

Overview

The enableHR → Care Systems integration allows for the import of enableHR employees into Care Systems. The table below displays the fields that are currently supported by the integration.

enableHR			Care Systems			
Field	Manager UI	Employee UI		Field	Manager UI	Employee UI
Personal Fields						
First Name	✓	✗	→	First Name	✓	✗
Middle Name	✓	✓	→	Middle Name	✓	✗
Surname	✓	✓	→	Surname	✓	✗
Preferred Name	✓	✓	→	Preferred Name	✓	✗
Mobile Number	✓	✓	→	Mobile Phone	✓	✓
Phone Number (h)	✓	✓	→	Home Phone	✓	✓
Personal email	✓	✓	→	Email	✓	✓
Gender	✓	✗	→	Gender	✓	✗
Employment Fields						
Employee ID	✓	✗	←	Person ID	✓	✗
External ID	✓	✗	←	Private Key	✗	✗
Bank Fields						
BSB	✓	✓	→	Bank	✓	✗
Account Number	✓	✓	→	Account Number	✓	✗
Statement Text	✓	✓	→	Reference	✓	✗
Dollar Amount	✓	✓	→	Payment Value	✓	✗
Tax Fields						
Tax File Number	✓	✓	→	Tax File Number	✓	✗
Tax Free Threshold Claimed	✓	✓	→	Tax Table	✓	✗
Trade Support Loan	✓	✓	→	Tax Table	✓	✗
Residency Status	✓	✓	→	Tax Table	✓	✗
Super Fund Fields						
Super Fund ID (USI)	✓	✓	→	Super Fund	✓	✗
Employee Number	✓	✓	→	Fund Member ID	✓	✗

Important note:

At the moment, Care Systems is not processing updates for existing employees but only for new ones. Consequently, personal, bank, tax, and super details that are changed in enableHR need to be processed manually by in Care Systems.

Overview

Personal Fields

enableHR			Care Systems			
Field	Manager UI	Employee UI		Field	Manager UI	Employee UI
First Name	✓	✓	→	First Name	✓	✗
Middle Name	✓	✓	→	Middle Name	✓	✗
Surname	✓	✓	→	Surname	✓	✗
Preferred Name	✓	✓	→	Preferred Name	✓	✗
Mobile Number	✓	✓	→	Mobile Phone	✓	✓
Phone Number (h)	✓	✓	→	Home Phone	✓	✓
Personal email	✓	✓	→	Email	✓	✓
Gender	✓	✗	→	Gender	✓	✗

Employment

Employment Fields

enableHR			Care Systems			
Field	Manager UI	Employee UI		Field	Manager UI	Employee UI
Employee Type	✓	✗	→	Payemployeeclass. emptypeflag	✓	✗
Employee ID (*)	✓	✗	←	Person ID	✓	✗
External ID (**)	✓	✗	←	Private Key	✗	✗

Notes:

* **External ID** (enableHR field) is imported from Care Systems to enableHR as the key to match records in future events. It is not visible to Care Systems Users but is visible to enableHR managers.

** **Payroll ID** (enableHR field) is imported from Care Systems to enableHR so there is a visible Care Systems identifier on the EnableHR screen (manager).

Employment Details

Position Title:

Employee ID: 0000

Type: Contract

Commencement Date: 12 Nov 2019

Status: Current

Bank

Bank Fields

enableHR			Care Systems			
Field	Manager UI	Employee UI		Field	Manager UI	Employee UI
BSB	✓	✓	→	Bank	✓	✗
Account Number	✓	✓	→	Account Number	✓	✗
Statement Text	✓	✓	→	Reference	✓	✗
Dollar Amount	✓	✓	→	Payment Value	✓	✗

Notes:

- The BSB is validated in Care Systems and if cannot be found, a manual entry is needed.
- enableHR supports up to 4 bank accounts, which will all be imported into Care Systems.

Tax

Tax Fields

enableHR			Care Systems			
Field	Manager UI	Employee UI		Field	Manager UI	Employee UI
Tax File Number	✓	✓	→	Tax File Number	✓	✗
Tax Free Threshold Claimed	✓	✓	→	Tax Table (***)	✓	✗
Trade Support Loan	✓	✓	→	Tax Table (***)	✓	✗
Residency Status	✓	✓	→	Tax Table (***)	✓	✗

Notes:

* Tax table (Care Systems field) is a code which matches the ATO terminology. The match is done against the threshold, loan and residency status fields (in enableHR).

Superannuation funds

Super Fund Fields

enableHR			Care Systems			
Field	Manager UI	Employee UI		Field	Manager UI	Employee UI
Super Fund (USI)	✓	✓	→	Super Fund	✓	✗
Employee Number	✓	✓	→	Fund Member ID	✓	✗

Notes:

- Care Systems matches the USI (enableHR field) to a fund code based on SPIN. In the absence of a match, a manual entry of super details is required.
- enableHR supports up to 4 Super Funds, which will all be imported into Care Systems.
- enableHR doesn't support SMSF.

Recommended process regarding self-service updates

There are only three common fields that can be updated in both enableHR ESS and Care Systems Portal:

- Email
- Home phone
- Mobile phone

Personal Fields

enableHR			Care Systems			
Field	Manager UI	Employee UI		Field	Manager UI	Employee UI
First Name	✓	✓	→	First Name	✓	✗
Middle Name	✓	✓	→	Middle Name	✓	✗
Surname	✓	✓	→	Surname	✓	✗
Preferred Name	✓	✓	→	Preferred Name	✓	✗
Mobile Number	✓	✓	→	Mobile Phone	✓	✓
Phone Number (h)	✓	✓	→	Home Phone	✓	✓
Personal email	✓	✓	→	Email	✓	✓
Gender	✓	✗	→	Gender	✓	✗

It is recommended to disable/discourage update of personal information within Care Systems Portal and use enableHR ESS for all employee updates for personal, bank, tax & super details.

When such changes are made in enableHR ESS, notifications are sent to the payroll manager and a process must be put in place to ensure these notifications are acted upon, with manual update in Care Systems.

