



RUNNING INTEGRATION INT033 – CREDIT UNION FILE

THIS GUIDE IS FOR: SOO Agency Payroll Partners

Integration INT033 is used to produce a file that is sent to either Oklahoma's Credit Union or Credit Union One. It should be manually run after payroll processing. Note: It is based on the **Pay Date** not the pay period. You **MUST** use **Pay Date**.

1. Once logged into Workday@OK, type **Launch/Schedule Integration** into the **Search** bar.
2. The **Integration** dialog box will appear. Enter the name of the integration – INT033. Select **Enter** to select the integration. Leave the **Run Frequency** as **Run Now** and select the **OK** button.
3. The **Schedule an Integration** screen will appear.
4. Please use the following parameters to run the integration:
 - a. **From Date** – The beginning range for the **Pay Date**.
 - b. **To Date** – The end of the **Pay Date**.
 - i. **Note:** *These can be the same date. If you have a Pay Date of 8/26/2022 and only want to capture that date, put 8/26/2022 in both boxes. If you use a range, it will look for any pay dates in between those dates.*
 - c. **Agency** – The agency this is being run for.
 - d. **Deduction** – This should only be run for Oklahoma's Credit Union (AU02) or Credit Union One (AU04). You should now be limited to those options.
5. Select the **OK** button to launch the integration after you make your selection.
6. The integration should complete within a minute. When the process completes, it will automatically send the file to the appropriate folder on the SFTP server.
7. The integration is complete.