KRONOS WORKFORCE READY INTEGRATED PAYROLL

BY KRONECT

CONFIGURATION GUIDE

Version 1.4

Change Log

Version	Change	Date
1.2	Added retrieval of Demographic and Deduction discrepancy reports from Kronos through Kronect Dashboard.	4/14/2019
1.3	Removed Address 3 and Statutory Class fields from data exchange. No longer necessary to include Address 3 and Statutory Class in Demographic Discrepancy Audit reports or map field upon import to Employee Navigator.	7/3/2019
1.3	Added ***Is Current*** field to Kronos **API_COMPENSATION_HISTORY** report	7/3/2019
1.3	Added ***Active*** field to Kronos **API_DEDUCTIONS_{YEAR}** report	7/3/2019
1.3	Added ***Primary Email*** to Kronos API User account	7/3/2019
1.3	Added Kronos **API_DEDUCTION_CODES** report	7/3/2019
1.4	Added clarification of Kronos Security Profile for API User	7/24/2019

Overview

Kronos Workforce Ready is an extremely configurable payroll platform and can have many different variations. This guide will walk you through the Setup & Configuration of the Kronos Workforce Ready/Employee Navigator Integrated Payroll Solution by Kronect Integrations. Use this guide in conjunction with the Employee Navigator Integrated Payroll Bureau Guide.

Follow this guide after your bureau's account has been created with Kronect Integrations.

Please read this entire guide before you begin integrating a client.

Getting Started

Be sure to address the following items before completing setup:

- Employee Navigator requires compensation based on pay type. Verify salaried and hourly employees have a rate populated according to their pay type.
- If you plan on exchanging Default Job (Kronos) to Job Title (EN) you must first Sync Kronos Jobs in the Kronect Dashboard.
- If you plan on exchanging Employee Type (Kronos) to Full Time (EN) you must setup Employee Type in Kronos

1.1 Data Flow

All new hires, terminations and rehires must be performed in Kronos. Additionally, all compensation changes must also be performed in Kronos. The employee record will then be updated in Employee Navigator accordingly. The table below shows the mapped fields from each system and their respective data flow. Most demographic fields are bi-directional meaning those fields are exchanged in each system. The fields labeled *EN to Kronos* or *Kronos to EN*, only flow in that direction. The Kronect system also allows for the ability to skip/override additional fields on a per-client basis.

KRONOS WORKFORCE READY FIELD	EMPLOYEE NAVIGATOR FIELD	EXCHANGE
External Id	EmployeeID	EN to Kronos only
Account Id	Payroll ID	Bi-Directional
Badge	TimeClockID	Bi-Directional
SS#	SSN	Kronos to EN only
First Name	First Name	Bi-Directional
MI	Middle Name	Bi-Directional
Last Name	Last Name	Bi-Directional

Suffix	Suffix	Bi-Directional
Address 1	Address 1	Bi-Directional
Address 2	Address 2	Bi-Directional
City	City	Bi-Directional
State	State	Bi-Directional
Zip Code	ZIP	Bi-Directional
Country	Country	Bi-Directional
Cell/Home/Work Phone	Phone	Bi-Directional
Date: Birthday	Date of Birth	Bi-Directional
Email	Email	Bi-Directional
Gender	Gender	Bi-Directional
Employee Type	FullTime	Bi-Directional
Is Seasonal	Is Seasonal Employee	Bi-Directional
Default Jobs: Name	Job Title	Bi-Directional
Date: Hired	Hire Date	Kronos to EN only
Date: Terminated	Termination Date	Kronos to EN only
Citizenship	U.S. Citizen	Bi-Directional
Compensation History-Salary	Annual Base Salary	Kronos to EN only
Compensation History-Period	Compensation Basis	Kronos to EN only
Compensation History-Hourly	Hourly Rate	Kronos to EN only
Compensation History-Effective From	Salary Effective Date	Kronos to EN only

Deduction data is owned by Employee Navigator and is only transmitted from EN to Kronos. A change in a deduction in Kronos **WILL NOT** transmit to EN, however if you need to make a temporary change to a deduction in Kronos this can be done with no effect on EN elections.

2.1 Kronect Task

Login to the Kronect Dashboard: https://kronect.com/admin . If you do not have a Kronect login, please email support@kronect.com or call (480) 788-7069.

- From the menu on the left select Actions>New Client

2.2 Add New Client

1. **Broker/Payroll Company Name:** Your company name will be auto-populated here.
2. **Unique ID:** This field will be auto-populated and cannot be edited.

3. **Client Identifier:** Enter a unique identifier. Typically the client Short Name from Kronos.
4. **Client Short Name:** Client Short Name
5. **Client Name:** Client Name as it appears in Kronos
6. **Kronos Username:** User account in Kronos with a Security Profile to access and maintain all employees. (Best Practice: apiuser, Security Profile: Company Administrator) You may skip this step and add these credentials later if necessary.
7. **Kronos Password:** Password for Kronos Username
8. **Kronos API Key:** API Key from Kronos (Company Settings>Global Setup>Company Setup
9. **Status:** Test
10. **Poll:** Off
11. **Pod:** ***DEPRECATED***
12. **Solution:** Select either solution.
13. Click **Save Settings**

2.3 Business Unit/Multi-EIN Settings

Multi-EIN companies will require additional setup and assistance from Kronect. For the majority of company configurations, these settings will not be utilized. Use this section if any of the following scenarios apply:

- Client has employees in one EN account but multiple Kronos accounts
- Client Identifier is a duplicate of another Client Identifier in the Kronect system
- Use of Cost Centers in Kronos

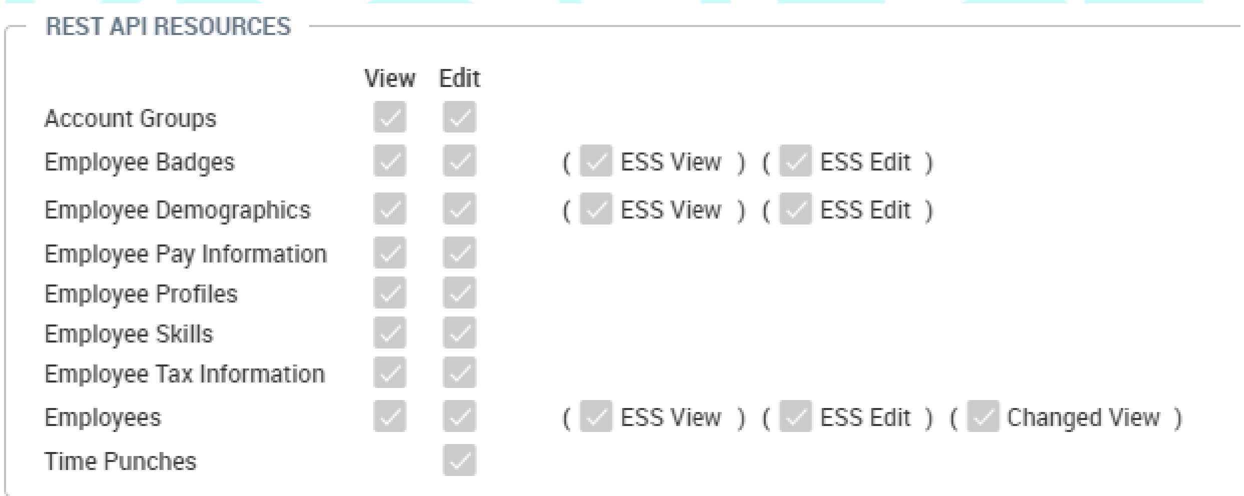
1. **Multi-EIN/Multi-Company:** Check Yes
2. **Business Unit As:** If using Business Unit in EN, select the field to match Business Unit with Kronect and Kronos.
3. **Office As:** Contact Kronect
4. **Department As:** Contact Kronect
5. **Division As:** Contact Kronect

3.1 Create an API User Account in Kronos

Create the following employee account in Kronos:

- First Name: Api
- Last Name: User
- Username: apiuser
- Password: {Kronect + Today's Date + !} (EX: **Kronect03252019!**)
- Primary Email: support@kronect.com

The Security Profile assigned to the **API User** account must be ***Company Administrator*** or the equivalent. The API User needs the ability to see all employees, managers and groups as well as modify their accounts. The Security Profile (Company Settings>Profiles/Policies>Security) must also have the following boxes checked:



3.2 Prepare Kronos Reports

Prepare the following reports for export (XLS) out of Kronos and name them accordingly. In order for the Demographic and Deduction discrepancy audit imports to properly be retrieved from Kronos, these Kronos reports MUST have one of the following settings:

- This is a Company Setting Available To Others
- This is a Company Global Default Setting
- Create and save the report under the API User account

- **API_DEDUCTIONS_{YEAR}** – My Employees>Employee Payroll Maintenance>Scheduled Deductions. Replace **{YEAR}** with the current year and no brackets.
    - Employee: **SS#**
    - Employee: **Account Id**
    - Employee: **Employee Id** (For Reference)
    - Employee: **First Name**
    - Employee: **Last Name**
    - Employee: **Status** (For Reference)
    - Deduction Name (For Reference)
    - Deduction Code
    - EE Amount
    - ER Amount (For Reference)
    - End Date (For Reference
    - Scheduled Deduction: **Active**

- **API_CENSUS** – Include the following fields
    - Employee: **Account Id**
    - Employee: **Badge**
    - Employee: **SS#**
    - Employee: **First Name**
    - Employee: **MI**
    - Employee: **Last Name**
    - Employee: **Suffix**
    - Employee: **Email**
    - Employee: **Home/Cell/Work Phone** (Select Only One)
    - Employee Address: **Address 1**
    - Employee Address: **Address 2**
    - Employee Address: **City**
    - Employee Address: **State**
    - Employee Address: **Zip Code**
    - Employee Address: **Country**
    - Employee: **Status**
    - Date: **Birthday**
    - Date: **Hired**
    - Date: **Terminated**
    - Demographics: **Citizenship**
    - Demographics: **Gender**
    - Employee: **Type**
    - Employee: **Pay Type**
    - Default Jobs: **Name**
    - Demographics: **Is Seasonal**
- **API_COMPENSATION_HISTORY** – My Employees>Employee Maintenance>Base Compensation History
    - Employee: **Account Id**
    - Employee: **Employee Id**
    - Employee: **First Name** (For Reference)
    - Employee: **Last Name** (For Reference)
    - Employee: **Status** (For Reference)
    - **Date From**
    - **Amount**
    - **Amount Per**
    - **Hours**
    - **Hours Per**
    - **Annual**
    - **Hourly**
    - Employee: **Salary**
    - Employee: **Pay Type**
    - **Is Current**

- **API_DEDUCTION_CODES** – Company Settings>Payroll Setup>Deduction Codes – Include **ONLY** the following columns and remove any remaining columns.
    - **Deduction Type**
    - **Name**
    - **Code**
    - **Active**
    - **Deduction Group Priority**
    - **Description**
    - **Default Frequency (EE)**
    - **Default Frequency (ER)**
    - **Default Vendor**
    - **Arrearage Function**

3.3 Export Kronos Reports (Manual)

If you are using ***Sync Kronos Saved Reports Via API (5.3)***, skip this step and jump to **Section 5.3**. After completing the tasks in **Section 5.3, 5.4, 5.5 and 5.6**, return to **Section 4.1**.

Export and combine the reports **API_CENSUS** and **API_COMPENSATION_HISTORY** by matching each employee row for row. This should be simple if the report was exported in alphabetical order or numerical order based on Account Id with **ALL EMPLOYEES** including Active and Terminated employees. You only need to combine the following fields from **API_COMPENSATION_HISTORY**:

- **Date From**
- **Amount**
- **Amount Per**
- **Hours**
- **Hours Per**
- **Annual**
- **Hourly**
- Employee: **Salary**
- Employee: **Pay Type**

All other fields are for reference only and do not need to be combined or can be removed from the report.

The Employee Discrepancy Audit report is now ready for import into Employee Navigator.

Employee Navigator Tasks

4.1 Import Demographic Report

Import the report into EN (*Payroll>Employee Discrepancy Audit>Start New Import*) and map the fields according to the following table:

Import Field	EN Field (Dropdown)
Account Id	Payroll ID
Employee Id	--skip--
SS#	Employee SSN
Badge	Time Clock ID
First Name	First Name
Last Name	Last Name
MI	Middle Name
Suffix	Suffix
Employee Status	--skip--
Email	Email
Home/Cell/Work Phone	Phone
Address 1	Address 1
Address 2	Address 2
City	City
State	State
Zip Code	Zip
Country	Country
Citizenship	U.S. Citizen
Date Hired	Hire Date – EN
Date Terminated	Termination Date
Date Birthday	Date of Birth
Default Jobs (HR)	Job Title
Is Seasonal	Is Seasonal Employee
Employee Type	Full Time
Pay Type	Compensation Basis
Gender	Gender
Date From	Salary Effective Date
Hourly	Hourly Rate
Salary	Annual Base Salary
Statutory Class	Statutory Class

Any remaining fields may be skipped.

4.2 Import Deduction Report

Import the **API_DEDUCTIONS_{YEAR}** report into EN (*Payroll>Deduction Discrepancy Audit>Start New Import*) and map according to the following table:

Import Field	EN Field (Dropdown)
SS#	Employee SSN
First Name	First Name

Last Name	Last Name
Account Id	Employee Payroll ID
Deduction Code	Deduction Code
EE Amount	Pay Period Deduction Amount

Any remaining fields may be skipped

Kronect Tasks

5.1 Integrated Payroll Setup & Configuation

- Login to the Kronect Dashboard: https://kronect.com/admin . If you do not have a Kronect login, please email support@kronect.com or call (480) 788-7069.
  - ❖ **Bureaus:** Select the Client Name to work with then Employee Navigator Integrated Payroll.
  - ❖ **Clients:** Select Employee Navigator Integrated Payroll.

Employee Navigator Integrated Payroll Settings

The fields on the *Employee Navigator Integrated Payroll Settings* page will need to be configured mostly with data out of Kronos.

1. **Transaction ID Field:** Select the Account Extra Field you will use for Transaction IDs.
2. **Sync Job Title – Kronos to Employee Navigator:** Check this box if you intend to send the Default Job from Kronos to Job Title in EN. Employee Type and Pay Grade must be configured in the settings of the job.
3. **Sync Job Title – Employee Navigator to Kronos:** Check this box if you intend to send the Job Title from EN to Default Job in Kronos. If the Default Job has not been configured in Kronos, the Job Title will not sync from EN. Kronos will not accept a job title (default job) that has not been configured in the Kronos system (*Company Settings>HR Setup>Jobs*).
4. **Employee Type – Use Employee Type as Full/Part Time:** To use this setting, Employee Type must be configured in Kronos. Not checking will skip this field from updating in Kronos unless it is configured with Default Job.
5. **Kronos Job Title Fields:** ***NOT EDITABLE – KRONECT USE ONLY***

6. **Skip Fields:** Select any demographic fields transmitting to and from each platform to skip.
7. **API Job Change Reason:** If ***Sync Job Title – Employee Navigator to Kronos*** is checked, please select a default Reason Code for job changes and updates in Kronos. (Best Practice: Add a Reason Code: API Job Update)
8. **Employee Type – Full Time:** The Employee Type designated for Full Time
9. **Employee Type – Part Time:** The Employee Type designated for Part Time

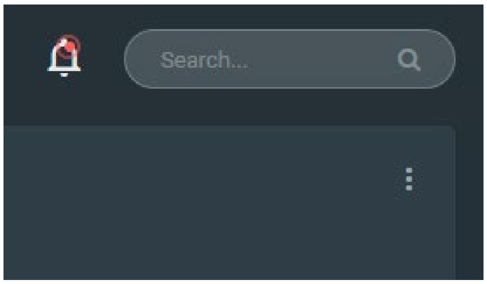
The following deduction fields are **DEFAULT SETTINGS** and will be used if an individual deduction does not have these configurations after being synced to Kronect from Kronos. (See *Payroll Deductions & Vendors Sync* section)

10. **Deduction Frequency Type:** Select the default frequency type for a deduction.
11. **Deduction Frequency Property:** If Frequency Type is Annual, enter the month the deduction is to take place. If Frequency Type is Quarterly, enter the quarter the deduction is to take place.
12. **Deduction Frequency Property – Block:** If Frequency Type is EveryScheduledPay, enter block last (3rd or 5th) flag (Yes or No) with Yes indicating block, and No indicating not block.
13. **Amount Calc Method:** Select Flat Amount or % Of Earnings List
14. **Deduction Priority Sequence:** Enter a number for the default priority sequence for a deduction without one set. (Ex: 1, 2, 5 or 20)
15. **Arrearage Function:** Select the default Arrearage Function.
16. **Adjust End Date:** Allow code to automatically adjust the end dates for an existing overlapping deduction.
17. **API Status:** Set to Off or Test until configuration and discrepancy audits are complete and you are ready to go live.
18. Click **Save Settings**

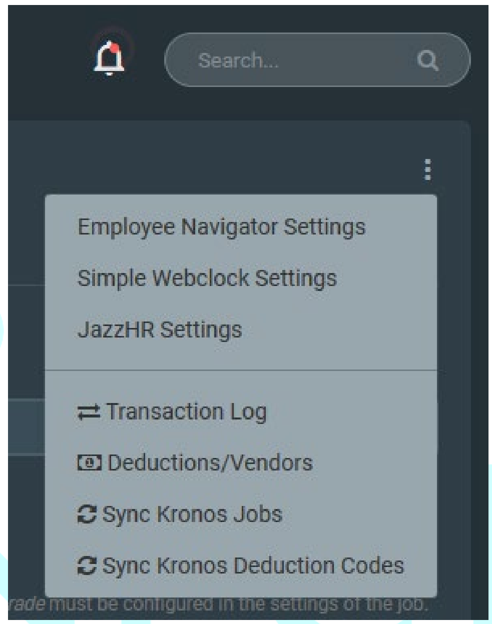
5.2 *Additional Kronect Functions*

This section will guide you through additional Kronect functions based on the configuration of the company. You will use the 3-Dot Menu as seen below.

Select the 3-Dot Menu icon in the upper right corner of the page.



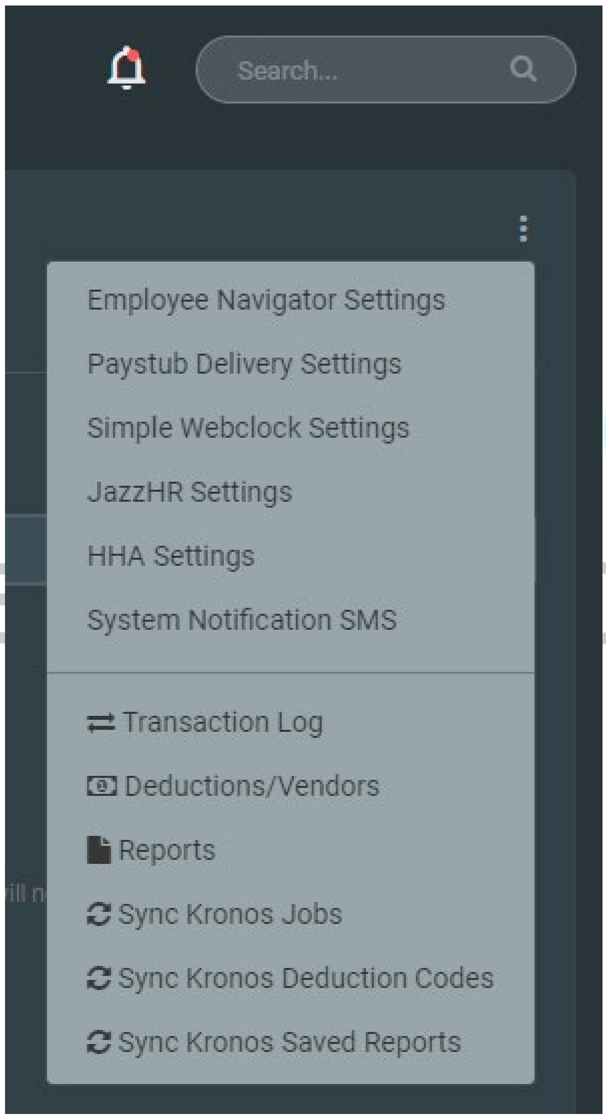
Select the menu item.



5.3 Sync Kronos Saved Reports Via API

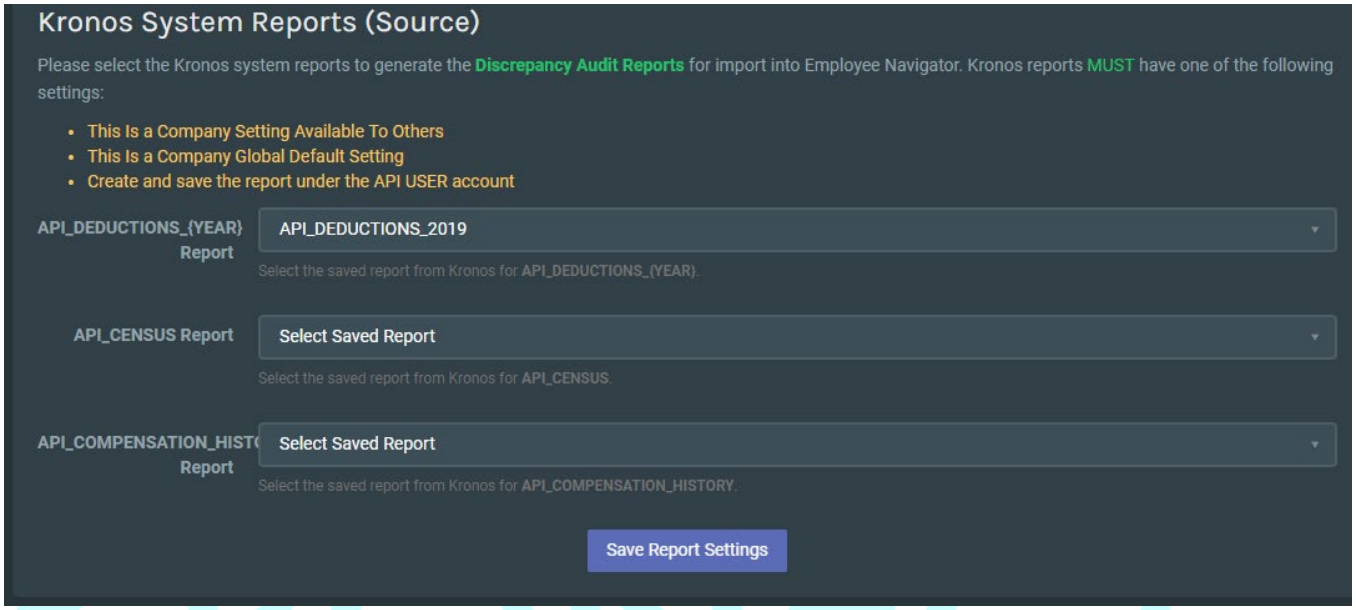
Verify the reports necessary to create the Demographic and Deduction discrepancy audit imports have been created in Kronos with at least one of the settings mentioned in ***Kronos Tasks*** in this guide.

- Select the 3-Dot Menu icon in the upper right corner of the page.
- Select Sync Kronos Saved Reports
- After syncing the Kronos Saved Reports, Select Reports



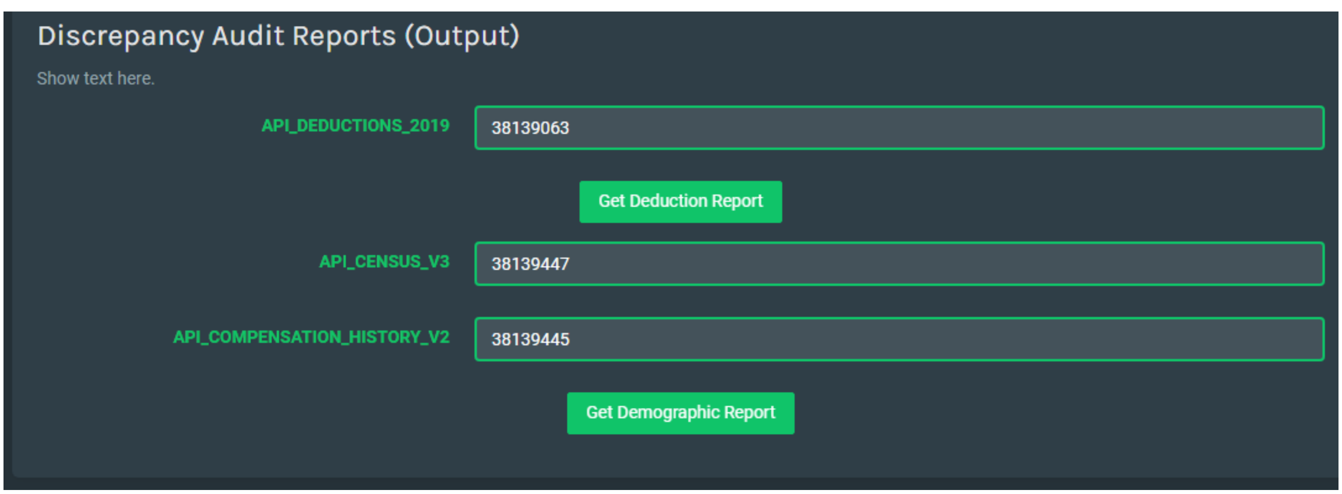
5.4 *Select Kronos Reports to Create Demographic & Deduction Discrepancy Audit Reports*

On the ***Kronos System Reports (Source)*** section, pair each report template name up with the prepared report in each dropdown from Kronos.



5.5 *Export Kronos Reports (API)*

On the ***Kronos System Reports (Output)*** section, select ***Get Report*** from each of the report template names which were selected from ***Kronos System Reports (Source)***. Selecting ***Get Demographic Report*** or ***Get Deduction Report*** will trigger an automatic download of the prepared reports for import into Employee Navigator for the Employee Deduction and Demographic audits.

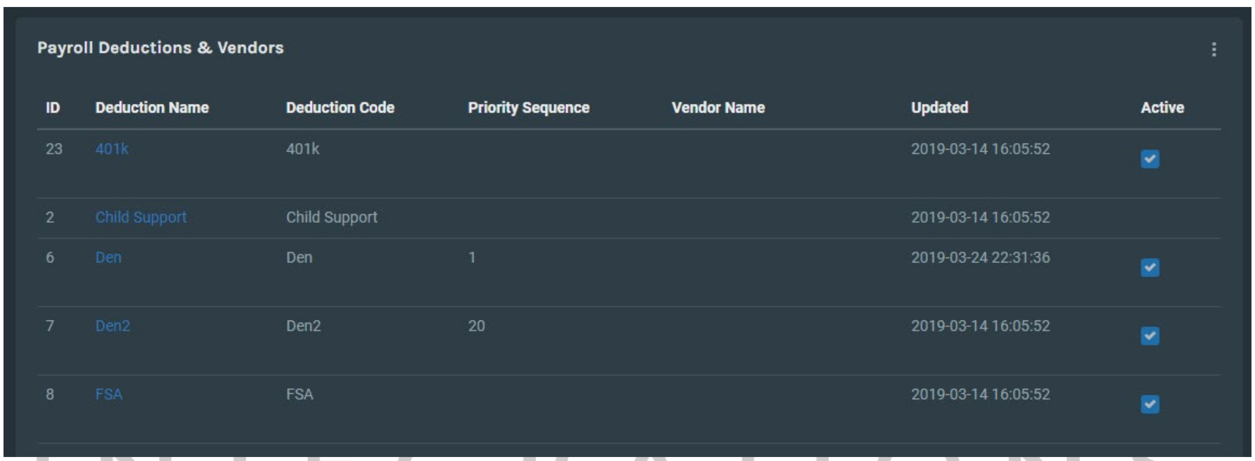


5.7 *Kronos Payroll Deductions & Vendors Sync*

Verify all deduction codes have been added and built in Kronos. If all deduction codes have been built, keep going. If the deduction codes have not been built, STOP! Build the deduction codes in Kronos to match the deduction codes from EN then continue.

- Select the 3-Dot Menu icon in the upper right corner of the page.
- Select Sync Kronos Deduction Codes

If the API connection to Kronos is working correctly and the deduction codes were built correctly in Kronos, you will see a list of all the deduction codes on the next screen. If there is something wrong with the API connection or the deduction codes, you will receive an error message and need to check your settings.



Payroll Deductions & Vendors

ID	Deduction Name	Deduction Code	Priority Sequence	Vendor Name	Updated	Active
23	401k	401k			2019-03-14 16:05:52	✔
2	Child Support	Child Support			2019-03-14 16:05:52	
6	Den	Den	1		2019-03-24 22:31:36	✔
7	Den2	Den2	20		2019-03-14 16:05:52	✔
8	FSA	FSA			2019-03-14 16:05:52	✔

You may select a Deduction Name for further configuration.

1. **Deduction Name:** The name of the deduction.
2. **Deduction Code:** The deduction code from Kronos. This code should match the corresponding deduction code for this deduction in EN.
3. **Deduction Frequency Property – Block:** If FrequencyType is EveryScheduledPay, enter block last (3rd or 5th) flag (Yes or No) with Yes indicating block, and No indicating not block.
4. **Priority Sequence:** Enter a number for the priority sequence. (Ex: 1, 2, 5 or 20)
5. **Vendor:** Enter a Vendor name for the deduction. (Optional)
6. **Arrearage Function:** Select the Arrearage Function.
7. **Adjust End Date:** Allow code to automatically adjust the end dates for an existing overlapping deduction.
8. **Deduction/Vendor Active:** Check to allow deduction to be active and synced.

5.8 Kronos Payroll Jobs Sync

If you have opted to Sync Job Title please perform the next task. Otherwise you may skip it.

- Select the 3-Dot Menu icon in the upper right corner of the page.
- Select Sync Kronos Jobs

If the API connection to Kronos is working correctly and there are existing Jobs in Kronos, you will see a list of all the jobs on the next screen. If there is something wrong with the API connection or the Jobs, you will receive an error message and need to check your settings.

Payroll Job Titles

ID	Job Title	Employee Navigator Job Title	External ID	Payroll Code	Updated	Visible
49338654	Bleazy Technician	Bleazy Technician	BLZ Technician		2019-03-25 08:55:30	☑
49338653	SOC Technician	SOC Technician	SOC Technician		2019-03-25 08:55:30	☑
49510844	SOFTWARE DEVELOPER	SOFTWARE DEVELOPER	SOFTWARE DEVELOPER		2019-03-25 08:55:30	☑
49510845	Product Engineer	Product Engineer	Product Engineer		2019-03-25 08:55:30	☑

You may select a Job Title for further configuration. The only editable field in the Payroll Job Title Settings is *Employee Navigator Job Title*. All other fields are retrieved from Kronos and may not be edited in Kronect.

1. **Kronos Job ID:** Editable only in Kronos.
2. **Kronos Job Title:** Editable only in Kronos.
3. **Employee Navigator Job Title:** If Sync Job Title – Employee Navigator to Kronos is selected, this will be the Job Title text sent to EN. (Best Practice: Use the same Job Title)
4. **Kronos Job External ID:** Editable only in Kronos.
5. **Kronos Job Payroll Code:** Editable only in Kronos.
6. **Visible:** Check to make this Job Title visible.