People

Star Payroll Feed

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1. About this Integration

The People to Star payroll employee basic feed program will provide a set of data from People in a format that can be loaded into Star Payroll.

Download Link:

https://peoplehr.sharefile.com/d-s09bebc7f4bc43279

2. Setup

1. The integration program can be downloaded from the link on page three

2. Once downloaded double click to install the program

3. Once the program has been installed double click to run it and enter the API key. You can generate an API key from People > Settings > API. Make sure the Query check box is ticked when generating the API key.

4. Create a query in People using the following instructions:

   4.1 Add new query

   4.2 Chose the fields below

   4.3 Employee Details:

   - Gender
   - Title
   - First Name
   - Last Name
   - Date of Birth
   - Employment Type (employee status)
   - Start Date
   - Employee Status (Active or Leaver)
   - Company (branch)
   - Location (cost centre)
   - Department (Department)
   - NIS/ SSN

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4.4 Employment Details:

- Payroll Company
- Payroll ID

4.5 Leavers:

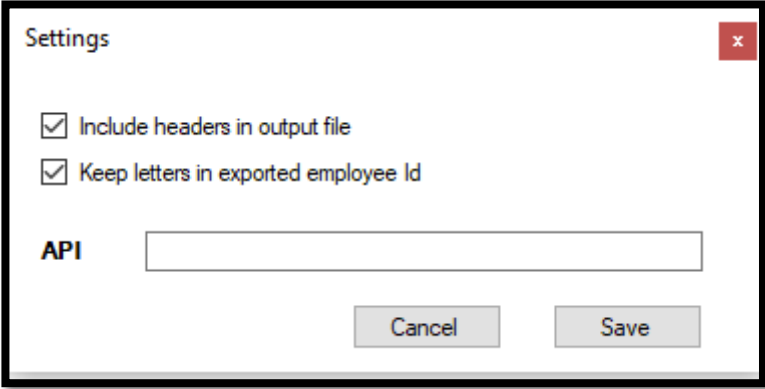- Final Day of Employment

4.6 Salary Details:

- Payment Frequency (Frequency)

4.7 Contact Details:

- Employee Address
- Account Code (bank account no)
- Account Name (bank account name)
- Bank Code (sort code)
- Bank Name (bank name)
- Bank Address

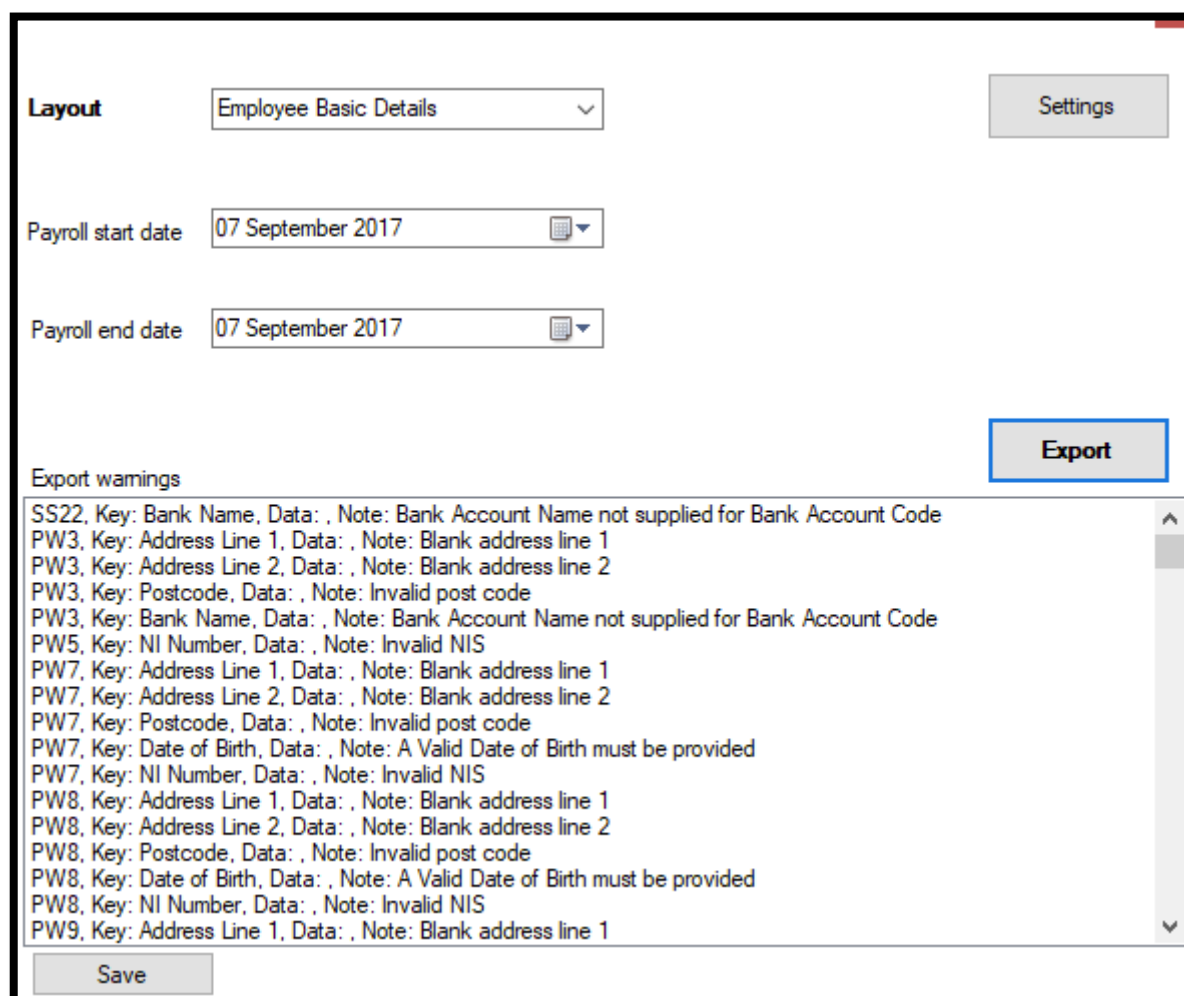## 4.8 Save as "Payroll: Star Basic"

3. Integration Settings

1. Include headers in output file - Selecting this option will include the column headers in the export file.

2. Keep letters in exported employee Id - selecting this option will keep any letters in the employee's Id number. If this option is not selected an employee's ID for example 'PW1' will appear as '1' in the export file.

4. Running the Program

Running the program will produce a feed formatted for Star payroll based on the specification for Employee Basic Feed.

5. Export Warnings

After selecting the export option the import program will generate an audit of any data that will not be accepted when importing into Star. There is also a save option to save the audit as a .txt file.

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