TriNet Global User Guide

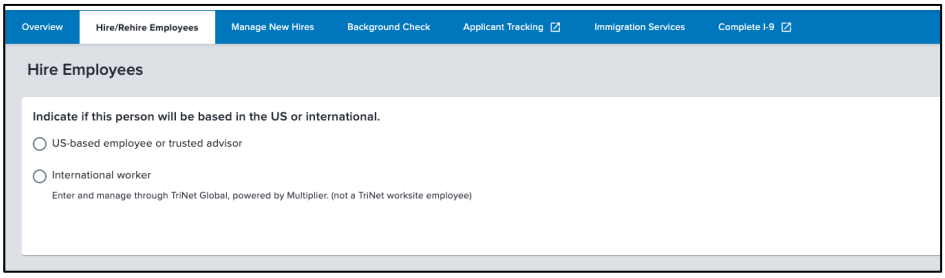
Overview

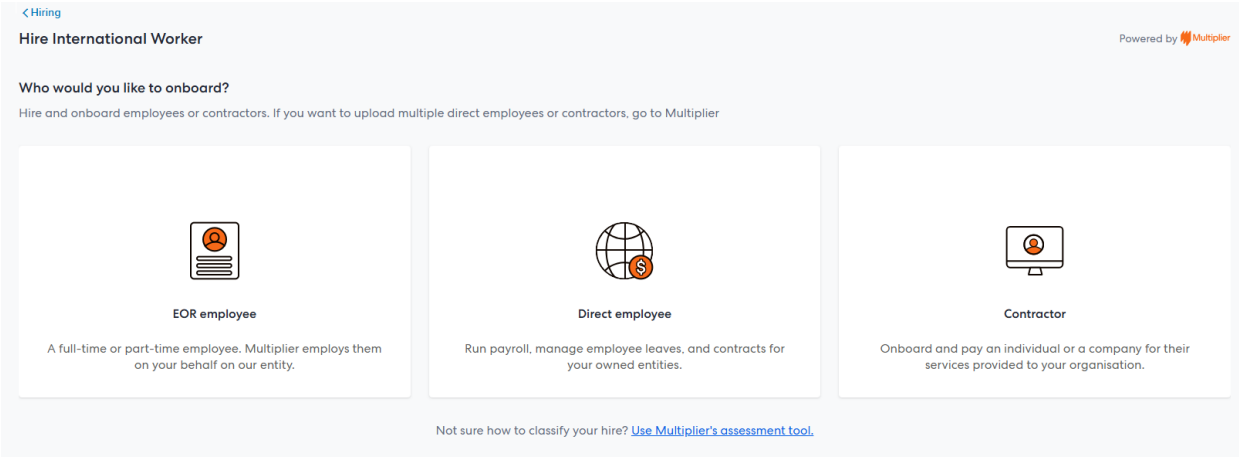
Multiplier and TriNet have partnered to revolutionize the global HR landscape. Businesses worldwide can now access a world-class, integrated, EOR, COR, PEO, and Global Payroll solution to drive their growth. The combination of TriNet and Multiplier optimizes global hiring, streamlines global payroll, simplifies HR processes, and enhances employee benefits, empowering small and medium-sized businesses to concentrate on growth while effectively managing a distributed workforce.

Through TriNet Global, powered by Multiplier, companies gain flexible support for any employment model –whether EOR, COR or PEO–along with automated onboarding, always-on compliance and payroll across 150+ countries. With cutting-edge technology and industry-leading local support at its foundation, TriNet delivers a scalable way for organizations to expand their global teams quickly and compliantly, and the tools to ensure they thrive.

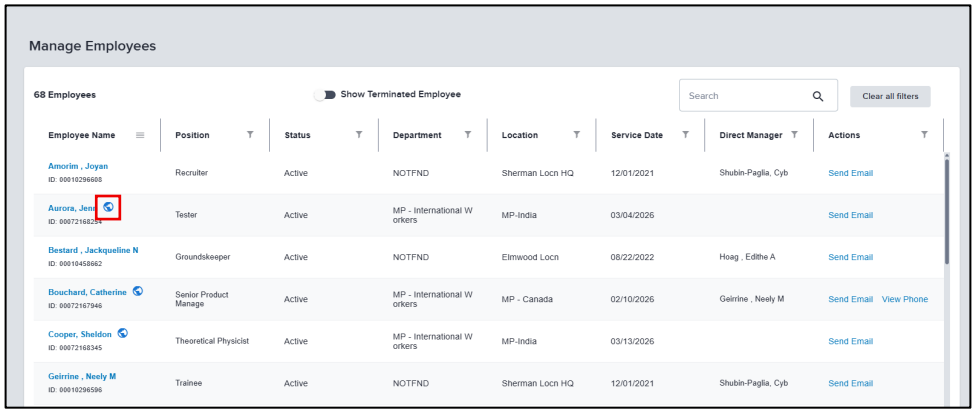
TriNet Global client admins can:

1. **Hire international workers** directly in the TriNet platform.



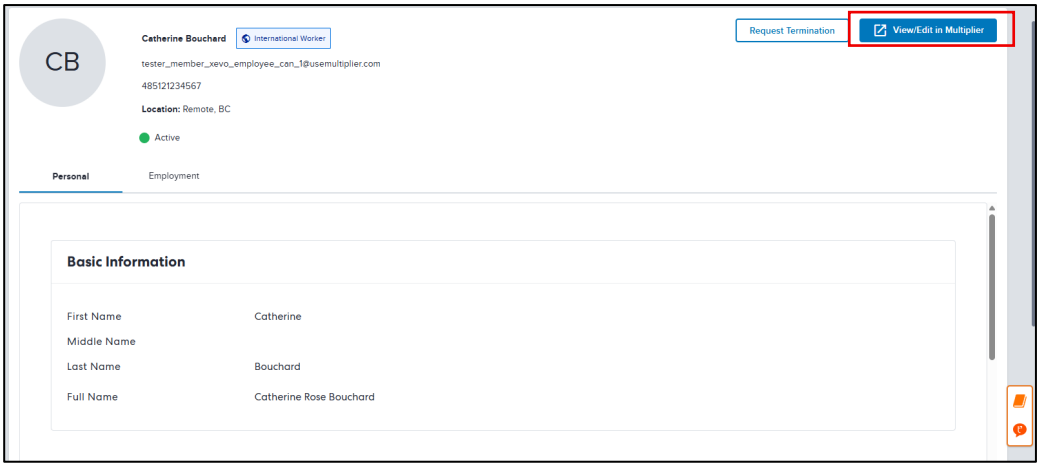


2. View their entire company roster in **Manage Employees** and in the census report.

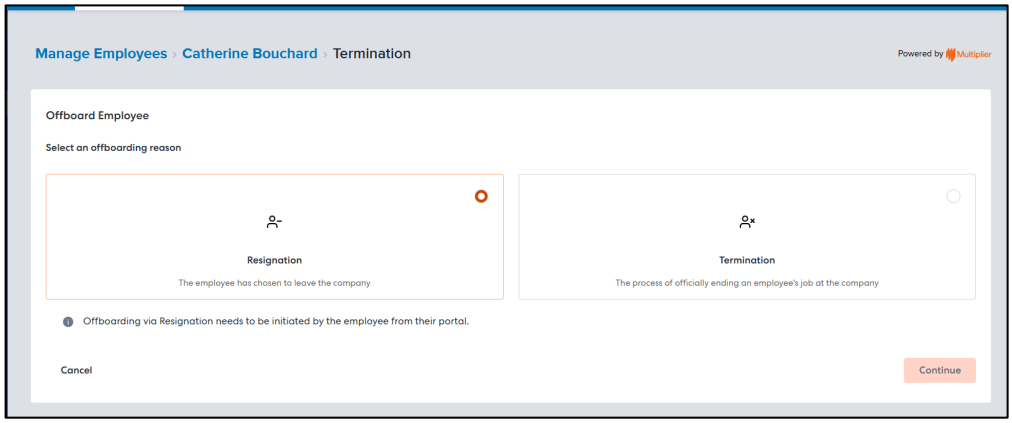


International workers are indicated by the globe icon.

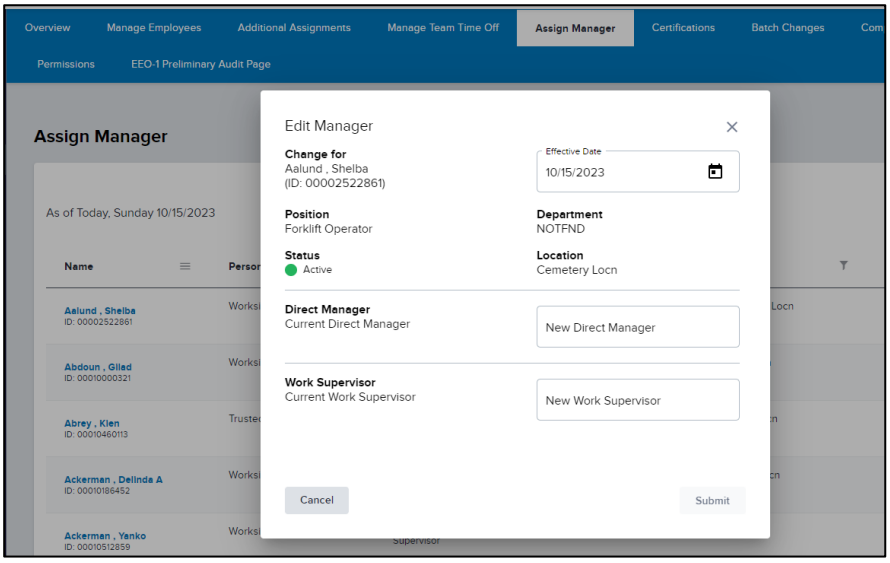
3. From the **Manage Employees** section, they can view employee details and make edits to their profile via a direct link to Multiplier.



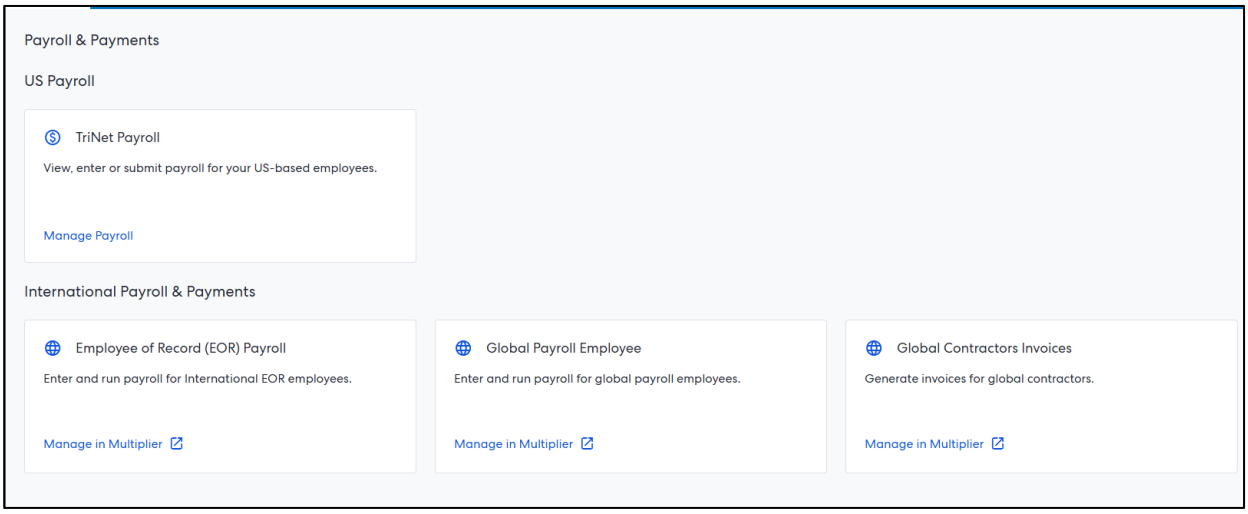
4. Request the termination of international workers.



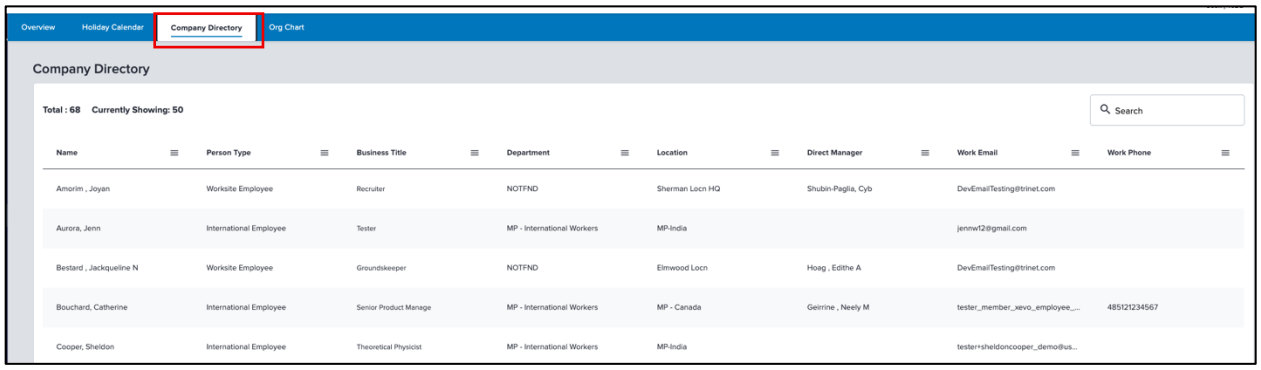
5. Manage the entire company Organization Chart through the **Assign Manager** function:

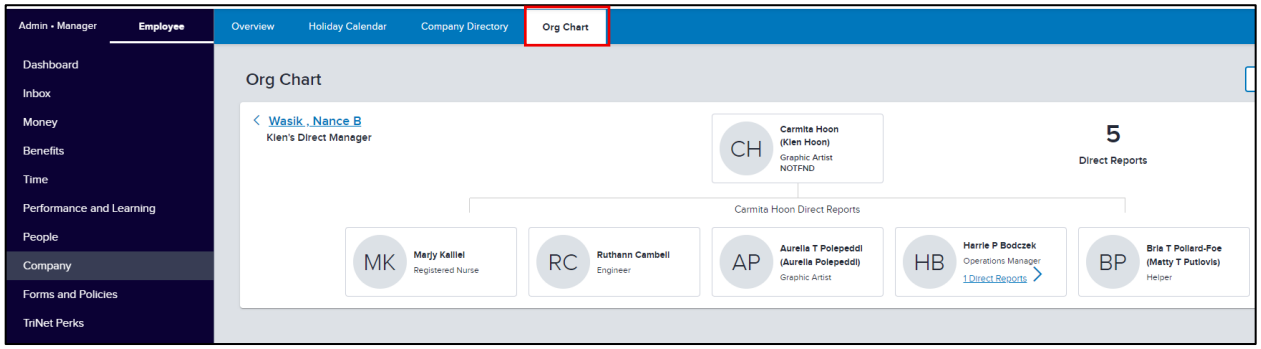


6. Access **Global Payroll** functions via direct links from the TriNet Payroll and Payments menu.



7. All employees and international workers can view and are included in the **Company Directory** and **Organization Chart**.





Integration Details:

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.



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.

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