



**employee**  
NAVIGATOR

Payroll Integration User's Guide  
Appendix for Proliant- ReadyPay™ Users

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## Overview

This Appendix provides information that is specific to the Payroll integration with Proliant.

## Standard Reports from Proliant

<b>Proliant Report</b>	<b>Report Purpose</b>
Reporting>Benefits Audit>Demographics Export	Run this report to create a file to import into Employee Navigator during the Demographic Discrepancy Audit process. Show SSNs when running this file. The file must be in .xls
Reporting>Benefits Audit>Deductions Export	Run this report to create a file to import into Employee Navigator during the Deduction Discrepancy Audit process. Show SSNs when running this file. Do not include terminated employees. The file must be in .xls

## Flow of Data between Systems

All new hires, rehires, compensation changes and terminations must be initiated in Proliant and will then be synchronized to Employee Navigator.

### Data Elements Exchanged with Proliant

<b>Proliant Field Name</b>	<b>Employee Navigator Field Name</b>	<b>Direction of Exchange</b>
Employee ID	Payroll Id	From PR to EN only
SSN	SSN	From PR 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 (note: this field can be “blanked out” in the payroll system when data is transmitted FROM Employee Navigator to Proliant)
City	City	Bi-directional
State	State	Bi-directional
Zip	Zip	Bi-directional
Work Email	Primary Email	Bi-directional
Home Phone	Home Phone	Bi-directional
Title	Job Title	Bi-directional
Birthdate	DOB	Bi- directional
Hire Date	Hire Date	From PR to EN only

<b>Proliant Field Name</b>	<b>Employee Navigator Field Name</b>	<b>Direction of Exchange</b>
Termination Date	Termination Date	From PR to EN only
Pay effective date	Salary effective date	From PR to EN only
Pay type	Pay basis	From PR to EN only
Annual salary	Annual base salary	From PR to EN only
Base rate	Hourly rate	From PR to EN only