Espresa

Powering Great Workplaces®

RESOURCE GUIDE

Espresa Payroll Integration: Streamlined Payroll Processing for LSAs & Recognition
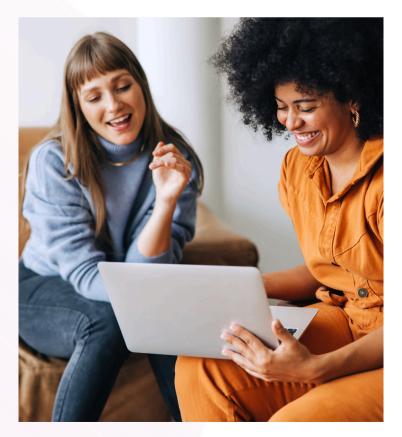
Overview

Espresa is enhancing payroll file specifications to ensure seamless integration with customer payroll systems, Workday, and compliance requirements. These updates standardize terminology, improve alignment with Espresa's Lifestyle Spending Accounts (LSA) and recognition workflows, and enhance payroll processing efficiency.

Key Updates & Alignment Areas

- **Standardization**:
    - Unified terminology, field mappings, and data formats across payroll files
- **Compliance:**
    - Adherence to tax reporting, payroll processing, and security requirements
- **Workflow Integration:**
    - Alignment with Espresa's latest LSA and recognition payout structures
- **System Compatibility:**
    - Ensuring smooth integration with customer payroll systems and Workday, including retroactive adjustments and error handling

Security & Compliance Measures

- **Encryption:**
    - All payroll files are encrypted using customer-provided PGP/GPG public keys
- **Secure Access:**
    - Authentication via SSH RSA keys for file retrieval
- **Error Handling:**
    - Processes in place for file validation, ensuring payroll accuracy

Payroll File Specs

1. **LSA Payroll File (Espresa to Customer)**
   a. **Purpose:** Facilitates reimbursement payroll processing for LSAs
   b. **Key Components:**
      i. One row per employee reimbursement
      ii. Includes employee details, reimbursement request information, expense type, and approval status
      iii. Supports compliance with tax and payroll policies
   c. **Format:** CSV/XLSX; Secure file transfer via SFTP
2. **LSA Payroll File Specification (Espresa to Workday)**
   a. **Purpose:** Ensures compatibility with Workday payroll imports
   b. **Key Components:**
      i. Standardized earning codes and deduction structures
      ii. Employee-specific payment details for accurate processing
      iii. Integrated error-handling and retroactive adjustments
   c. **Format:** CSV; Encrypted file transfer via SFTP
3. **Recognition Payroll File Specification (Espresa to Customer)**
   a. **Purpose:** Automates recognition program payouts through payroll
   b. **Key Components:**
      i. One row per recognition payout
      ii. Covers award details, recipient information, tax compliance fields
      iii. Aligned with LSA payroll processing to maintain consistency
   c. **Format:** CSV/XLSX; Secure file transfer via SFTP

Payroll File Processing Workflow

1. **Setup & Customization:**
   a. Finalize payroll file structure with Espresa Customer Success
   b. Define file specifications, including formats and delivery methods
2. **File Delivery:**
   a. Secure SFTP transfer or encrypted email delivery
   b. Unique filenames with date versions for tracking
3. **Customer Processing:**
   a. Customer retrieves file, integrates with payroll systems
   b. Payments processed in the next payroll cycle

⊘ Next Steps

For implementation support or to align Espresa payroll files with your systems, contact your Customer Success Manager or email **support@espresa.com**