



Guide

Applicant Onboard API v1 Guide for RUN Powered by ADP

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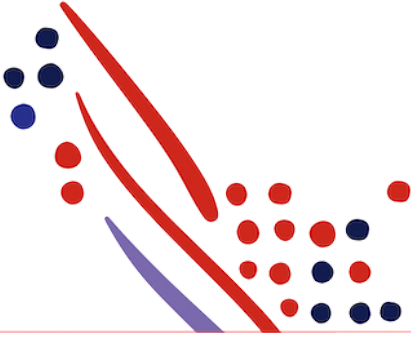


Table of Contents

Chapter 1

About the Applicant Onboard v1 API

Summary

Whats new in this guide ?

August 2022

Supported Product Version and Customer Base

Postman-Collection

Typical Business-to-Business (B2B) Application Integration Flow

Recommended Reading

Chapter 2

Use Case: Sending a Newly Hired Employee

Description

API Usage

Application Scope

Supported Actors

Request Header Parameters

Sequence of Interactions

Data Dictionary

Employees > Personal Information > Employment Info

Employees > Personal Information > Employee Info

Employees > Payroll > Payroll Info

Responses

Chapter 3

Known Issues and Limitations

Limitation #1: Fields not supported

About the Applicant Onboard v1 API

Summary

The Applicant Onboard API is implemented to support onboarding a new employee or contractor. A successful API call creates a new hire and a notification in RUN Powered by ADP, enabling a practitioner to login and supplement the new hire data, launching the Employee Setup Wizard to complete the hire.

Whats new in this guide ?

August 2022

- Updated API endpoints and samples to link to API explorer.

Supported Product Version and Customer Base

The Applicant Onboard API is supported for the all RUN Powered by ADP bundles.

Postman-Collection

Postman allows you to import a collection of APIs, created by others, so you can try them out. For more information on Postman, see [Making Your First API Call Using Postman](#).

To download API collections for the Applicant Onboard API from the ADP GitHub library and import them to Postman, click [here](#).

Typical Business-to-Business (B2B) Application Integration Flow

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

Recommended Reading

[Working with Common API Operations for RUN Powered by ADP](#).

Chapter 2

Use Case: Sending a Newly Hired Employee

Description

A successful API call creates a In progress hire and creates a notification in RUN Powered by ADP, enabling a practitioner to login and supplement the new hire data, launching the Employee Setup Wizard in order to complete the hire.

For more information refer [Job Applicants guide for ADPRUN](#).

API Usage

Method	Uniform Resource Identifier (URI)	Description
GET	/events/staffing/v1/applicant.onboard/meta	Returns an applicant's metadata.
POST	/events/staffing/v1/applicant.onboard	Starts the applicant onboarding process.

Application Scope

The canonical URI corresponding to the Applicant Onboard 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:

- **/staffing/staffingManagement/applicantOnboardingManagement/applicantManagement/applicant.onboard**

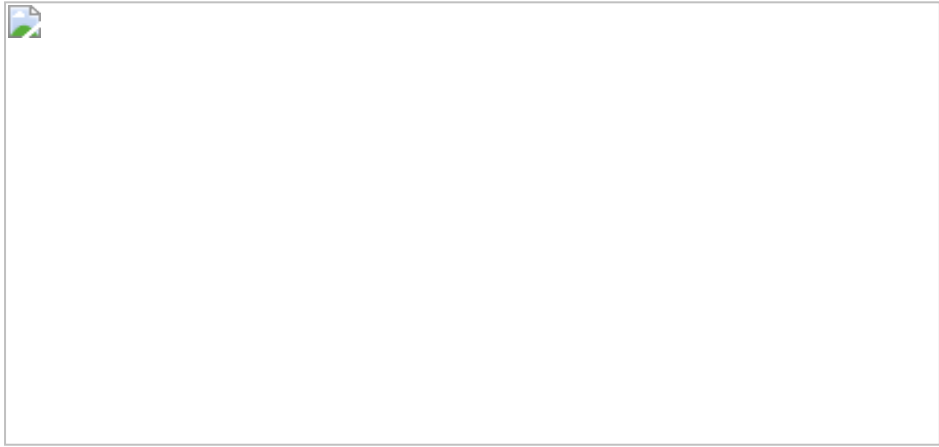
Supported Actors

Request Parameter roleCode Value:	Practitioner
Usage:	Completes the new hire process by logging into RUN Powered by ADP and launching the Employee Setup Wizard.

Request Header Parameters

None, in addition to the ADP standard header parameters.

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 the Applicant-Onboard meta.
2. The ADP API endpoint responds to your consumer application with the meta payload.
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 RUN Powered by ADP data displayed in the Employee Setup Wizard.

Employees > Personal Information > Employment Info

Schema Location	Field Name in RUN Powered by ADP	Is Required? (Y/N)
/applicant	Not Displayed	Y
/applicant/person	Not Displayed	Y
/applicant/person/birthDate	Birth date	N
/applicant/person/genderCode/codeValue	Gender	Y
/applicant/person/genderCode/shortName		N
/jobOffer	Not Displayed	Y
/jobOffer/offerTerms	Not Displayed	Y
/jobOffer/offerTerms/expectedStartDate	Hire date	N

Employees > Personal Information > Employee Info

Schema Location	Field Name RUN Powered by ADP	Is Required? (Y/N)	Note
/applicant/person/preferredName/formattedName	Preferred name	N	
/applicant/person/formerNames/formattedName	Alternate name	N	
/applicant/person/governmentIDs/itemID	Social security no	N	
/applicant/person/governmentIDs/idValue			
/applicant/person/governmentIDs/nameCode/codeValue		N	Default value is SSN .
/applicant/person/governmentIDs/nameCode/shortName	Social security no (cont.)	N	Default value is Social Security Number .
/applicant/person/governmentIDs/countryCode		N	Default value is US .
/applicant/person/legalName/givenName	First name	Y	
/applicant/person/legalName/middleName	Middle initial	N	
/applicant/person/legalName/familyName1	Last name	Y	
/applicant/person/legalAddress	Not Displayed	Y	
/applicant/person/legalAddress/lineOne	Address line 1	N	
/applicant/person/legalAddress/lineTwo	Address line 2	N	
/applicant/person/legalAddress/cityName	City	N	
/applicant/person/legalAddress/countryCode	Not Displayed	N	Code for the value in the State/Province field.
/applicant/person/legalAddress/postalCode	Zip code	N	
/applicant/person/legalAddress/countryCode	Not Displayed	N	Code for the value in

alAddress/countrySub divisionLevel1/codeVa lue			the State/Province field.
/applicant/person/leg alAddress/countrySub divisionLevel1/shortN ame	State/Province	N	
/applicant/person/co mmunication/emails/n ameCode/codeValue	Personal/Work	N	Specifies whether the email is in the Personal or Work category.
/applicant/person/co mmunication/emails/n ameCode/shortName		N	
/applicant/person/co mmunication/emails/n ameCode/longName		N	
/applicant/person/co mmunication/emails/e mailUri		N	
/applicant/person/co mmunication/landlines	Home	N	
/applicant/person/co mmunication/landlines /nameCode/codeValue		N	
/applicant/person/co mmunication/landlines /nameCode/shortNam e		N	
/applicant/person/co mmunication/landlines /nameCode/longName		N	
/applicant/person/co mmunication/landlines /formattedNumber		N	
/applicant/person/co mmunication/landlines /extension		N	
/applicant/person/co mmunication/mobiles/ itemID	Mobile	N	
/applicant/person/co mmunication/mobiles/ nameCode/codeValue		N	
/applicant/person/co mmunication/mobiles/ nameCode/shortName		N	
/applicant/person/co mmunication/mobiles/ nameCode/longName		N	

/applicant/person/communication/mobiles/countryDialing	N	
/applicant/person/communication/mobiles/areaDialing	N	
/applicant/person/communication/mobiles/dialNumber	N	
/applicant/person/communication/mobiles/formattedNumber	N	

Employees > Payroll > Payroll Info

Schema Location	Field Name (in ADP RUN)	Is Required (Yes/No)	Note
/jobOffer/offerTerms/compensation/remunerationBasisCode/codeValue	Pay type	N	
/jobOffer/offerTerms/compensation/remunerationBasisCode/shortName		N	
/jobOffer/offerTerms/compensation/baseRemuneration		N	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount	Pay rate	N	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/amountValue		N	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/currencyCode		N	U.S. Dollars (USD)
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/nameCode		N	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount	Pay Rate (cont.)	N	

/teAmount/nameCode/codeValue			
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/nameCode/shortName		N	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/nameCode/longName		N	
/jobOffer/offerTerms/compensation/baseRemuneration/payPeriodRateAmount/amountValue	Weekly Salary	N	
/jobOffer/offerTerms/compensation/baseRemuneration/payPeriodRateAmount/currencyCode		N	
/jobOffer/offerTerms/compensation/baseRemuneration/payPeriodRateAmount/nameCode/codeValue		N	
/jobOffer/offerTerms/compensation/baseRemuneration/payPeriodRateAmount/nameCode/shortName	Weekly Salary (cont.)	N	
/jobOffer/offerTerms/compensation/baseRemuneration/payPeriodRateAmount/nameCode/longName		N	
/jobOffer/offerTerms/compensation/additionalRemunerations/rate	Pay rate 2 / Pay rate 3 / Pay rate 4 / Pay rate 5	N	
/jobOffer/offerTerms/compensation/additionalRemunerations/rate/amountValue		N	
/jobOffer/offerTerms/compensation/additionalRemunerations/rate/currencyCode		N	
/jobOffer/offerTerms/compensation/additionalRemunerations/rate/nameCode/codeValue		N	
/jobOffer/offerTerms		N	

/compensation/additionalRemunerations/rate/nameCode/shortName			
/jobOffer/offerTerms/compensation/additionalRemunerations/rate/nameCode/longName		N	
/jobOffer/offerTerms/compensation/payCycleCode/codeValue	Pay frequency	N	
/jobOffer/offerTerms/compensation/payCycleCode/shortName		N	
/jobOffer/offerAssignment		Y	
/jobOffer/offerAssignment/workerTypeCode		Y	
/jobOffer/offerAssignment/workerTypeCode/codeValue		Y	Specifies Employee or Contractor .
/jobOffer/offerAssignment/workerTypeCode/shortName		N	
/jobOffer/offerAssignment/workLevelCode/codeValue	Employment type	N	
/jobOffer/offerAssignment/workLevelCode/shortName		N	
/jobOffer/offerAssignment/standardHours/hoursQuantity	Standard hours per pay period	N	
/jobOffer/offerAssignment/standardHours/unitCode/codeValue		N	
/jobOffer/offerAssignment/standardHours/unitCode/shortName		N	
/jobOffer/offerAssignment/homeWorkLocation/address	Not Displayed	N	In RUN Powered by ADP, homeWorkLocation means Department . Department has only code and description but doesn't have address.
/jobOffer/offerAssignment/homeWorkLocation/address/lineOne		N	
/jobOffer/offerAssignment		N	

ment/homeWorkLocation/address/lineTwo			
/jobOffer/offerAssignment/homeWorkLocation/address/cityName		N	
/jobOffer/offerAssignment/homeWorkLocation/address/countryCode		N	
/jobOffer/offerAssignment/homeWorkLocation/address/postalCode		N	
/jobOffer/offerAssignment/homeWorkLocation/address/countrySubdivisionLevel/codeValue		N	
/jobOffer/offerAssignment/homeWorkLocation/address/countrySubdivisionLevel/subdivisionType		N	
/jobOffer/offerAssignment/homeWorkLocation/address/countrySubdivisionLevel/shortName		N	

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](#).

For more information refer [Job Applicants guide for ADP RUN](#).

Response Code	Condition	messageTxt	Tips to handle
200 OK	Employee full time request is processed successfully.		Refer the payload values for creating a proper request.
	Employee part time request is processed successfully.		

	Employee temporary request is processed successfully.		
	Contractor full time request is processed successfully.		
	Contractor part time request is processed successfully.		
	Contractor temporary request is processed successfully.		
400 Bad Request	When first name is not passed in the request.	"userMessage": {"messageTxt": "events[0].data.Transform.Applicant.Person.legalName.givenName:Characters are not allowed."}	Refer the payload values for creating a proper request.
	When required field is not passed in the request.	"events[0].data.Transform.JobOffer.OfferAssignment.workerTypeCode:The workerTypeCode field is required."	Refer the payload values for creating a proper request.

Chapter 3

Known Issues and Limitations

Limitation #1: Fields not supported

The following fields are not supported by the Applicant Onboard APIs.

Screen	Field Name
Employees > Personal Information > Employment Info	Termination Date
Employees > Personal Information > Employment Info	Last Day Worked
Employees > Personal Information > Employment Info	Termination Reason
Employees > Personal Information > Tax Info	All fields