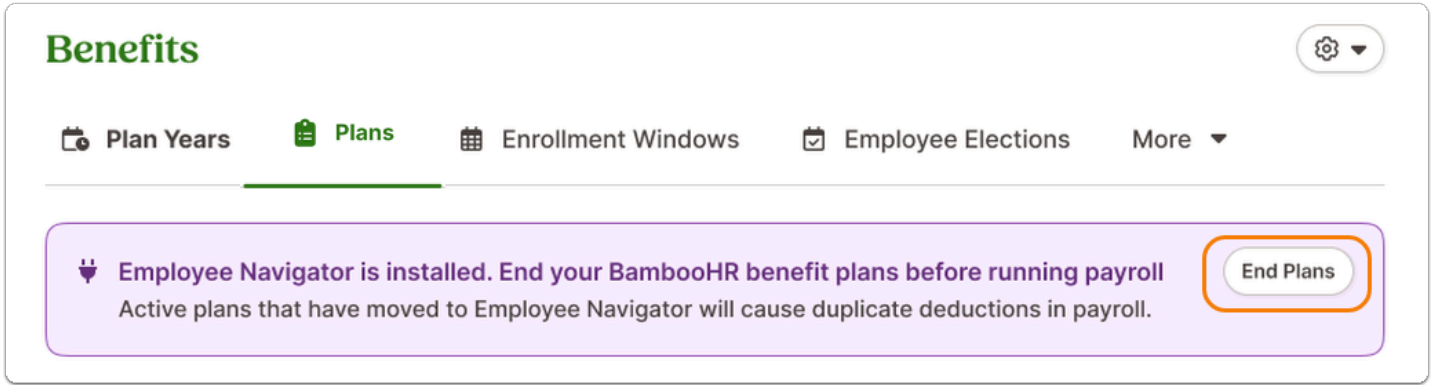
After connecting your BambooHR and Employee Navigator accounts, you will finish setting up your benefit plans in Employee Navigator. During the initial setup, BambooHR generates payroll deduction codes for your benefit plans. These codes will be available in Employee Navigator when you map your benefit plans. These codes are used when mapping Employee Navigator benefit plans to BambooHR Payroll deductions.

Go to *Settings > Payroll > Payroll Deductions*. If your Employee Navigator setup is still in progress, select *Go to Employee Navigator* to continue the setup process. Complete the applicable benefit plan setup in Employee Navigator. For detailed instructions, visit [Employee Navigator's help center](#).

Employee Navigator + BambooHR Integration Guide

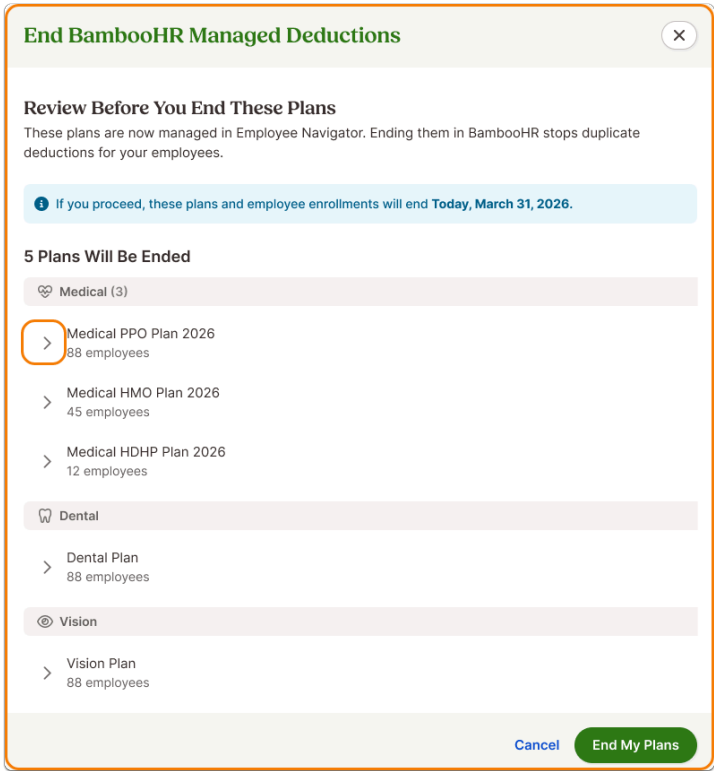
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Transition your existing benefit plans



If you already have active benefit plans in BambooHR, you will need to transition those plans and enrollments after Employee Navigator begins sending deduction data. We recommend ending your existing BambooHR-managed benefit plans so Employee Navigator becomes the source of truth for these deductions and the two systems stay in sync.

When BambooHR receives the first deductions from Employee Navigator, you will see a notification under *Settings > Benefits > Plans*. Select *End Plans* to begin transitioning the corresponding BambooHR benefit plans and enrollments to Employee Navigator.



BambooHR displays the benefit plans and employee enrollments that will end. Expand a plan to review the employees enrolled in it.

After reviewing the affected plans and enrollments, select *End My Plans*. The applicable plans and enrollments will end in BambooHR because they will now be managed through Employee Navigator.

Work with Employee Navigator deductions in BambooHR

View Employee Navigator-managed plans

Settings

Account

Access Levels

Employee Fields

Approvals

Apps

Benefits

Company Directory

Custom Fields

Email Alerts

Employee Satisfaction

Employee Wellbeing

Hiring

Holidays

Logo & Color

Offboarding

Onboarding

Benefits

Plan Years

Plans

Enrollment Windows

Employee Elections

More

Employee Navigator Integration

You're managing benefit plans in Employee Navigator—any changes or adjustments must be made in their portal. You can view deductions in payroll settings. To avoid duplicates, do not create plans in BambooHR.

Go to Employee Navigator

View Payroll Deductions

Plans

Create New Plan

Plan Name	End Date	Eligibility	Status
Medical			
Medical Plan Name 1	12/31/2024	Full-Time	120 Enrolled, 20 Not enrolled/Waived
Medical Plan Name 2	12/31/2024	Full-Time	120 Enrolled, 20 Not enrolled/Waived
Medical Plan Name 3	12/31/2024	Full-Time	120 Enrolled, 20 Not enrolled/Waived
Dental			
Dental Plan Name 1	12/31/2024	Full-Time	120 Enrolled, 20 Not enrolled/Waived
Vision			
Vision Plan Name 1	12/31/2024	Full-Time	120 Enrolled, 20 Not enrolled/Waived

Go to *Settings > Benefits > Plans*. Plans managed through the integration are identified as being managed in Employee Navigator. To make changes to these plans, click on the down arrow within the banner and select *Go to Employee Navigator* from the dropdown menu. You can also view payroll deduction details by clicking *View Payroll Deductions* from the same dropdown.

View Employee Navigator deductions

Settings

Payroll

Company Payroll Deductions
All deductions for your company, from any source, managed in one place

Showing Active Deductions **Source** 3 Selected

Deduction / Plan Name	Managed By	Employees	Deduction Code	Available for Mapping
Medical (3)				
Medical PPO Plan 2026	Employee Navigator	200	MED-PPO-26	☒
Medical HMO Plan 2026	Employee Navigator	50	MED-HMO-26	☒
Medical HDHP Plan 2026	Employee Navigator	10	MED-HDHP-26	☒
Dental				
Medical PPO Plan 2026	Employee Navigator			☒
Vision				
Medical PPO Plan 2026	Employee Navigator			☒
Supplemental Health				
Medical PPO Plan 2026	Employee Navigator	0	SUP-PPO-26	☒
Life Insurance				
Medical PPO Plan 2026	Employee Navigator	0	LIF-PPO-26	☒
Disability				
Medical PPO Plan 2026	Employee Navigator	0	DIS-PPO-26	☒
Health Savings Account				

Available for Mapping
Payroll codes connect deductions from your integrations to BambooHR Payroll. Turn this on to make a code available for mapping. You can start or end deductions through the provider directly.

To view all Employee Navigator deductions, go to *Settings > Payroll > Payroll Deductions*.

On the Payroll Deductions page, the following information and actions are available:

- Managed by Employee Navigator:** Deductions connected to Employee Navigator display "Employee Navigator" in the Managed By column.
- Filter:** You can filter deductions by status and source to find the deductions you need.
- Add a new deduction code:** Click *+Add New Deduction Code* if you need to [add another one](#) for a benefit plan.
- Available for mapping:** This column shows whether a deduction code is available for mapping. Click [here](#) to learn more.

Manage codes available for mapping

The Available for Mapping column determines whether a payroll deduction code appears in Employee Navigator as an option for mapping to a benefit plan.

- Keep *Available for Mapping* turned on for deduction codes you want to use in Employee Navigator.
- Turn it off when you no longer want a deduction code to appear as a mapping option in Employee Navigator. For example, when a benefit plan ends, you can turn off *Available for Mapping* for its deduction code. This removes the code from the list of options in Employee Navigator and makes it easier to find the codes you need when mapping new plans.

💡 Preparing for a new plan year: Create new payroll deduction codes for your new benefit plans and use names that match the corresponding plan names in Employee Navigator. For example, if the plan in Employee Navigator is named Select Health 2026, use the same name for the BambooHR deduction code. Matching names makes it easier to identify and map the correct plans. After you have transitioned away from the previous year's plan, turn off *Available for Mapping* for the previous code so it no longer appears as a mapping option in Employee Navigator.

Add a new deduction code

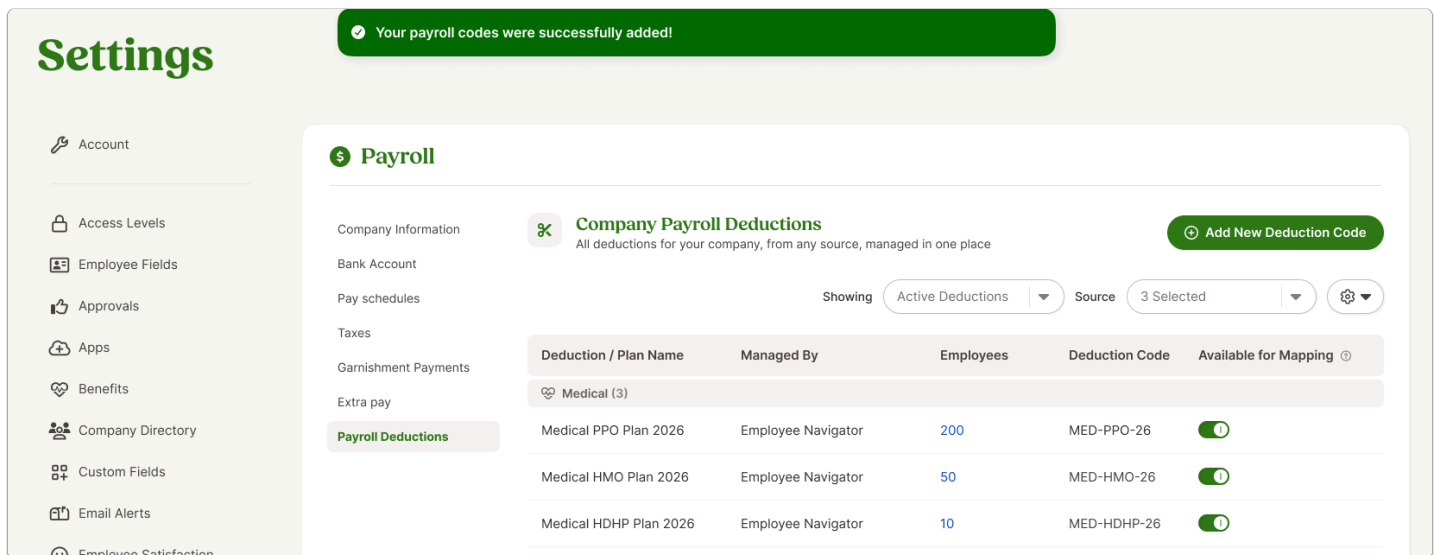
The screenshot shows a modal window titled "Add New Deduction Code" with a progress indicator showing "Step 1 of 2". The main heading inside the modal is "Choose the type of deduction code you'd like to create." Below this is a subtext: "A unique payroll code will be created to use for mapping with third-party integrations." There are five selectable options, each with an icon, a title, a description, and a checkbox:

- Medical** (Heart icon): Health insurance premiums and employer-sponsored health plans
- Dental** (Tooth icon): Dental insurance premiums and routine care coverage.
- Vision** (Eye icon): Vision insurance premiums and corrective lens coverage
- Supplemental Health** (Heart with plus icon): Health insurance provide by company
- Life Insurance** (Shield icon): Insurance for life

At the bottom of the modal are three buttons: "Continue" (highlighted in green), "Previous Step", and "Cancel".

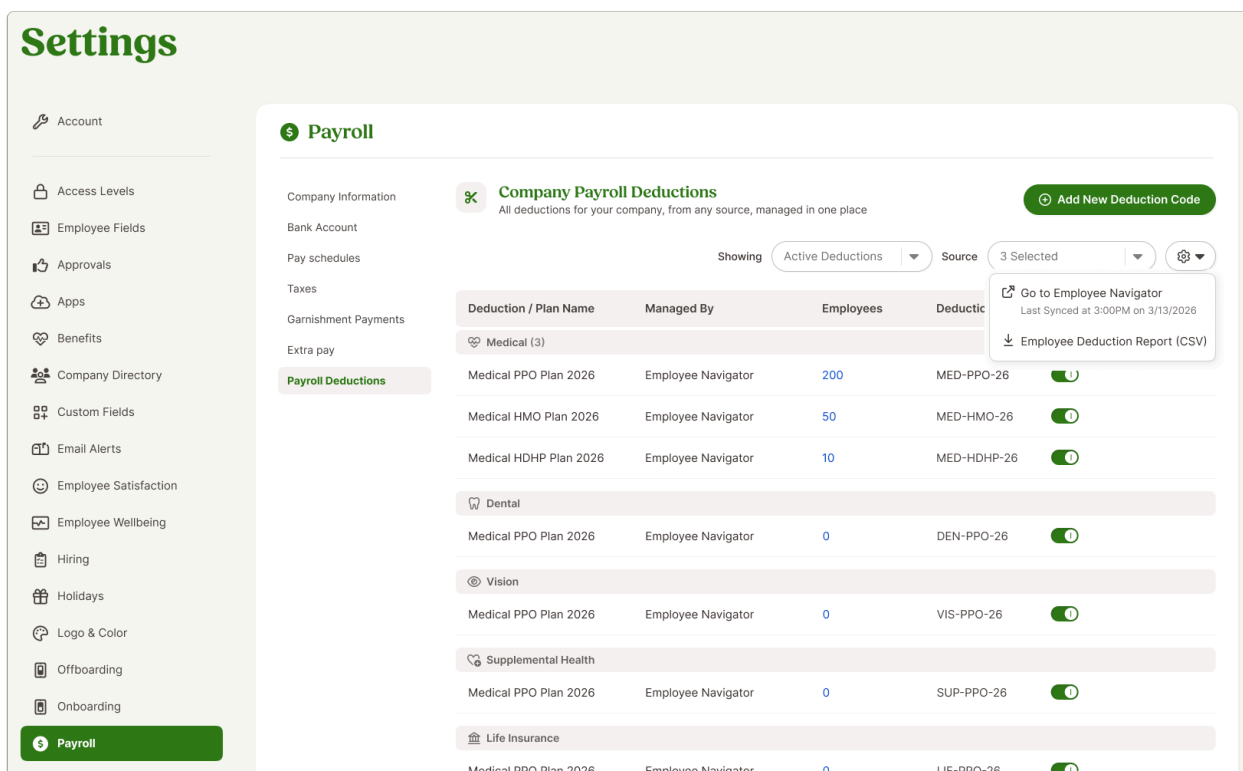
If you need an additional payroll deduction code, select *Add New Deduction Code* from the Company Payroll Deductions page.

1. Choose the type of deduction code you want to create.
2. Select *Continue*.
3. Complete the deduction code setup.



After adding a new deduction code, a success message appears on the Company Payroll Deductions page confirming that the payroll code has been added. Make sure *Available for Mapping* is turned on for the new deduction code. This allows Employee Navigator to retrieve the code for benefit plan mapping.

Review Employee Navigator Deductions report



The Employee Navigator Deductions report provides a consolidated view of benefit deduction data received from Employee Navigator. From *Settings > Payroll > Payroll Deductions*, open the gear icon and select *Employee Deduction Report (CSV)*.

For each employee, the report can show:

- Employee / plan name
- Deduction type
- Frequency
- Start date
- End date (if applicable)
- Employee deduction amount
- Employer contribution amount

Review Employee Navigator deductions during payroll

Back to Payroll Center

July 3 Payroll

By
Jan 24 at 1:00 PM

Pay Schedule
Vinyl Design Lab (Weekly)

Pay Period
Jan 17, 2024–Jan 22, 2024

People Being Paid

Extra Pay

Deductions

10 New Benefits Are Starting This Payroll.
Bulk updates to deductions can be made inside the Employee Navigator Portal.

Go to Employee Navigator

Filter by employee or deduction...

All Deduction Types

All Deduction Changes

Employee	Deduction Name	Employee Pays	Company Pays
Anderson, Andy Copy Writer Deduction Changes Retirement Limit	HSA	\$100.00	\$100.00
	Fidelity 401(k) Plan	\$100.00	\$100.00
	Other Garnishment	\$100.00	\$100.00
	Show More		
Arnott, Charlotte Artist Deduction Changes Retirement Limit	Child Support	\$100.00	\$100.00
	Fidelity 401(k) Plan	\$100.00	\$100.00
	Show More		
	Retirement	6%	6%

Deduction Totals

HSA (1)
Employees Pay
\$100.00
Company Pays
\$100.00

Other Garnishment (1)
Employees Pay
\$100.00

Select Health (1)
Employees Pay
\$200.00
Company Pays
\$200.00

Deductions Totaled in Payroll:
Retirement (4)
Retirement (51)
Retirement (87)

Total deductions will be calculated in payroll.

When you are running payroll, BambooHR alerts you when benefit deductions received from Employee Navigator are starting in that payroll. For deductions managed by Employee Navigator, use *Go to Employee Navigator* when you need to make applicable benefit deduction changes.

Payment details

Abbott, Charlotte

Human Resources

Go to employee profile

Wages

Hours	Gross Wages	Extra Pay
REG 40.00 Add hours	40.00	Cell Phone Reimbursement \$65.00 Add pay

Deductions

Add One-Time Deduction

Name	Type	Company Pays	Employee Pays	Paycheck Max
Fidelity 401k	401k	\$ 6 Annual Max: \$500 of \$1,000	\$ 6 Annual Max: \$500 of \$1,000 of Employee Cont.	6%
SelectHealth Family	Medical	\$ % 120.23 Plan Lifetime Cap: \$500 of \$5,000	\$ % 43.32 Plan Lifetime Cap: \$500 of \$5,000	5%
Diamond Dental	Dental	\$ % \$00		
Uniform Fee	Other Garnishment	\$ % 200.00 Total Payroll Amount: \$100 of \$5,000		5%

Upcoming Changes to Deductions

Name	Type	Effective Date	Employee Pays	Company Pays
Employee Navigator Deductions				
SelectHealth Family Rate Change	Medical	1/1/2023	\$130.23	\$50.00
Fidelity 401k Not Started	401k	1/1/2023	6%	6% of Employee Contribution
BambooHR Deductions				
SelectHealth Family Rate Change	Medical	1/1/2023	\$130.23	\$50.00
Fidelity 401k Not Started	401k	1/1/2023	6%	6% of Employee Contribution

Recently Ended Deductions

Name	Type	Start Date	Total Employee Contribution	Total Company Contribution
Employee Navigator Deductions				
Fidelity 401k	Medical	1/1/2023	\$130.23	\$50.00
BambooHR Deductions				
SelectHealth Family Rate Change	Medical	1/1/2023	\$130.23	\$50.00

From *Run Payroll* > *Edit Payroll*, open an employee's Payment Details page to review their deductions.

The Deductions section displays the employee's current deductions. The Upcoming Changes to Deductions and Recently Ended Deductions tables group deductions by source, so you can see which deductions are managed by Employee Navigator and which are managed by BambooHR.

For deductions managed by Employee Navigator, use the provided link to make applicable changes in Employee Navigator. BambooHR-managed deductions can continue to be managed in BambooHR.

Deduction History Snapshot

×



Carolyn Johnson

Account Manager, Sales

Show

2024 Year-To-Date

▼

⌘

Benefit Deduction 1

Deduction Starting

Benefit Plan

✓

Active

5/1/2024 - 7/31/2025

Status

👉

HSA Deduction

Deduction Type

📅

Employee - Company -

Year-To-Date

Date	Performed by	Event	Comment
• 6/28/2024	Employee Navigator	Deduction Active	Employee Pays \$33.00

Edit Deduction in Employee Profile

Close

The employee's Deduction History Snapshot displays deduction activity and identifies Employee Navigator as the source when applicable. The snapshot can be opened from the employee's Payment Details page when reviewing the current payroll.

View Employee Navigator-managed plans on the employee

Employee Navigator + BambooHR Integration Guide

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profile

Jess (Jessica) Cordova

She/Her - Director, Demand Generation in Marketing

Request a change

Personal

Job

Time off

Benefits

Timesheets

Performance

Emergency

Training

More

Vitals

7:49 am

Seattle, WA

Marketing

Full-time

Hire Date

Aug 28, 2015

4y - 2m - 10d

Manager

Lucy Samuels

VP, Marketing

Direct Reports

Alan Nguyen

Jeff Hawkins

Melinda Pittman

Tony Fonseca

5 more...

Benefits

Dependents

Add Dependent

Name	Relationship	Gender	SSN	Birth Date
Bryson Jones	Spouse	Male		10/22/1984 (40)
Zhuri Jones	Child	Female		06/02/2008 (15)
Carmello Jones	Child	Female		01/11/2015 (9)

Benefits Overview

Showing

Enrolled

Heads up! Your employer is using Employee Navigator to manage benefits

Some benefit and deduction details can be viewed here, but most details will be found in Employee Navigator

Medical

UHC Bronze - HSA

Enrolled

Employee: \$191.78 - Company: \$107.48

Employee + Family

05/01/2023 - 05/01/2024

Dental

Delta Dental Silver

Enrolled

Employee: \$191.78 - Company: \$107.48

Employee + Family

05/01/2023 - 05/01/2024

Benefit information remains visible on the employee's Benefits tab in BambooHR after Employee Navigator manages the benefits. BambooHR identifies when Employee Navigator is being used to manage benefits and directs the employee to view more details in Employee Navigator.

Handle deductions that require manual updates

Some benefit deductions and adjustments are not sent from Employee Navigator to BambooHR Payroll and need to be handled manually.

- **401(k) Plans:** Employee Navigator does not send 401(k) plan deductions or employer contributions to payroll partners. Manage these deductions and contributions manually in BambooHR Payroll.
- **Transit and commuter benefits:** Employee Navigator does not send deduction data for transit or commuter benefit plans to payroll partners. Manage these deductions manually in BambooHR Payroll.
- **Retroactive changes and missed deductions:** Employee Navigator sends the recurring per-pay-period deduction amount to BambooHR Payroll but does not send catch-up contributions for missed pay periods. If a retroactive benefit change requires an additional employee deduction or reimbursement, make the adjustment manually in BambooHR Payroll.

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