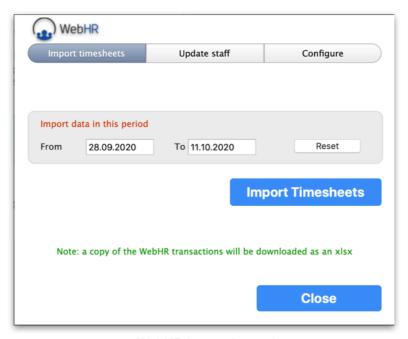# WebHR + goPayroll

goPayroll provides a basic API integration tool for WebHR (web.hr) for the transfer of new employee records (in either direction) and attendance import.

The WebHR + goPayroll integration

Choose *Payrun..Import..WebHR*:

WebHR integration tool

This will open the WebHR integration tool which provides access to the timesheet importer, staff transfer and configuration options.
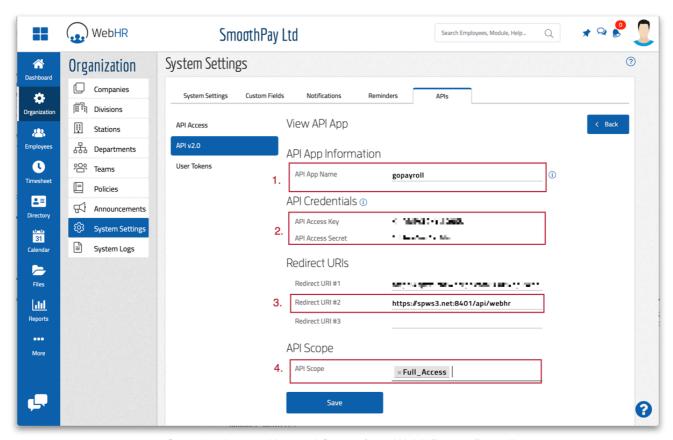
> In order for goPayroll to talk to WebHR you need to establish an **API Access Key** in WebHR and enter that value into the Configure section.
>
> The following section describes the Configuration process.

Configuration

Log on to your domain at WebHR, then select *My Devices & API Keys* where you can set up your goPayroll integration:
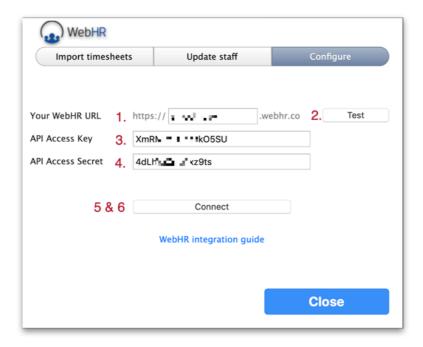

Copy the Access Key and Secret from WebHR to goPayroll

1. you can call the API App information anything you want (*unless WebHR rejects it*)
2. an **API Key and Secret** will be generated and they need to be copied to the API fields in goPayroll's WebHR configuration.
3. You MUST set the Redirect URL correctly (example shows it in position 2, it's fine in position 1)
   - **https://spws3.net:8401/api/webhr**
4. API Scope must be set to **Full_Access**
5. Click **Save** to save it

In goPayroll go to *Payrun..Import..WebHR..Configure* and paste (*Edit..Paste or CTRL+V*) in the ***API*** fields:

1. *Enter the **subdomain** given when you registered for WebHR*
2. *Click **Test** to make sure it opens at your WebHR login or Home page (you may need to allow popups to check everything works)*
3. *Paste the **API Access Key** into the API Access Key field*
4. *Paste the **API Access Secret** into the API Access Secret field*
5. *Click **Connect** to establish credentials (a new tab will open in your browser)*
6. *After entering your credentials, click **Connect** again to make sure the API Key and connection via the API to your WebHR subdomain is working correctly*

You MUST pass steps 5 & 6 successfully for the API to operate.

To send new staff records from goPayroll to WebHR you *MUST* have a **badge number** assigned in their Contract tab (*in goPayroll*) - this becomes their User Name in WebHR.

Importing attendance data

The import process generates a spreadsheet of any attendance transactions recovered from WebHR for the date range supplied, and adds Ordinary time entries for the total time per transaction.

Leave requests are not imported (*you *could* use WebHR's leave report then import via Flex-CSV*).

Data Import Notes:

- **Badge #:** Imported data will be matched against an Employee's *Badge Number*. This *Badge Number* must match the WebHR *User Name*. *Badge Numbers* are established in SmoothPay's *Contract* Setup page, User Names are established in WebHR when an employee is added.

- **Importing data is ADDITIVE**! If you import the same data twice, you'll get double entries. You can easily scrap the current pay entries if you need to using the Who To Pay screen and selecting None. You're now ready to re-import.

New employees

Choose **Update staff** to access the update options:

Any new badge numbers not found in the target system will result in a new employee record being created (*which you then need to edit to complete any additional information required*).

> **Please note**: Importing new staff from WebHR to goPayroll provides very limited information, but it does operate (*their API provides an extremely limited amount of data*).
>
> Sending new staff from goPayroll to WebHR uses a template of constant values - if these are removed or changed in WebHR the creation process will likely fail.

Notes

WebHR is an inexpensive Human Resources management system available online and through mobile applications.

> **NZ Users: WebHR makes no provision for New Zealand's unique leave rules, as all time is deemed to be in hours**
>
> - **Annual leave**: The Holidays Act prescribes weeks as the units of accrual, valuation and consumption. If presented with hours, SmoothPay calculates the value as being [units x payrate / BestWeeklyValue] to determine the proportion of a week for annual leave being consumed.
>
> - **Daily leave types** (sick, public, alternative, bereavement etc): there is no provision in WebHR to record the "days" component for the leave taken. We can't use a proportion as we do for annual leave (*though we could use a proportion of average daily pay, it wouldn't necessarily be correct*) and we simply generate a result based on [units x payrate] and set the days consumed to 1. This will often require editing once it hits payroll, as the time could be 1 day, .5 day etc.
>
> - **Public Holiday (Worked)**: this presents it's own special set of problems, as neither system can necessarily determine if a day worked would have otherwise been a working day, and thus entitle the employee to accrue an Alternative day. You could use a leave code to represent public worked (no accrual/not normally worked), and public worked (with accrual/normally worked)
>
> - **Days paid**: despite retrieving dated data from WebHR, it may be that leave isn't recorded in WebHR, just time worked. You are required to accurately record days paid every period to maintain the accuracy of average daily pay calculations. WebHR doesn't provide a DAYS value in the dataset, so the employee's contract default value is used (*5 days by default, but able to be tailored per employee*)
>
> - **Total Hours Worked and Paid Rest Breaks**: WebHR does not provide for piecework requirements in NZ

Leave for other countries will be processed according to rules applicable to the leave code used (*assuming they're accrued and consumed in hours*).

There is no provision for payment of special allowances or deductions in WebHR.

Definitive leave balance and value information should **always** be referenced from goPayroll.

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.