

# TriNet + Oyster Integration User Guide

## Overview

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



## Data Sync

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

Oyster 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 Oyster system.

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

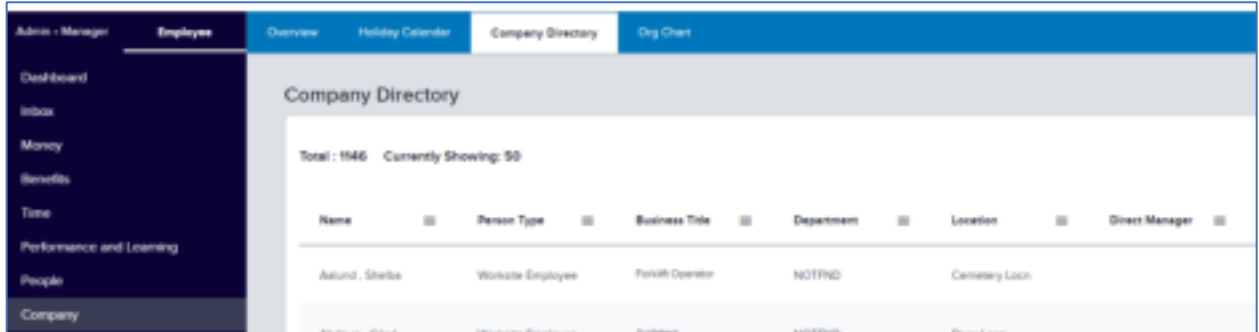
1. All international workers will be added to one single department called **OY - International Workers**.
2. A unique work location will be created for each country you manage professionals for in Oyster. The location will be named **OY - country code**.
3. The following information will be shared between 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** and **Terminating** 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 Oyster 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, Oyster's managed international workers will be available in the following functions in TriNet:

### 1. Company Directory



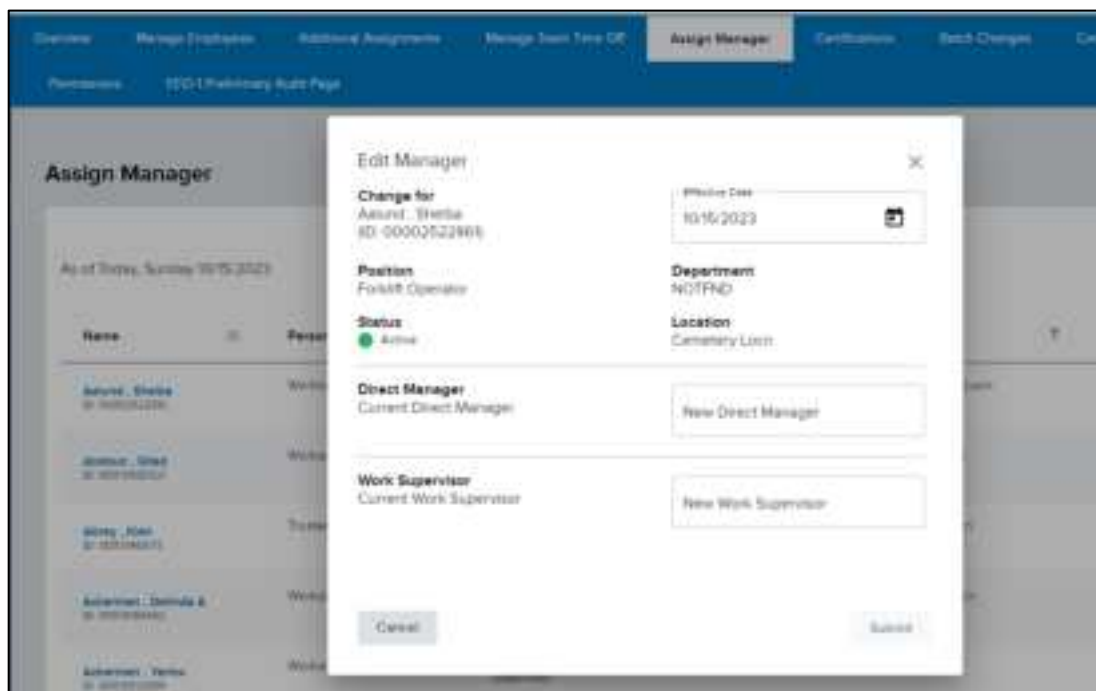
Name	Person Type	Business Title	Department	Location	Direct Manager
Aulund, Sherba	Worksite Employee	Forklift Operator	NOTING	Cemetery Lock	

### 2. Company Org Chart



### 3. Census Report

You will also be able to assign the manager role (for Org Chart, Directory and Reporting purposes) to international workers via the **Employees/Assign Manager** function.



## Single Sign-On

Upon configuration of the integration, Single Sign-On between TriNet and Oyster will be enabled to allow you to launch Oyster directly from the TriNet platform and automatically log in.

The following permissions will be able to access Oyster:

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

For SSO to be successful, the Company Administrator in Oyster will need to create admins manually in the Oyster platform to link accounts.

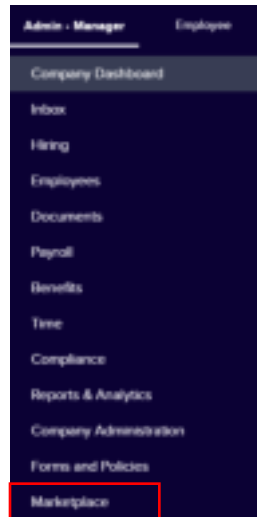
In this scenario:

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

## Section 1: Set up Integration with Oyster

### Step 1: Configure the Integration in TriNet

- Click on **Marketplace** in the navigation menu.



- Under **All Apps**, search for the **Oyster** card and click **View Details**.
- Click **Set up Integration**.



- Click **Accept**.

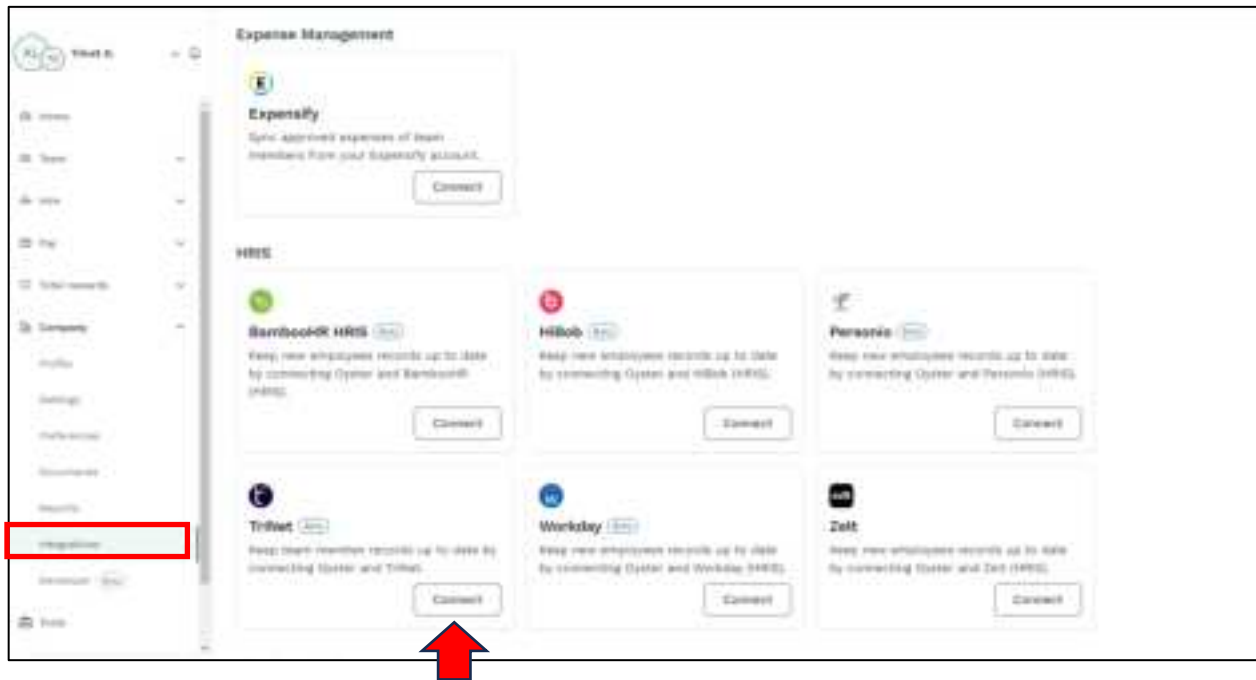
- The access keys are now generated.



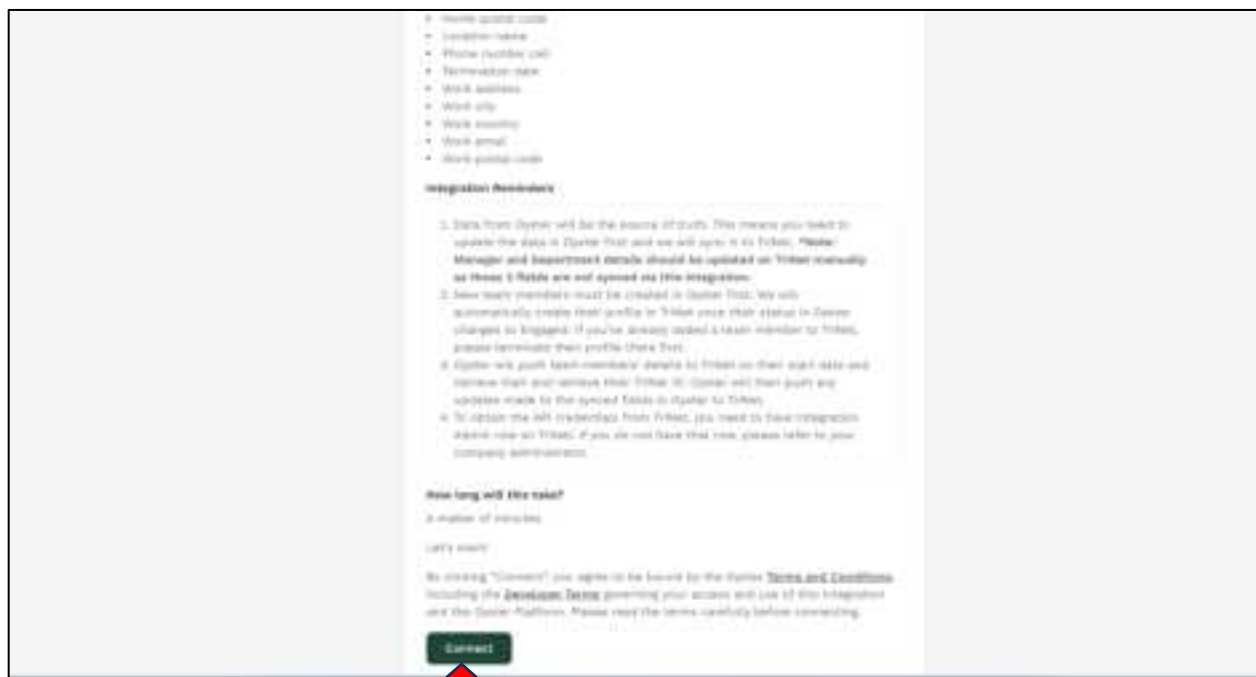
- This is the **only** time you will see the access keys. It is NOT recommended to store them on your computer. Instead, please go to the Oyster platform in another tab to complete the integration setup.

## Step 2: Configure the Integration in Oyster

Log in to Oyster as a company administrator and locate TriNet in the Company Integrations section:



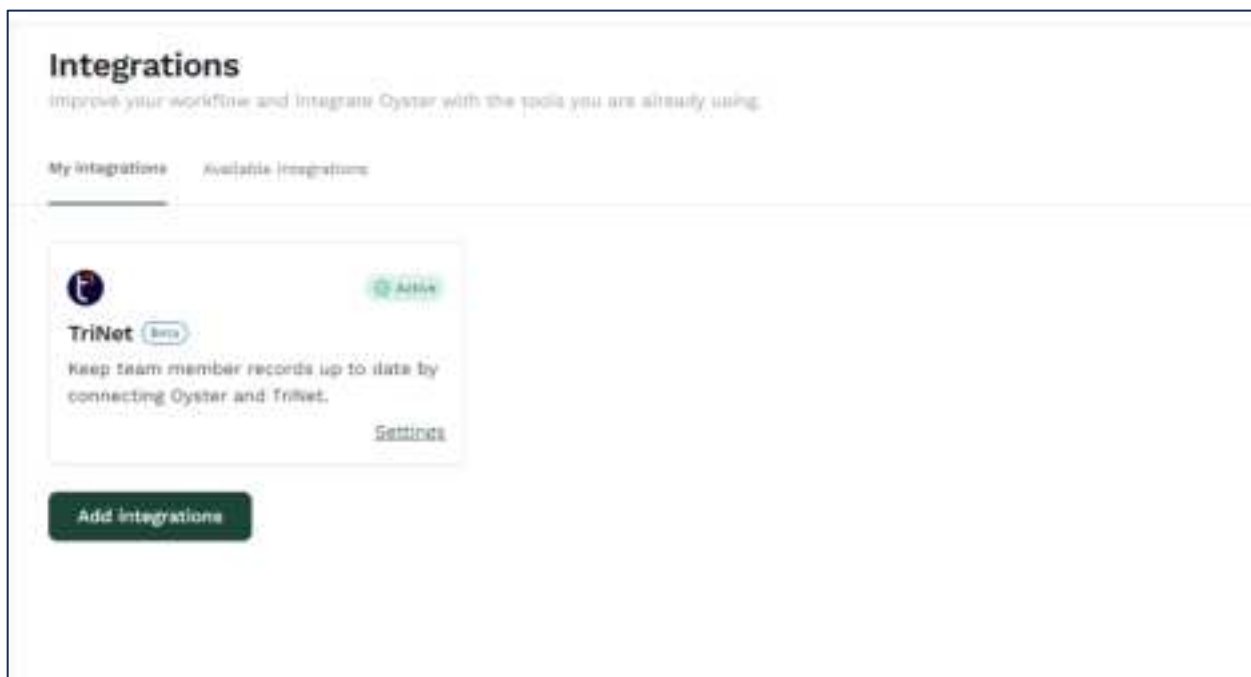
- Click **Connect**.



- Click **Connect**.

[illegible]

- Copy/Paste the credentials from the TriNet Integration Center and click **Submit**.



- The integration is now enabled.





## Section 2: SSO to Oyster

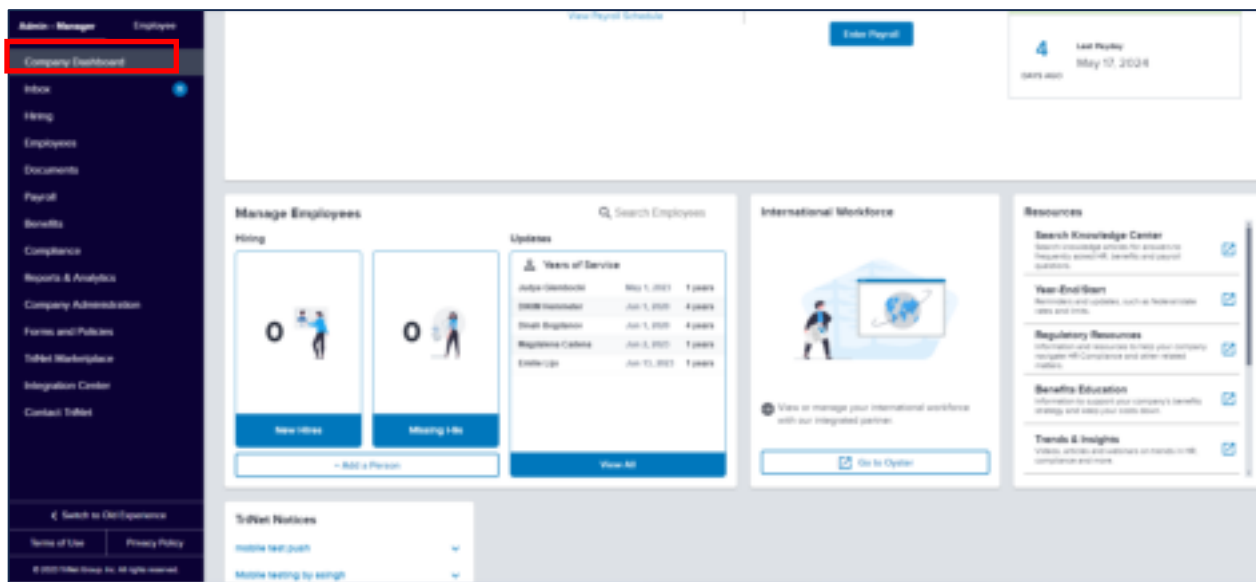
Once the integration is enabled, authorized personnel will have access to Oyster directly from the TriNet platform.

The following permissions will see the Oyster links throughout the portal:

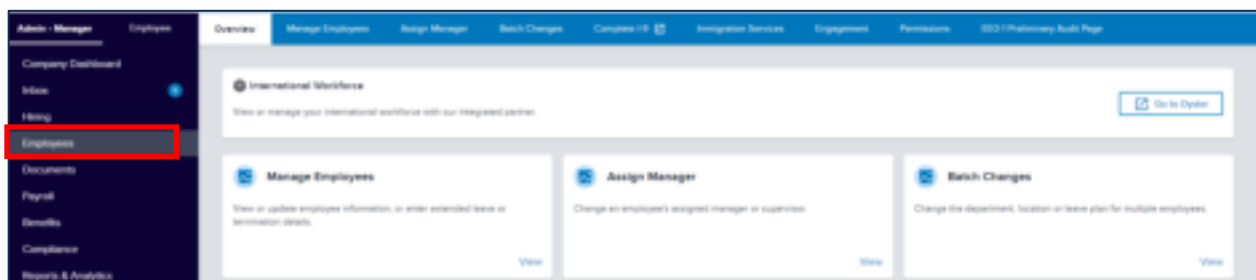
- HR Security
- HR Authorizer
- HR Administrator
- Payroll Entry

Access to Oyster will be visible in:

1. Company Dashboard:



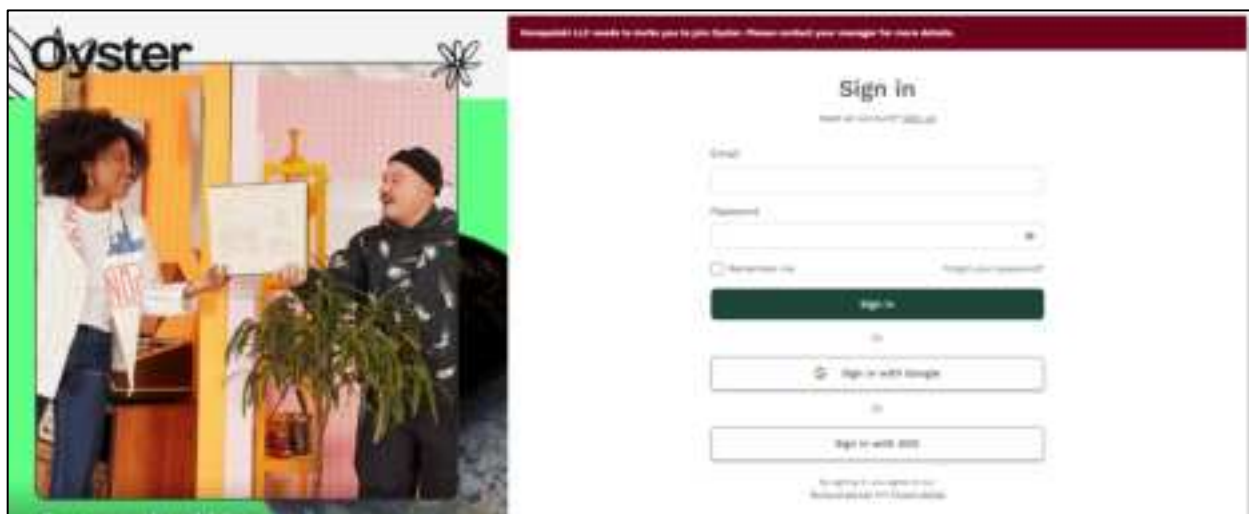
2. Employees:



### 3. Manage Employees:



**Note:** Although all specified role holders will have access to SSO from the TriNet platform side, they must be manually provisioned on the Oyster platform before the SSO is successful. Otherwise, they will be presented with the following logon error:



## 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. Oyster
2. TriNet

### Disconnect in Oyster

- Locate the TriNet integration in Partners Integrations and click **Details**.

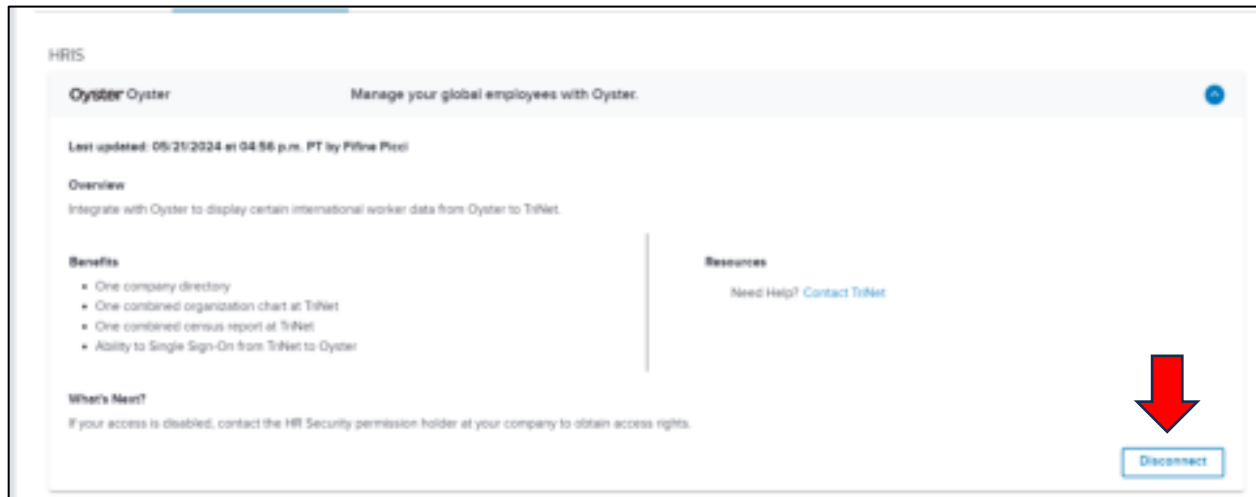


- Click **Settings** and delete the integration.

The data synchronization is now stopped, but it is important to disconnect the integration on the TriNet side as well.

### Disconnect in TriNet

- Under **My Connected Apps**, locate the Oyster app and click **Disconnect**.



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

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