Integrating your HRIS with Hive

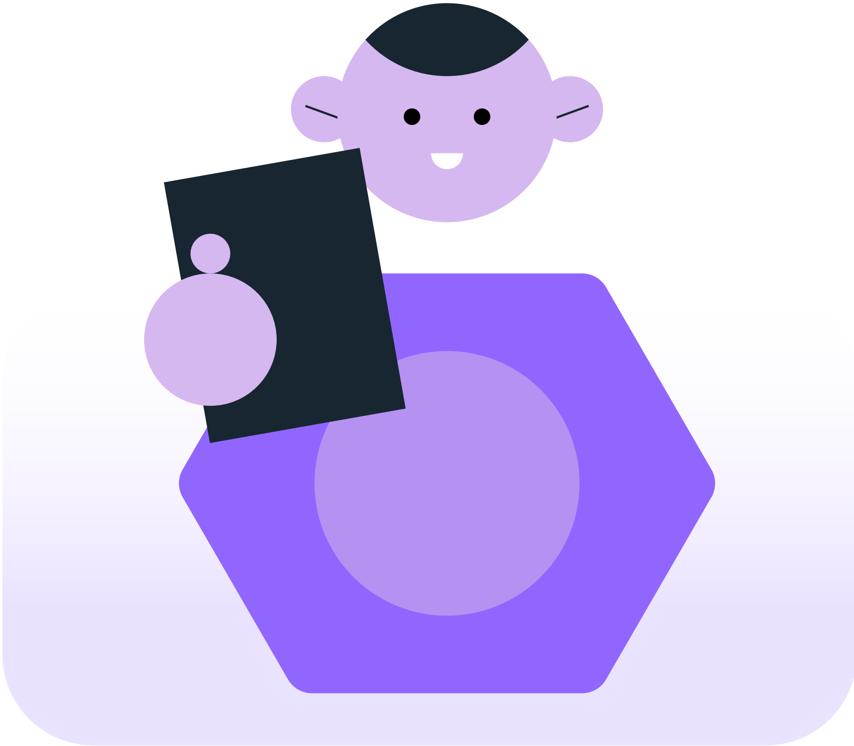
More efficiency. More accuracy. Less admin

hive

What is a HRIS Integration?

By integrating your HRIS with Hive, your employee user data will always be accurate and up to date—without you having to lift a finger. Once integrated, any changes you make in your HRIS will be automatically replicated in our platform. So you can rest assured that everyone will receive the right invitations to have their say—allowing you to fully embrace continuous listening and Hive's real-time feedback channels.

Why should you integrate your HRIS with Hive?



Work smarter, not harder - Once you've integrated, you'll never have to manually amend your user data. So one less thing on your pre-survey to-do list, and one less system to update when something changes.

Streamlined segmentation - Using the workforce demographics from your HRIS, Hive will segment employee feedback to help you spot trends giving you even more insight to answer the all-important "why?".

What we’ll need from you?

Speak to our Support team or your Hive Contact to find out if your HRIS tool is available to integrate with Hive. Once we’ve confirmed, speak with your HRIS admin, you’ll need to get a few bits of information from them:

- User credentials or API keys
- **Admin rights** - Ability to change the HRIS settings (In some cases, admin rights are needed for this).
- **Permission & Settings:** You need to have the correct permission/settings for your specific use case in the HRIS tool in place.

Every HRIS connection will be slightly different in setup but that’s not a problem! We have lots of materials to enable you and your team to set up these connections - so don’t worry. Just familiarise yourself with the material. And if any questions remain - we are here for you.

To help you make a start, we’ve provided you with an example email template:

To:

Cc:

Subject:

From:

Hi **<Name System Admin>** I’m **<your name>** from **<your team name>**.

I hope this email finds you well. I am reaching out to you with a request that I believe holds great potential to elevate our HR operations and significantly enhance our day-to-day business efficiency. We want to establish a robust API connection to our main HRIS tool **<name of the tool>** to allow for data syncs and streamlined processes with our Hive platform.

What We Need from You:

- Check out Hive’s Integration process in this guide.
- Take a look at our detailed **guides** on how to get your HRIS system ready to link up with your Hive.

We kindly ask you to help out with the prerequisites until **<add date>** so that we can improve our process.

If you have any questions please reach out at any time.

Thanks a lot for your support.

Best, **<Your Name>**

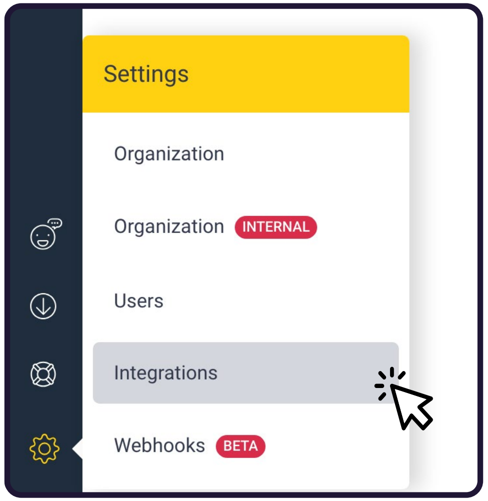
Integration Process

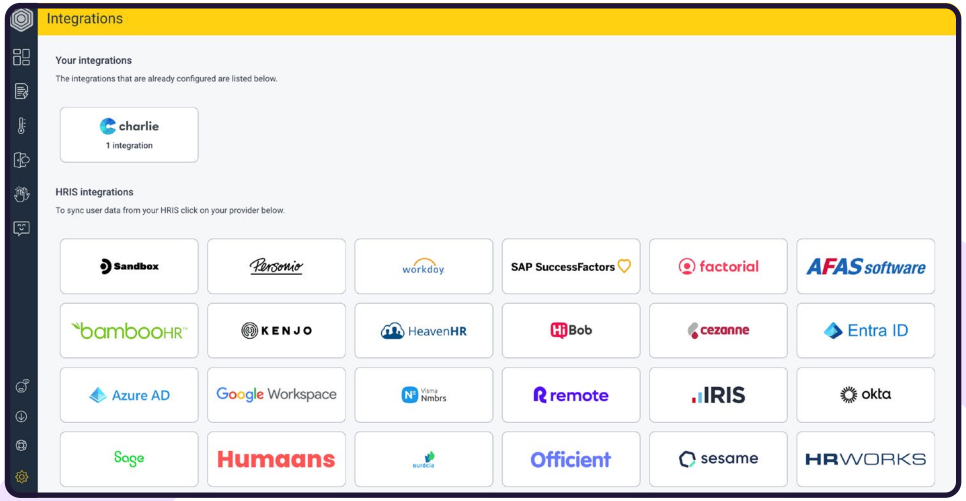
Step 1

Get in touch with your HRIS admin with the email template in this guide, and gather the information stated in our connection guide.

Step 2

Navigate to the integrations page via your Hive's settings icon.





Step 3

To set up an HRIS integration, follow these steps on the Integrations page:

1. Click on the desired HRIS tile.
2. You will be directed to a page specific to the HRIS tool you've selected.
3. Click the "Create Integration" button.
4. Review the data under ‘scope’ and enter your API credentials.

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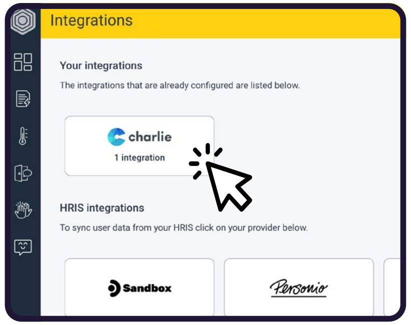

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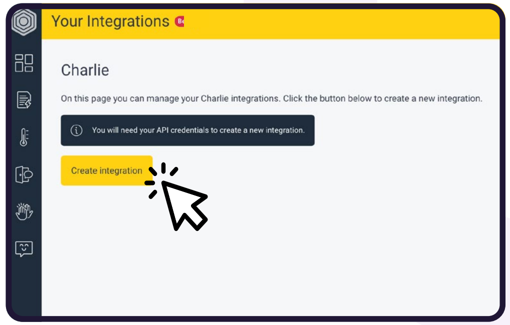

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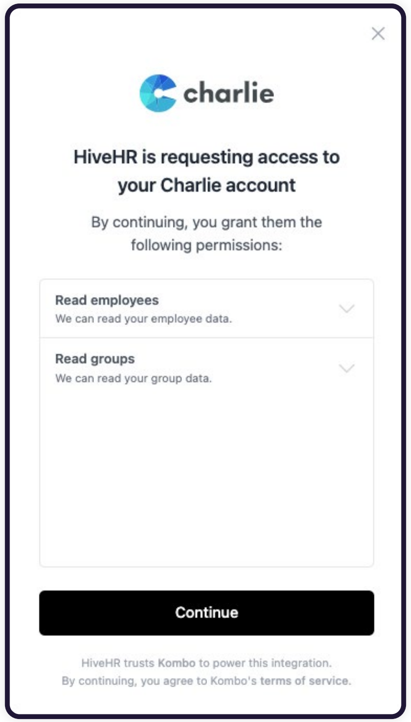

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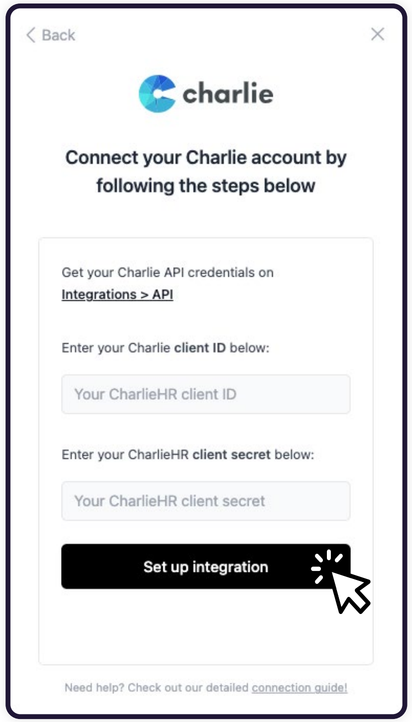
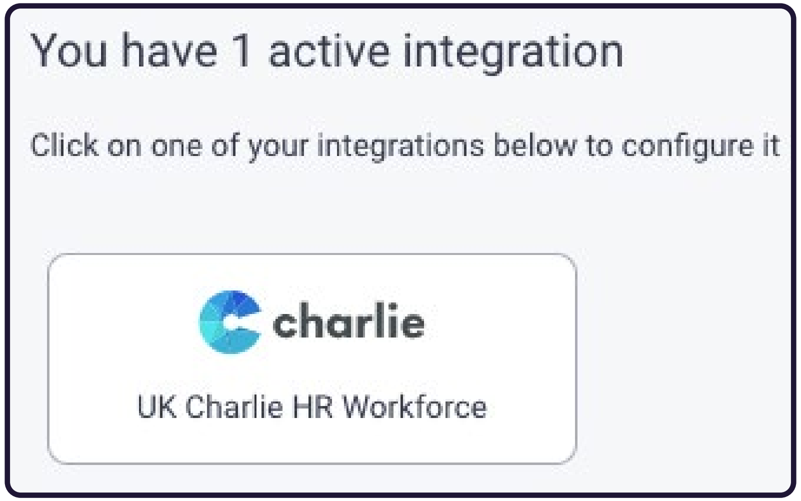


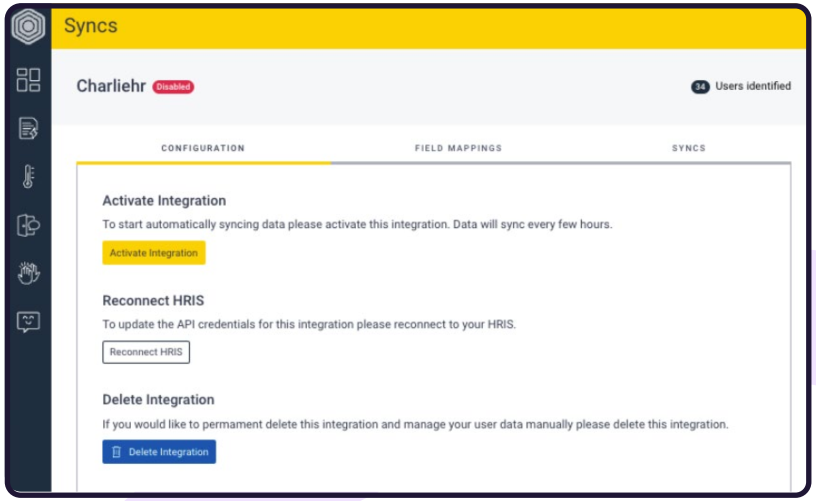
Step 4

When you have finished the connection flow you should now see your integration listed under '**active integration**'.

Step 5

To manage and activate your integration, click on the active integration box.

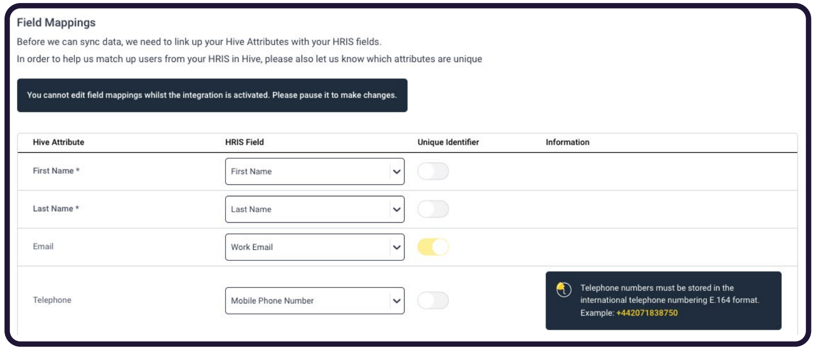




Step 6

In order to activate the integration you must go to the Field Mappings tab and map which HRIS fields should be stored against your Hive Attributes.

You must toggle the 'Unique toggle' against one of the rows that contains a unique identifier such as employee number.

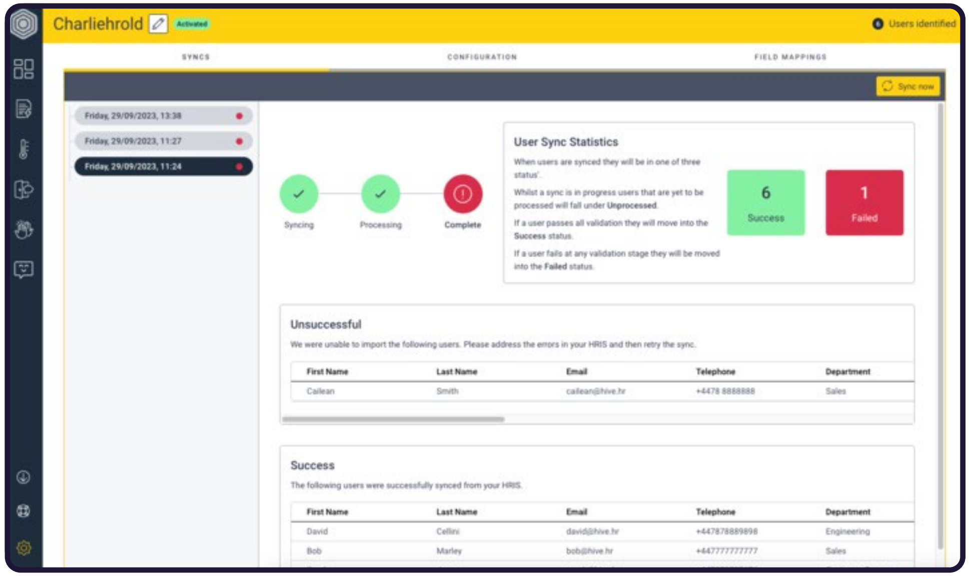


Step 7

Once the previous step has been completed and you are happy with the field mappings, click on the configuration tab and hit the **yellow activate button**.

Step 8

You'll now have a green activate button at the top of your screen. Click on the syncs tab and hit 'sync now'. You'll now see your sync in progress but make sure to look out for any validation errors.



Things to be aware of...

Once you've integrated, all employee data will come directly from your HRIS.

Once a user is synced, any mapped fields cannot be edited via Hive, however, any custom attributes that are set up that are not mapped to HRIS fields can be managed in Hive. Any user access and permissions will still be managed from within Hive.

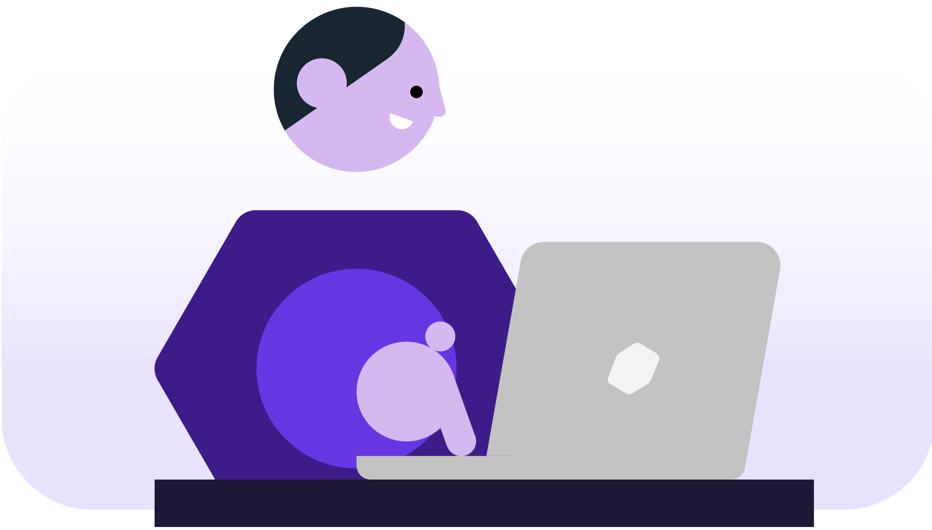
Mobile phone numbers have no formatting applied so if they are not stored in the E164 format ("+447878787878") format this will cause that user sync to fail.

Locale can be synced if stored in the same format used in a user data upload "en" / "fr" etc. Only the locales enabled on the Hive can be synced. Available locales are displayed on the HRIS Integration > Field Mappings tab.

Timezone can be synced if stored in the same format used in a user data upload "Europe/London" etc. Available timezones are displayed on the HRIS Integration > Field Mappings tab.

To reduce the risk of integration errors it is recommended that all Hive attributes are marked as non-required.

If you have any custom fields within your HRIS, please make your Hive contact aware. Not all custom fields will sync automatically and require additional work from the Hive Support team.



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