

Configuring EmployeeConnect and Payroll Metrics to enable Integration

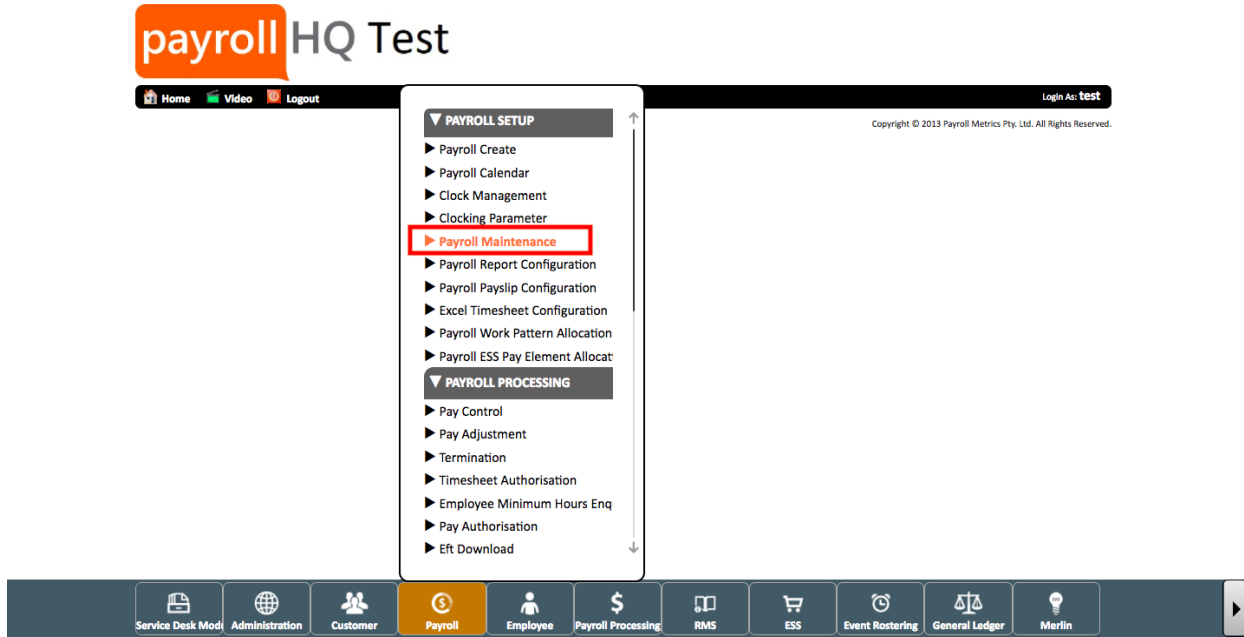
Please follow the below instructions before trying to integrate EmployeeConnect and Payroll Metrics for the first time.

Note:

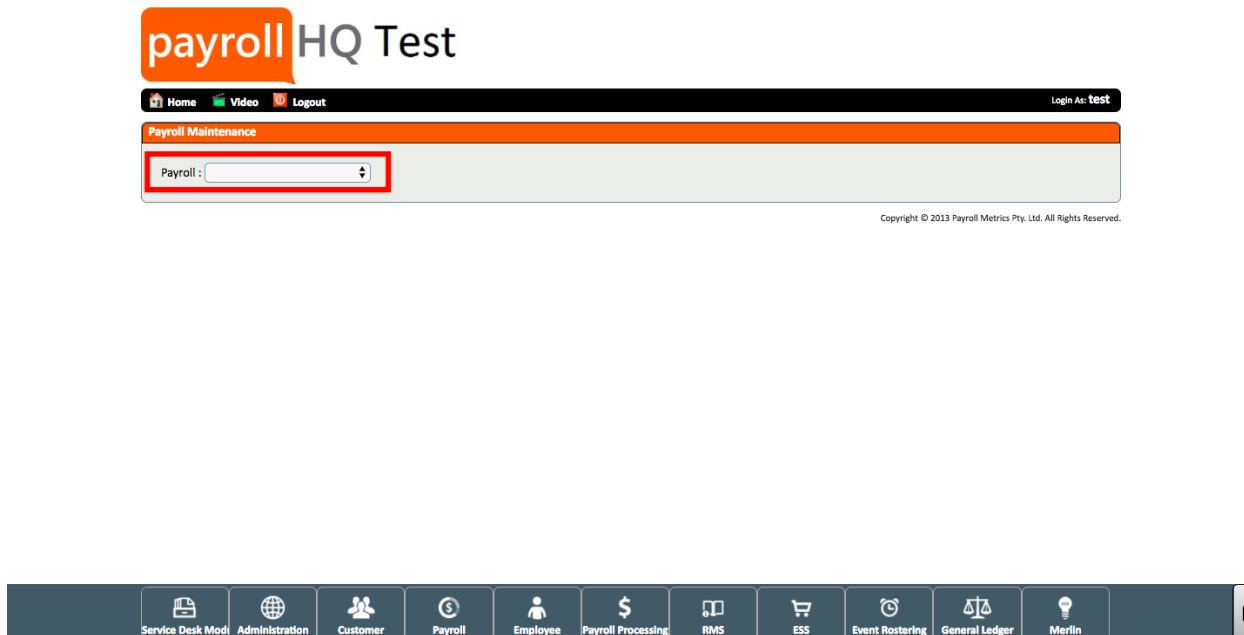
These instructions require tasks to be completed in EmployeeConnect and Payroll Metrics.

Step 1 - Confirm Payroll Name(s) in **Payroll Metrics**

- Log in to Payroll Metrics with Admin access
- Go to '**Payroll**' and choose '**Payroll Maintenance**', under '**Payroll Setup**'



- Select the relevant payroll from the dropdown



- From the '**Payroll General**' tab, note down the '**Payroll Name**'

Home Video Logout Login As: test

Payroll Maintenance

Payroll: Nutrano Weekly - Setup

Payroll General Payroll Processing Payroll Settings Payroll EFT Settings Payroll Leave Settings Payroll Clock

Changing payroll details may result in removing some of the special runs, however only the ones which have not been processed would be affected

Payroll Name: Test Company *

What Payroll rule applies: Australia *

For the purpose of Public Holidays, what is payroll state: New South Wales *

For the purpose of Public Holidays, what is payroll region:

Please Choose the correct Business Record for this Payroll: Nutrano Produce Group Pty Ltd - 63609478597 - 001 *

Address: 1/126 Terry St., Rozelle, NSW 2039, Australia *

Ceased Processing Reason:

Ceased Processing Date: dd/mm/yyyy

Update Audit

Note:

Repeat the above steps for however many payroll entities you wish to integrate with EmployeeConnect.

Step 2 - Create companies in **EmployeeConnect**, using the Payroll Names noted down from **Payroll Metrics**

- Log in to EmployeeConnect with Admin access
- Navigate to **HR > Organisation > Corporate > Company**
- Select the orange plus icon and complete the '**Company ID**' and '**Name**' fields with the payroll name noted down from **Payroll Metrics**
- Select the green '**Save**' button

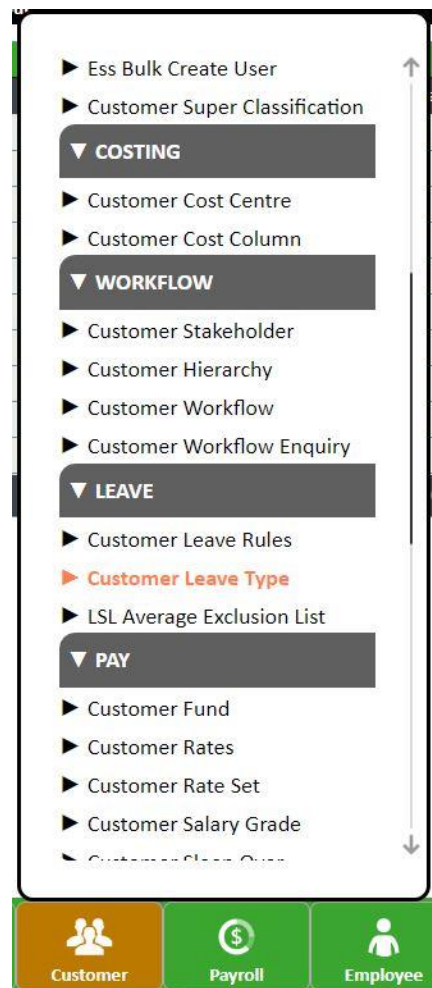
The screenshot shows the EmployeeConnect interface. The top navigation bar includes 'Home', 'Manager', 'HR', 'Reports', and 'Advanced'. The user is logged in as 'admin, admin (admin)'. The main content area is titled 'Company' and shows a table with columns for ID, Name, Type, Parent, Region, and Record. A modal form for creating a new company is open, with the 'Company ID' and 'Name' fields highlighted in red. The 'Company ID' field contains 'Test Company' and the 'Name' field contains 'Test Company'. The 'Type' field is set to 'Payroll'. Other fields include 'Parent Company', 'Government ID', 'Contact Name', 'Address', 'Email', 'Phone', 'Web Site', 'Region', 'Start', and 'End'.

Note:

Repeat the above steps for however many payroll entities you wish to integrate with Payroll Metrics

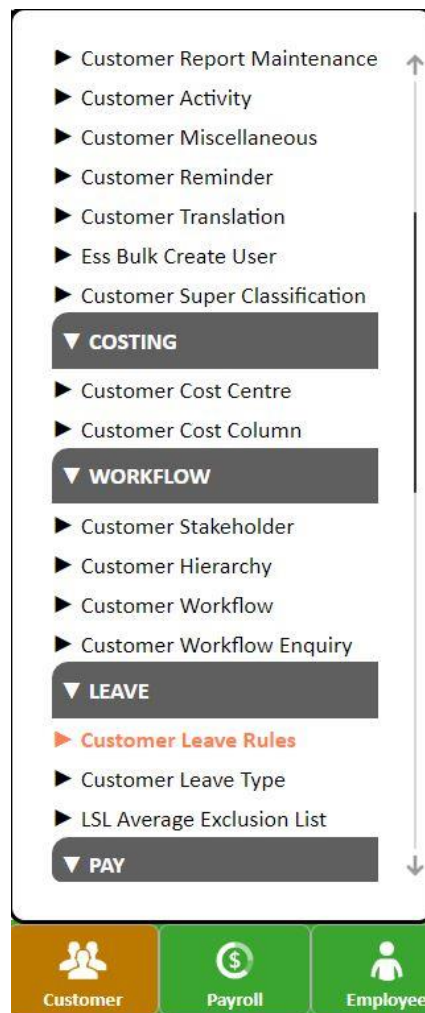
Step 3 - Extracting **leave types** from **Payroll Metrics**

- Log in to Payroll Metrics with Admin access
- Navigate to **Customer > Leave > Customer Leave Types**
- Download the list of leave types in CSV format
- Send CSV to EmployeeConnect



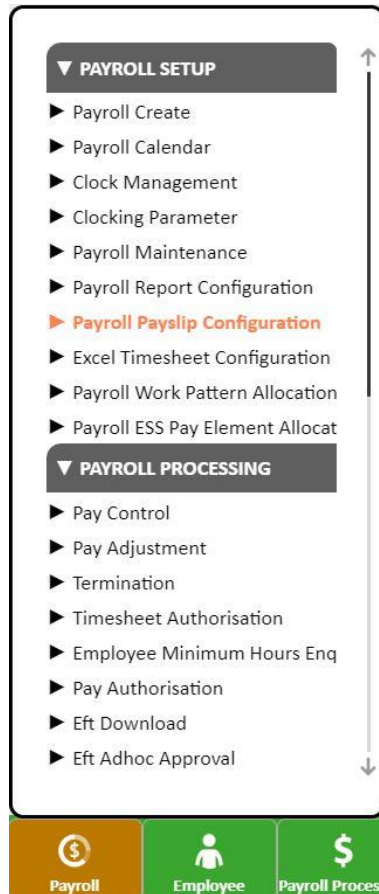
Step 4 - Extracting **leave rules** from **Payroll Metrics**

- Log in to Payroll Metrics with Admin access
- Navigate to **Customer > Leave > Customer Leave Rules**
- Download the list of leave rules in CSV format
- Send CSV to EmployeeConnect



Step 5 - Enable payslip extraction to self-service module

- Log in to Payroll Metrics with Admin access
- Navigate to **Payroll > Payroll Setup> Payroll Payslip Configuration**
- Select **“Kronos WFR & EC”**
- Select the **‘Update’** button



Show Tax as Summarised:

Use Preferred Name in place of First Name in Payslip:

Print Pay Adjustment Comments:

Print ESS Messages on Payslip:

Print Rate Set on Payslip:

Which Annual Rate would you like to print on Payslip:

Casual Rate Note:

If payslips are extracted to an external Self Service Module, nominate the format: