

TAP INNOVATIONS INTEGRATION SOLUTIONS FOR PAYCOR IMPLEMENTATIONS

Affordable. Quick to implement. Scalable.

Solution: Historical Documents

Most companies leave employee documents in the legacy system when they move from one HRMS system to another. Data is usually pulled but often does not include employee documents such as:

- W9s
- Pay Stubs
- Corrective Action Forms
- Employee handbook signatures
- And more

TAP Innovations has designed and built a solution that pulls the data from a previous HRMS system to Paycor. This solution pulls down all the documents and uploads them into Paycor under the respective employee profiles. This solution will need an employee roster from both systems in order to match the employee ids between the systems.

TAP Innovations has built integrations to the following source systems: ADP, Paycom, HR Alliance, and Paycor.

*A new integration takes approximately 5-7 days to build.

Repeatable Components

75% Repeatable

* Once a script is written against a source system, ~75% can be reused.

* RPA automation requires individual servers and software installs.

Note: If we are integrating with the HR system for the first time then the script will need to be completely built from scratch.

In Use Today:

Civitas Senior Living

TAP Innovations integrated their Greenhouse applicant tracking and hiring software to better manage applicant data, automate the transfer of historical documents and convert applicant information to new hire records. TAP Innovations quickly and affordably connected their core business systems to improve hiring and other business operations.

Janjer Enterprises

Janjer transitioned their HR practices to Paycor, and needed document transfer automation to move an estimated 100,000 employee profile documents. TAP Innovations automated their data transfer efforts and loaded the docs into Paycor quickly and affordably.

Spinal Elements

Employee profiles needed to be migrated from one HR system to another, leading to approximately 14,000 documents to be loaded into Paycor. TAP Innovations quickly and affordably automated their data transfer efforts into Paycor.



Assumptions

1. (CLIENT NAME) will provide TAP Innovations with admin level access accounts credentials of the existing legacy (old HCM) system and Paycor system.

Recommendation:

- (CLIENT NAME) to create a new admin level access accounts for TAP specifically for this project using the TAP email, tap.integrations@tapinnov.com and First Name: TAP Last Name: Integrations.
 - The admin level access accounts should not have two factor auth for the ID provided to TAP
 - The accounts can be kept active for duration of the project and then disabled. This will ensure no disruption to work being done through the API access account.
2. A 5-minute demo video of existing legacy (old HCM) system which contains all the keystrokes of the document storage locations.
 3. (CLIENT NAME) will provide TAP with the Employee Roster with Employee (EE) ID, First name, last name from the Paycor payroll. If the Employee (EE) ID is different in both the systems then client to provide Employee Roster with Employee (EE) ID, first name, last name from Paycor payroll as well as from existing legacy (old HCM) system.

4. In case the (CLIENT NAME) no longer has access to the old legacy (HCM) system and they already uploaded all of the employee historical data/ documents on their server SFTP location then (CLIENT NAME) must provide TAP with SFTP credentials. The file naming conventions must be ClientID_EmpID_DocType_DocName.extension
5. Only docx, pdf, xls, jpeg, will be loaded. All other file types will not be loaded and will be presented back to the client.
6. Documents other than employee level will not be loaded.
7. If the employee record is not found within the Paycor system, those documents will not be loaded into the Paycor system by TAP.



Ready to get started?
Contact TAP Innovations today!



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About TAP Innovations

theAppPlace (TAP) Innovations delivers cloud-based solutions to eliminate Manual Efforts and SpreadSheets (MESS). TAP Innovations...THE Integrated Digital Toolbox automates manual processes and greatly reduces spreadsheet sprawl, actions data into information and performs intelligent content organization across people and entity enterprises. A growing set of Digital Tools for CRM, Business Intelligence, Integrations, and more are web and mobile enabled and quick to fill data interoperability gaps with core business systems. TAP Innovations solutions have been implemented to streamline business processes for leading healthcare and financial management organizations as well as internal departments for companies from 50-15,000 employees and users.

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