



TRAXPAYROLL INTEGRATION GUIDE

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Introduction

This guide will provide an overview of the integration between Ease and the TRAXPayroll system.

The guide includes:

- Roles & Responsibilities
- Integrated Data Fields
- Integration Project Plan
- Ongoing Integration Management

Integration between Ease and TRAXPayroll will ensure that employee demographic, compensation, benefit deduction, and onboarding data will be transferred from Ease to TRAXPayroll eliminating the need for duplicate data entry for most employee information.

Ease is considered the “system of record” for new hires, terminations, status changes, compensation changes, enrollment changes, direct deposit, W4, and most HR tracking. Note, TRAXPayroll will send address corrections to Ease.

Payroll only related data, like garnishments, liens, general ledgers, and tax information will be entered and managed directly into TRAXPayroll.

Roles & Responsibilities

It's important that all appropriate parties are included during all steps of the integration process between Ease and TRAXPayroll. The person who is responsible for ongoing payroll processing will be the key company player during this process and must be included.

Each participating party's role and responsibilities are outlined below.

Broker	<ul style="list-style-type: none">• Build company portal in Ease*• Add Organization Information• Create current plans• Customize portal• Import employees and enrollments• Populate all required integration fields
Company Administrator	<ul style="list-style-type: none">• New TRAXPayroll clients - Provide

	<p>TRAXPayroll implementation requirements</p> <ul style="list-style-type: none"> • Work with Broker to ensure all employee data is populated appropriately in Ease, including EIDs (employee IDs) • Populate W-4 and direct deposit data for existing employees in Ease • Attend all integration discussions • Coordinate with Company Payroll Administrator to ensure milestones are met and on time.
Company Payroll Administrator	<ul style="list-style-type: none"> • Attend all integration discussions • Sync data from Ease to TRAXPayroll • Test integration and payroll processing • Validate changes • Process payroll
Ease	<ul style="list-style-type: none"> • Support Broker to configure Ease company portal • Configure and enable TRAXPayroll integration • Support Company Administrator and/or Company Payroll Administrator for integration questions and support • Collaborate with TRAXPayroll for integration updates and support
TRAXPayroll	<ul style="list-style-type: none"> • Guide Company Administrator and/or Company Payroll Administrator through the TRAXPayroll setup requirements and implementation • Establish integration from Ease to TRAXPayroll • Review new deduction codes and process after sync • Review steps to sync data from Ease and process payroll • Provide ongoing assistance and support for payroll management • Collaborate with Ease for integration support

**Ease portal must be completed prior to 45 days before the first payroll processing date.*

Integrated Data Fields

The below fields need to be populated in the Employee > Profile page in Ease for all employees before the TRAXPayroll integration is enabled. Once the integration is completed, data in these fields will be sent from Ease to TRAXPayroll, eliminating the need for duplicate entry of data. Ease will be the system of record for the below information, the information must be entered and updated in Ease so it will populate in TRAXPayroll once synced. If the below data is updated in TRAXPayroll after the integration is live, it will not populate back into the Ease portal.

The below data must be populated prior to activating integration in Ease. This data may be populated during the initial setup by the Broker but can also be added or updated at any time by the Broker or Company Administrator. The best practice is to verify the information is complete and accurate. Run an employee census in the Employees > Actions > Generate Census page. Verify that the below required data is up-to-date and accurate on the census and identify any missing data in the Ease portal. For any data that needs to be added or corrected, update the information on the CSV census file and then import updated fields into Ease in Employees > Actions > Import Employees.

Direct Deposit information for existing employees can be imported into Ease using the template found on the Employees > Actions > Import Direct Deposits page.

W-4 data for existing employees can be imported into Ease using column headers at the end of the the All-Inclusive Template found here:

<https://support.Ease.com/support/solutions/articles/4000058203-employee-import-census-templates->

If the client is a new customer to both Ease and TraxPayroll, the best practice is to populate the employee data into Ease first. Then TraxPayroll will sync required data into the TRAXPayroll system using the API integration.

Employee Demographic/Indicative Data

- EID (best practice is not to use SSN as the employee's ID # for TRAX integrations. If the employer is already a TRAXPayroll customer, use the TRAXPayroll ID number for the EID)
- SSN
- First Name
- Last Name
- Address (Street, City, State, Zip)
- Email

- Birth Date
- Hire Date
- Compensation Type
- Compensation Amount
- Compensation Start Date
- Marital Status (Single, Married, and Divorced)
- Job Title
- Pay Cycle
- Pay Group (If more than one Pay Groups exists in TRAXPayroll, each should added in Ease in the TRAXPayroll page. Employees will need to be assigned to the appropriate pay group. If only one Pay Group exists in TRAXPayroll a default Pay Group will be assigned to the employee).

Employee Enrollments

- Current benefit plans with appropriate eligibility settings
- Current elections for all plans requiring a paycheck deduction
- Correct employee deduction amounts per pay period

**New deduction amounts and deduction changes will be populated from Ease to TRAX using the API integration immediately. Note, the employee must finish their enrollment and sign forms.*

Employee New Hire Onboarding

- W-4 Federal filing status
- W-4 Federal withholding allowance
- W-4 Federal additional withholding
- Direct Deposit - Account type
- Direct Deposit - Routing number
- Direct Deposit - Bank name
- Direct Deposit - Account number

**No State Filing Status and Exemptions are integrated at this time.*

Time Off

- Time Off Type (Vacation, PTO, Jury Duty, Sick, etc.)
- Total approved hours within the pay period

**Ease and TRAXPayroll customers may use either the Ease Time Off features offered within our HRIS module to track and manage PTO or TRAXPayroll's Time Off features. Hours-worked time tracking features will be managed in TRAXPayroll only.*

Integration Project Plan

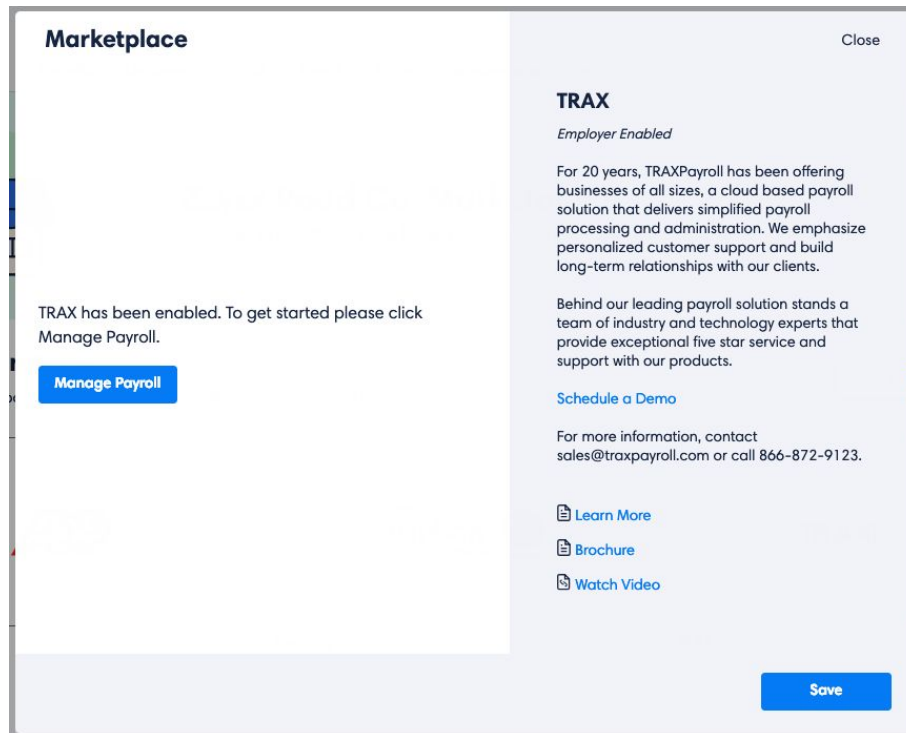
To ensure the integration between Ease and TRAXPayroll is successful, each step outlined below must be completed. The steps will also be completed in the order listed. It's important that the initial Ease portal is set up at least 45 days prior to the first payroll processing date with integration to allow for each of the steps below to be completed on time.

Milestone	Key Players	Steps
Provide TRAXPayroll implementation requirements and YTD info <i>*new TRAXPayroll customers only</i>	Company Administrator Company Payroll Administrator	Complete TRAXPayroll implementation requirements and company details and send to TRAXPayroll
Configure Ease portal <i>*new Ease customers only. Must be completed at least 45 days prior to first payroll processing date.</i>	Broker Company Administrator	Build portal including organization types, benefits, and customization Import employees and enrollments and assign Company Administrator
Enable integration, configure settings	Ease Integration Team	
API Employee Import/Sync	TRAXPayroll	Pull employee indicative data from Ease to TRAXPayroll and establish individual integration
Kickoff	Company Administrator Company Payroll Administrator Ease Integration Team Broker TRAXPayroll Administrator	Review roles and responsibilities and review next steps Review missing data required for integration and new deduction types created

Populate/update required Ease data fields and plans	Company Administrator Broker	Upload or update required data fields and/or plans for TRAXPayroll integration
Integration Demonstration and Walkthrough	Company Administrator, Company Payroll Administrator Ease and TRAXPayroll Integration Teams	Review the integration/Web Link process, ongoing verification and approval responsibilities related to integration.
Data verification and testing	Company Administrator Company Payroll Administrator Ease and TRAXPayroll Integration Teams	Verify data in TRAXPayroll and test employee integration Test employee view of pay stubs in Ease
Process payroll - TEST	Payroll Administrator	Sync data, verify and approve changes, then process dry payroll run
Process payroll	Company Payroll Administrator	Review file/data in Remote Link, verify and process payroll

Enable API Integration

Ease enables Payroll Integration in the Ease Marketplace page. There is no cost for the integration between Ease and TRAXPayroll.




Configure TRAXPayroll Settings

Ease will configure and provide integration details to TRAXPayroll.

The **IGNORE ANNUAL MAXIMUMS** setting will determine whether employee-elected annual amounts for 401(k), Flexible Spending Accounts, and Health Savings Accounts plans will be sent to TRAXPayroll on the API integration. If the preference is for annual maximum contributions to be handled in TRAXPayroll directly instead of using data from Ease, we will set the **IGNORE ANNUAL MAXIMUMS** to **Yes**. The default option is that Ease will send the annual elections so this field will be set as **No**.

The **USE TRAXPAYROLL TIMECARDS** setting will confirm whether the employer is using the Time Tracking features in TRAXPayroll to manage time worked for Non-Exempt or Exempt employees.

The **TIME OFF SYSTEM** determines whether the employer is using the Time Off/PTO Tracking features in TRAXPayroll or Ease. This option will be set to either **None**, **TRAXPayroll** or **Ease HRIS**. If Time Off Tracking is enabled in Ease as part of the HRIS features the time taken will be sent to TRAXPayroll to be accounted for in payroll processing.


TRAXPayroll Demo

[Profile](#)
[Employees](#)
[Benefits](#)
[Documents](#)
[ACA](#)
[Payroll](#)
[Logins](#)
[Marketplace](#)
[Settings](#)

[Integration](#)
[Pay Schedules](#)

TRAXPayroll
[Manage Payroll](#)

Ignore annual maximums
No

Use TRAXPayroll timecards
Yes

Time Off System
TRAXPayroll

After the TRAXPayroll integration is configured the Company Administrator will be able to access the TRAXPayroll page to determine whether there are any employees who are missing required data in their Ease profile.

Warnings

Employee	Message	Pay Group
Brad Pitt	Missing gender.	Default Pay Group
Chrissy Zirkel	Missing marital status.	Default Pay Group
DeAmi 2 McConico	Missing Hire date.	Default Pay Group
John Ellis	Missing marital status.	Default Pay Group
Kevin Laurel	Missing SSN.	Default Pay Group

Overtime Status

By default, Ease will send employees with a **Salary COMPENSATION TYPE** as Exempt employees to TRAXPayroll. Employees with an **Hourly COMPENSATION TYPE** will be sent to TRAXPayroll as Non-Exempt employees. If the employer has salaried employees that are considered Non-Exempt, please be sure to select the appropriate **OVERTIME STATUS** on the **Employee > Employment** page so the appropriate tax status will be assigned in TRAXPayroll.



Profile	Employment	Benefits	Documents	ACA
Details Compensation				
Employment Details				
Type Full-Time	Location Office 1	Manager Aniston, Jennifer		
Status Active	Division Non-Union	HR Manager Baird -Smith, Virginie		
Hire Date 08/18/2017	Department Customer Success	Sick Hours 0		
EID W8PYPE	Job Class Hourly	Personal Hours 0		
Scheduled Hours Per Week 0	Job Title Accountant	Overtime Status Select Exempt Non-Exempt		

Pay Groups

Each pay schedule needs its own separate Pay Group. If only one Pay Group exists, the Pay Group will be defaulted into each Employees > Profile > Employment page. If the company has more than one Pay Group, Company Administrators must import or enter Pay Groups for each employee in the Employees > Profile > Employment page.

Pay Groups can be imported into Ease on the Employee Import Template. The column heading is "Pay Group", which maps to a valid existing Pay Group name. The Pay Group must be added in Ease before they can be assigned to employees via import or in the Employees > Profile > Employment page.

A Test Pay Group will be created for test employees entered into Ease.

The screenshot shows the 'Compensation' configuration page in the Ease system. At the top, there are tabs for 'Profile', 'Employment' (selected), 'Benefits', 'Documents', and 'ACA'. Below these, there are sub-tabs for 'Details', 'Compensation' (selected), and 'Payroll'. The main heading is 'Compensation'. A yellow message box states 'No compensation has been specified'. Below this, there are two dropdown menus. The first is 'Pay Cycle' with a question mark icon, showing 'Monthly'. The second is 'Pay Group', showing 'Default Pay Group' as the selected option. A mouse cursor is hovering over the 'Default Pay Group' option in the dropdown list. The dropdown list also shows 'Test Pay Group' as an available option.

Pay Cycle
Monthly

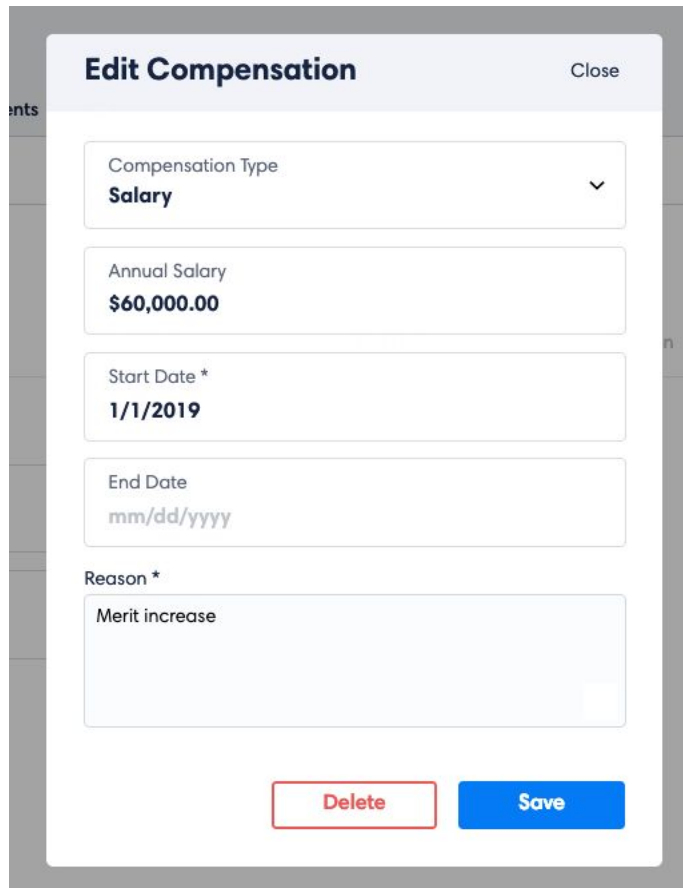
Pay Group
Default Pay Group
Test Pay Group

Testing

Once the configuration is enabled by TRAXPayroll the employer will want to review all data for accuracy in TRAXPayroll's Remote Link portal. When live, the data will be available in the TRAXPayroll Remote Link page immediately. Changes will be identified by showing differences between the Ease and TRAXPayroll data in the Remote Link page. The TRAXPayroll will formally be updated when the data is added or changes applied in Remote Link.

Ongoing Integration Management

Newly hired employees, terminations, status changes, compensation changes, benefit elections, etc. will be entered into Ease.



Edit Compensation Close

Compensation Type
Salary

Annual Salary
\$60,000.00

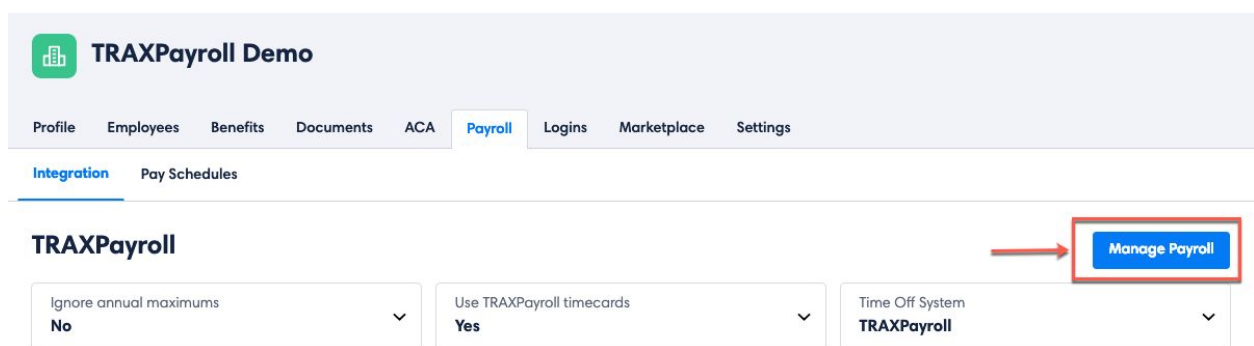
Start Date *
1/1/2019

End Date
mm/dd/yyyy

Reason *
Merit increase

Delete Save

Prior to processing payroll, data must be synced between Ease and TRAXPayroll to update the payroll system. The Payroll Administrator selects Payroll > Integration > Manage Payroll to run payroll and sync the data from Ease to TRAXPayroll.



TRAXPayroll Demo

Profile Employees Benefits Documents ACA **Payroll** Logins Marketplace Settings

Integration Pay Schedules

TRAXPayroll

Ignore annual maximums
No

Use TRAXPayroll timecards
Yes

Time Off System
TRAXPayroll

Manage Payroll

The Remote Link page will allow the Payroll Administrator to synchronize the data between the two systems. Every time the Remote Link tab is selected, a realtime compare is completed to see what data elements are new and what data elements have changed.

[Home](#)
[Payroll Center](#)
[Company](#)
[Employee](#)
[Reports](#)
[Time Sheet](#)
[More -](#)

EaseCentral Demo (692)

[Remote Link](#)

[Employee Synchronize](#)
[Wage Synchronize](#)
[Company Deduction Synchronize](#)
[Employee Deduction Synchronize](#)
[Bank Synchronize](#)

Dashboard

Welcome to your Payroll Dashboard.

Below you will find birthdays and annual reviews for the next 30 days and bulletins for the past 30 days.

Next Payroll Due

No payrolls found

Date:

In the Employee Synchronize page, Add New will add the employee from Ease into TRAXPayroll. It will pre-populate the Add New Employee Wizard with data already entered into Ease.

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[Employee](#)
[Wage](#)
[Client Deduction](#)
[Employee Deduction](#)
[Employee Bank](#)

EaseCentral Demo (692)

Employee Synchronize List

A list of employees is below showing data compared from your Remote Link vendor and Payroll Service. You can filter the list by Status. Please review and apply any changes required.

Select 'Add New' to be stepped through the addition of the employee OR 'Assign' that employee to a previously entered employee.

Select Edit to view and apply individual changes OR select "Apply Changes" to accept all changes on that employee.

Search

Pay Group

Search By

All

Changes

Show Archived Employees

View Log Report

Archive Selected

Unarchive Selected

Search

Type to filter...

Show 10

Action	EmpID	Last Name	First Name	SSN	Status	Assign/Unassign	Archive/Unarchive	Select All
Add New	ae04a897-2f46-4598-b994-41ddc95c7f8d	Reyn	Carson	123121234	Unassigned	--Select--	Assign Archive	<input type="checkbox"/>

First

< 1 > Last

Showing 1 to 1 of 1 entries

TRAXPayroll Home Payroll Center Company Employee Reports Time Sheet More - Dodge, Sarah

EaseCentral Demo (692) Remote Link

Employee Synchronize
Wage Synchronize
Company Deduction Synchronize
Employee Deduction Synchronize
Bank Synchronize

Employee Deduction Synchronize List

A list of employee wages showing data compared from your Remote Link vendor and Payroll Service is shown Status. Please review and apply any changes required.

Select Edit to view and apply individual changes OR select "Apply Changes" to accept all changes.

Search

Pay Group: All Search By: Changes Show Archived Employees' Deductions Show Archived Deductions

Archive Selected Unarchive Selected

Search: Type to filter... Show: 10

Action	Deduction ID	Employee ID	Last Name	First Name	SSN	Deduction Name	Amount	Amount Type	Annual Cap	Deduction Start Date	Deduction End Date	Status	Assign/Unassign	Archive/Unarchive	Select All
Add New	b3d72fe6-d7a7-4288-b196-26256235b59d	ba234b58-e2eb-462e-bc8f-7305d93005a1	Baird	Virginie	654590456	Medical-7YAW9Q	15.39	Dollar	0.00	01/05/2017	01/06/2017	Match Found	--Self -- Assign Archive		<input type="checkbox"/>
Add New	b65a9b83-c2da-4002-a95a-e6a205af8270	ba234b58-e2eb-462e-bc8f-7305d93005a1	Baird	Virginie	654590456	Medical-7YAW9Q	15.39	Dollar	0.00	01/07/2017	01/30/2017	Match Found	--Self -- Assign Archive		<input type="checkbox"/>

The Edit option will allow changes to be reviewed before being applied to the payroll system. The Remote Vendor column will display the data in Ease. The TRAXPayroll column will show the data that currently exists within TRAXPayroll. Any data fields highlighted in bold show data that was changed in Ease and will be updated in TRAXPayroll. Select the checkbox next to the fields to be updated and click Save Checked.

Edit Employee Deduction

Select All **Save Checked** Cancel

Employee Information

SSN: 806388727
Last Name: Barnett
First Name: Bret
Deduction Name: 401k-THM57Y

Deduction Information

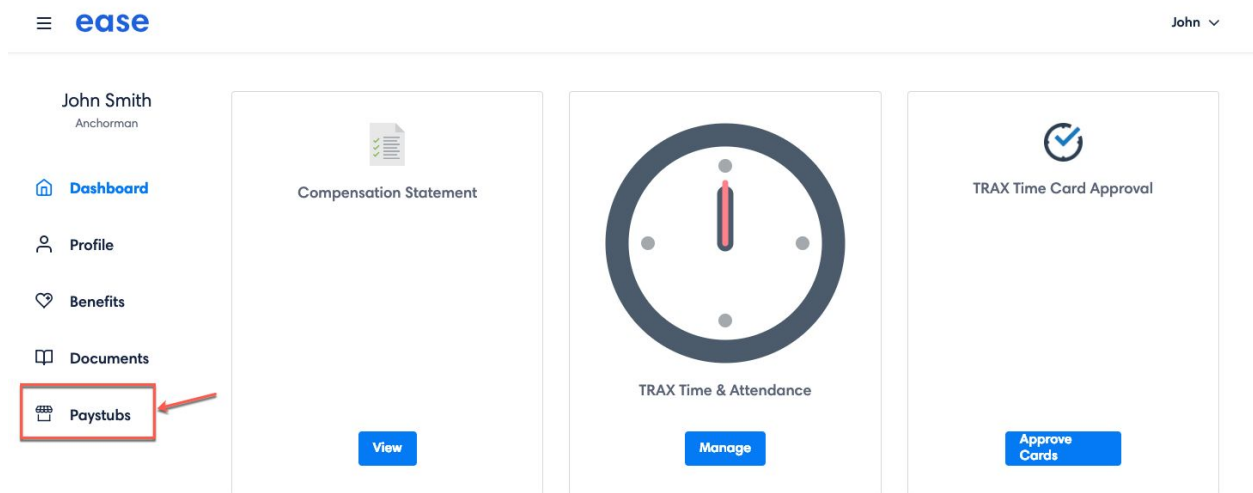
	Remote Vendor	TRAXPayroll.com	Save to TRAXPayroll.com
Deduction Amount	8.33	8.33	<input type="checkbox"/>
Deduction Amount Type	Dollar	Dollar	<input type="checkbox"/>
Annual Cap	\$100.00	\$0.00	<input type="checkbox"/>
Employer Deduction Amount	0.00	0.00	<input type="checkbox"/>
Employer Deduction Amount Type	Dollar	Dollar	<input type="checkbox"/>
Start Date	10/29/2016	10/29/2016	<input type="checkbox"/>
End Date	12/31/2016	12/31/2016	<input type="checkbox"/>

Note: \$0 Deductions will not be sent from Ease to TRAXPayroll.

Pay Stubs

Employees can access the TRAXPayroll pay period data, YTD data, W-2, Time Cards, and Time Off information in Ease in the Paystubs and TRAX Timecard pages in their Ease dashboard.

Note: If the company is using Ease for Time Off Tracking, employees will request time off and view balances in the Time Off page in Ease.



Note: You will need to toggle to view the correct reporting year in order to see the option to download W2s from the 'Actions' menu. To toggle between years, click the caron symbol to the right of the page. See the screenshots below for reference.

John Smith

Zzyzx Road Co. > Employees

Profile

Employment

Benefits

Doc

Details

Compensation

Payroll

Paystubs

Year	2019	▼
	2016	
	2017	
	2018	
	2019	

Time Management

If Time Off Tracking is enabled in Ease as part of the HRIS features the time requested/taken by employees and entered into Ease will be sent to TRAXPayroll to be accounted for in payroll processing.

If the TRAXPayroll Time Off or TRAXPayroll Time Cards service features are enabled in TRAXPayroll, employees will be able to enter time worked for Non-Exempt employees or request time off by first selecting the TRAX Timecard option on their Ease dashboard.

≡

ease

John ▼

John Smith

Anchorman

Dashboard

Profile

Benefits

Documents

Paystubs

Compensation Statement

View

TRAX Time & Attendance

Manage

TRAX Time Card Approval

Approve Cards

18

This option will use single-sign on (SSO) to log the employee into TRAXPayroll's timekeeping module where the employee can enter time worked, request time off, and view their balances.

Virginie Baird
Pacific Standard Time Zone
Paycycle: 7/9/2017 - 7/22/2017

EaseCentral Demo
User: Baird, Virginie
[Sign Off](#)

Time Card

Reports

Request Time Off

Holiday

Manual Punch

Instructions

Select Data Entry to enter your hours worked. You can also select Date Range to see the hours entered over a period of time.

Filter Type

Pay Cycle

☒ Pay Cycle
☐ Date Range
07/09/17-07/22/17 Unpaid 07/28/17
[Find](#)

☒ Calendar
☐ Data Entry

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Legend

TW - Time Worked
TO - Time Off
WK - Week Total

Virginie Baird
Pacific Standard Time Zone
Paycycle: 7/9/2017 - 7/22/2017

EaseCentral Demo
User: Baird, Virginie
Sign Off

Time Card
Reports
Request Time Off
Holiday

Instructions

This is a record of all of your time off. To create a new entry, click Request Time Off. To change an existing unapproved record click Edit, or Delete to remove.

Search Options

Date From: 6/20/2017 Note:
Date To: 1/20/2018 Status: ☒ Pending ☐ Approved ☐ Denied ☐ All
Request Time Off Search Clear

Actions

Hour Type	YTD Beg. Balance	YTD Earned	YTD Taken	Balance
Personal Time	0.000	108.000	8.000	100.000

No Records Found

TRAXPayroll.com
1-866-Trax123 (872-9123).

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Release 2017.7.20 Version 6.4

Company Code: 692
Run on: TRAX-WEB-02

Contact Us

A Manager Time Approval option will display in the employee's Ease dashboard the TRAXPayroll Time Cards service and/or the TRAXPayroll Time Off features are enabled in TRAXpayroll and the employee is assigned as a Manager in the Ease system on an employee's Profile > Employment page. The Manager Time Approval option will bring the employee to the appropriate page in TRAXPayroll if the employee is also set as a manager in TRAX and has the ability to approve time off and/or time worked in TRAXPayroll.

ease

John

John Smith

Anchorman

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TRAX Time & Attendance

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TRAX Time Card Approval

Approve Cards

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ACA Full-Time Status Eligibility Tracking

Employers using Ease's ACA module to track employees' Full-Time eligibility status, who are also tracking hours worked for Variable-Hour employees in TRAXPayroll can use the ACA Import Hours from TRAX menu in Ease. The button can be found on the ACA > Employees > Actions dropdown menu on a button labeled, "Import Hours from TRAX" (note that this button will only appear if the company has the TRAXPayroll integration enabled via the Ease Marketplace). Once clicked, a modal will open in which the From and To dates can be entered. Finally, a spinner will appear as the sync takes place and will disappear once the sync has completed. Please see the following screenshots for details:

The screenshot displays the TRAXPayroll Demo interface. At the top, a header bar reads "TRAXPayroll Demo Linked To TRAX". Below this is a navigation menu with tabs: Profile, Employees, Benefits, Documents, ACA, Payroll, Logins, Marketplace, and Settings. The "ACA" tab is highlighted with a red box and labeled with a red circle "1". Below the navigation menu is a sub-menu with tabs: Dashboard, Employees, Policies, Affordability, Settings, 1094-C, and Reporting. The "Employees" tab is highlighted with a red box and labeled with a red circle "2". To the right of the sub-menu is a red circle "3" pointing to an "Actions" dropdown button. The "Employees" section contains a search bar labeled "Search Employees" and a status filter set to "Active". Below these are filters for "Measurement Date" (03/11/2019) and a red circle "4" pointing to the "Import Hours from TRAX" option in the "Actions" dropdown menu. The main content area shows a table of employees with columns: Name, Status, Measurement Period, Trending Avg., Total Avg., Eligibility, Enrollment Status, and a link to "General (Look-Back)".

Name	Status	Measurement Period	Trending Avg.	Total Avg.	Eligibility	Enrollment Status	
Allison, Anderson	Ongoing	10/15/2018 - 10/14/2019	-	-	Eligible	Not Started	General (Look-Back)
Baird-Smith, Virginie	New	2/20/2019 - 8/19/2019	-	-	Ineligible	Not Started	General (Look-Back)
Baker, Sarah	Ongoing	10/15/2018 - 10/14/2019	-	-	Ineligible	Not Started	General (Look-Back)

Import Hours from TRAX Close

From Date
mm/dd/yyyy

To Date
mm/dd/yyyy

NOTE: Dates are based on pay days, not the start

Import Hours

Import Hours from TRAX Close

You are about to import hours from TRAXPayroll. This process may take up to a few minutes. Are you sure you want to continue?

Yes, Import

Then Ease will track the employee's Full-Time status according to the measurement Policy set up in the ACA module.

Troubleshooting

Please reach out to Ease's Customer Success Team and your TRAXPayroll Representative with questions or if experiencing errors.

Ease Success Team
support@Ease.com
702.800.2690

TRAXPayroll Support
customerservice@traxpayroll.com