HUB Integration with Execupay

What is HUB?

HUB is an employee self-service offered by SHUGO, and provides company and employee level integration for Timekeeping and Paystub Delivery. Contact SHUGO for more details and other features available with this product. Contact Execupay Support prior to using HUB Integration, as additional database installation may be required.

What data is transferred from Execupay to HUB?

<u>Company level</u>: company name, next 6 calendar items, valid departments from dv 0, all jobs (levels 1-5), all pays and paycode assignments, leave accruals and double time categories.

<u>Employee level</u>: name, level of access, home department and jobs, birth date, full-time or part-time status, work orhome email, cell phone, active status flag, leave accrual balances (when using custom field option to sync), exempt or non-exempt overtime status (salary is exempt and hourly is non-exempt by default). The employee must be marked to "Include in Time & labor" if you wish for their leave accrual updates to transfer to HUB. You can include all employees from the Time Integration setup screen, or individually on the Employee Setup general tab.

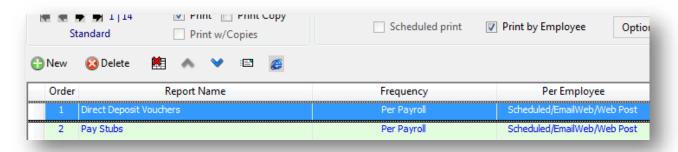
Company and EmployeeSetup Prior to Enabling HUB

Before HUB can be enabled for your client, there are a few things to review in Companyand Employee Setup.

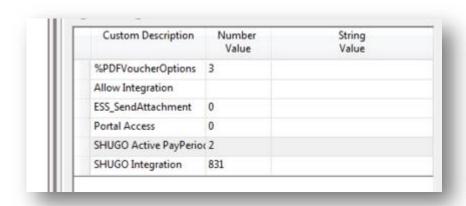
Company:

- HUB is functional in the full Execupay suite, Platinum Pay and Platinum HR. It is not yet supported for Platinum Xpress.
- Custom Field "Allow Integration" must be added.
- Custom Field "ESSAccrual" must be added with String value "YES" if your client has Leave Accruals tracking and you wish for balances to transfer to HUB.
- Make sure all Departments, Pays, and Jobs have a name. A "NULL" value will
 cause errors during the data sync to HUB. You must have at least 1 Department
 in Division 0.
- There is a company level custom field to override default division that sends to SHUGO. Custom field is "SHUGO Active PayPeriod" and you will add the division in "Number" value field.

 If using HUB Paystub Delivery, Pay Stubs and/or Direct Deposit Vouchers must be set to Web Post using the "Print by Employee Option" found in the Report Scheduler (example below):



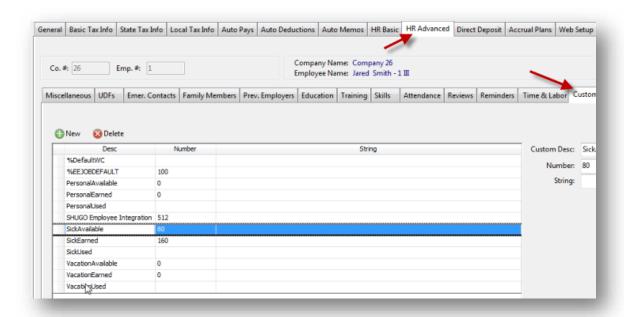
 HUB only allows time tracking for one payroll schedule per company (it does however allow for multiple schedules with pay stub delivery.) By default the company's first schedule is sent to HUB but this can be overridden by using the "SHUGO Active PayPeriod" custom field on the company.



In the example above, schedule 2 will be sent to HUB. Employees would clock in and out against schedule 2's pay periods. Pay stubs would still be posted for employees who are paid under all schedules.

Employee:

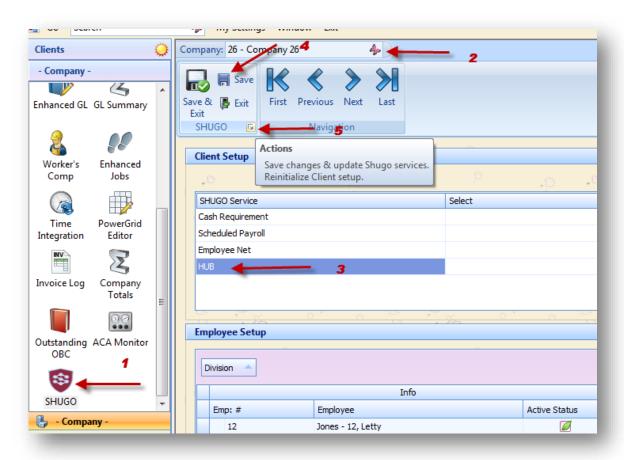
- Only Division 0 Departments will sync over to HUB. If you have an employee in Division 1 or higher and their Department number and name do not match that of a division 0 department number and name, the employee can still be set up for HUB but they will not have a home departmentset
- HUB login is ee email address so they must have either a work or home email address set in order to use HUB. The work email address will be used when employee has both.
- The employee's default password in HUB will be the employee number plus last name combined (and iscase insensitive on 1st login only). Employees are forced to change their password upon 1st login.
- If using Jobs, a default job should be assigned when possible. This will transfer to HUB and is used as their default job selection when clocking in and out.
- Verify Status from the HR basic tab. HUB does not track employee status the same way as Execupay; instead, it categorizes employees as either being fulltime or part-time. If the employee is set with "part-time" status in Execupay then they will be set as part-time in HUB, otherwise they will be set as full-time. Note that in HUB, this full/part time designation controls automatic holiday pay rules.
- Active Status Condition. Terminated employees will only be eligible for HUB Basic services (e.g. pay stub view)but not HUB Full (e.g. timekeeping.)
- Leave accruals found in the HR Advanced Custom Fields are what feed to HUB.
 Accrual amounts are updated in HUB only at the time a payroll is submitted in Execupay.



SHUGO Integration Setup

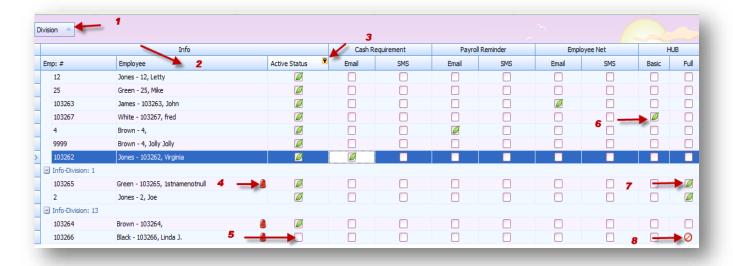
You will have company and employee level setup options.

Company Setup:



- 1) In Execupay, go to > Clients > SHUGO.
- 2) Select Company.
- 3) Enable HUB.
- 4) Save. At this point, if you get an error message, take a screen shot and copy error details, and forward to support@execupay.com. If save is successful, Execupay instantly sends SHUGO the company name, next 6 calendar items, valid departments from dv 0, all job levels, and pays.
- 5) There is a menu option to Reinitialize Company Data and Employee Lists, and to send Paystubs. This will (Re) send the payroll schedule, earnings list, and employee leave accrual balances.

Employee Setup:



- 1) Division Filter.
- 2) Double click on any header to sort by that section.
- 3) Employee Filter options (Active, Inactive, All, Custom).
- 4) This red symbol means the employee's home department is not available in HUB. The employee may still use HUB.
- 5) Employee is terminated if unchecked.
- 6) Basic HUB is checked for Paystub/W2 delivery only.
- 7) Full HUB includes both Paystub/W2 and Timekeeping services.
- 8) Employee is terminated and may not use HUB Full services (meaning they cannot clock in and out, request PTO, etc.)If HUB Basic is enabled, the terminated employee may still access the portal to view posted stubs.To completely revoke access to HUB, uncheck every checkbox for that employee (HUB Basic, HUB Full, and all PUSH options.)

Once employees are added and you click save, Execupay sends SHUGO the applicable access, name, home dept. and jobs, birth date, full-time or part-time status, and exempt or non-exempt status. The employee may now access HUB.

If an employee has "Cash Requirement" and/or "Payroll Reminder" selected, they will be added to HUB as a "standard contact" (as opposed to being tagged as an "employee contact"). There are a few differences between standard contacts and employee contacts:

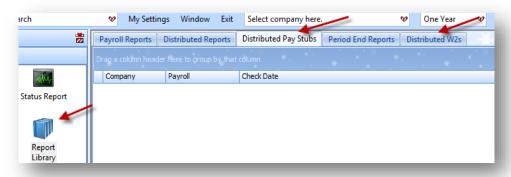
- Standard contacts are eligible to be assigned as a HUB administrator for the company. HUB administrators can maintain timesheets for their employees, post documents and messages, and maintain other company-level settings in HUB. By default, standard contacts are not set as HUB administrators – this must be done in the FileGuardian website.
- The default password for standard contacts is the same as other employees (employee number + last name), except that their password is case sensitive upon 1st login and they will not be forced to change their password.

To set a standard contact as HUB administrator on their account, inside the FileGuardian website go to the My Files > Search Company >FGXep> HUB > Client Admins.

Paystub Delivery

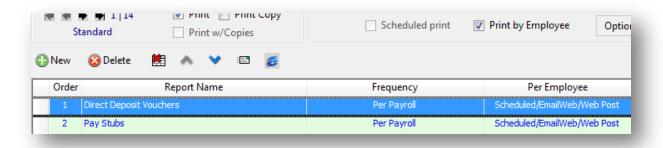
- By default, stubs for payrolls processed during the day are posted to HUB that evening. HUB warehouses the stubs and makes them available to employees the morning of check date. Stubs are flagged to post to HUB after they have gone through the Print Room Center.
 - Note: Paystub posting to HUB will be set to run nightly via Microsoft task scheduler. Contact Execupay if your stubs are not automatically sending to HUB.
- Any stubs posted to HUB after check date are immediately available to employees.
- Pay stubs can also be posted to HUB on-demand; see #5 on Integration Company setup.
- Stub Delivery is dependent on the employee having self-service portal access as well as the stub being set to web post in Execupay.
- HUB includes an option to allow stubs to be shown to employees up to 3 days before check date. This is configurable per client on the HUB > Delivery Options page.

*Note: Only the Stubs/DD Vouchers/W2's found in the Report Library > Distributed Pay Stubs or W-2's section will appear in HUB (retroactive as well). If it's not found in the distributed section, it will not be in HUB.



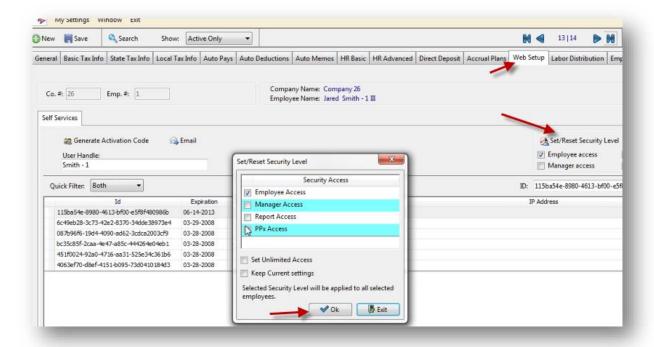
Company Setup:

Go to Report Scheduler and add "Print by Employee" option for DD Vouchers and Paystubs. Set ONLY to Web Post. It should look like this when done:



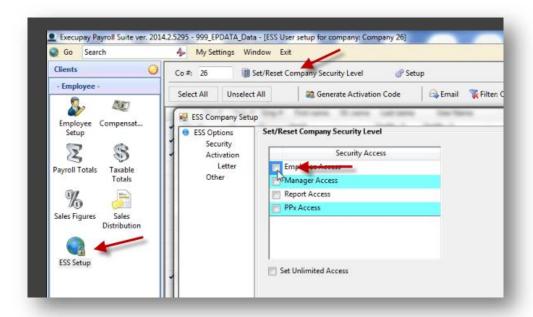
Employee Setup:

Enable for Single Employee: Go to Web Setup tab and enable Employee access.

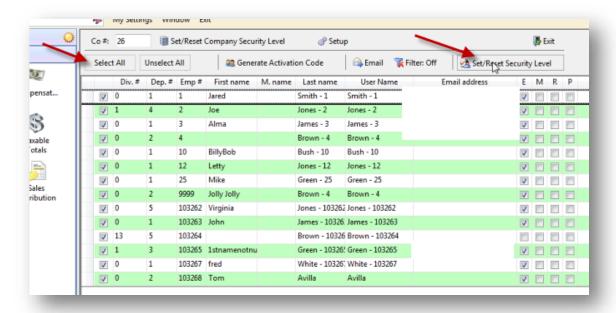


Enable ESS for All employees:

1) Go to Clients > Employee > ESS Setup > Set/Reset Company Security Level. Give the Company "Employee Access" and click ok.



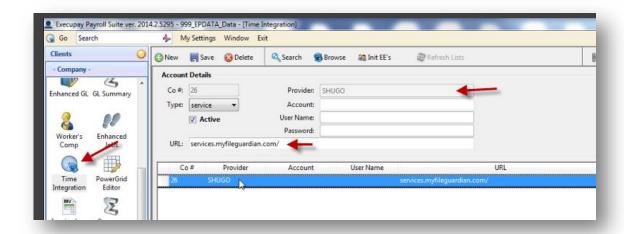
2) Select All > Set/Reset Security Level and check off Employee Access



3) Go back to step 1 and remove Company Security level, this way you will not be billed by Execupay for ESS usage.

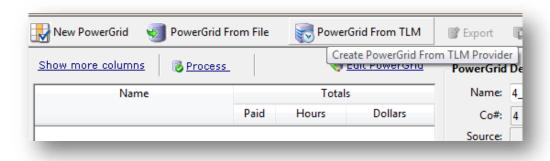
Timekeeping Integration

Pulling time from HUB into the pay grid is very easy. Go to Clients > Company > Time Integration. Add Provider SHUGO and URL: services.myfileguardian.com/ just as you see below. Account, Username, and Password are not needed.



Import Time via New or Edit Payroll >Powergrid>Powergrid from TLM > verify pay period and click Finish just as you would with Swipeclock or AoD Integration.

Import Hours via Execupay or Platinum Pay:



Note: All Timecards and leave accrual requests must be approved in HUB in order for time to be pulled over in to Execupay TLM Hours Import.

PPx Single Sign On

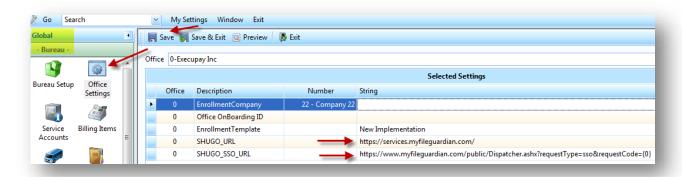
Your PPx clients have the ability to access their HUB login within PPx.

To enable at the bureau level, there is an Office setting change that need to be made:

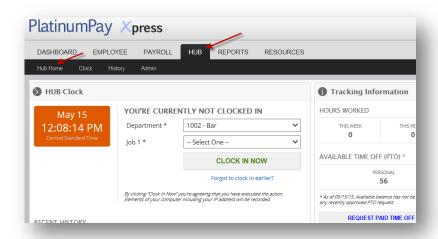
1) Go to Global > Bureau > Office Settings > Double click on "SHUGO_SSO_URL" and copy/paste this value in the string field:

https://www.myfileguardian.com/public/Dispatcher.ashx?requestType=sso&requestCode={0}

You do not need to change the Shugo URL, only the SHUGO_SSO_URL



Provided your PPx user has been enabled for HUB services on the Execupay SHUGO setup screen, a new "HUB" single sign on tab will display when they login to PPx.



Import Hours via PPx:

Simply check off "Include Time and labor Data

New Payroll Dates:		_
Pay Date	Tue, May 19 2015	✓ Include Time and Labor Data Create Payroll
Pay Period Start Date	Sun, May 10 2015	
Pay Period End Date	Sat, May 16 2015	
	Change Payroll Calendar	