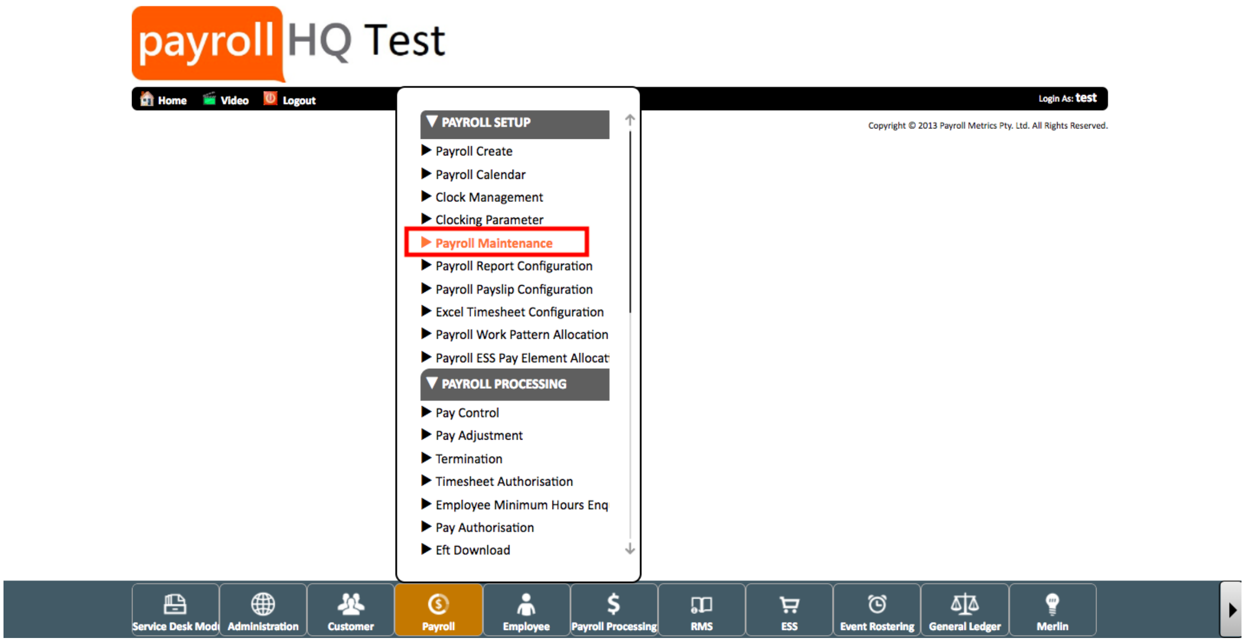
Configuring EmployeeConnect and Payroll Metrics to enable Integration

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

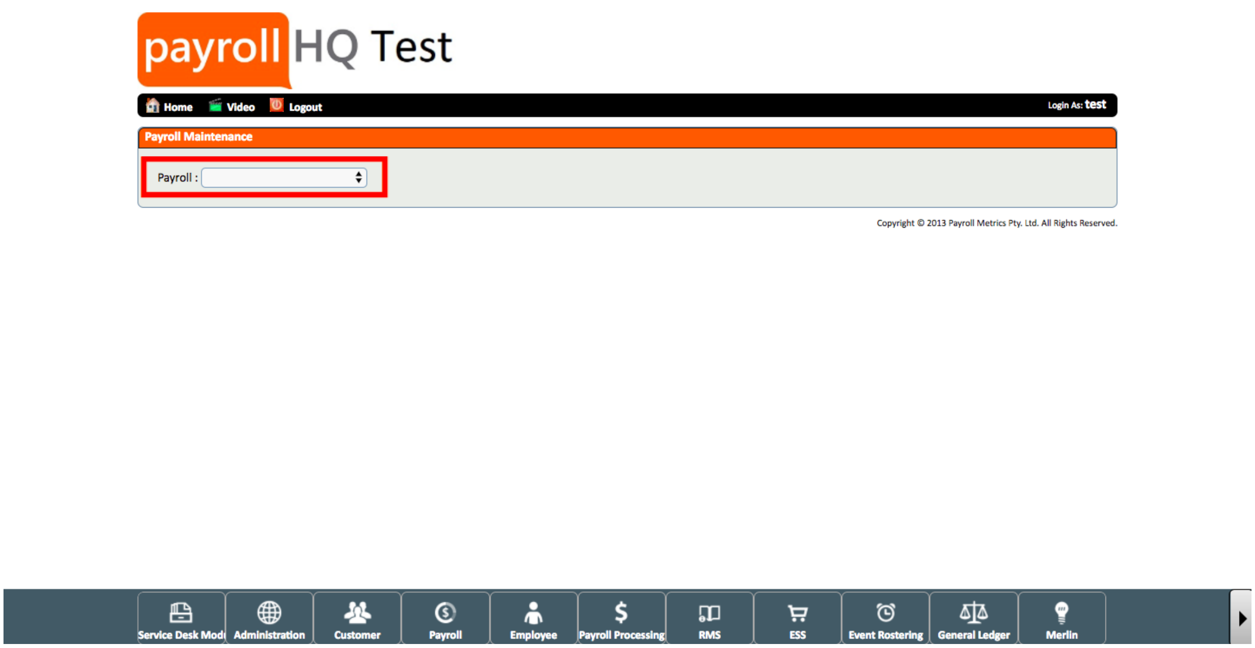
Note:
These instructions require tasks to be completed in EmployeeConnect and Payroll Metrics.

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

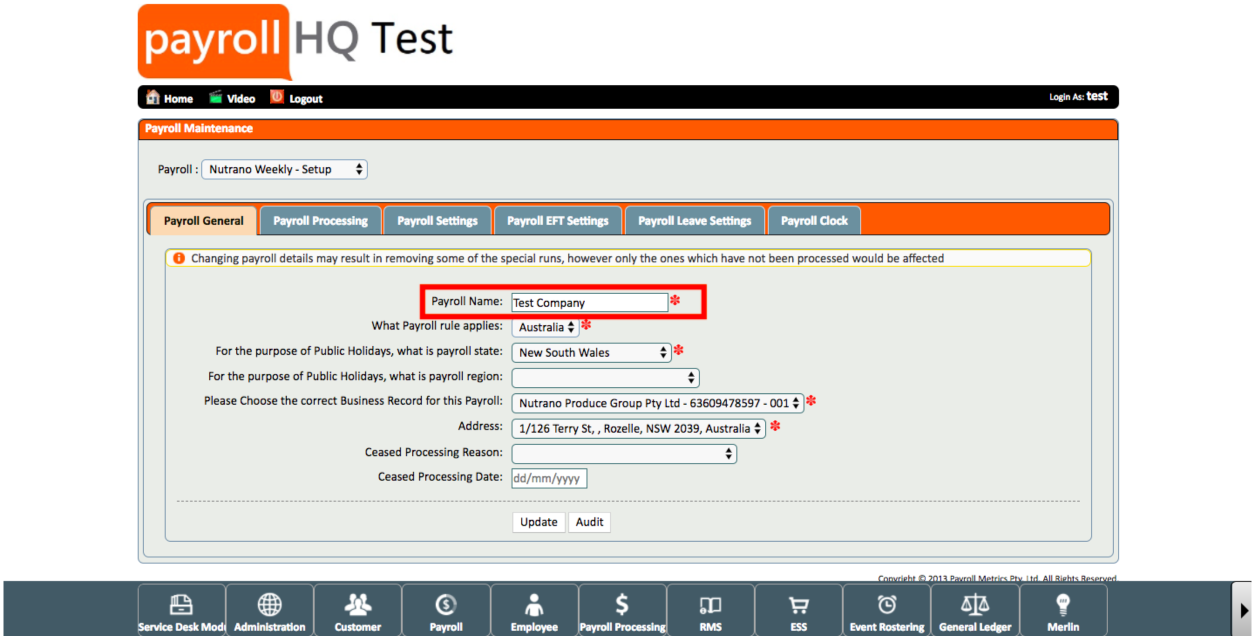
- Log in to Payroll Metrics with Admin access
- Go to **'Payroll'** and choose **'Payroll Maintenance'**, under **'Payroll Setup'**



- Select the relevant payroll from the dropdown



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

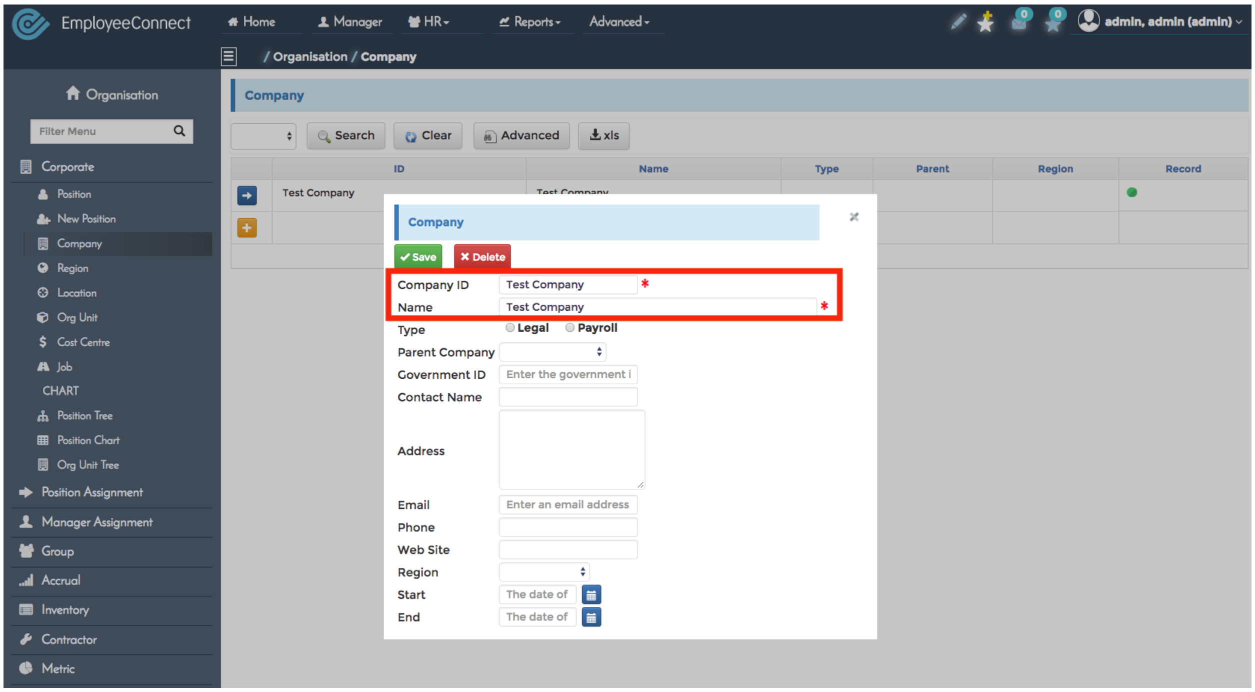


Note:

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

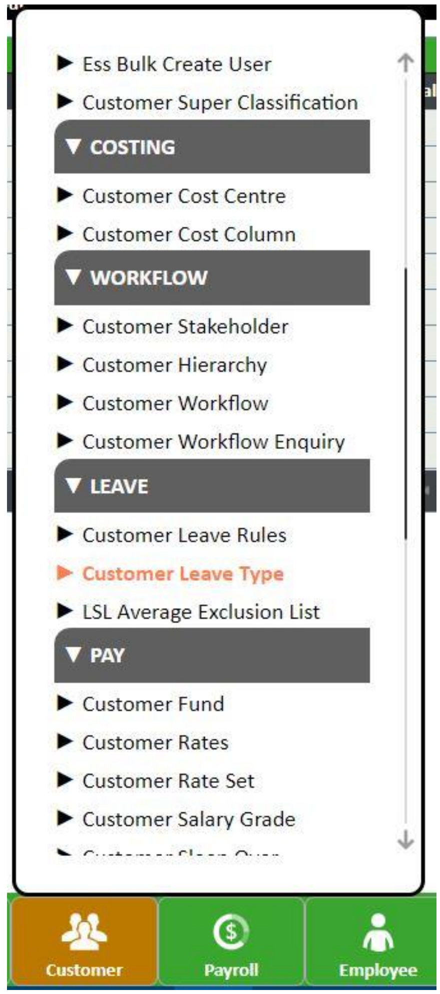


Note:

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