

Hooray Health Integration

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Overview

With the Hooray Health integration with TempWorks, you are able to offer unique benefit plans for employees, designed specifically for their needs. Utilizing a proprietary network of Retail Clinics and Urgent Care Facilities, as well as Telemedicine services, prescriptions and specialty care discounts; Hooray Health plans offer accessible care at home or on the go.

Note This integration requires additional licensing and an existing relationship with Hooray Health.

For more information and to start the setup process, please contact your TempWorks Account Manager.

Permission Requirements

Users are required to have the following permissions to utilize the Hooray Health integration:

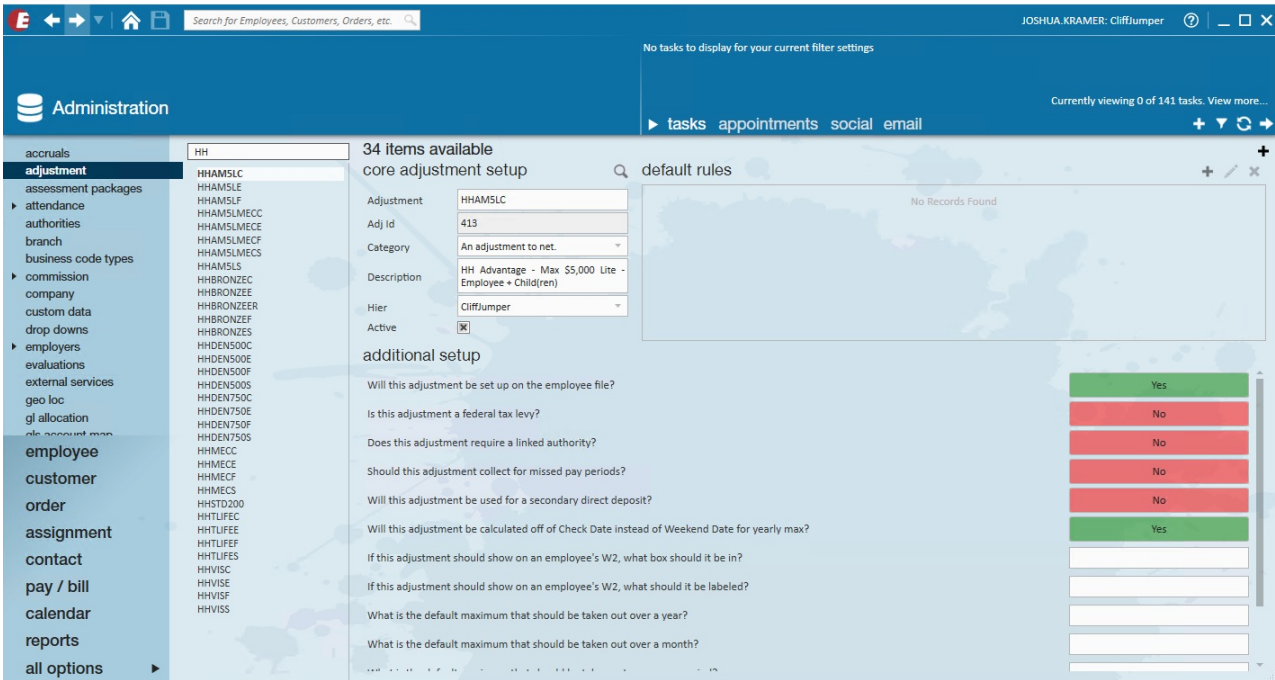
- Standard administrative Sec Roles that allow the ability for the following:
 - Adding/modifying adjustments within Enterprise Administration.
 - Updating information within Drop Downs within Enterprise Administration.
- Standard payroll Sec Roles that allow the ability to import and export from Pay/Bill within Enterprise.

Creating Adjustments

During setup of the Hooray Health integration, you will add the appropriate adjustments based on the plans being offered by Hooray Health.

Note If you would like assistance with this process, please contact your TempWorks Account Manager.

Navigate to Enterprise > All Options > Administration > Adjustment:



Select the "+" at the top right to add a new adjustment.

Within the "Core Adjustment Setup" window, complete the setup of the adjustment based on the requirements of Hooray Health.

Note For more information on how to setup an adjustment within Enterprise, please see the article titled [Enterprise - How to Setup Adjustments in Administration](#)

Mapping Adjustments

Once the adjustments have been created, you will need to map them to their respective Hooray Health plan and tier.

Note If you would like assistance with this process, please contact your TempWorks Account Manager.

Navigate to Enterprise > All Options > Administration > Drop Downs > "Hooray Health Adj Mappings":

Administration

Search for Employees, Customers, Orders, etc.

JOSHUA.KRAMER: CliffJumper

No tasks to display for your current filter settings

tasks appointments social email

Currently viewing 0 of 141 tasks. View more...

drop down data

id	Hierarchy	Plan Name	Tier	Adjustment Type	Employer Portion Adjustm...
5	CliffJumper	MetLife Dental 500 Plan	Employee Only	HHDEN500E	
6	CliffJumper	MetLife Dental 500 Plan	Employee + Spouse	HHDEN500S	
7	CliffJumper	MetLife Dental 500 Plan	Employee + Child(ren)	HHDEN500C	
8	CliffJumper	MetLife Dental 500 Plan	Employee + Family	HHDEN500F	
17	CliffJumper	MetLife Vision Plan	Employee Only	HHVISE	
18	CliffJumper	MetLife Vision Plan	Employee + Spouse	HHVISS	
19	CliffJumper	MetLife Vision Plan	Employee + Child(ren)	HHVISC	
20	CliffJumper	MetLife Vision Plan	Employee + Family	HHVISF	
1	CliffJumper	MetLife Dental 750 Plan	Employee Only	HHDEN750E	
2	CliffJumper	MetLife Dental 750 Plan	Employee + Spouse	HHDEN750S	
3	CliffJumper	MetLife Dental 750 Plan	Employee + Child(ren)	HHDEN750C	
4	CliffJumper	MetLife Dental 750 Plan	Employee + Family	HHDEN750F	
23	CliffJumper	MetLife Term Life Plan	Employee Only	HHTLIFEE	
21	CliffJumper	MetLife Term Life Plan	Employee + Spouse	HHTLIFES	
22	CliffJumper	MetLife Term Life Plan	Employee + Child(ren)	HHTLIFEC	
24	CliffJumper	MetLife Term Life Plan	Employee + Family	HHTLIFEF	
25	CliffJumper	MetLife STD 200 Plan	Up to \$200 Weekly Benefit	HHSTD200	
34	CliffJumper	Vault Bronze USA MVP Plai	Employee Only	HHBRONZEE	HHBRONZEER
36	CliffJumper	Vault Bronze USA MVP Plai	Employee + Spouse	HHBRONZES	HHBRONZEER
35	CliffJumper	Vault Bronze USA MVP Plai	Employee + Child(ren)	HHBRONZEC	HHBRONZEER
33	CliffJumper	Vault Bronze USA MVP Plai	Employee + Family	HHBRONZEF	HHBRONZEER
0	CliffJumper	Vault Bronze USA MVP Plai	Employee + Family	HHBRONZEF	HHBRONZEER

Select the "+" at the top right corner to add a new adjustment mapping.

Within the new row, select the following within the drop downs:

- Plan Name
- Tier
- Adjustment Type
- (If Required) Employer Portion Adjustment

drop down data

id	Hierarchy	Plan Name	Tier	Adjustment Type	Employer Portion Adjustm...
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25	CliffJumper	MetLife STD 200 Plan	Up to \$200 Weekly Benefit	HHSTD200	
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35	CliffJumper	Vault Bronze USA MVP Plai	Employee + Child(ren)	HHBRONZEC	HHBRONZEER
0	CliffJumper	Vault Bronze USA MVP Plai	Employee + Family	HHBRONZEF	HHBRONZEER

Once the information has been selected within the row, select the "Save" icon at the top left to add the adjustment mapping to the list:

The screenshot shows the 'Administration' section of the Enterprise software. The 'drop down data' table is displayed with the following columns: Id, Hierarchy, Plan Name, Tier, Adjustment Type, and Employer Portion Adjustm... The table contains 36 rows of data. The last row (Id: 0) has a dropdown menu open, showing 'HHBRONZEER' as the selected option.

Id	Hierarchy	Plan Name	Tier	Adjustment Type	Employer Portion Adjustm...
5	CliffJumper	MetLife Dental 500 Plan	Employee Only	HHDEN500E	
6	CliffJumper	MetLife Dental 500 Plan	Employee + Spouse	HHDEN500S	
7	CliffJumper	MetLife Dental 500 Plan	Employee + Child(ren)	HHDEN500C	
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35	CliffJumper	Vault Bronze USA MVP Plai	Employee + Child(ren)	HHBRONZEC	HHBRONZEER
0	CliffJumper	Vault Bronze USA MVP Plai	Employee + Family	HHBRONZEF	HHBRONZEER

Repeat this process for any remaining mappings that need to be completed.

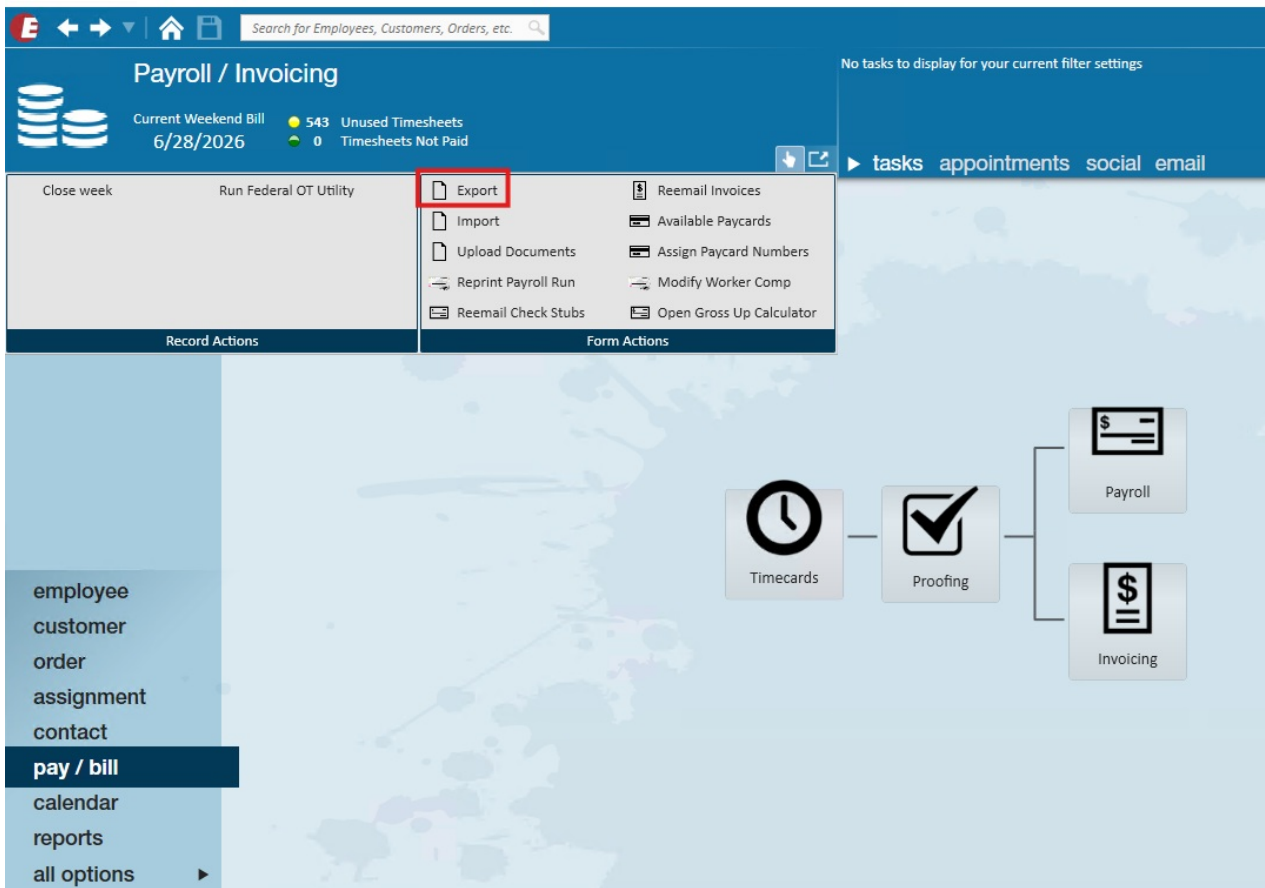
Completing Payroll

Once the adjustments have been added and mapped within Enterprise, payroll can be completed via the standard process.

Generating the Export

Once payroll has been completed and the week has been closed, you will need to send information on all checks that were processed (with or without Hooray Health eligibility) to Hooray Health so benefits can be determined.

Navigate to Pay/Bill > Action's Menu > Export:



Within the "Export File" window, enter/select the following:

- **Category:** Hooray Health
- **Procedure:** HH Weekly Payroll File
- **Parameters:**
 - **Start Date:** The **previous** Weekend Bill date
 - **End Date:** Same as "Start Date", the **previous** Weekend Bill date
 - **EINC:** Leave blank to include all checks across all applicable EINC's

Note For example, if the current Weekend Bill date is 6/28, then we would want to have the Start and End Date fields be the previous Weekend Bill date of 6/21.

export file

select category
Hooray Health

select procedure
HH Weekly Payroll File

parameters
Start Date 6/21/2026
End Date 6/21/2026
EINC

Close Export File

Once the information has been entered, select "Export File" and save in a convenient location on your computer.

Uploading the Export File to Hooray Health

With the export file in hand, navigate to the Hooray Health portal and upload the export file.

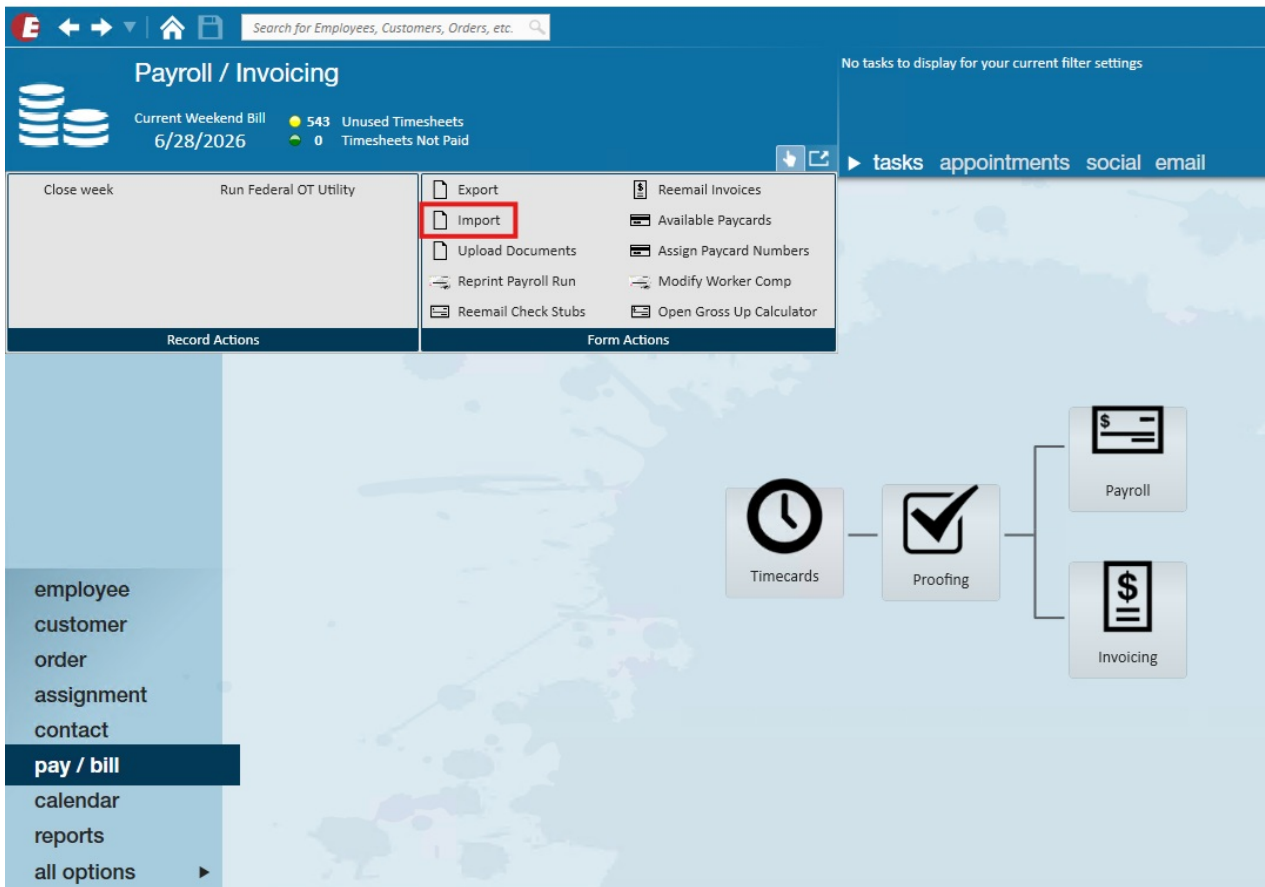
Hooray Health will then use the data from the export to determine what amounts (if any) were deducted from employee checks.

Importing the Hooray Health File

Before completing payroll for the new week, Hooray Health will provide you with a file that will need to be imported within Enterprise.

This import file maps to employee records and adjustment types, then deactivates, updates, and/or inserts adjustments on the employee record(s).

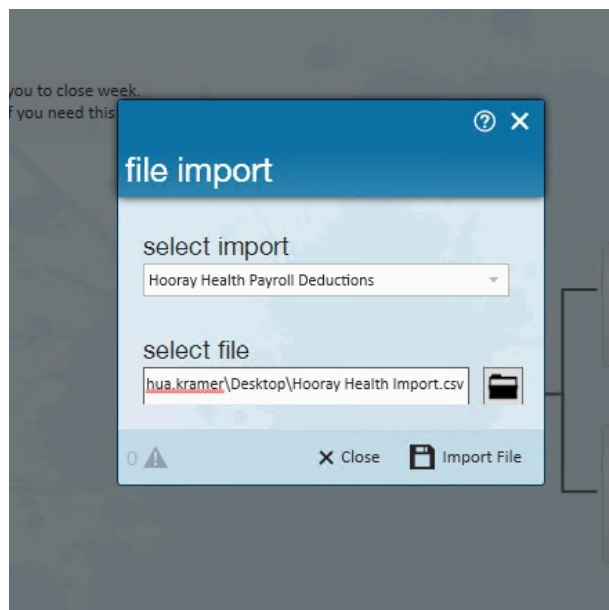
Navigate to Enterprise > Pay/Bill > Action's Menu > Import:



Within the "File Import" window, select the following:

- **Import:** Hooray Health Payroll Deductions
- **File:** Select the import file that had been provided by Hooray Health

Note The import will need to be a .csv file.



Once the options have been selected, select "Import File" to complete the import process.

With the file imported, the appropriate adjustments based on the Hooray Health plan/tier will have been either added, updated, or deactivated on the respective employee record(s).

Troubleshooting

Import Error

You may receive the following error when importing the Hooray Health file into Enterprise:

- "Following Employees do not match a record or have missing data in Import. ... Bad Employees: ... Please Correct or Remove and re-Import File"

This error is shown...

- If the Employee ID in the import file does not exist in your system or if there is no Employee ID found (blank in the file and could not be mapped using the SSN column).
- If the deduction amount in the file is blank or negative, if the employer portion amount in the file is negative, or if an Adjustment ID was not found during the mapping of the adjustment step.
- If the employer contribution amount in the file is $\neq 0$ and an Adjustment ID was not found for the employer portion during the mapping of the adjustment step.

Related Articles
