TriNet + Integration User Guide

Overview

The integration between TriNet and Multiplier allows your HR Personnel to access certain information of your international workers ("professionals") from Multiplier that is displayed in TriNet's platform via Single Sign-On.

Professional's Data

Single Sign-On

Data Sync

The synchronization of international workers' information between TriNet and Multiplier allows you to view your entire company roster in a single place in TriNet.

Multiplier professionals will be added to TriNet as international workers, and the two systems will sync continuously to keep the international workers' data viewed in TriNet up to date. You are still expected to manage your global workforce in the Multiplier system.

With the integration enabled, all Multiplier professionals will be loaded in TriNet as follows:

1. All international workers will be added to one single department called **MP - International Workers**.
2. A unique work location will be created for each country you manage professionals for in Multiplier. The location will be named **MP - country code**.
3. The following information will be shared between the systems for each of your international workers:
    a. Name (primary and preferred)
    b. Home Address
    c. Job Title
    d. Work Email
    e. Work Phone
    f. Start Date/Seniority Date

   Only professionals with statuses of **Active** will be synced. All others will be ignored.
4. Once the international workers are added to the TriNet platform, the following events will be tracked in Multiplier and will be reflected in TriNet:
    a. Termination
    b. Job Title change
    c. Name change
    d. Home address change
    e. Work contact Information (email, phone) change

Once synced, Multiplier's managed international workers will be available in the following functions in TriNet:
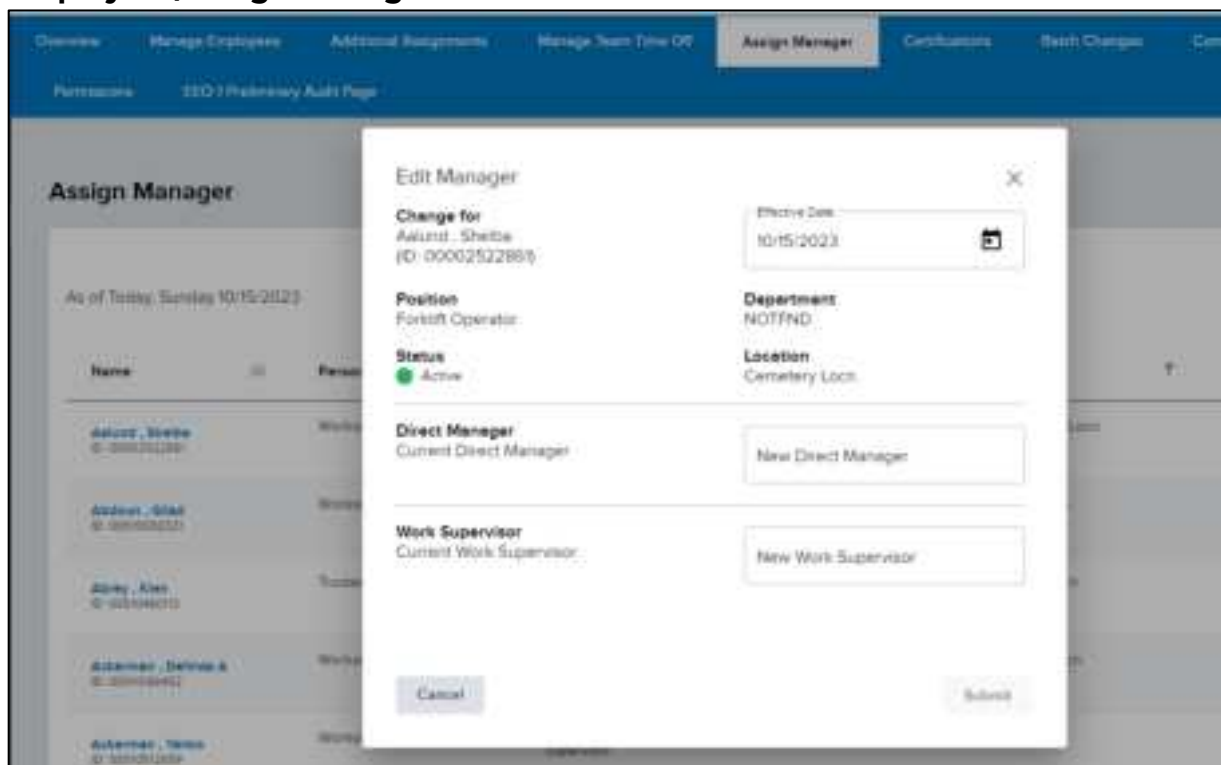
1. Company Directory
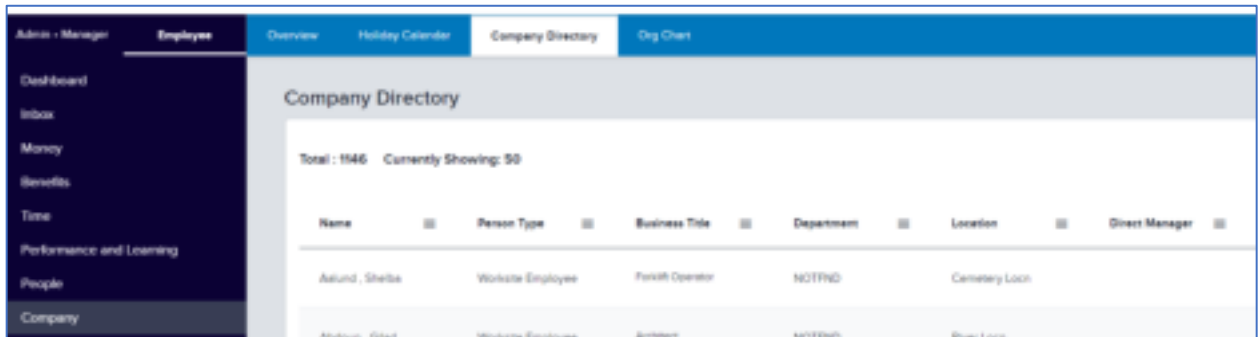
2. Company Org Chart
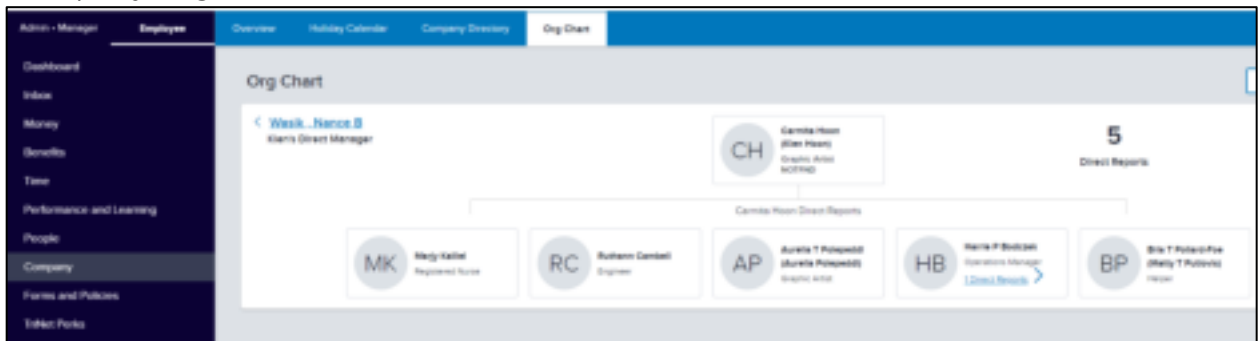
3. Census Report

You will also be able to assign the manager role to international workers via the **Employees/Assign Manager** function.

Single Sign-On

Upon configuration of the integration, single sign-on between TriNet and Multiplier will be enabled to allow you to launch Multiplier directly from the TriNet platform and automatically log in.

The following permissions will be able to access Multiplier:

- HR Security
- HR Authorizer
- HR Administrator
- Payroll Entry

The single sign-on will auto-provision admins on the Multiplier site if they do not exist. The following role mapping will be applied when auto-provisioning administrators:

TriNet Role	Multiplier Role
Payroll Entry - only	Payroll access
All other role combinations	Admin

In this scenario:

1. TriNet serves as an Identity Provider.
2. Multiplier serves as a Service Provider.

Section 1: Set up Integration with Multiplier

Step 1: Configure the Integration in TriNet

- Click on **Marketplace** in the navigation menu.
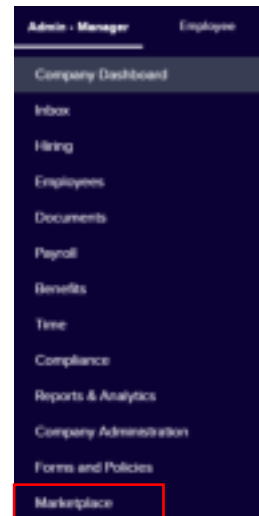
- Under **All Apps**, search for the **Multiplier** card and click **View Details**.
- Click **Set up Integration**.

- Click **Accept**
- The access keys are now generated. This is the **only** time you will see the access keys. It is NOT recommended to store them on your computer. Instead, please go to the Multiplier platform in another tab to complete the integration setup.

Step 2: Configure the Integration in Multiplier
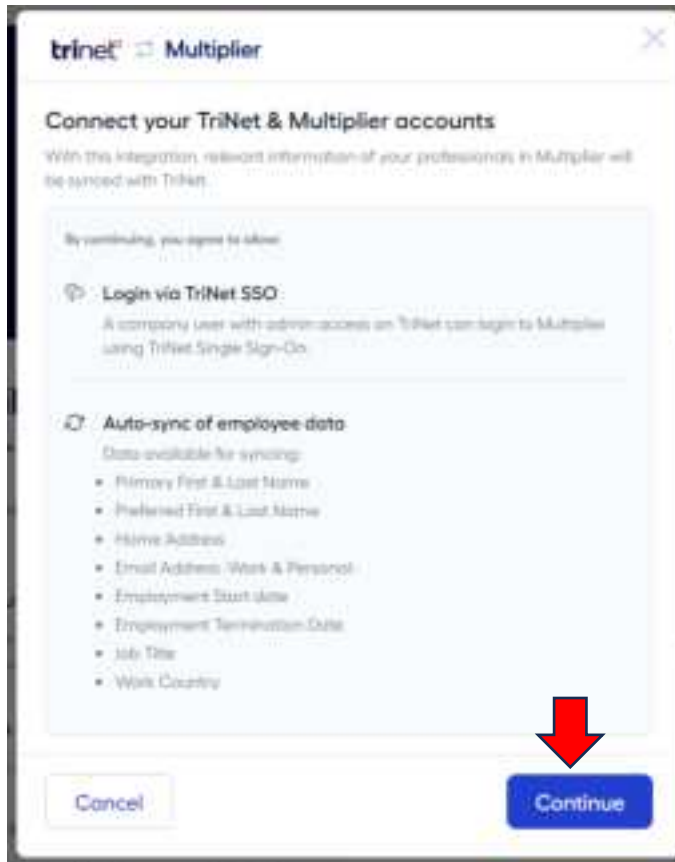
Log in to Multiplier as a company administrator and locate TriNet in the Settings> Integrations section:
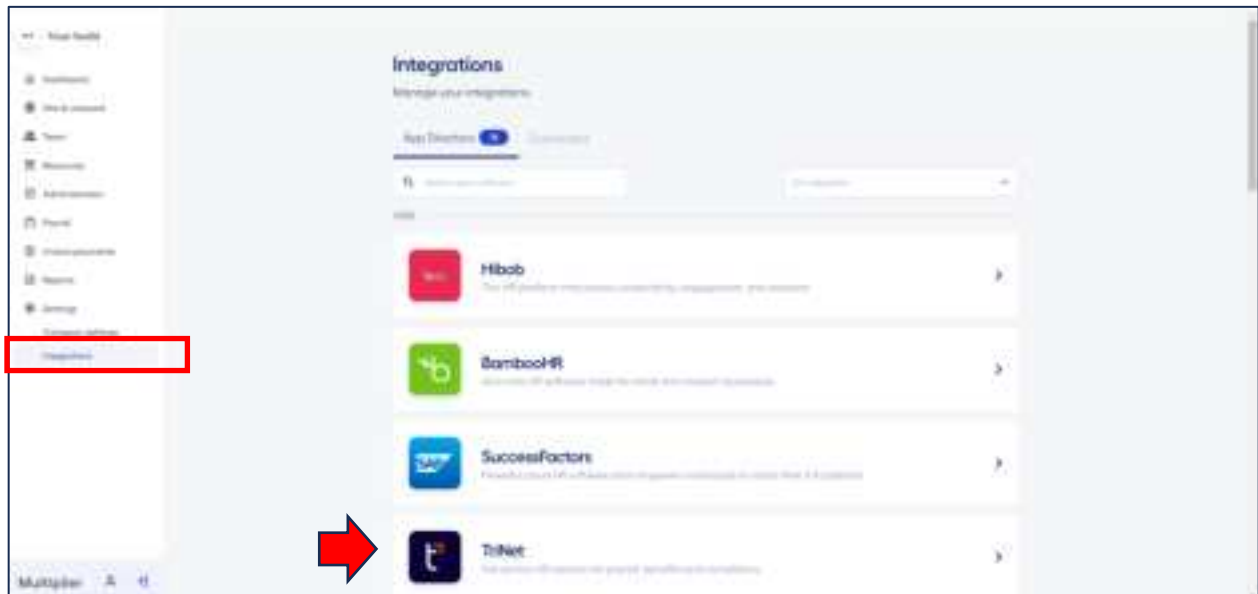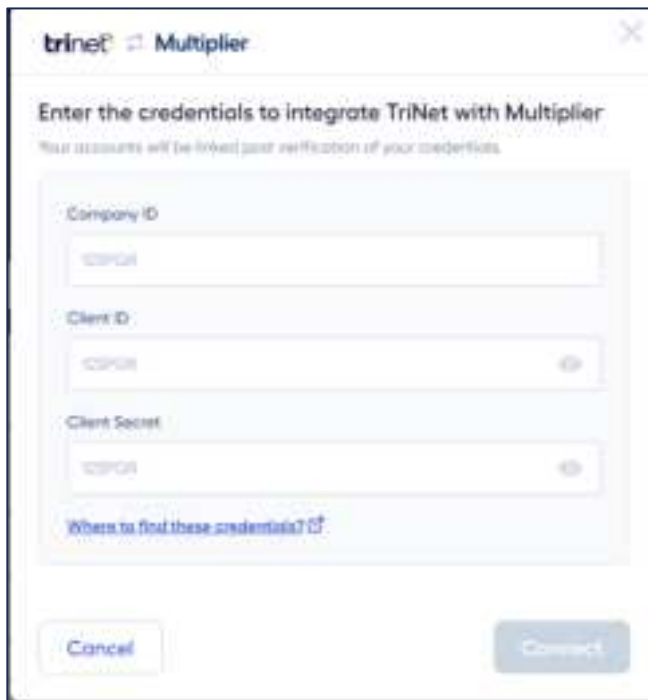

- Click **Connect for free**:
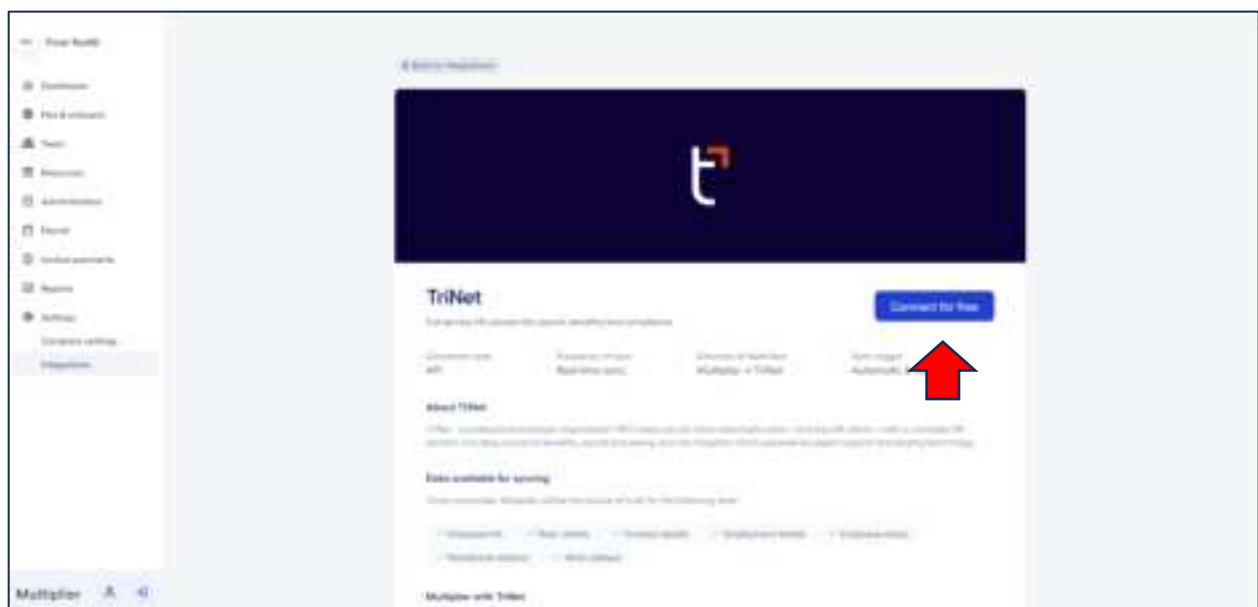
- Click **Continue**.

- Copy/Paste the credentials from the TriNet Integration Center and click **Connect**:

- The integration is now enabled.

- Now you can complete the integration on the TriNet side. Click **OK.**

Multiplier will now be available under the **My Connected Apps** section.
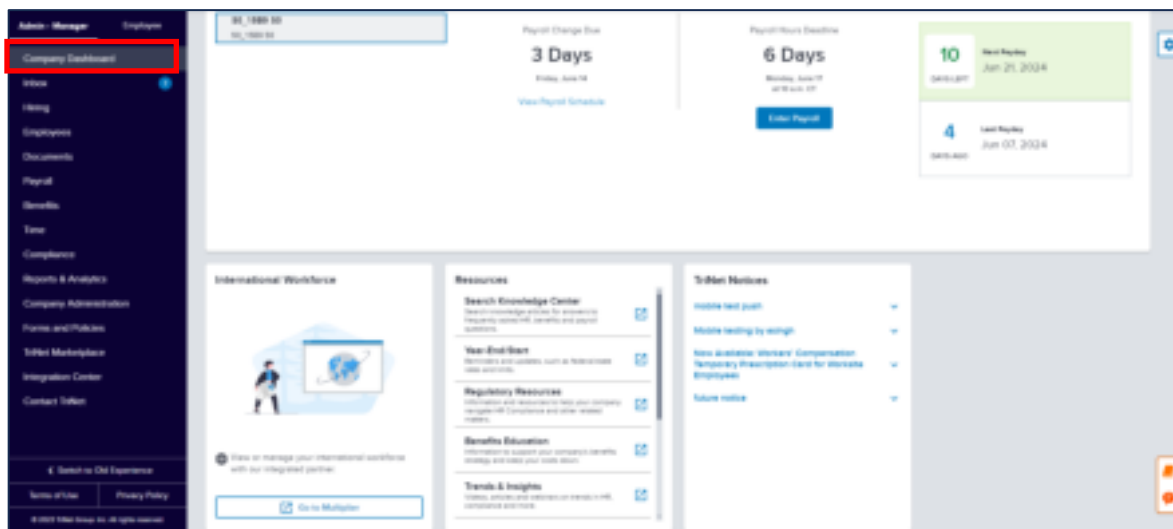
Section 2: SSO to Multiplier

Once the integration is enabled, authorized personnel will have access to Multiplier directly from the TriNet platform.

The following permissions will see the Multiplier links throughout the portal:
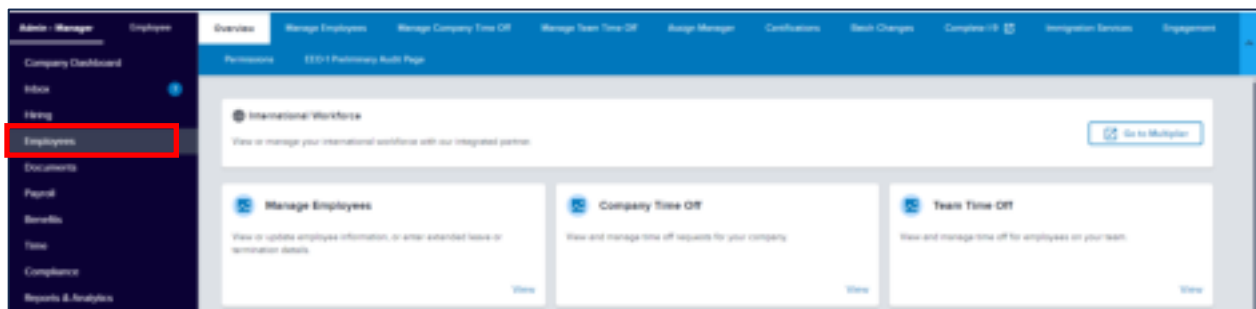
- HR Security
- HR Authorizer
- HR Administrator
- Payroll Entry

Access to Multiplier will be visible in:

1. Company Dashboard:

2. Employees:

3. Manage Employees:

Section 3: Disconnecting the Integration

Disconnecting the integration will stop both:

- Data Integration
- Single Sign-On logic

To properly disconnect the integration and avoid any errors, please disconnect in the following order:

1. Multiplier
2. TriNet

Disconnect in Multiplier

- In Multiplier, locate the TriNet integration in Partners Integrations and click **Details.**
-
- Click **Settings** and delete the integration**.**
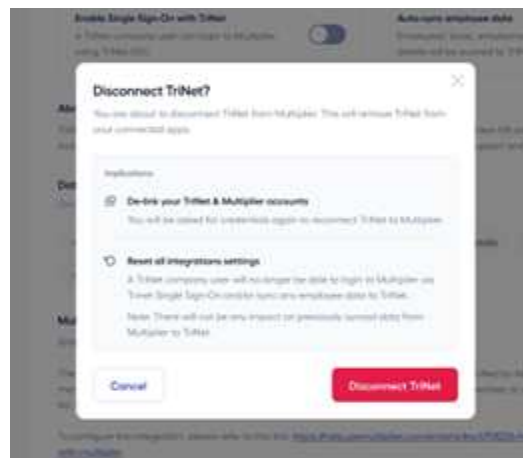
The data synchronization is now stopped, **but it is important to disconnect the integration on the TriNet side as well**.

Disconnect in TriNet

- In Marketplace under **My Connected Apps**, locate the Multiplier app and click **Disconnect.**

It is important to disconnect in TriNet as well so that API access keys are removed and can no longer be used.