

TITLE: *HRP Setup in GP*

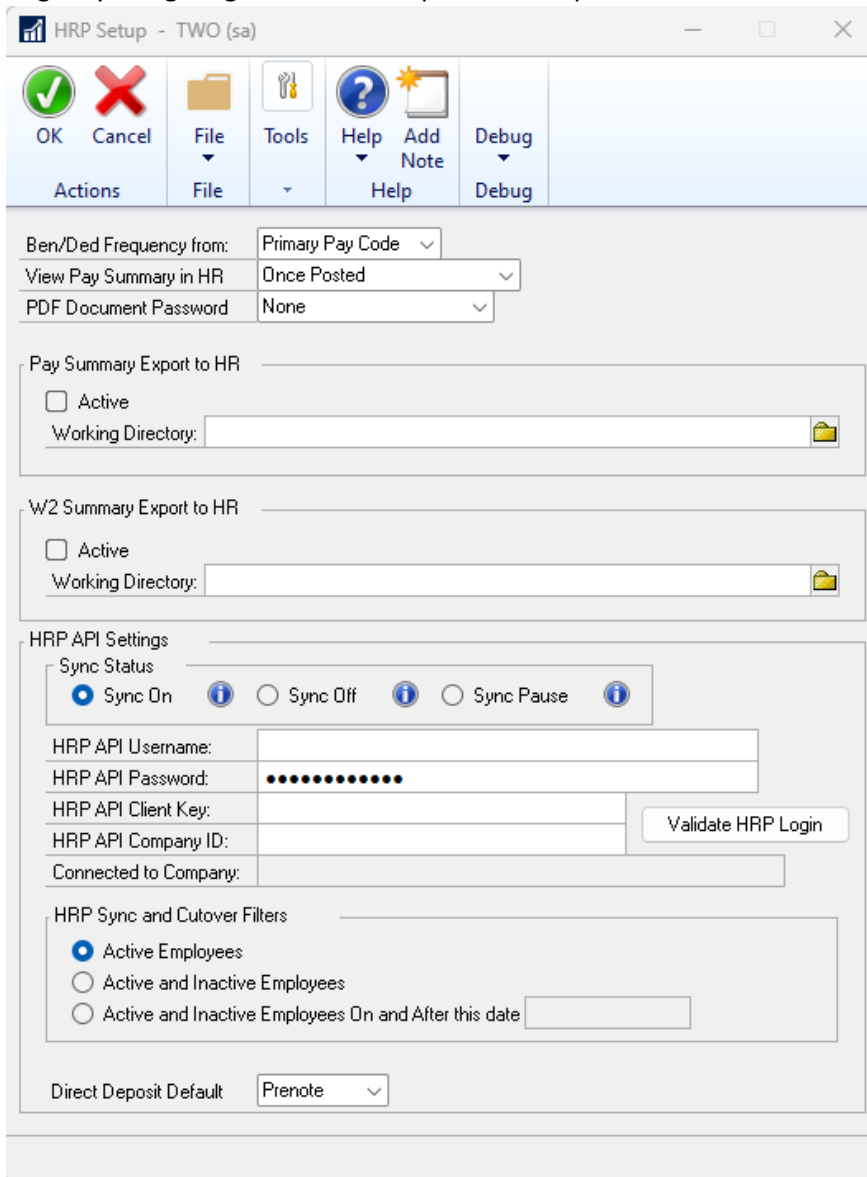
LOCATION: *HRP for GP > HRP GP*

SUMMARY: *The HRP Setup page empowers administrators to fine-tune settings related to employee self-service, synchronization, and data export. Whether you're configuring benefit frequencies, managing PDF document security, or establishing API credentials, this page serves as a control center for HR and payroll processes.*

STEPS & SCREENSHOTS:

Access HRP Setup

Begin by navigating to Tools > Setup > HRP Setup.



The screenshot shows the 'HRP Setup - TWO (sa)' window. It features a toolbar with icons for OK, Cancel, File, Tools, Help, Add Note, and Debug. Below the toolbar, there are several sections for configuration:

- Ben/Ded Frequency from:** Primary Pay Code (dropdown)
- View Pay Summary in HR:** Once Posted (dropdown)
- PDF Document Password:** None (dropdown)
- Pay Summary Export to HR:** ☐ Active, Working Directory: [text box]
- W2 Summary Export to HR:** ☐ Active, Working Directory: [text box]
- HRP API Settings:**
 - Sync Status:** ☒ Sync On, ☐ Sync Off, ☐ Sync Pause
 - HRP API Username:** [text box]
 - HRP API Password:** [password field]
 - HRP API Client Key:** [text box]
 - HRP API Company ID:** [text box]
 - Connected to Company:** [text box]
 - Validate HRP Login:** [button]
- HRP Sync and Cutover Filters:**
 - ☒ Active Employees
 - ☐ Active and Inactive Employees
 - ☐ Active and Inactive Employees On and After this date: [text box]
- Direct Deposit Default:** Prenote (dropdown)

Now, let's explore the details of each field on the **HRP Setup page**:

Ben/Ded Frequency From:

Choose the source for benefit/deduction frequency:

- Ben/Ded Setups: Use the settings from benefit/deduction setups.
- Primary Pay Code: Use the primary pay code frequency.

View Pay Summary in HR:

Select when the pay summary should be visible in HR:

- Once Posted: Display after payroll posting.
- On Payment Date: Show on the actual payment date.

PDF Document Password:

Set the password protection for PDF documents:

- None: No password required.
- Last 4 of SS Number: Use the last 4 digits of the Social Security Number.
- First 5 of SS Number: Use the first 5 digits of the Social Security Number.
- Full SS Number: Use the entire Social Security Number.

Pay Summary Export to HR:

Configure pay summary export settings:

- Active: Enable pay summary export.
- Working Directory: Specify the directory for exported files.

W2 Summary Export to HR:

Configure W2 summary export settings:

- Active: Enable W2 summary export.
- Working Directory: Specify the directory for exported W2 files.

Sync Status:

Manage synchronization status:

- Sync On: Enable synchronization.
- Sync Off: Disable synchronization.
- Sync Pause: Temporarily pause synchronization.

HRP API Credentials:

Enter the following API credentials:



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- HRP API Username
- HRP API Password
- HRP API Client Key
- HRP API Company ID

Once that information is entered 'Validate HRP login' to try to connect the HRP to HR systems.

- Connected to Company: Indicates whether the system is connected to the company.

HRP Sync and Cutover Filters:

Define filters for employee data during synchronization and cutover:

- Active Employees: Include only active employees.
- Active and Inactive Employees: Include both active and inactive employees.
- Active and Inactive Employees On and After This Date: Specify a date for filtering.

Direct Deposit Default:

Set the default direct deposit option.

- Active
 - Assigns all new accounts to an active status.
- Prenote
 - Assigns all new accounts to a prenote status and count.