

Employee Navigator Upgrade Form

Please fill out all of the fields below. Once completed and signed, submit this form to the Heartland setup team at benefits.productsupport@e-hps.com. Please note that in order to begin set up, your Employee Navigator account needs to be built and each FEIN must have their own account. Once this form is received by our team, we will contact you with the next steps to begin setup of your integration.

Business Name:

Client Code:

Client Information:

Broker Information:

Client Name:

Broker Name:

Client Email:

Broker Email:

Client Phone Number:

Broker Phone Number:

Overview of Services:

Heartland Payroll Solutions and Employee Navigator have partnered together to make benefits and payroll easy. With the Heartland/Employee Navigator Integration, data will flow between each system in near real-time, with no action needed from a client! Heartland is the System of Truth for new hires, terminations and compensation. Employee Navigator is the System of Truth for employee benefits. Additionally, our integration allows updates to certain employee demographic data fields to be made in either Heartland or Employee Navigator and the corresponding system will be updated within seconds! With the exchange of information between Heartland and Employee Navigator, there will be a reduction in hand-keying errors and duplicate data entry.

Once your integration is completed, you will be billed a one-time setup fee of \$150 which will appear on your payroll invoice. You will an ongoing monthly fee of \$1.00 per employee per month, on the first payroll invoice of every month.

One Time Setup Fee: \$150

Monthly Fee: \$1/Per EE per Month

Please note that until your account is on the API, you will be responsible for updating employee demographics and benefits in Heartland and Employee Navigator. Additionally, setups will not be started until you have processed two payrolls with Heartland or if you are within 30 days of your open enrollment.

Open Enrollment Date:

Client Signature

Printed

Date: