Guide

Applicant Onboard V2 API Guide for iHCM

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Chapter 1

About this API

Process Overview

The following table shows how your data connector application would be used by a client.

If you need to create, update and complete information of the Applicant Onboard V2:

	Actor	Task Description
1	Client Practitioner	Trigger the API-based data exchange between your application and ADP iHCM.
2	Your application	Provide the required data in your request within the Applicant Onboard V2 API.
3	ADP iHCM	Verifies the information in ADP iHCM
4	ADP iHCM	Creates the relevant employee within the pre-starter zone and returns a confirm response with an applicant ID
5	ADP iHCM	Updates the relevant employee within the pre-starter zone and returns a confirm response based on the applicant ID

What's New in this guide - API live Date 30th July 2023

In this section we will announce any new revisions to the Applicant Onboard V2 API Guide.

	Date	Description	Section
4	08/07/2025	Adjustment to the data dictionary > iHCM Field Name column (This description) - Pay Group Shortname has been updated to Payroll Company Code **** This is only in reference to where you can see the field in iHCM - Schema remains the same**	You should now download V4 of the Onboarding Data Dictionary
3	15/12/2024	Document Standardisation	All sections to ensure a uniformend structure
2	11/12/2023	Additional iHCM Requirements added	Before you Begin
1	01/06/2023	Creation	

Postman Collection

Please visit the developers.adp.com site to view examples of requests and responses for guidance

To download API examples for the Applicant Onboard suite of V2 APIs Please visit the ADP API Explorer : API Explorer - Applicant Onboarding

Before You Begin

ADP provides a comprehensive set of Onboarding APIs to ensure your application is synchronised with iHCM when the below actions are applied:

- Data entitlement is agreed and set
- Templates are allocated in iHCM
- iHCM 2 Next Gen **MUST** be activated/In use (Please discuss with ADP for understanding)*
- iHCM 2 Next Gen User Management **MUST** be activated/In use (Please discuss with ADP for understanding)*
- iHCM 2 Profile Filters must **NOT** be activated (Please discuss with ADP for understanding)*
- Valid AOIDs are provided when updating workers
- Valid Applicant IDs are provided ("resourceID")

*** How and when these pre-requisites can be actioned will be determined as part of the technical feasibility study completed by ADP and discussed and planned with you.**

POST APIs are currently supported for UK & NL (Please review each Use Case)

The amount of data posted by your application may vary based on the target ADP system and the ADP system configurations.

Summary

This API will allow you to part create a new candidate in the iHCM Application.

- Then an iHCM Expert user can complete the process within iHCM to fully onboard a candiate to a worker ready for payroll.
- You can use additional APIs permitted you have the required data in your sending application to onboard a candiate to a worker ready for payroll.

Chapter 2

Use Case: The one when I want to Add a new employee with limited data in iHCM from my non iHCM application

Use Case

The one where Doris accepts a new candidate in her non iHCM application (i.e recruitment application) and the worker is part created in iHCM

Option 1: Doris logs into her non iHCM system and approves the new candidate, this then part creates a new joiner in iHCM. Doris or her HR associates can now log into iHCM and complete the joiner to 100% for payroll processing

Option 2: Doris logs into her non iHCM system and approves the new candidate, this then part creates a new joiner in iHCM. Doris can then activate additional APIs from her non iHCM application to increase the worker % for payroll processing

ADP API Endpoint	iHCM Function	
/hcm/v2/applicant.onboard	This will create the new joiner in the 1st phase of the iHCM onboarding process	Option 1 & 2
/hcm/v2/applicants/AOID/onboarding	This will add or update and data missing from the initial send of the applicant.onboard API	Option 1 & 2
/hcm/v2/applicants/AOID/onboarding.complete	This will complete the 1st phase of the iHCM onboarding process and allow the worker to be visable in the onboarding dashboard	Option 2
/events/hr/v1/worker.work-assignment.add	This will create the new joiners job in the iHCM onboarding process	Option 2
/events/hr/v1/worker.Legal-address.change	This will create the new joiners correspondence address	Option 2

ADP API Endpoint	iHCM Function	
/events/hr/v1/worker.work-assignment.base-remuneration.change	This will create the new joiners annual salary/base remuneration	Option 2
/events/payroll/v1/worker.pay-distribution.change	This will create the new joiners	Option 2
ADP iHCM	Add P45 data directly in iHCM (Uk Only)	Option 1 & 2 (UK Only)

API Requirements:

- iHCM 2 is supported for UK & NL, including **iHCM Essential, Standard and Advanced**.
- Next Gen **MUST** be activated/In use*
- Next Gen User Management **MUST** be activated/In use*
- Profile Filters must **NOT** be activated*
- The Template required in iHCM for UK Worker (POST) - Applicant Onboarding - Recruitment Partner UK
- The Template required in iHCM for NL: Worker (POST) - Applicant Onboarding - Recruitment Partner NL

*** How and when these pre-requisites can be actioned will be determined as part of the technical feasibility study completed by ADP and discussed and planned with you.**

* P45 Tax and NI Information will need to be entered by the Payroll expert via the UI

- This includes Data provided by the employee via a P45
- Employees Tax Code
- Employee NI Code (Employee NI Nbr can be included in the Worker.Hire API)
- Previous Pay Earned
- Previous Tax Paid

* Leave enrolements will need to entered by the HR expert via the UI

API Usage

- All Applicant Onboarding API Examples can be accessed here along with some common errors: Examples

Important

After a successful submit you will receive a 200 response and be provide with a Resource ID.

THIS is the ID to use when submitting a /hcm/v2/applicants/{applicant-id}/onboarding and the complete APIs

Method	Country	Use Case	Uniform Resource Identifier (URI)	Sample Request & Response
POST	UK	The one when I want to Add a new employee with limited data in iHCM from my non iHCM application	/hcm/v2/applicant.onboard	API Explorer for - Workers - Applicant Onboarding
POST	NL	The one when I want to Add a new employee with limited data in iHCM from my non iHCM application	/hcm/v2/applicant.onboard	API Explorer for - Workers - Applicant Onboarding

Application Scope

The canonical URI corresponding to the API needs to be added in the Consumer Application Registry (CAR) for the subscription following which a user can access this API and make successful Calls

The following canonical needs to be added to your application scope to enable this use case:

/hcm/integrationManagement/applicantOnboardingManagement/onboardingProcessManagement/applicant.onboard

Request End Point Parameter

Path Parameter	Description
Worker ID	New Candidate Reference number for iHCM
Applicant ID	

Supported OData Query Options

There is no support for OData parameters

Data Entitlements

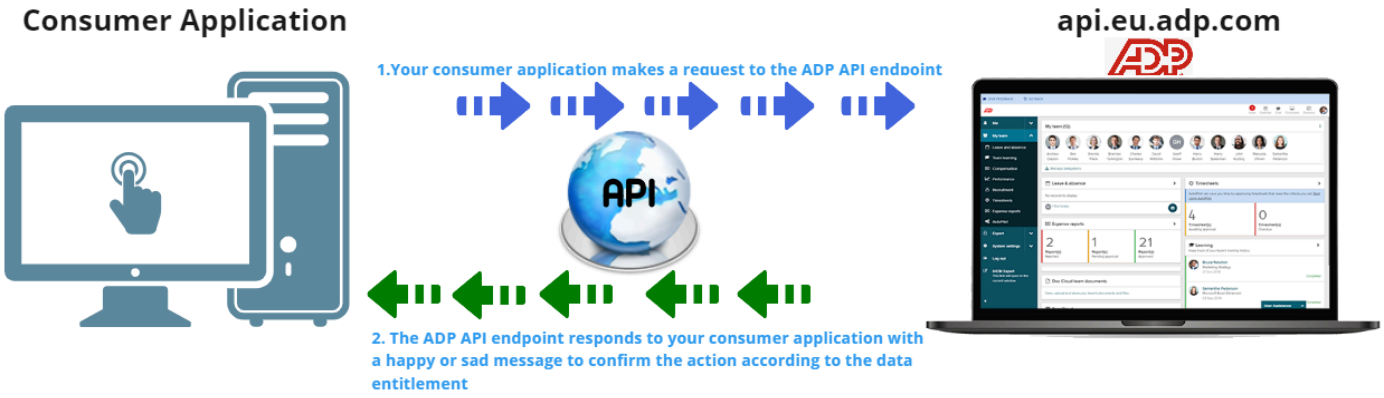
Is important to consider that the API results are bound to the consumer's rights and population

Every consumer is part of a population where he had the right to access associate's data. If the request is being made for an associate that doesn't belong to the population than an error response will be returned

Sequence of Interactions

The following are the sequence of interactions to retrieve full worker information for a collection of workers:

1. Your consumer application makes a request to the ADP API endpoint to POST the Applicant Onboard V2 information.
2. The ADP API endpoint responds to your consumer application with happy or sad message to confirm the action according to the data entitlement



Data Dictionary

Note: All listed fields are supported for this use case. **From the API Explorer please download the postman collection to view the full data dictionary.**

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development. For more information, see API Common exceptions and Tips for

Handling

Country	Description	Data Dictionary Link	Notes
UK & NL	Use the link to retrieve a full list of the data dictionary	Download The Postman Collection	If any parts of this is unclear please do speak with your ADP representive

Exclusions

- This API will not create the new joiner as 100% complete

iHCM Defaults

- In iHCM when you create a Job/Post there are some defaults which can be set-up, these defaults will auto update after the applicant has been completed

When you send the Job Code only but none of the below information	
Post Title	Full Time/Part Time
Timesheet Name	Permanent/Temporary
Location	NMW Worker Type
Grade	

Chapter 3

Use Case: The one when I want to Update a new employee's limited data already sent via the Onboarding before they are hired in iHCM from my non iHCM application

Use Case

The one where Doris accepts an update made for the new candidate in her non iHCM application (i.e. recruitment application) and the employee is updated in the iHCM - This will only be updated if the candidate has not yet been HIRED (Within the iHCM Application)

Option 1: Doris logs into her non iHCM system and updates then approves some changes to her new candidate, this then updates the new joiner in iHCM. Doris or her HR associates can now log into iHCM and complete the joiner to 100% for payroll processing

Option 2: Doris logs into her non iHCM system and updates then approves some changes to her new candidate. this then updates the new joiner in iHCM. Doris can then activate additional APIs from her non iHCM application to increase the worker % for payroll processing

API Requirements:

- In order to use this API you will require the Applicant ID (ResourceID) which would have been returned in the response when submitting the /hcm/v2/applicant.onboard API

- The Original /hcm/v2/applicant.onboard API must not have been updated and saved in iHCM

Then the new candidate will have their part created data updated in iHCM - **ONLY IF** the candidate has not been hired by an iHCM Expert User

All Applicant Onboarding API Examples can be accessed here along with some common errors: Examples

Method	Country	Use Case	Uniform Resource Identifier (URI)	Sample Request & Response
PUT	UK	The one when I want to Update a recent onboarded employees data prior to them being Hired in iHCM from my non iHCM application	/hcm/v2/applicants/{applicant-id}/onboarding	API Explorer for - Workers - Applicant Onboarding
PUT	UK	The one when I want to Update a recent onboarded employees data prior to them being Hired in iHCM from my non iHCM application	/hcm/v2/applicants/{applicant-id}/onboarding	API Explorer for - Workers - Applicant Onboarding

Application Scope

The canonical URI corresponding to the API needs to be added in the Consumer Application Registry (CAR) for the subscription following which a user can access this API and make successful Calls

The following canonical needs to be added to your application scope to enable this use case:

/hcm/integrationManagement/applicantOnboardingManagement/onboardingProcessManagement/applicantOnboarding.modify

Request End Point Parameter

Path Parameter	Description
Worker ID	New Candidate Reference number for iHCM
Applicant ID	Applicant ID (ResourceID)sent when the original /hcm/v2/applicant.onboard was submitted

Supported OData Query Options

There is no support for OData parameters

Data Entitlements

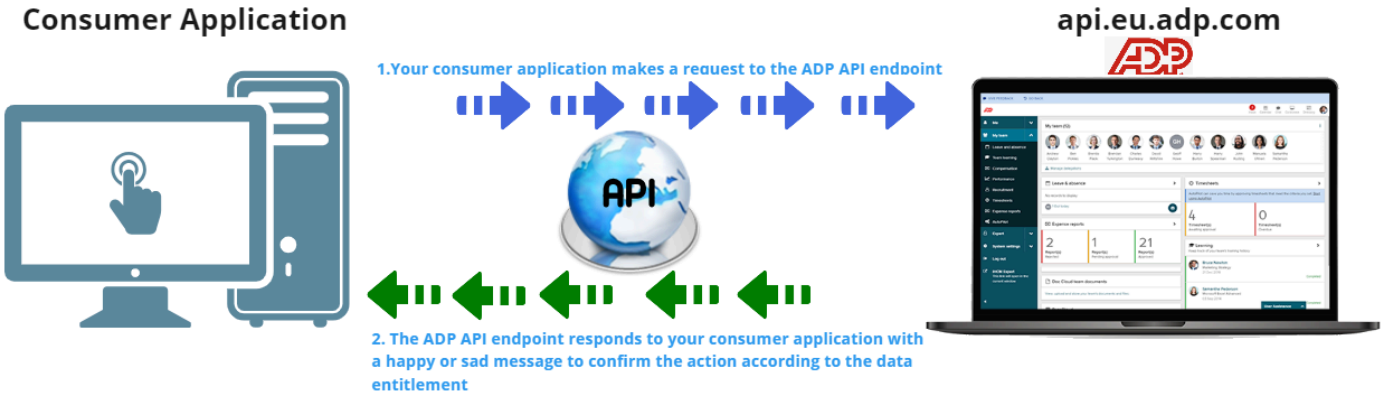
Is important to consider that the API results are bound to the consumer's rights and population

Every consumer is part of a population where he had the right to access associate's data. If the request is being made for an associate that doesn't belong to the population than an error response will be returned

Sequence of Interactions

The following are the sequence of interactions to retrieve full worker information for a collection of workers:

1. Your consumer application makes a request to the ADP API endpoint to PUT the updates for the Applicant Onboard V2 information.
2. The ADP API endpoint responds to your consumer application with happy or sad message to confirm the action according to the data entitlement



Data Dictionary

Note: All listed fields are supported for this use case. **From the API Explorer please download the postman collection to view the full data dictionary.**

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development. For more information, see API Common exceptions and Tips for Handling

Country	Description	Data Dictionary Link	Notes
UK & NL	Use the link to retrieve a full list of the data dictionary	Download The Postman Collection	If any parts of this is unclear please do speak with your ADP representive

Exclusions

- This API will not create the new joiner as 100% complete

iHCM Defaults

- In iHCM when you create a Job/Post there are some defaults which can be set-up, these defaults will auto update after the applicant has been completed

When you send the Job Code only but none of the below information	
Post Title	Full Time/Part Time
Timesheet Name	Permanent/Temporary
Location	NMW Worker Type
Grade	

Chapter 4

Use Case: The one when I want to Complete a new employee's limited data already sent via the Onboarding APIs so the Full onboarding process can be completed in iHCM from my non iHCM application

Use Case

The one where Doris has finished sending ALL the data for a new candidate from her recruitment/HR application and the employee is ready to be completed and created in the iHCM Onboarding dashboard from her non iHCM application.

Option 1: Doris logs into her non iHCM system and finalises the candidate bu submitting the complete API. This then updates the new joiner in iHCM. Doris or her HR associates can now log into iHCM and complete the joiner to 100% for payroll processing.

Option 2: Doris logs into her non iHCM system and finalises the candidate bu submitting the complete API. This then updates the new joiner in iHCM Doris can then activate additional APIs from her non iHCM application to increase the worker % for payroll processing

API Requirements:

- In order to use this API you will require the Applicant ID (ResourceID) which would have been returned in the response when submitting the /hcm/v2/applicant.onboard API
- The Original /hcm/v2/applicant.onboard API must not have been updated and saved in iHCM

Then the new candidate will have their part created data updated in iHCM - **ONLY IF** the candidate has not been hired by an iHCM Expert User

API Usage

All Applicant Onboarding API Examples can be accessed here along with some common errors: Examples

Method	Country	Use Case	Uniform Resource Identifier (URI)	Sample Request & Response
POST	UK	The one when I want to COMPLETE a recent onboarded employees data sent in iHCM to start the iHCM onboarding process from my non iHCM application	/hcm/v2/applicants/{applicant-id}/onboarding.complete	API Explorer for - Workers - Applicant Onboarding
POST	NL	The one when I want to COMPLETE a recent onboarded employees data sent in iHCM to start the iHCM onboarding process from my non iHCM application	/hcm/v2/applicants/{applicant-id}/onboarding.complete	API Explorer for - Workers - Applicant Onboarding

Application Scope

The canonical URI corresponding to the API needs to be added in the Consumer Application Registry (CAR) for the subscription following which a user can access this API and make successful Calls

The following canonical needs to be added to your application scope to enable this use case:

/hcm/integrationManagement/applicantOnboardingManagement/onboardingProcessManagement/applicantOnboarding.complete

Request End Point Parameter

Path Parameter	Description
Applicant ID	Applicant ID (ResourceID)sent when the original /hcm/v2/applicant.onboard was submitted

Supported OData Query Options

There is no support for OData parameters

Data Entitlements

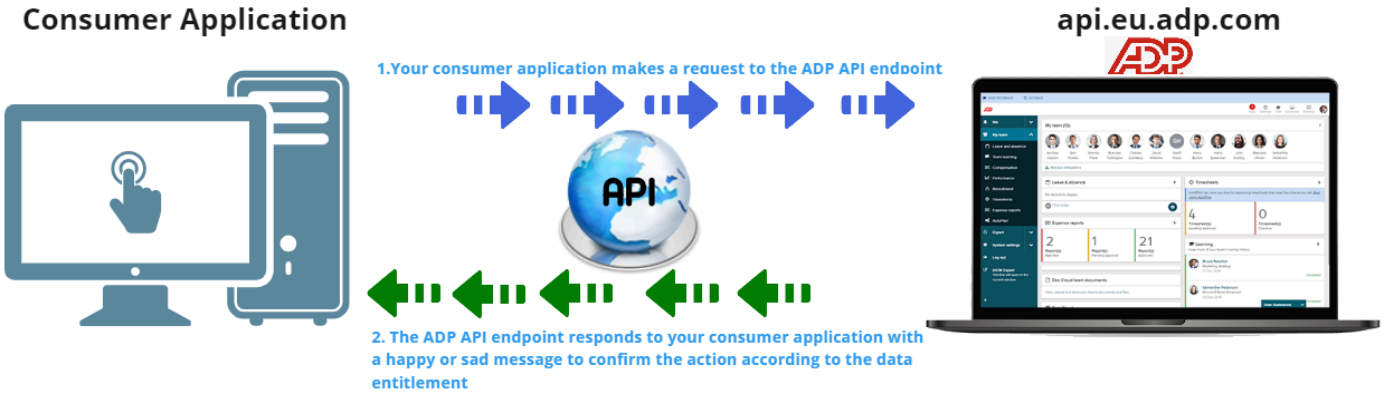
Is important to consider that the API results are bound to the consumer's rights and population

Every consumer is part of a population where he had the right to access associate's data. If the request is being made for an associate that doesn't belong to the population than an error response will be returned

Sequence of Interactions

The following are the sequence of interactions to retrieve full worker information for a collection of workers:

1. Your consumer application makes a request to the ADP API endpoint to PUT the updates for the Applicant Onboard Complete V2 information.
2. The ADP API endpoint responds to your consumer application with happy or sad message to confirm the action according to the data entitlement



Data Dictionary

Note: All listed fields are supported for this use case.

Canonical Field	Description	iHCM Field	Restrictions	Notes
applicantOnboarding.applicantID	Unique identifier of the applicant as previously provided in the response body for /hcm/v2/applicant.onboard /hcm/v2/applicants/5c28bd88-1672-4087-8745-096aaede3e41/onboarding	Not Visible in the iHCM UI	MUST MATCH the employeed resource ID already received	

Responses

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development. For more information, see API Common exceptions and Tips for Handling

Exclusions

- This API will not create the new joiner as 100% complete

Chapter 5

Meta API Information

Description

The Meta data APIs will provide you guidence and key data for you to build the required APIs - please use these along with this document and description on each API

Meta APIs (Live Date 1st Feb 2025)

Key Identifiers

Name	Data Description	Example
dataType	This identifies the format of the data required	"string"
shortName	Field Code identifier	
longName	Field Description identifier	
minLength	This identifies the minimun length required in a field	1
maxLength	This identifies the maximum length required in a field	200
valueSet	This will provide you a list of iHCM Standard pick-lists - (ADP Standard)	Title
dependencyLinks	This will provide you a URL endpoint for a iHCM Client look-up (Client customised)	Cost Center

API Usage

- All Applicant Onboarding API Examples can be accessed here along with some common errors: Examples

Meta APIs				
Method	**Country**	**Usecase**	**Uniform Resource Identifier (URI)**	**Sample Request & Response**
GET	UK & NL	APIs to obtain the metadata for new hire applicant onboarding APIs	/hcm/v2/applicant.onboard/meta	API Explorer for - Workers - Applicant Onboarding
GET	UK & NL	APIs to obtain the metadata for new hire applicant onboarding APIs	/hcm/v2/applicants/{applicant-id}/onboarding/meta	API Explorer for - Workers - Applicant Onboarding

CodeList				
Method	**Country**	**Usecase**	**Uniform Resource Identifier (URI)**	**Sample Request & Response**
GET	UK & NL	API to obtain a list of client departments	/codelists/hr/v3/worker-management/Departments/esi/1	API Explorer for - ESI Custom Codelist
GET	UK & NL	API to obtain a list of client job titles	/codelists/hr/v3/worker-management/job-titles/esi/1	API Explorer for - ESI Custom Codelist
GET	UK & NL	API to obtain a list of client locations	/codelists/hr/v3/worker-management/locations/esi/1	API Explorer for - ESI Custom Codelist
GET	UK & NL	API to obtain a list of client Payroll Companies and Pay Groups	/codelists/hr/v3/worker-management/Payroll-Group/esi/1	API Explorer for - ESI Custom Codelist
GET	UK & NL	API to obtain a list of client Companies	/codelists/hr/v3/worker-management/Legal-Entity/esi/1	API Explorer for - ESI Custom Codelist