

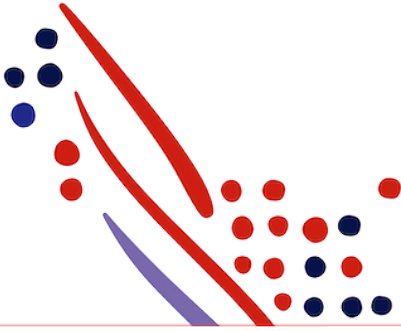


Guide

API Central Quick Start Guide

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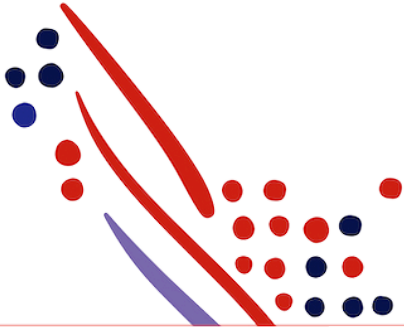


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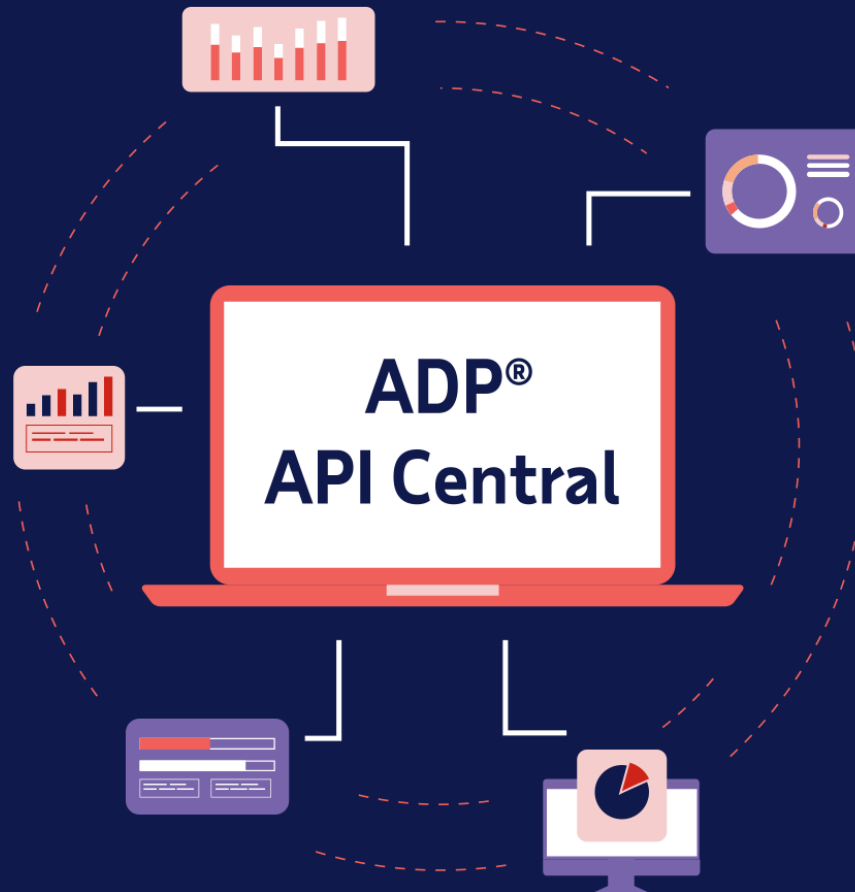
How to **get started** with ADP® API Central

MEMBERS

PROJECTS

CERTIFICATES

PERMISSIONS



How to get started with ADP® API Central

Welcome to ADP API Central!! The following guide will help you add team members, start projects, get certificates and change access permissions for your integration projects.

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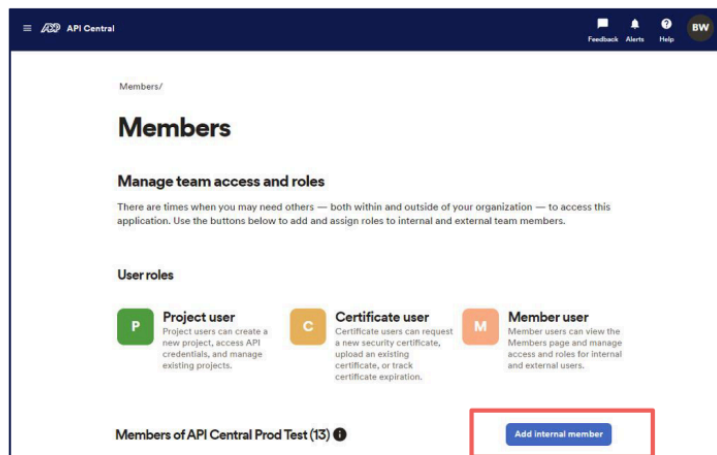
How to add Members to API-Central

How to add members in ADP® API Central

Welcome to ADP API Central!! The following guide will help you add team members to work on your integration projects.

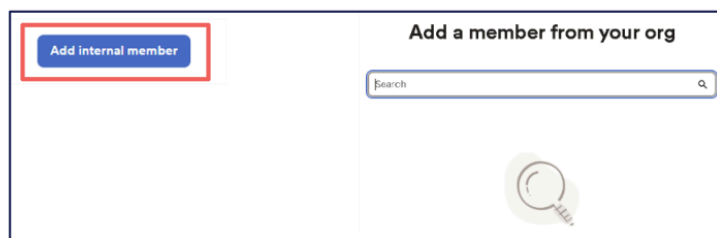
Adding Members

When you access ADP API Central at api-central.adp.com, by default you'll land on the **Members** page. This is where you can add internal or external team members to assist with your integration projects and assign their roles, including the ability to initiate their own projects.



1

How to add internal members. Click the **Add internal member** button and search for the member of your organization you'd like to add. Internal members must be registered users on your ADP platform.



How to add members in ADP® API Central

2

Once you locate and select the new member from your search, you must assign their user role(s). Note: You must select at least one role for each member. Then select the **Add button** to complete the process.

User	User ID	Email	Role
Employee Name	Employee ADP User ID	Employee Email Address	<div><div>Select items...</div><div><input checked="" type="checkbox"/> Project user</div><div><input checked="" type="checkbox"/> Certificate user</div><div><input checked="" type="checkbox"/> Member user</div></div> <div>Add</div>



How to add external members

You may add external users to API Central, who may be a vendor or technical resource that will be working on the integration project utilizing the ADP APIs.

1

Click the **Add external member** button, located below your list of internal members.

Add external member

2

Fill out the required contact information and assign their user roles as before and click **Save**.

Add external member

First name*

Last name*

Email address*

Phone number*

US - Enter phone number

Available roles

Select at least 1 role

P Project user

C Certificate user

M Member user

Assign

Assign

Assign

Assign role(s)

No role has been assigned yet!
Get started by selecting at least one available role.

Cancel Save

This process will create ADP credentials to access both API Central and the developer's website. Note that the username will be displayed for members in this section; username is first initial, last name @ "Client Database ID".

3

Need more help? Open a support ticket.

Feedback

Alerts

Help

Need help?

Contact support

Need implementation consultation?

Purchase one-on-one consultation by the hour.

[Learn more](#)

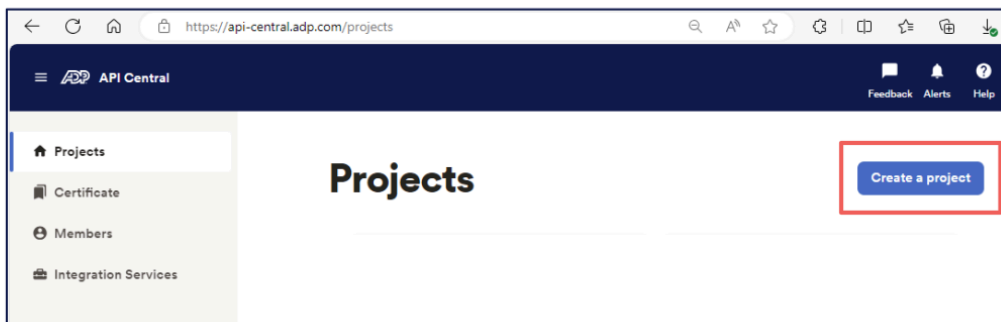
How to create a Project in API-Central

How to create a project in ADP® API Central

Welcome to ADP API Central! This guide will help you create an integration project.

1

Access ADP API Central at api-central.adp.com. Navigate to the **Projects** tab. Then select the **Create a project** button.



2

In the pop-up window, add your project name and description, then click **Next**.

A screenshot of the 'Create new project' form for ADP Workforce Now. The form is titled 'Create new project for ADP Workforce Now®'. It includes a 'Project details' section with a 'Project name*' text input field and a 'Project description' text area. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'. A red rectangle highlights the 'Next >' button, and a red arrow points to it from the right.

Note: Projects cannot be deleted — so consider your naming convention accordingly. Project descriptions are optional.

How to create a project in ADP® API Central

3

On the next screen, select the use case that best describes the type of data you are trying to access, then click **Create Project**. API Central will assign the appropriate APIs.

Create new project
for ADP Workforce Now®

Project details

Use case selection

Select a use case that best describes the type of data you are trying to access and we will assign the appropriate APIs.

Use case(s): 9

☒ **Employee Demographic Data (Read Only)**
Employee data read only. Allows reading of all employee demographic data and related validation tables. Sensitive personal information is hidden by default and can be allowed in the application.

☐ **Time & Attendance (Read Only)**
Time and Attendance Read Only. Allows reading of all timecards, employee demographic data and related validation tables. Sensitive personal information is hidden by default and can be allowed in the application.

☐ **Employee Demographics & Events Sync (Read Only)**
Read employee email addresses, and demographic data from ADP and subscribe to common status event notifications (status, address, job title change etc.) when entered in ADP.

Cancel < Back **Create Project ->**

Note: The use cases listed are a starting point. They include the most popular APIs. After you create your project, you can add additional APIs by selecting the "Need more APIs" link in the user interface.

4

Once you have created a project it will be represented on your **Projects** page with a project card. Each project you create will be added to your **Projects** page. To access an individual project, select the **View project** button.

Your Project Name

Data connector

Use Case
Employee Demographic Data...

Description

View project Added Oct 26, 2023

Note: All projects have the "Data connector" subhead.

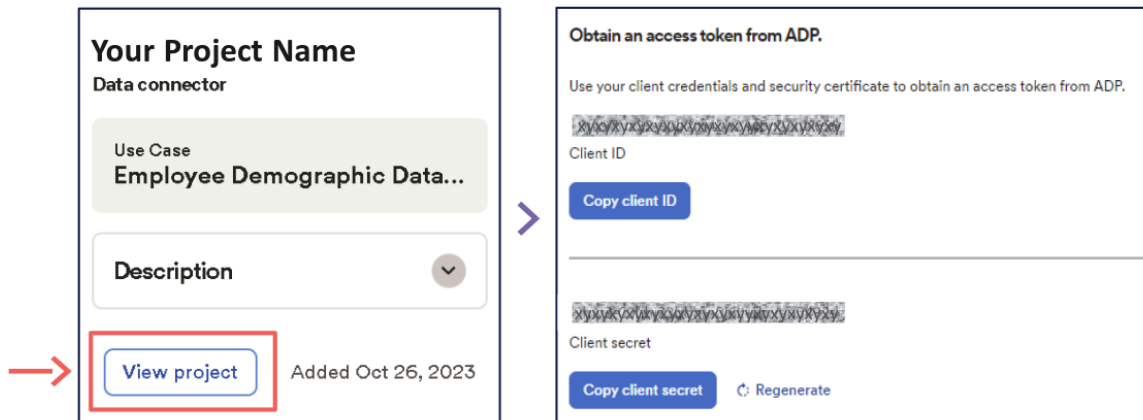
This example project card has the following characteristics:

- Name: Your Project Name
- Use Case: Employee Demographics Data
- Description: (View from drop down list)
- Date added/created: Oct. 26, 2023

How to create a project in ADP® API Central

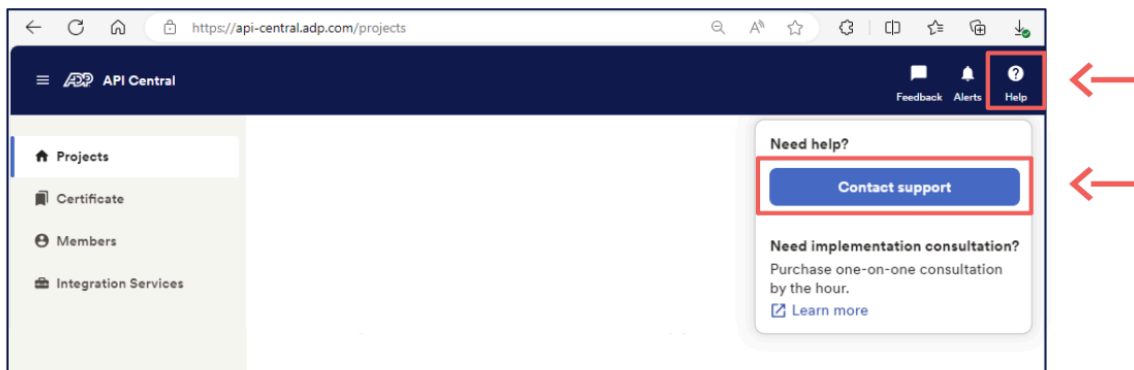
5

Select **View project** to view and copy your client ID and client secret.



6

Need more help? Open a support ticket. Click **Help** on the upper right menu. Then select the **Contact support** button.



How to manage Certificates in API-Central

How to create and manage certificates in ADP® API Central

Welcome to ADP API Central! Before you can start working on your projects, you must create a security certificate. This guide will help you create and manage certificates and tokens to enable your team to build integration projects.

1

Create a certificate: Select **Certificate** from the menu or click **View project** from the **Projects** menu and navigate to Step 1: Generate a security certificate for your organization. Select **Request Certificate** from the drop-down menu.

The image displays two screenshots of the ADP API Central interface, illustrating the steps to create a certificate. Red boxes and arrows highlight the specific actions.

Left Screenshot (Menu Navigation): The left sidebar menu is shown with the 'Certificate' option highlighted by a red box. A red arrow points from this box to the right screenshot.

Right Screenshot (Project View Navigation): The 'Your Project Name' page is shown. The 'Step 1' label is highlighted by a red box, with a red arrow pointing to the 'Generate a security certificate for your organization.' dropdown menu.

Bottom Screenshot (Project View Navigation): The 'Your Project Name' page is shown. The 'View project' button is highlighted by a red box, with a red arrow pointing from it to the right screenshot.

Or

How to create and manage certificates in ADP® API Central

2

You will see the Certificate Wizard. Select **Next** on the Wizard.

The screenshot shows a window titled "Request new security certificate". On the left, a sidebar lists three steps: "Getting started" (selected), "Generate private key", and "Copy/paste private key". The main content area is titled "Getting started" and features a lock icon with the text "Create your digital identity." Below this, it explains that if an organization doesn't have a signed certificate from ADP's Certificate Authority (CA) or an existing one has expired, the wizard can be used to generate and submit a Certificate Signing Request (CSR). It also mentions that users can follow instructions to create a CSR on their own. At the bottom right, there are "Cancel" and "Next →" buttons. The "Next →" button is highlighted with a red box, and a red arrow points to it from the right.

3

Name your certificate and fill out your organization information. Select **Next**.

The screenshot shows the same window, now on the "Generate private key" step. The sidebar highlights this step. The main content area is titled "Generate private key" and states: "Complete form to generate a certificate signing request (CSR). All fields are required." The form includes several fields: "Name your certificate (e.g. My Mutual SSL)" with a text input; "Organization name" with a dropdown menu showing "Your Organization Name"; "Organization unit name (e.g. HR, IT, etc.)" with a text input; "Country" with a dropdown menu showing "Select one..."; "State/Province name" with a text input; "Locality (e.g. City)" with a text input; and "Business email" with a text input. At the bottom right, there are "Cancel", "← Back", and "Next →" buttons. The "Next →" button is highlighted with a red box, and a red arrow points to it from the right.

Note: The Organization Name is preset to the Organization Name ADP has on file and cannot be edited.

How to create and manage certificates in ADP® API Central

4

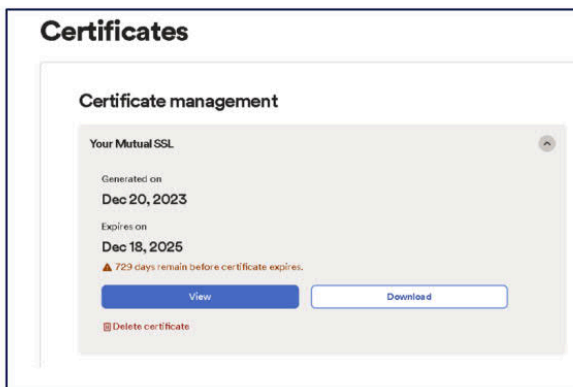
Copy your private key and save it to your computer.



Note: For security reasons, ADP can neither store nor retrieve your private key. Please save it to your computer. You will need this key to access the ADP APIs.

5

Once your certificate has been created, you will see the details on the certificate card including the generation date, the expiration date, a link to view or download the .pem file.

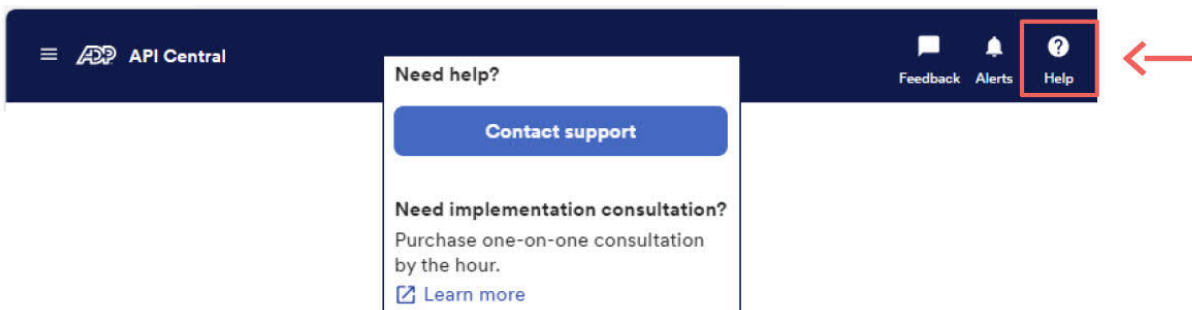


You will be notified before your certificate expires.

When your signed certificate is within 60 days of expiration, all individuals who have active status in the Members tab will receive multiple notifications at regular intervals until it has expired. If you would like to stop receiving certificate expiration notices, you may opt out by adjusting your settings.

6

Need more help? Open a support ticket.



How to set Workforce Now Permission

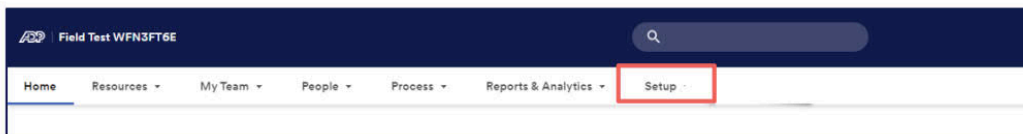
How to set ADP Workforce Now® access permissions for ADP® API Central

ADP API Central projects have access to data fields in ADP Workforce Now. This guide reviews the process of setting security access and profile permissions for projects using ADP API Masking for Sensitive Personal Information (SPI). This process must be done by a Workforce Now administrator. **By default, all SPI is masked.**

From the ADP Workforce Now console, you can view these settings by navigating to:
Setup > Security > Access Permissions > Manage Profiles > Find the API Central Profile

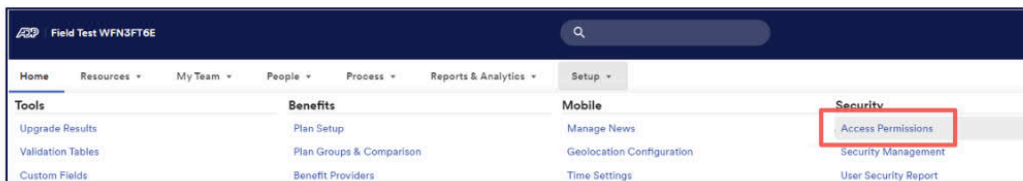
1

Log in to ADP Workforce Now and click **Setup**.



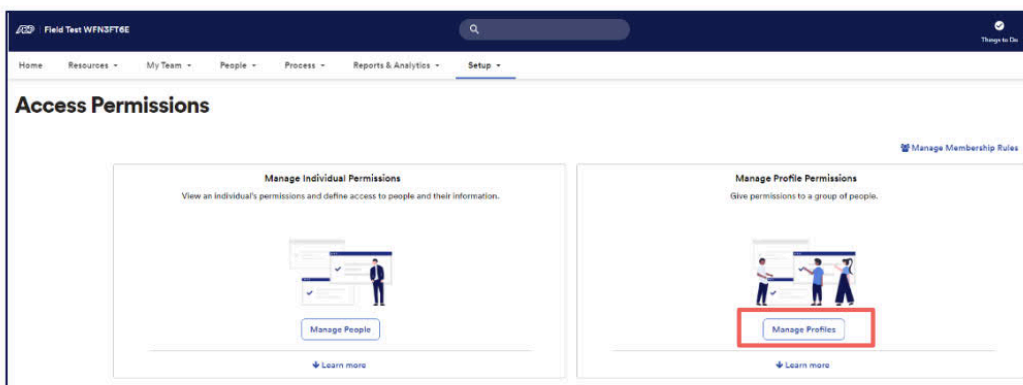
2

Next click **Access Permissions** under the Security menu.



3

Click on **Manage Profile** under the Manage Profiles Permissions box.



How to set ADP Workforce Now® access permissions for ADP® API Central

4

Locate the API Central project name that was generated when you created your project in API Central and click on the name.

Name	Role	Members	Rules	Status
API Central Project Name <small>API Central automated profile</small>	Practitioner	1	--	Active

5

Click on the tab **2. Sensitive Personal Information**. All SPI is masked by default. If the data is needed in the API project output, you can update the settings and save.

Profile Name: API Central Employee DataSync | Description: API Central automated profile | Role: Practitioner

1. Menu & Features | **2. Sensitive Personal Information** | 3. View Site As User

Sensitive Personal Information
Define how members can view and edit private information.

Personal Info	On Screens
Bank Account & Routing # masking <small>Practitioner</small>	Full Masking without Edit <small>Example: *****</small>
Birth Date masking <small>Practitioner</small>	Full Masking without Edit <small>Example: **/**/****</small>
Tax ID masking <small>Practitioner</small>	Full Masking without Edit <small>Example: ***-**-****</small>

[Save](#) [Previous](#) [Next](#) [Cancel](#)

ADP API Central | Feedback | Alerts | Help

Need more help?
Open a support ticket.

Need help?

[Contact support](#)

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