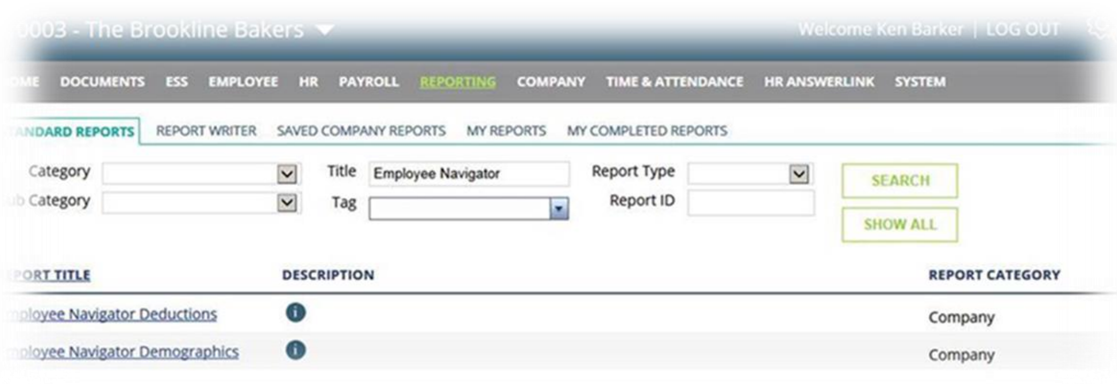
Payroll Integration User's Guide
Appendix for RPO Users

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



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

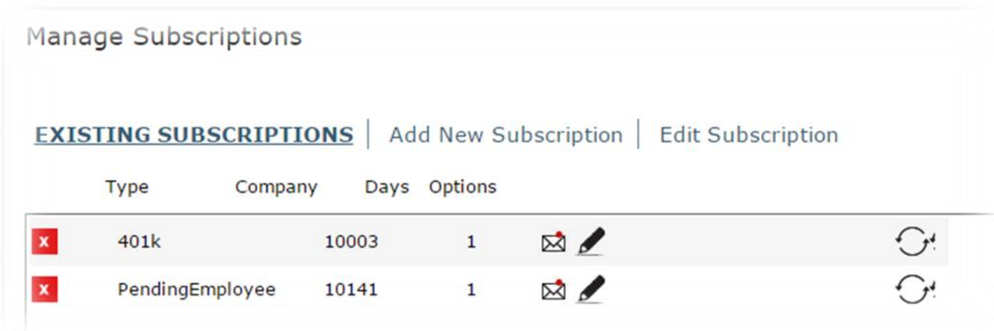
These will be used for the discrepancy process when a company is in Audit Mode.

Flow of Data between Systems

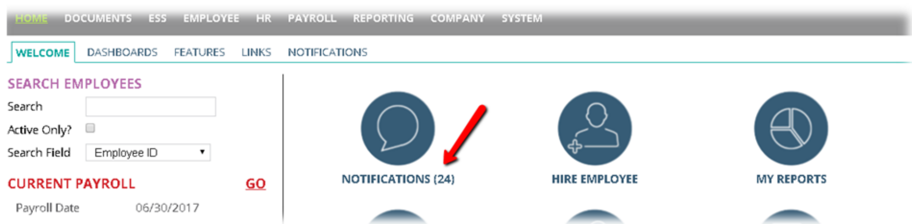
New hires, rehires, compensation changes and terminations can be made in either Employee Navigator or RPO.

Business Rules

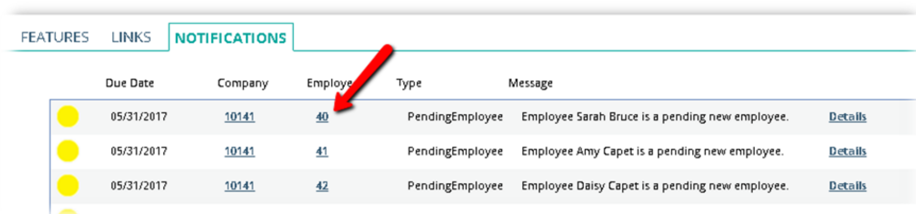
1. RPO users must have “PendingEmployee” Subscription enabled so they are notified of new employees. Note: A new subscription must be created for each company. Some users may have many companies.



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



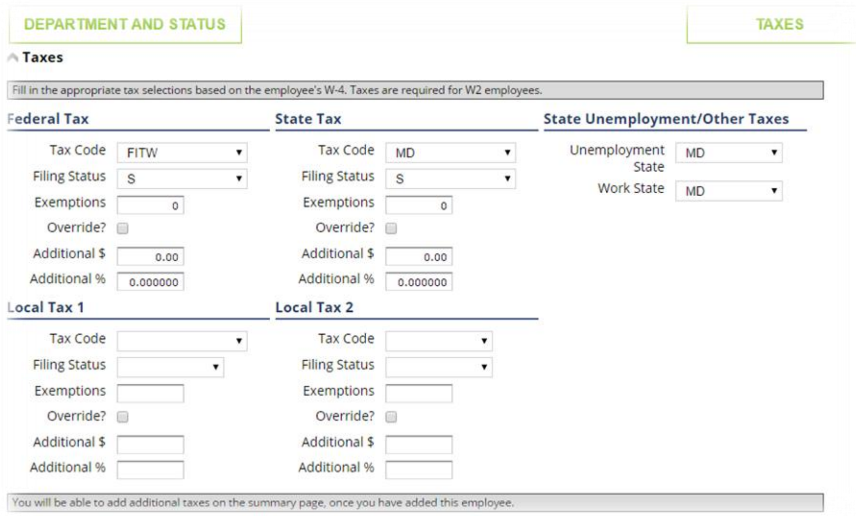
   b. The RPO Admin must choose the new employee.



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

button.

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



2. 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

3. ACA Question: contact bgillbert@goecca.com

4. 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