

Chapter 2

Use Case: Onboard a Newly Hired Employee into the Unassigned New Hires Section

from Applicant Onboard API Guide for ADP Vantage HCM Guide

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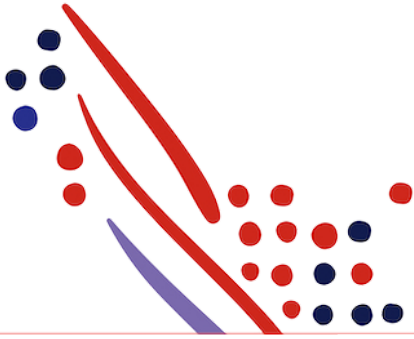
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Chapter 2

Use Case: Onboard a Newly Hired Employee into the Unassigned New Hires Section

Description

Insert a newly hired employee to ADP Vantage HCM. This is so the HR practitioner can finish the hiring process in ADP Vantage HCM. A success request results in a new hire under **Process > Job Activities > New Hire > Unassigned New Hires**.

API Usage

Method	URI	Description	GitHub Sample Request Payload	GitHub Sample Response Payload
GET	/events/staffing/v1/applicant.onboard/meta	Returns an applicant's metadata.	NA	applicant.onboard-meta-http-200-response.json
POST	/events/staffing/v1/applicant.onboard	Starts the applicant onboarding process.	applicant.onboard-http-201-request.json	applicant.onboard-http-201-response.json

Application Scope

In ADP, APIs are assigned to canonical URIs. The following canonicals need to be added to your application scope in order to enable this use case.

Canonical URI
/staffing/staffingManagement/positionSeekerManagement/applicantManagement/applicant.onboard

Request Header Parameters

None, in addition to the ADP® standard header parameters.

Supported Actors

Request Parameter roleCode Value	Usage
practitioner	Adds a newly hired employee into ADP Vantage. This is so an HR practitioner can complete the new hire process.

Sequence of Interactions

The following are the steps shown in the previous diagram:

1. Your consumer application makes a request to the ADP API endpoint for Applicant-Onboard meta.
2. The ADP API endpoint responds to your consumer application with the meta payload, for making the Applicant-Onboard call.
3. Your consumer application makes a request with the payload to the ADP API endpoint for the Applicant-Onboard API.
4. The ADP API endpoint responds to the consumer application with the processing result.

Data Dictionary

The Applicant Onboard API exposes ADP Vantage data displayed under **Process > Job Activities > New Hire > Active New Hires**.

Schema Location	Field Name (in ADP Vantage HCM)
/applicant/applicantID/idValue	Employee ID
/applicant/person/governmentIDs+/idValue[codeValue='SSN']	Social Security Number
/applicant/person/governmentIDs+/idValue[codeValue='SIN']	Canadian SIN
/applicant/person/legalName/givenName	Legal First Name
/applicant/person/legalName/middleName	Legal Middle Name
/applicant/person/legalName/familyName1	Legal Last Name
/applicant/person/legalName/preferredSalutations/salutationCode/longName	Prefix
/applicant/person/legalName/generationAffixCode/longName	Suffix
/applicant/person/legalName/titleAffixCodes/affixCode/longName	Formal Title
/applicant/person/legalAddress/lineOne	Home - Address Line 1
/applicant/person/legalAddress/lineTwo	Home - Address Line 2
/applicant/person/legalAddress/lineThree	Home - Address Line 3 (only non-US and CAN addresses)
/applicant/person/legalAddress/lineFour	Home - Address Line 3 (only non-US and CAN addresses)
/applicant/person/legalAddress/lineFive	Home - Address Line 3 (only non-US and CAN addresses)
/applicant/person/legalAddress/countryCode	Home - Country
/applicant/person/legalAddress/cityName	Home - City

/applicant/person/legalAddress/countrySubdivisionLevel1/codeValue	Home - State/Territory
/applicant/person/legalAddress/postalCode	Home - Zip Code
/applicant/person/legalAddress/countrySubdivisionLevel2/longName	Home - County
/applicant/person/otherPersonalAddresses/lineOne	Mailing - Address Line 1
/applicant/person/otherPersonalAddresses/lineTwo	Mailing - Address Line 2
/applicant/person/otherPersonalAddresses/lineThree	Mailing - Address Line 3 (only non-US and CAN addresses)
/applicant/person/otherPersonalAddresses/lineFour	Mailing - Address Line 4 (only non-US and CAN addresses)
/applicant/person/otherPersonalAddresses/lineFive	Mailing - Address Line 5 (only non-US and CAN addresses)
/applicant/person/otherPersonalAddresses/countryCode	Mailing - Country
/applicant/person/otherPersonalAddresses/cityName	Mailing - City
/applicant/person/otherPersonalAddresses/countrySubdivisionLevel1/codeValue	Mailing - State/Territory
/applicant/person/otherPersonalAddresses/postalCode	Mailing - Zip Code
/applicant/person/otherPersonalAddresses/sameAsAddressIndicator	Same as home address?
/applicant/person/communication/emails/emailUri	Personal Email
/applicant/person/raceCode/codeValue	Race/Ethnicity
/applicant/person/genderCode/codeValue	Gender for Insurance/Compliance
/applicant/person/maritalStatusCode/codeValue	Marital Status
/applicant/person/maritalStatusCode/effectiveDate	Marital Status Date
/applicant/person/birthDate	Birth Date
/jobOffer/offerAssignment/jobTitle	Business Title
/applicant/person/highestEducationLevelCode/codeValue	Highest Educational Level
/applicant/person/disabledIndicator	Disability Status
/applicant/person/disabilityIdentificationDeclinedIndicator	Disabled - Decline to Identify
/applicant/person/militaryClassificationCodes/codeValue	Protected Veteran Status
/applicant/person/militaryStatusCode/codeValue	Military Status
/applicant/person/militaryDischargeDate	Military Discharge Date
/jobOffer/offerAssignment/reportsTo+workerID/idValue[codeValue='SUPERVISOR']	Secondary Manager
/applicant/person/communication/landlines+nameCode/codeValue	Phone Type

/applicant/person/communication/landlines+/countryDialing	Country Code
/applicant/person/communication/landlines+/formattedNumber	Phone Number
/applicant/person/communication/mobiles+/nameCode/codeValue	Phone Type
/applicant/person/communication/mobiles+/countryDialing	Country Code
/applicant/person/communication/mobiles+/formattedNumber	Phone Number
/applicant/person/communication/faxes+/nameCode/codeValue	Phone Type
/applicant/person/communication/faxes+/countryDialing	Country Code
/applicant/person/communication/faxes+/formattedNumber	Fax Number
/applicant/person/communication/pagers+/countryDialing	Phone Type
/applicant/person/communication/pagers+/nameCode/codeValue	Country Code
/applicant/person/communication/pagers+/extension	Pin
/applicant/person/communication/pagers+/formattedNumber	Pager Number
/jobOffer/offerTerms/expectedStartDate	Effective Date
/eventReasonCode/codeValue	Reason
/jobOffer/offerAssignment/legalEntityID	Company
/jobOffer/offerAssignment/payrollGroupCode	Pay Group
/jobOffer/offerAssignment/assignedOrganizationalUnits+/nameCode/codeValue[codeValue='DEPTID']	Department
/jobOffer/offerAssignment/jobCode/codeValue	Job Title
/jobOffer/offerAssignment/reportsTo+/workerID/idValue[idValue='MANAGER']	Reports To
/jobOffer/offerAssignment/standardHours/payPeriodHoursQuantity	Standard Hours
/jobOffer/offerAssignment/workerTypeCode/codeValue	Employee Classification
/jobOffer/offerAssignment/occupationalClassifications+/classificationCode/codeValue[codeValue='WRKCOMP']	Worker's Comp Code
/jobOffer/offerAssignment/occupationalClassifications+/classificationCode/codeValue[codeValue='EEOC']	Exclude from EEO Report
/jobOffer/offerAssignment/assignmentTermCode/codeValue	Regular/Temp
/jobOffer/offerTerms/compensation/remunerationBasisCode/codeValue	Pay Type
/jobOffer/offerAssignment/assignedWorkLocations+/nameCode/codeValue	Work Location
/jobOffer/offerAssignment/homeWorkLocation/nameCode/codeValue	Reporting Location
/jobOffer/offerAssignment/workLevelCode/codeValue	Full-Time/Part-Time

/jobOffer/offerTerms/compensation/baseRemuneration/recordingBasisCode/codeValue	Compensation Frequency
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/dailyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/weeklyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/biweeklyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/semiMonthlyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/monthlyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/annualRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/payPeriodRateAmount/currencyCode	Currency
/jobOffer/offerAssignment/payrollFileNumber	File Number
/jobOffer/offerAssignment/assignedOrganizationalUnits+/nameCode/codeValue[codeValue='PAYDEPTID']	Payroll Department Number
/jobOffer/offerAssignment/homeOrganizationalUnits/nameCode/codeValue	Cost Number

Responses

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development. Refer to [API Common Exceptions and Tips for Handling](#).

Response Code	Response Condition	messageTxt	GitHub Sample Request Payload	GitHub Sample Response Payload	Tips to handle
201 Success	Request is processed successfully.	NA	applicant.onboard-http-201-request.json	applicant.onboard-http-201-response.json	Refer the payload values for creating a proper request.
400 Bad Request	When first name is not passed in the request.	"userMessage": {"codeValue": "15-69"}, "messageTxt": "You must enter a value in	applicant.onboard-400-first-name-left-blank-request.json	applicant.onboard-400-first-name-left-blank-response.json	Applicant provides user friendly error handling message to the user.

		the required field (Employee Personal Data-Name)"}			
	When last name is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Personal Data-Name)"}	applicant.onboard-400-last-name-left-blank-request.json	applicant.onboard-400-last-name-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When expectedStartDate is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data-Effective Date)"}	applicant.onboard-400-expectedStartDate-left-blank-request.json	applicant.onboard-400-expectedStartDate-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When ssn number is not passed in the request.	"userMessage": {"codeValue": "1000-324", "messageTxt": "You must enter the Social Security Number. "}	applicant.onboard-400-ssn-number-left-blank-request.json	applicant.onboard-400-ssn-number-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When addressLine1 is not passed in request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Personal Data-Address (Line 1))"}	applicant.onboard-400-addressLine1-left-blank-request.json	applicant.onboard-400-addressLine1-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When City is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Personal Data-City)"}	applicant.onboard-400-city-name-left-blank-request.json	applicant.onboard-400-city-name-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When countrySubdivisionLevel is not passed in the request.	"userMessage": {"codeValue": "1000-316", "messageTxt": "You must enter at least Address (Line 1), City, State/Province , and ZIP/Postal Code"}	applicant.onboard-400-countrySubdivisionLevel-left-blank-request.json	applicant.onboard-400-countrySubdivisionLevel-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When PostalCode is not passed in the request.	"userMessage": {"codeValue": "1000-316", "messageTxt": "You must enter at least Address (Line 1),	applicant.onboard-400-postalCode-left-blank-request.json	applicant.onboard-400-postalCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.

		City, State/Province, and ZIP/Postal Code"}			
	When ReportsTo ID is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee JobData-Reports To Manager ID)"}	applicant.onboard-400-ReportsTo-ID-left-blank-request.json	applicant.onboard-400-ReportsTo-ID-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When LegalentityID is not passed in the request.	"userMessage": {"codeValue": "15-11", "messageTxt": "You have entered an invalid value for (Employee JobData-Pay Group). Select a valid value from the list provided."}	applicant.onboard-400-LegalentityID-left-blank-request.json	applicant.onboard-400-LegalentityID-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When DepartmentID is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data-Department ID)"}	applicant.onboard-400-DepartmentID-left-blank-request.json	applicant.onboard-400-DepartmentID-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When AssignedWork Location is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data-Location Code)"}	applicant.onboard-400-AssignedWorkLocation-left-blank-request.json	applicant.onboard-400-AssignedWorkLocation-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When HomeWorkLocation is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data-Reporting Location)."}	applicant.onboard-400-HomeWorkLocation-left-blank-request.json	applicant.onboard-400-HomeWorkLocation-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When WorkerLevelCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data-Full/Part Time)"}	applicant.onboard-400-WorkerLevelCode-left-blank-request.json	applicant.onboard-400-WorkerLevelCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When remuneration BasisCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the	applicant.onboard-400-remunerationBasisCo	applicant.onboard-400-remunerationBasisCo	Applicant provides user friendly error handling message to the user.

		required field (Employee Job Data- Employee Type)."}	de-left-blank-request.json	de-left-blank-response.json	
	When recordingBasisCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data- Compensation Frequency)"}	applicant.onboard-400-recordingBasisCode-left-blank-request.json	applicant.onboard-400-recordingBasisCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When JobCode is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data- Job Code)"}	applicant.onboard-400-jobCode-left-blank-request.json	applicant.onboard-400-jobCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When currencyCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data- Currency Code)"}	applicant.onboard-400-currencyCode-left-blank-request.json	applicant.onboard-400-currencyCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When payrollGroupCode is not passed in the request.	"userMessage": {"codeValue": "15-11", "messageTxt": "You have entered an invalid value for (Employee Job Data- Employee Type). Select a valid value from the list provided."}	applicant.onboard-400-payrollGroupCode-left-blank-request.json	applicant.onboard-400-payrollGroupCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When duplicate ssn number is passed in the request.	"userMessage": {"codeValue": "1000-46", "messageTxt": "You have entered a Social Security Number /Federal EIN/ITIN already used by Employee ID XXXXX . Review the matching employees and correct entry errors."}	applicant.onboard-400-duplicate-ssn-number-request.json	applicant.onboard-400-duplicate-ssn-number-response.json	Applicant provides user friendly error handling message to the user.
	When invalid eventReasonCode is passed in the request.	"userMessage": {"codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Reason Code . Select a valid value	applicant.onboard-400-invalid-eventReasonCode-request.json	applicant.onboard-400-invalid-eventReasonCode-response.json	Applicant provides user friendly error handling message to the user.

		from the list provided. (15,11)\n"} }			
	When invalid WorkerLevel Code is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Full/Part Time . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid- workerLevelCode- request.json	applicant.onboard-400- invalid- workerLevelCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid assignmentTermCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Regular/Temporary . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid- assignmentTermCode- request.json	applicant.onboard-400- invalid- assignmentTermCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid jobCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Job Code . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid-jobCode- request.json	applicant.onboard-400- invalid-jobCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid payrollGroupCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Pay Group . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid- payrollGroupCode- request.json	applicant.onboard-400- invalid- payrollGroupCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid ReportsToID is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Reports To Manager ID . Select a valid value from the list	applicant.onboard-400- invalid- reportsToID- request.json	applicant.onboard-400- invalid-reportsToID- response.json	Applicant provides user friendly error handling message to the user.

		provided. (15,11)\n"} }			
	When Future BirthDate is passed in the request.	"userMessage": { "codeValue": "1000-306", "messageTxt": "You have entered a birth date that is later than today's date. (1000,306)\n"} }	applicant.onboard-400-Future-BirthDate-request.json	applicant.onboard-400-Future-BirthDate-response.json	Applicant provides user friendly error handling message to the user.
	When invalid hireDate is passed in the request.	"userMessage": { "codeValue": "54-10", "messageTxt": "The system is not able to update the value for field EFFSEQ. (54,10)\n"} }	applicant.onboard-400-invalid-hireDate-request.json	applicant.onboard-400-invalid-hireDate-response.json	Applicant provides user friendly error handling message to the user.
	When invalid BirthDate is passed in the request.	"userMessage": { "codeValue": "40-10", "messageTxt": "The date you entered is invalid. Enter a valid date (- Birthdate). (40,10)\n"} }	applicant.onboard-400-invalid-BirthDate-request.json	applicant.onboard-400-invalid-BirthDate-response.json	Applicant provides user friendly error handling message to the user.
	When invalid MaritalStatusCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Personal Data- Marital Status . Select a valid value from the list provided.(15,11)\n"} }	applicant.onboard-400-invalid-maritalStatusCode-request.json	applicant.onboard-400-invalid-maritalStatusCode-response.json	Applicant provides user friendly error handling message to the user.
	When invalid genderCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Personal Data- Gender . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400-invalid-genderCode-request.json	applicant.onboard-400-invalid-genderCode-response.json	Applicant provides user friendly error handling message to the user.