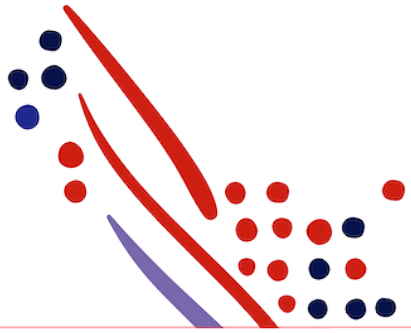
Guide

Worker.Onboard API Guide for Embedded Payroll

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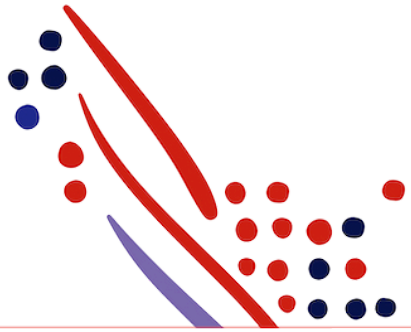


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Chapter 1

About this API

Summary

The worker.Onboard event is implemented to support onboarding a new employee or contractor. It indicates the creation of a work agreement between a person and an employer for the first time EVER. The Worker Onboard API Guide for Embedded Payroll describes how your application can add user in ADP Embedded Payroll application. It helps you to determine which use case best meets your business needs. It also guides you through the implementation of each use case.

Supported Product Version and Customer Base

The Worker.Onboard API is supported for all ADP Embedded Payroll bundles.

Process Overview

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

	Actor	Task Description
1	Client Practitioner	Triggers the API-based data exchange between your application and ADP Embedded Payroll application.
2	Your Application	Sends new onboarding data using the Worker Onboard API.
3	Payroll Practitioner/Employee	Completes the new hire process by going through the Employee Setup Wizard in Embedded Payroll, filling in the rest of the information.

Chapter 2

Use Case: Initiating New User Onboarding for W-2

Use Case Description

A successful API call creates an in-progress worker onboarding applicant. .

API Usage

Please refer to the Workers - Lifecycle Management link for sample Request and Response payloads.

Method	Uniform Resource Identifier (URI)	Description
POST	/hr/v1/worker.onboard?employeeaccess=enable	Starts the applicant onboarding process.

Application Scope

The canonical URI corresponding to the Worker Hire 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 API calls.

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

- **/hr/workerInformationManagement/workerManagement/lifecycleManagement/worker.onboard**

Request Header Parameters

None other than ADP standard header parameters.

Supported Actors

Request Parameter role code value	Usage
Practitioner	Starts the applicant onboarding process as a practitioner. A system user is considered a practitioner.

Data Dictionary

The Worker Onboard API request payload details for W2

Schema Location	**Is Required? (Y/N)**	Note
/events[0]/serviceCategoryCode/codeValue	N	The value should be **workerInformationManagement**
/events[0]/eventNameCode/codeValue	N	The value should be **worker.onboard**
/events[0]/data/transform/worker/workerDates/orginalHireDate	Y	
/events[0]/data/transform/worker/workAssignments/events[0]/data/transform/workerTypeCode/codeValue	Y	Value should be **W2**
/events[0]/data/transform/worker/workAssignment/events[0]/data/transform/workerTypeCode/shortName	N	Value should be **Employee**
/events[0]/data/transform/worker/person/governmentIDs/idValue	Y	

Schema Location	Is Required? (Y/N)	Note
/events[0]/data/transform/worker/person/governmentIDs/nameCode/codeValue	Y	Default value is **SSN**.
/events[0]/data/transform/worker/person/governmentIDs/nameCode/shortName	N	Default value is **Social Security Number**.
/events[0]/data/transform/worker/person/legalName/givenName	Y	
/events[0]/data/transform/worker/person/legalName/familyName1	Y	
/events[0]/data/transform/worker/person/legalAddress/lineOne	N	
/events[0]/data/transform/worker/person/legalAddress/lineTwo	N	
/events[0]/data/transform/worker/person/legalAddress/cityName	N	
/events[0]/data/transform/worker/person/legalAddress/countryCode	N	Code for the value in the **State/Province** field.
/events[0]/data/transform/worker/person/legalAddress/postalCode	N	
/events[0]/data/transform/worker/person/communication/emails/nameCode/codeValue	Y	Specifies whether the email is in the Personal or Work category.
/events[0]/data/transform/worker/person/communication/emails/nameCode/shortName	N	
/events[0]/data/transform/worker/person/communication/emails/nameCode/longName	N	
/events[0]/data/transform/worker/person/communication/emails/emailUri	Y	
/events[0]/data/transform/worker/person/birthDate	Y	

Chapter 3

Use Case: Initiating New User Onboarding for Individual Contractor

Use Case Description

A successful API call creates an in-progress worker onboarding applicant

API Usage

Please refer to the Workers - Lifecycle Management link for sample Request and Response payloads.

Method	Uniform Resource Identifier (URI)	Description
POST	/hr/v1/worker.onboard?employeeaccess=enable	Starts the applicant onboarding process.

Request Header Parameters

None other than ADP standard header parameters.

Data Dictionary

The Worker Hire API request payload data dictionary for Individual contractor:

Schema Location	**Is Required? (Y/N)**	Note
/events[0]/serviceCategoryCode/codeValue	N	Value should be **workerInformationManagement**
/events[0]/eventNameCode/codeValue	N	Value should be **worker.onboard**
/events[0]/data/transform/worker/workerDates/orginalHireDate	Y	
/events[0]/data/transform/worker/workAssignment/events[0]/data/transform/workerTypeCode/codeValue	Y	Value should be **1099**
/events[0]/data/transform/worker/workAssignments/events[0]/data/transform/workerTypeCode/shortName	N	Value should be **Contractor**
/events[0]/data/transform/worker/person/governmentIDs/idValue	Y	
/events[0]/data/transform/worker/person/governmentIDs/nameCode/codeValue	Y	Default value is **SSN**.
/events[0]/data/transform/worker/person/governmentIDs/nameCode/shortName	N	Default value is **Social Security Number**.
/events[0]/data/transform/worker/person/legalName/givenName	Y	
/events[0]/data/transform/worker/person/legalName/familyName1	Y	
/events[0]/data/transform/worker/person/legalAddress/lineOne	N	
/events[0]/data/transform/worker/person/legalAddress/lineTwo	N	
/events[0]/data/transform/worker/person/legalAddress/cityName	N	

Schema Location	Is Required? (Y/N)	Note
/events[0]/data/transform/worker/person/legalAddress/countryCode	N	Code for the value in the **State/Province** field.
/events[0]/data/transform/worker/person/legalAddress/postalCode	N	
/events[0]/data/transform/worker/person/communication/emails/nameCode/codeValue	Y	Specifies whether the email is in the Personal or Work category.
/events[0]/data/transform/worker/person/communication/emails/nameCode/shortName	N	
/events[0]/data/transform/worker/person/communication/emails/nameCode/longName	N	
/events[0]/data/transform/worker/person/communication/emails/emailUri	Y	
/events[0]/data/transform/worker/person/birthDate	Y	

Chapter 4

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.

Please refer to this link for the requests and responses for this API: Workers - Lifecycle Management

Response Code	Condition	messageTxt	Tips to handle
200 OK	Employee full time request is processed successfully.		
400 Bad Request	New Hire Request with already registered SSN.	New hire request is invalid, employee is already registered.	
400 Bad Request	If any required field is not passed in post payload. In this request, BirthDate is not passed or null passed	The following fields must contain data:Birth Date.	
400 Bad Request	If workerType code is not passed with the required value	workAssignment:Invalid Data.	

Chapter 5

Known Issues and Limitations

Information: This section details all reported and known issues, so developers can be aware during implementation.

Issue #1: Meta is not available

Issue Description

Meta for the worker.onboard is not yet available.

Issue #2: BirthDate needs to be corrected

Issue Description

The birth date foramt is different and needs to be updated.