



employee
NAVIGATOR

Payroll Integration User's Guide
Appendix for RPO Users

Overview

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

Standard Reports from RPO

Go to RPO > Reporting > in the Title field, search for “Employee Navigator” > click Search... the two ENav reports will be displayed and can be run from there

The screenshot shows the RPO Reporting interface. At the top, there is a navigation bar with the following items: HOME, DOCUMENTS, ESS, EMPLOYEE, HR, PAYROLL, REPORTING (highlighted), COMPANY, TIME & ATTENDANCE, HR ANSWERLINK, SYSTEM. Below the navigation bar, there are tabs for STANDARD REPORTS, REPORT WRITER, SAVED COMPANY REPORTS, MY REPORTS, and MY COMPLETED REPORTS. The STANDARD REPORTS tab is active. The search filters include: Category (dropdown), Title (text input with 'Employee Navigator'), Report Type (dropdown), Sub Category (dropdown), Tag (dropdown), and Report ID (text input). There are two buttons: SEARCH and SHOW ALL. Below the search filters, there is a table with the following columns: REPORT TITLE, DESCRIPTION, and REPORT CATEGORY. The table contains two rows:

| REPORT TITLE | DESCRIPTION | REPORT CATEGORY |
|---|-------------|-----------------|
| Employee Navigator Deductions | | Company |
| Employee Navigator Demographics | | Company |

Report Purpose

Employee Navigator Demographics: 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

Employee Navigator Deductions: 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

These will be used for the discrepancy process when a company is in Audit Mode.

Flow of Data between Systems

New hires, rehires, compensation changes and terminations can be made in either Employee Navigator or RPO.

Business Rules

1. RPO users must have “PendingEmployee” Subscription enabled so they are notified of new employees. Note: A new subscription must be created for each company. Some users may have many companies.

Manage Subscriptions

EXISTING SUBSCRIPTIONS | Add New Subscription | Edit Subscription

| Type | Company | Days | Options |
|------|-----------------|-------|----------------------------|
| X | 401k | 10003 | 1 [Email] [Edit] [Refresh] |
| X | PendingEmployee | 10141 | 1 [Email] [Edit] [Refresh] |

- a. New Employees when coming from ENAV are placed in a “Holding Tank”

HOME DOCUMENTS ESS EMPLOYEE HR PAYROLL REPORTING COMPANY SYSTEM

WELCOME DASHBOARDS FEATURES LINKS NOTIFICATIONS

SEARCH EMPLOYEES

Search:

Active Only?

Search Field: Employee ID

CURRENT PAYROLL Payroll Date: 06/30/2017 GO

NOTIFICATIONS (24) HIRE EMPLOYEE MY REPORTS

- b. The RPO Admin must choose the new employee.

FEATURES LINKS NOTIFICATIONS

| Due Date | Company | Employee | Type | Message |
|------------|---------|----------|-----------------|---|
| 05/31/2017 | 10141 | 40 | PendingEmployee | Employee Sarah Bruce is a pending new employee. Details |
| 05/31/2017 | 10141 | 41 | PendingEmployee | Employee Amy Capet is a pending new employee. Details |
| 05/31/2017 | 10141 | 42 | PendingEmployee | Employee Daisy Capet is a pending new employee. Details |

You will be taken to the RPO employee page. Then complete information. Then

click on the **CREATE EMPLOYEE** button.

- c. **Warning:** Taxes have default information only in RPO pending employee setup.

DEPARTMENT AND STATUS

TAXES

Taxes

Fill in the appropriate tax selections based on the employee's W-4. Taxes are required for W2 employees.

| Federal Tax | State Tax | State Unemployment/Other Taxes |
|------------------------------------|------------------------------------|--------------------------------|
| Tax Code: FITW | Tax Code: MD | Unemployment State: MD |
| Filing Status: S | Filing Status: S | Work State: MD |
| Exemptions: 0 | Exemptions: 0 | |
| Override? <input type="checkbox"/> | Override? <input type="checkbox"/> | |
| Additional \$: 0.00 | Additional \$: 0.00 | |
| Additional %: 0.000000 | Additional %: 0.000000 | |
| Local Tax 1 | Local Tax 2 | |
| Tax Code: | Tax Code: | |
| Filing Status: | Filing Status: | |
| Exemptions: | Exemptions: | |
| Override? <input type="checkbox"/> | Override? <input type="checkbox"/> | |
| Additional \$: | Additional \$: | |
| Additional %: | Additional %: | |

You will be able to add additional taxes on the summary page, once you have added this employee.

- A company needs to have Term Wizard activated to make sure insurance get properly terminated. It is preferred if wizard is turned on. This is done through ReadyPay Desktop application.

Master Company Setup > Status Tab

- ACA Question: contact bgillbert@goecca.com
- Deductions (benefits) should be edited in Employee Navigator

Data Elements Exchanged with ECCA

| RPO Field Name | Employee Navigator Field Name | Direction of Exchange |
|----------------|-------------------------------|-----------------------|
| Employee Id | Id | From ECCA to EN only |
| SSN | SSN | From ECCA 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 |

| RPO Field Name | Employee Navigator Field Name | Direction of Exchange |
|---|--------------------------------------|------------------------------|
| Email Address | Primary Email | Bi-directional |
| Home Phone | Home Phone | Bi-directional |
| Job Title | Title | Bi-directional |
| Birthdate | DOB | Bi-directional |
| Sex | Gender | Bi-directional |
| Seasonal | Seasonal | Bi-directional |
| Timeclock ID | Timeclock ID | Bi-directional |
| Hire Date or Rehire Date (most recent hire date is exchanged) | Hire Date | Bi-directional |
| Term Date | Termination Date | Bi-directional |
| Last Raise Date | Salary effective date | From ECCA to EN only |
| Base Auto Pay | Pay basis | From ECCA to EN only |
| Salary | Annual base salary | From ECCA to EN only |
| Base Rate | Hourly rate | From ECCA to EN only |