## New Employees

| Category | Field Name | Description | Push | Pull | Limitations |
|---|---|---|---|---|---|
| Personal | Person ID | | N/A | N/A | **EC Syncs with KeyPay Internal ID. EC Person ID does NOT match KeyPay Internal ID.** |
| | First Name | | | | |
| | Last Name | | | | |
| | Title | | | | |
| | DOB | | | | |
| | Gender | | | | **List values maintained in KeyPay.** |
| | Address Line 1 | Residential Address Line 1 | | | |
| | Address Line 2 | Residential Address Line 2 | | | |
| | Suburb | | | | |
| | State | | | | |
| | Country | | N/A | N/A | **Default hard coded in EC to "Australia".** |
| | Personal Email Address | Email | | | |
| | Work Email Address | | | | |
| | WorkPhone | Work Phone | | | |
| | WorkMobile | | | | |
| | Personal Phone | Home Phone | | | |
| | Personal Mobile | Mobile Phone | | | |
| | Emergency Contacts | | | | |
| Employment | Company ID | | | | |
| | Work Type | Employment Type | | | **List values maintained KeyPay. Only synced with Primary Agreement. If the Work Type in EC is blank, "Full Time" will be pushed to KeyPay.** |
| | Hire Date | Start Date | | | |
| | Pay Frequency | | | | **List values maintained in KeyPay. Only synced with Primary Agreement.** |
| | Work Hours | Hours Per Week | | | |
| | Work Period | | N/A | N/A | **KeyPay does not support different work periods, only weekly.** |
| | Termination Date | | | | |
| Pay | Annual Salary | | | | **Unit always pushed as "per Annum".** |
| | Hourly Rate | | | | |
| | TFN | | | | |
| | Tax Declarations | | | N/A | **Ensure 'Confrim Transactions' functionality is enabled in EC.** |
| | Superannuation Details | | | | |
| | Payslips | | N/A | | **File format = KeyPay Payslip PDF.** |
| Banking | **Number of Bank Accounts Supported** | | | | **KeyPay supports first three banks accounts via integration.** |
| | **Allocation Type / Account Split** | | | | **KeyPay supports dollar amounts, percentages and remaining balance. If one of the first three bank accounts in KeyPay has an allocation type of 'remaining', the equivelant perccentage will be applied in EC. If one of the first three bank accounts In KeyPay has an allocation type of 'percentage' the sum of the allocated percentage should total to 100 in the first three bank accounts.** |
| | **BSB** | | | | |
| | **Account Name** | | | | |
| | **Account Number** | | | | |
| | **Reference** | | N/A | N/A | **KeyPay does not have an equivalent 'reference' field.** |
| Leave | Leave Balances | | N/A | | |
| | Leave Requests | | N/A | N/A | |
| | Leave Reversals | | N/A | N/A | |
| Timesheets | **Timesheets** | | N/A | N/A | |
| | **Pay Rate** | **Work Type** | N/A | N/A | |
| | **Allowances** | **Work Type** | N/A | N/A | |
| | **Job Cost Code** | **Locations** | N/A | N/A | |
| Expenses | Expense Claims | | | | |

## Existing Employees

| Category | Field Name | Description | Push | Pull | Limitations |
|---|---|---|---|---|---|
| Personal | Person ID | | N/A | N/A | **EC Syncs with KeyPay Internal ID. EC Person ID does NOT match KeyPay Internal ID.** |
| | First Name | | | | |
| | Last Name | | | | |
| | Title | | | | |
| | DOB | | | | |
| | Gender | | | | |
| | Address Line 1 | Residential Address Line 1 | | | |
| | Address Line 2 | Residential Address Line 2 | | | |
| | Suburb | | | | |
| | State | | | | |
| | Country | | N/A | N/A | **Default hard coded in EC to "Australia".** |
| | Personal Email Address | Email | | | |
| | Work Email Address | | | | |
| | WorkPhone | Work Phone | | | |
| | WorkMobile | | | | |
| | Personal Phone | Home Phone | | | |
| | Personal Mobile | Mobile Phone | | | |
| | Emergency Contacts | | | | |
| Employment | Company ID | | | | |
| | Work Type | Employment Type | | | **List values maintained KeyPay. Only synced with Primary Agreement.** |
| | Hire Date | Start Date | | | |
| | Pay Frequency | | | | **List values maintained in KeyPay. Only synced with Primary Agreement.** |
| | Work Hours | Hours Per Week | | | |
| | Work Period | | N/A | N/A | **KeyPay does not support different work periods, only weekly.** |
| | Termination Date | | | | |
| Pay | Annual Salary | | | | |
| | Hourly Rate | | | | |
| | TFN | | | | |
| | Tax Declarations | | | | |
| | Superannuation Details | | | | |
| | Payslips | | N/A | | **File format = KeyPay Payslip PDF.** |
| Banking | **Number of Bank Accounts Supported** | | | | **KeyPay supports first three banks accounts via integration.** |
| | **Allocation Type / Account Split** | | | | **KeyPay supports dollar amounts, percentages and remaining balance. If one of the first three bank accounts in KeyPay has an allocation type of 'remaining', the equivelant perccentage will be applied in EC. If one of the first three bank accounts In KeyPay has an allocation type of 'percentage' the sum of the allocated percentage should total to 100 in the first three bank accounts.** |
| | **BSB** | | | | |
| | **Account Name** | | | | |
| | **Account Number** | | | | |
| | **Reference** | | N/A | N/A | **KeyPay does not have an equivalent 'reference' field.** |
| Leave | Leave Balances | | N/A | | |
| | Leave Requests | | | N/A | |
| | Leave Reversals | | N/A | N/A | |
| Timesheets | **Timesheets** | | | N/A | **Timesheet sync between EC and KeyPay dependent KeyPay configuration. Job Cost Code, Pay Rate and Allowances must be configured on EC timesheets to mirror KeyPay configuration.** |
| | **Pay Rate** | **Work Type** | | N/A | **List values maintained in KeyPay.** |
| | **Allowances** | **Work Type** | | N/A | **List values maintained in KeyPay.** |
| | **Job Cost Code** | **Locations** | | N/A | **List values maintained in KeyPay.** |
| Expenses | Expense Claims | | | | |

| Legend | | |
|---|---|---|
| N/A | Yes | No |