



Guide

Implementation guide ADP Workforce - for updating ADP Workforce with a new candidate, including documents from an external system

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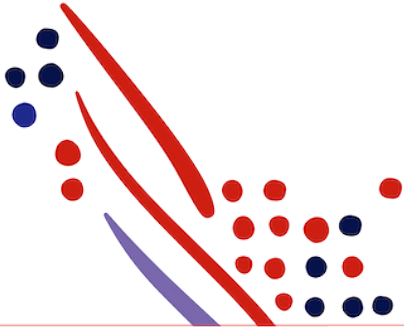


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Requirements for the implementation of the candidate API integration in ADP Workforce

Requirements for the implementation of the candidate API integration in ADP Workforce

This document explains the requirements for the implementation of the candidate API integration in ADP Workforce. It describes also how to process candidate documents into the onboarding (Workflow 'Nieuwe werknemer') within ADP Workforce.

Requirements:

1. Access to ADP Workforce

The ADP Workforce user / HR professional needs access to ADP Workforce.

1. Publish and assign Workflow 'Nieuwe werknemer'

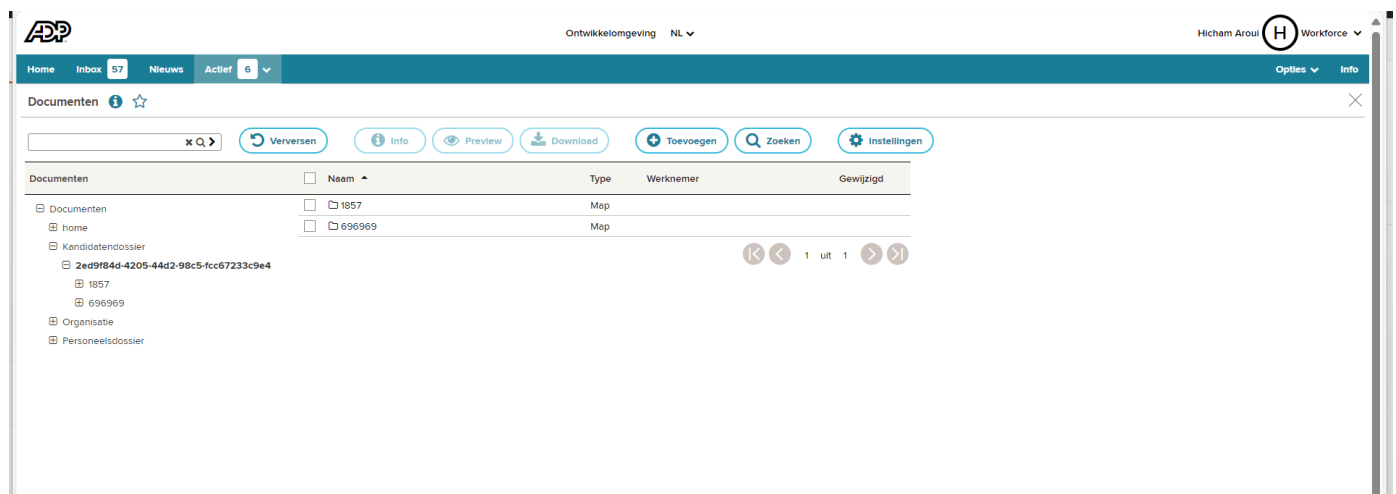
The ADP Workforce user / HR professional must have permission for the Workflow 'Nieuwe werknemer'. The Workflow 'Nieuwe werknemer' needs to be published and assigned to the ADP Workforce user to be able to process the workflow tasks.

1. Publish and assign Workflow 'RECRUITMENT_UITVAL' Uitval recruitment system.

In the case of incomplete data is provided by the external 'recruitment' system, the ADP Workforce user / HR professional can start the Workflow 'Recruitment Uitval' and complete the missing data. This helps that the candidate onboarding process remains efficient.

1. Candidates Document Management (Document type KANDIDAAT_DOCUMENT)

Candidate documents provided by the external SOR system (example Recruitment System) through an API events/core/v1/documents/document.upload will be stored temporary in KANDIDATENDOSSIER.



Documenttype editor ADP Workforce

The Workforce application manager has permission to define or check if the document type KANDIDAAT_DOCUMENT is defined. Since this concerns a system document, it will be present by default. However, it is important to verify that it is available.

The screenshot shows the 'Documenttype editor' for 'KANDIDAAT_DOCUMENT'. The interface includes a header with the ADP logo, 'Ontwikkelomgeving NL', and the user 'Hicham Aroui'. A navigation bar contains 'Home', 'Inbox 57', 'Nieuws', and 'Actief 2'. A warning banner states 'Systeem documenttypes zijn beperkt muteerbaar.' The main form has fields for 'Naam' (KANDIDAAT_DOCUMENT) and 'Omschrijving*' (Kandidaat document). Below are tabs for 'Algemeen', 'Tags', 'Documentautorisatie', 'Dialogoogsturing', 'Samenvoeg templates', and 'Bewaartermijnen'. The 'Algemeen' tab is active, showing fields for 'Document URI*' (\$KDOSSIER/KANDIDATENDOSSIER/), 'Document Naam' (Document), and 'Document Naam Opmaak*' (\$#{DESCRIPTION}). A list of checkboxes includes 'Systeemdokument' (checked), 'Document geschikt voor ondertekenen', and various 'opnemen' options like 'Bedrijfsnummer opnemen', 'Werknummer opnemen', 'Contractnummer opnemen', 'Systeemdatum opnemen', 'Systeemdatumtijd opnemen', 'Kenmerk opnemen', and 'Autonom opnemen'. At the bottom are buttons for 'Bijwerken', 'Annuleren', 'Verwijderen', and 'Kopieren'.

Dropzone document editor in ADP Workforce

A dropzone is a special part in the Workflow 'Nieuwe werknemer'. The ADP user can drag and drop candidate documents, and the documents will automatically upload and stored in the right place.

By using the dropzone document editor a dropzone list can be created and the document type(s) can be added. Here below a print screen of the dropzone document editor in ADP Workforce.

The screenshot shows the 'Dropzone documenten editor' interface. The header includes the ADP logo, 'Ontwikkelomgeving NL', and the user 'Hicham Aroui'. The navigation bar shows 'Home', 'Inbox 57', 'Nieuws', and 'Opties Info'. The main area has a search bar for 'Lijst met dropzone documenten' with filters for 'INDIEST' and 'INDIENST'. A table lists document types with columns for 'Documenttype', 'Omschrijving', 'Verplicht', 'Tag', and 'Waarde'. The table contains two rows: 'CV' (Curriculum Vitae (CV)) and 'ADRES_BEWIJSSTUK' (ADRES_BEWIJSSTUK). A right-hand panel shows a form for editing a document type, with fields for 'Documenttype' (Curriculum Vitae (CV)), 'Initialisatie tag', 'Waarde', 'Omschrijving in de lijst met dropzone documenten' (Curriculum Vitae (CV)), and 'Verplicht'. At the bottom are buttons for 'Document toevoegen', 'Document verwijderen', 'Bijwerken', 'Annuleren', 'Verwijderen', and 'Kopieren'.

Link the dropzone list to the Workflow 'Nieuwe werknemer'

It is important that the dropzone list is part of the Workflow 'Nieuwe werknemer'

This can be done in the Workflow editor. In the Start variables of the Workflow 'Nieuw werknemer' the dropzone list must be added. Check also that variable DEX_INTERFACE = 1. See here below.

Variabele	Waarde
DOCTYPE_MERGE_DOCUMENT	STROOM_DOCUMENT_INDIENST
OPMERKINGEN_OPSLAAN	N
MUTATIECODE	
DROPZONE_LIJST	INDIENSTKANDIDAT
FILTER_AANVUL	
OPMERKINGEN_IN_BRIEF	N
KLANTNUMMER_GEBRUIKER	N
WNR_AUTONUMMEREN	J
DEX_INTERFACE	1
VERLOFBEREKEN	SCHERM

Using customized workflow

Through the parameter editor recruitment_workflow, it is possible to modify the workflow to your specific workflow. This can be done by changing the standard description of the workflow in the column value to the name of your own specific workflow.

Categorie *	Gebruiker *	Waarde *
INDIENST	DEFAULT	INDIENST
AANSTELLING	DEFAULT	AANSTELLING
NIEUW_CONTRACT	DEFAULT	NIEUW_CONTRACT
INDIENST_OUDWNR	DEFAULT	INDIENST_OUDWNR

Ready to start using the APIs

Once the steps above have been completed the workflow will be functional.

Testing can start. This to verify that a candidate document is routed into Workflow 'Nieuwe werknemer'.

Execution

1. Create a candidate in the external system (Recruitment)
2. POST the hired candidate to ADP Workforce through events/hr/v1/worker.hire.
3. POST the candidate document(s) through events/core/v1/documents/document.upload.

Results:

The hired candidate will appear in the inbox (task) of the professional.

The screenshot shows the ADP Workforce inbox interface. At the top, there's a navigation bar with 'Home', 'Inbox 57', 'Nieuws', and 'Actief 3'. Below the navigation bar, a message states 'Uw inbox bevat in totaal: 78 items'. There are buttons for 'Filter', 'Filter opties', 'Filter reset', 'Weergave', 'Weergave reset', and 'Verversen'. A search bar is also present. The main content area shows a task for 'Nieuwe werknemer' (New employee) with ID '14780'. The task description is 'Nieuwe werknemer TE Abrohom herzien indienst op 01-09-2024'. A timeline shows the status: 'Starten' (Start) on 01-09-2024, 'Herzien' (Review) on 26-09-2024, and 'Verwerkt' (Completed). There is a red notification icon next to the task ID.

Select a drop the received candidate document

The professional initiates the workflow and add the necessary information. Under the Documents section, the professional can select and drop the received candidate document into the correct document type. The documents will then automatically be stored in the correct folders according to the document type in Digitaal Dossier.

The screenshot shows the ADP Workforce document upload interface. At the top, there's a navigation bar with 'Home', 'Inbox 57', 'Nieuws', and 'Actief 7'. Below the navigation bar, there are several form fields for candidate information: 'Geboortedatum' (15-01-1949, 75 jaar), 'Afdeling' (Corporate Headquarter), 'Formatieplaats' (Corporate Headquarter - Tester Daniel reupdated FIT), and 'Klantnummer'. Below the form fields, there's a 'Documenten' section. It contains two tables. The first table has columns 'Verplichting' (with a filter), 'Naam/Omschrijving' (with a search), and 'Aanwezig'. The second table has columns 'Document kandidaatdossier' and 'Type'. The first row in the second table is 'Curriculum Vitae (CV)' with type 'Verplicht'. The second row is 'ADRES_BEWIJSSTUK'. The third row is 'Australian passport with J-4 visa details.' with type 'PDF'. Below the tables, there's a 'Curriculum Vitae (CV)' section with a button that says 'Bijlage hierheen slepen of toevoegen via pijl'.

Cleanup of not finalized candidate documents

Once the onboarding process is completed in ADP Workforce by the professional, the documents in the temporary storage (Kandidatendossier) will be removed. Only finalized documents are kept in Digitaal Dossier. Temporary files are cleared from ADP Workforce.