



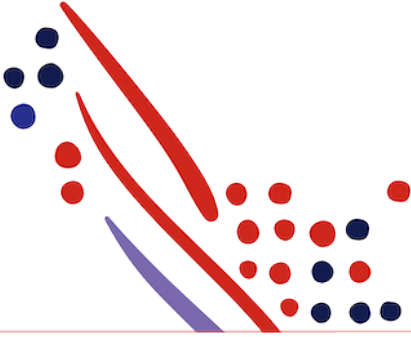
Guide

Applicant Onboard V2 API Guide for ADP WFN Next Gen

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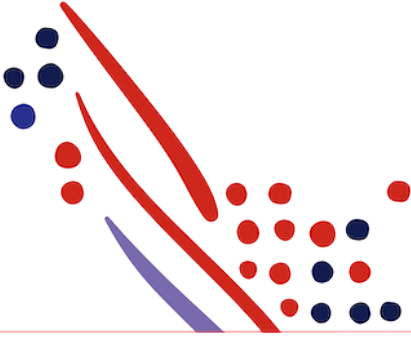


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Issue Description

US905487: Fields not supported through the Application Onboard V2 API

Impacted APIs

Issue Description

F154681: Cannot complete the onboard hire process, which already exists with Status as In Progress

Impacted APIs

Issue Description

Chapter 7

Appendix

About this API

Summary

ADP Workforce Now enables client practitioners to add new employees using the New Hire Template. The Applicant Onboard V2 Application Programming Interface (API) posts an applicant as an **In-Progress** and **completed** hire into ADP Workforce Now. This enables a practitioner to complete the hire by logging into ADP Workforce Now and add the new hire data.

What's New in this Guide?

August 2021

- Added Question 6: What is an onboarding product about? Are there clients who use the onboard API but do not have the onboarding product?, under Chapter 5 - Frequently Asked Questions.

July 2021

- Added a security access point "Security Access to the New Hire "In Progress" and "New Hire History" Tab". **Chapter 1 > Required client setup** section.

April 2021

- New documentation for usage with WFN Next Gen

Time & Attendance

- When a client is enabled with Time & Attendance then **New Hire Default** for **Time Entry** should be configured if performing complete hire using only this API
 - Setup > Processing Option > 'Pay Group Code' > New Hire Defaults > Time Entry Policy

Business Rules

- **Ask the New Hire** option needs to be disabled under **custom business rule**, so only the **Pre-Hire** field will populate on the **Hire** page.
- **Minimum least age** setup needs to be completed under **custom business rule**, so age validation happens while the New Hire process is completed.

Pre-Hire Functionality

To enable the **preHire** field in the ADP Workforce Now UI, select **Client Wizard > service selection** and select (check) **WFN Onboarding Client**.

Important: This is supported for United States (U.S.), Canadian, and International clients.

I-9 Verify

To enable the **E-verify** field in the ADP Workforce Now UI, select **Client Wizard > service selection** and check the **E Verify I9 Client** check box.

Important: This is supported for U.S. clients only.

Supported Product Version and Customer Base

All U.S. ADP Workforce Now Next Gen are on the most current version of the Applicant Onboard V2 API.

NOTE: Canadian or International Employees are currently not supported

Process Overview

The following table shows an illustration of how your data connector application would be used by a client (this is a typical Business-to-Business (B2B) Application Integration Flow).

	Actor	Task Description
1	Client practitioner	Sets up required templates within ADP Workforce Now (as mentioned in the Chapter 6 - Appendix: Steps to Create a New Hire Template with the Name of Applicant Onboard) by selecting Setup > Template Management > Hire/Rehire in the UI.
2	Client practitioner	Makes sure each new hire is configured for an API supported template within the data connector application.
3	Client practitioner	Triggers the API-based data exchange between your data connector application and ADP Workforce Now.
4	Your data connector application	Sends new hire data using the Applicant Onboard V2 API.
5	Payroll practitioner	

Required Setup

New Hire Templates

For practitioners to start the new hire process, ADP Workforce Now offers default templates. The Applicant Onboard V2 API also supports the following templates:

- **WFN US Client - system template**, which supports the following:
 - Paid Employee (W2) - **T5**
 - Paid Contractor (Individual) - **T7**
 - Volunteer or Invoiced Contractor - **T6**
 - All Custom Templates - **xxxxxxx_xx**



Note

In order to use system templates, practitioner should be set as standard practitioner.

- **Custom templates** - Clients could also define custom templates by adding sections to a custom template.



Important

1. Before consuming the custom templates through API, make sure **Profile for system users established by Marketplace Data Connector applications** is checked.
2. To confirm the user for your data connector application is assigned, click **View Users in Selected Profiles**.



Important

1. Whenever there is a change or update to any of the existing Custom template setup at ADP WorkForce Now side, the respective template Code in the API meta response gets updated.
2. It is recommended to call meta API (/hcm/v2/applicant.onboard/meta) to verify the template Codes before trying to onboard an employee using custom templates.

Note: See [Chapter 6 - Appendix: Steps to Create a New Hire Template with the Name of Applicant Onboard](#) and go to the **Steps to Create a New Hire Custom Template**.

- 1.

• **Policy Setup** for each state for the New hire employees

- To do complete Hire, Tax section Policy setup is mandatory for individual states.
- Navigation - Setup > Payroll > Policy manager > Tax Jurisdictions
- State wise applicable policies list are - [State matrix.xlsx](#).



Important

1. Meta schema does not show tax related fields because they are directly populated on the UI based on the legal address selected.

. Tempus

- To complete hire, required time entry need to be mandatory for Pay Group.
- Steps to defaulting time entry policy for Pay Group is
 - Navigation - Setup > Payroll > Processing options > Pay Group > New hire defaults.
 - To create Policy - Setup > Payroll > Policy Manager > Time entry.



Important

1. Depends on the time entry policy defaulted for Pay Group Badge Number is required or optional is observed in Meta.

Security Access to the New Hire "In Progress" and "New Hire History" Tab

Have you ever had a client contact you stating that a user has limited access to specific people, or a specific company and they can see EE's hired under companies they don't have access to?

Well, here is the setting that can resolve this issue...

Navigation: Setup > Security > Access Permissions > Menu Access > Select the profile the user is in > Select "**Process**" > Review the HR section

This "**Admin Functions**" controls what information displays in the "**In-Progress Hires**" & "**Hire History**" tab.

1. **Checked:** The user will see all new hires "**In progress**" and "**Completed**" entered by anyone
2. **Not checked:** The user will only see the "**In progress**" and "**Completed**" hires that they have entered themselves.

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 V2 API from the ADP GitHub library and import them to Postman, go to [Applicant Onboard Postman Collection](#).

Chapter 2

Onboarding a Newly Hired Employee into the In-Progress Hire Process

Use Case Description


This use case inserts a newly hired employee into ADP Workforce Now using a specific template. This is so the HR practitioner can start the hiring process in ADP Workforce Now. A success request results in a new hire within **Process > HR > Hire/Rehire**.

Important:

For an **In-Progress** hire, follow these steps:

- When you make a call to the `/hcm/v2/applicant.onboard/meta` without a template filter you get the list of required fields [**birthName/givenName, birthName/familyName, onboardingTemplateCode, hireDate**] to place an employee into the **In-Progress** status of the New Hire wizard.
- When you make a call to `/hcm/v2/applicant.onboard/meta?filter=meta/applicantOnboarding/onboardingTemplateCode/code eq 'code'`, you get a list of fields marked required for that template in order to complete the hire without having to mark them **in process**.

API Usage

Method	Uniform Resource Identifier (URI)	Description	GitHub Sample Request Payload	GitHub Sample Response Payload
GET	<code>/hcm/v2/applicant.onboard/meta</code>	<p>Returns an applicant's metadata.</p> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;">  <p>Important</p> <ol style="list-style-type: none"> 1. Whenever there is a change or update to any of the existing Custom template setup at ADP WorkForce Now side, the respective template Code in the API meta response gets updated. 2. It is recommended to call meta API (<code>/hcm/v2/applicant.onboard/meta</code>) to verify the template Codes before trying to onboard an employee using custom templates. </div>	NA	<p>ADP US Client:</p> <p>complete_meta_nofilter</p>
GET	<p>United States and Canadian Clients:</p> <p><code>/hcm/v2/applicant.onboard/meta?filter=meta/applicantOnbo</code></p>	Retrieves the template code available for the client.	NA	<p>ADP US Client:</p> <p>complete_meta_withfilter</p>

	arding/onboardingTemplateCode/code eq '{itemID}'	For codelist APIs, see the Validation Table Code List API Guide for ADP Workforce Now .		
GET	United States and Canadian Clients: /hcm/v2/applicant.onboard/meta? \$filter=meta/applicantOnboarding/onboardingTemplateCode/code eq '{itemID}' and meta/applicantOnboarding/applicantPayrollProfile/payrollGroupCode/code eq '{payrollGroupCode}'	Retrieves defaults for time and attendance fields if client has Time and Attendance Enabled.		
POST	/hcm/v2/applicant.onboard	Starts the applicant onboarding process (Inprogress state).	ADP US Client: Inprogress request json	ADP US Client: AWS_inprogress_response

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 the Application Onboard V2 API and make successful API calls.

The following canonicals need to be added to your application scope to enable this use case:

- /hcm/integrationManagement/applicantOnboardingManagement/onboardingProcessManagement/applicant.onboard
- /hcm/integrationManagement/applicantOnboardingManagement/onboardingProcessManagement/applicant.onboard.meta.read

Codelist Scopes

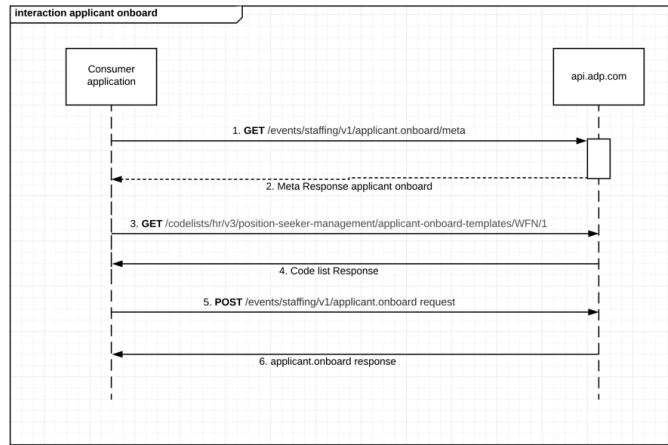
- /hr/workerManagement/positionSeekerManagement/codeListViewing/codelist.read
- /payroll/payrollManagement/payrollInstructionManagement/codeListViewing/codelist.read
- /hr/workerInformationManagement/workerManagement/codeListViewing/codelist.read

For codelist API Scopes, see the [Validation Table Code List API Guide for ADP Workforce Now](#).

Supported Actors

Request Parameter roleCode Value	Usage
Practitioner	Adds a newly hired employee into ADP Workforce Now. 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 the **Applicant-Onboard** meta.
2. The ADP API endpoint responds to your consumer application with the meta payload, which lists the template code available for making the **Applicant-Onboard** call.
3. Your consumer application makes a request codelist call for the client to get the names of the templates available.
4. The ADP API endpoint responds with template names in the response payload.
5. Your consumer application makes a request with the payload to the ADP API endpoint for the Applicant-Onboard API.
6. The ADP API endpoint responds to the consumer application with the processing result.

Data Dictionary

See the **Data Dictionary** section in [Chapter 3 - Use Case: Onboarding a Newly Hired Employee into the Complete Hire Process](#) for the fields you want to pass for an **In-Progress** hire.

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](#).

Response Code	Condition	messageTxt	GitHub Sample Request Payload	GitHub Sample Response Payload	Tips to Handle
201 Created	US Clients - Response when using templateName Code as Applicant Onboard in the request.	NA	Inprogress request json	AWS_inprogress_response	
400 Bad Request	First Name is not passed	"userMessage": { "messageTxt": "First Name is required."}	Inprogress-firstname-Request	inprogress-400-response	

400 Bad Request	Last Name is not Passed	"userMessage": {"messageTxt": "Last Name is required."}	Inprogress-400-lastname-request	in-progress-400-lastname-response	
400 Bad Request	Hire date is not Passed	"userMessage": {"messageTxt": "Hire date is required."}	Inprogress-400-hiredate-request	inprogress-400-hiredate-response	
400 Bad Request	Personal email is passed when onboarding is True	"userMessage": {"messageTxt": "You cannot ask the new hire until you complete these minimum required fields: Associate ID, Hire Date, First Name, Personal Email, Company Code, Last Name"};	inprogress-Personalemail-400-request	inprogress-personalemail-400-response	
400 Bad Request	Response when non-supported template name code is passed as in the request.	"userMessage": {"messageTxt": "Template is invalid."}	Invalid-templatecode-400-request	Invalid-tempicatecode-400-response	
403 Forbidden	If Step 6 within Chapter 6 - Appendix: Steps to Create a New Hire Template with the Name of Applicant Onboard is not performed, the user will receive this error while making a call for the Applicant Onboard API.	Forbidden error			

Chapter 3

Onboarding a Newly Hired Employee into the Complete Hire Process

Use Case Description

This use case hires an employee into ADP Workforce Now using a specific template. This is so the HR practitioner doesn't need to finish the hiring process in ADP Workforce Now. A success request results in a new hire being fully hired into ADP Workforce Now by selecting **Process > HR > Hire/Rehire** in the UI.



Important

Due to additional required selections that are not yet supported by the API, **complete hire is currently not supported for the following States:**

- AK, LA, and IN - Additional SOC selection required
- MD, VT, RI and ND Additional Health Insurance selection required

API Usage

Method	URI	Description	GitHub Sample Request Payload	GitHub Sample Response Payload
POST	/hcm/v2/applicant.onboard	This is used for hiring an employee completely.	U.S. Client: Complete hire Request	U.S. Client: AWS_Complete_response

Data Dictionary

The Applicant Onboard V2 API exposes ADP Workforce Now data displayed in the UI by selecting **Process > HR > Hire/Rehire**.

- Fields in the following meta response are based on the setup done at client level within the ADP Workforce Now UI. To set up the fields, select **SETUP > Template Management > Hire/Rehire > Fields Setup** and choose **Disabled, Optional, or Mandatory**.
- The benefits and Affordable Care Act (ACA) fields need to be selected (checked) in the Client Wizard.

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/applicantOnboarding/onboardingTemplateCode/code	Hire Template	Y	Y	This is system required field.
/applicantOnboarding/onboardingStatus/statusCode/code	Hire/Rehire Status	Y	Y	This is a system required field and indicates if the hire will be completed or pushed to an In-process state.
Employee Information				
/applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/nameCode/code /applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/unitTypeCode/code	Legal Entity	Y	No	This is required for all the Paid Templates.
/applicantOnboarding/	Position ID	Y		<ul style="list-style-type: none"> • This is a system

applicantWorkerProfile/positionID				required field. • This is autogenerated 6 digit number.
/applicantOnboarding/applicantWorkerProfile/job/jobCode/code	Job Title	N		
/applicantOnboarding/applicantWorkerProfile/job/occupationalClassifications/classificationCode/code	EEOC Job Classification	N		
/applicantOnboarding/applicantWorkerProfile/payGradeCode/code	Pay Grade	N		
/applicantOnboarding/applicantWorkerProfile/reportsTo/positionID	Reports To	N		
/applicantOnboarding/applicantWorkerProfile/managementPositionIndicator	Manager Position	N		
/applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/nameCode/code /applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/unitTypeCode/code	Business Unit	N		
/applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/nameCode/code /applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/unitTypeCode/code	Home Department	N	N	Required for W2 template
/applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/nameCode/code /applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/unitTypeCode/code	Home Cost Number	N		Required for Paid Contractor
/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/nameCode	Location	Y		This is required for Paid templates
/applicantOnboarding/applicantWorkerProfile	Labor Profile	Y		This is required when Time and attendance is part of template

e/homeOrganizationalUnits/nameCode/code /applicantOnboarding/applicantWorkerProfile/homeOrganizationalUnits/unitTypeCode/code				
/applicantOnboarding/applicantWorkerProfile/laborUnion/laborUnionCode/code	Union Code	N		
/applicantOnboarding/applicantWorkerProfile/job/wageLawCovers/wageLawNameCode/code	FLSA Classification	N		
/applicantOnboarding/applicantWorkerProfile/officerTypeCode/code	Officer/Owner / Company Ownership Status	N		
/applicantOnboarding/applicantWorkerProfile/job/industryClassifications/classificationCode/code	NAICS Workers Comp Code	N		
/applicantOnboarding/applicantWorkerProfile/benefitsEligibilityClassCode/code	Benefits Eligibility Class	N		This is seen when Benefits product mix is enabled.
/applicantOnboarding/applicantPersonalProfile/communication/landlines /applicantOnboarding/applicantPersonalProfile/communication/landlines/countryDialing /applicantOnboarding/applicantPersonalProfile/communication/landlines/areaNumber /applicantOnboarding/applicantPersonalProfile/communication/landlines/dialNumber /applicantOnboarding/applicantPersonalProfile/communication/landlines/access	Work Phone	N		
/applicantOnboarding/applicantPersonalProfile/communication/faxes /applicantOnboarding/applicantPersonalProfile/communication/faxes/countryDialing /applicantOnboarding/applicantPersonalProfile/communication/faxes/areaNumber /applicantOnboarding/	Work Fax	N		

<p>applicantPersonalProfile/communication/faxes/dialNumber</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/faxes/access</p>				
<p>/applicantOnboarding/applicantPersonalProfile/communication/landlines/mobiles</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/mobiles/countryDialing</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/mobiles/areaNumber</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/mobiles/dialNumber</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/mobiles/access</p>	Work Cell	N		
<p>/applicantOnboarding/applicantPersonalProfile/communication/landlines/pagers</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/pagers/countryDialing</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/pagers/areaNumber</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/pagers/dialNumber</p> <p>/applicantOnboarding/applicantPersonalProfile/communication/pagers/access</p>	Work Pager	N		
<p>/applicantOnboarding/applicantWorkerProfile/businessCommunication/emails/emailUri</p>	Work E-mail	N		
<p>/applicantOnboarding/applicantWorkerProfile/businessCommunication/emails/notificationIndicator</p>	Use For Notification	N		
<p>/applicantOnboarding/applicantWorkerProfile/hireDate</p>	Hire Date	Y		This is a system required field.
<p>/applicantOnboarding/applicantWorkerProfile/hireReasonCode</p>	Reason for Hire	Y		This is a system required field.

/applicantOnboarding/ workerID/id	Associate ID	Y		<ul style="list-style-type: none"> This is a system required field. Associate ID is a Unique ID to the employee that is at the person level and is the same even if the employee has multiple positions.
/applicantOnboarding/ applicantWorkerProfile/ acaBenefitEligibility Code/code	ACA Benefit Status	N		This is seen when ACA Benefits Product is enabled
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ address/countryCode	Country	N		
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ address/lineOne	Address 1	N		
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ address/lineTwo	Address 2	N		
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ address/lineThree	Address 3	N		
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ address/cityName	City	N		
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ addresses/subdivisionCode/code applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ addresses/subdivisionCode/ subdivisionType	State / Province / Territory	N		
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ addresses/postalCode	Zip/Postal Code	N		
/applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/ addresses/subdivisionCode2/code applicantOnboarding/ applicantWorkerProfile/ homeWorkLocation/	County	N		

addresses/subdivisionCode2/subdivisionType				
/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/homeshoreIndicator	Works From Home	N		
/applicantOnboarding/applicantWorkerProfile/job/workerclassification	Worker Classification	Y	No	Required for Paid Templates and Hidden with default option in W2 and Paid Contractor.
/applicantOnboarding/employmentEligibilityOptionCode/code	Will this worker complete form I9	Y	No	This field is seen on screen when I9 Product mix is ON
/applicantOnboarding/employmentEligibilityProfile/employerOrganization/locationNameCode/code	E-Verify Work Location	Y	No	This field is seen on screen when I9 Product mix is ON
Personal Information				
/applicantOnboarding/applicantPersonalProfile/languageCode/applicantOnboarding/applicantPersonalProfile/languageCode/code	Correspondence Language	N		
/applicantOnboarding/applicantPersonalProfile/governmentIDs/nameCode/code	Tax ID Type	Y		
/applicantOnboarding/applicantPersonalProfile/governmentIDs/statusCode/code	Applied For	Y		
/applicantOnboarding/applicantPersonalProfile/governmentIDs/id	Tax ID	Y		This is a system required field.
/applicantOnboarding/applicantPersonalProfile/legalName/salutations	Salutation	N		
/applicantOnboarding/applicantPersonalProfile/birthName/givenName	First Name	Y		This is a system required field.
/applicantOnboarding/applicantPersonalProfile/birthName/middleName	Middle Name	N		
/applicantOnboarding/applicantPersonalProfile/birthName/familyName	Last Name	Y		This is a system required field.

me				
/applicantOnboarding/ applicantPersonalProfile/legalName/givenName	Payroll Name	Y		This is a system required field.
/applicantOnboarding/ applicantPersonalProfile/legalName/familyName				
/applicantOnboarding/ applicantPersonalProfile/legalName/generationAffix	Generation Suffix	N		
/applicantOnboarding/ applicantPersonalProfile/legalName/qualificationAffix	Professional Suffix	N		
/applicantOnboarding/ applicantPersonalProfile/preferredName/nickName	Preferred Name	N		
/applicantOnboarding/ applicantPersonalProfile/genderCode/code	Gender	Y		This is a system required field.
/applicantOnboarding/ applicantPersonalProfile/birthDate	Birth Date	Y		This is a system required field.
/applicantOnboarding/ applicantPersonalProfile/legalAddress/countryCode	Country	Y	No	
/applicantOnboarding/ applicantPersonalProfile/legalAddress/lineOne	Address 1	Y	No	
/applicantOnboarding/ applicantPersonalProfile/legalAddress/lineTwo	Address 2	N		
/applicantOnboarding/ applicantPersonalProfile/legalAddress/lineThree	Address 3	N		
/applicantOnboarding/ applicantPersonalProfile/legalAddress/cityName	City	Y	No	
/applicantOnboarding/ applicantPersonalProfile/legalAddress/addresses/subdivisionCode/code	State / Province / Territory	Y	No	
/applicantOnboarding/ applicantPersonalProfile				

e/legalAddress/addresses/subdivisionCode/subdivisionType				
/applicantOnboarding/applicantPersonalProfile/legalAddress/addresses/subdivisionCode2/code	Country	N		
/applicantOnboarding/applicantPersonalProfile/legalAddress/addresses/subdivisionCode2/subdivisionType				
/applicantOnboarding/applicantPersonalProfile/legalAddress/postalCode	Zip/Postal Code	Y	No	
/applicantOnboarding/applicantPersonalProfile/legalAddress/deliveryPoint	Work Mail Stop	N		
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/countryCode	Country	N		
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/lineOne	Address 1	N		
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/lineTwo	Address 2	N		
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/lineThree	Address 3	N		
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/cityName	City	N		
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/subdivisionCode/code	State / Province / Territory	N		
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/subdivisionCode/subdivisionType				
/applicantOnboarding/applicantPersonalProfile/otherPersonalAddresses/postalCode	Zip/Postal Code	N		

<p>/applicantOnboarding/ applicantPersonalProfile/communication/faxes</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/landlines/countryDialing</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/landlines/areaDialing</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/landlines/dialNumber</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/landlines/access</p>	<p>Home Phone</p>	<p>N</p>		
<p>/applicantOnboarding/ applicantPersonalProfile/communication/faxes</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/faxes/countryDialing</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/faxes/areaDialing</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/faxes/dialNumber</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/faxes/access</p>	<p>Home Fax</p>	<p>N</p>		
<p>/applicantOnboarding/ applicantPersonalProfile/communication/mobiles</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/mobiles/countryDialing</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/mobiles/areaDialing</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/mobiles/dialNumber</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/mobiles/access</p>	<p>Personal Cell</p>	<p>N</p>		
<p>/applicantOnboarding/ applicantPersonalProfile/communication/landlines</p> <p>/applicantOnboarding/ applicantPersonalProfile/communication/landlines/countryDialing</p>	<p>Personal Pager</p>	<p>N</p>		

/applicantOnboarding/ applicantPersonalProfile/ communication/land lines/areaDialing /applicantOnboarding/ applicantPersonalProfile/ communication/land lines/dialNumber /applicantOnboarding/ applicantPersonalProfile/ communication/land lines/access				
/applicantOnboarding/ applicantPersonalProfile/ communication/emails/ emailUri	Home Email	N		
/applicantOnboarding/ applicantPersonalProfile/ communication/emails/ notificationIndicator	Use For Notification	N		
/applicantOnboarding/ applicantPersonalProfile/ maritalStatusCode/ code	Marital Status	N		
/applicantOnboarding/ applicantPersonalProfile/ maritalStatusCode/ effectiveDateTime	Effective Date	N		
/applicantOnboarding/ applicantPersonalProfile/ raceCode/identification MethodCode/code	Ethnicity / Race ID Method	N		
/applicantOnboarding/ applicantPersonalProfile/ raceCode/code	Race	N		
/applicantOnboarding/ applicantPersonalProfile/ ethnicityCode/code	Ethnicity	N		
/applicantOnboarding/ applicantWorkerProfile/ officerTypeCode	Company Ownership Status	N		
Payroll Information				
/applicantOnboarding/ applicantPayrollProfile/ payrollGroupCode	Payroll group code	Y		This is a system required field.
/applicantOnboarding/ applicantPayrollProfile/ payCycleCode /applicantOnboarding/ applicantPayrollProfile/ payCycleCode/code /applicantOnboarding/ applicantPayrollProfile/ payCycleCode/name	Pay Frequency	Y		This is a system required field.

<p>/applicantOnboarding/ applicantPayrollProfile /baseRemuneration /applicantOnboarding/ applicantPayrollProfile /baseRemuneration/h ourlyRateAmount /applicantOnboarding/ applicantPayrollProfile /baseRemuneration/h ourlyRateAmount/am ount / applicantOnboarding/a pplicantPayrollProfile/ baseRemuneration/pa yPeriodRateAmount /applicantOnboarding/ applicantPayrollProfile /baseRemuneration/p ayPeriodRateAmount/ amount</p>	<p>Regular Pay Rate Rate Type</p>			
<p>/applicantOnboarding/ applicantPayrollProfile /baseRemuneration/re cordingBasisCode</p>	<p>Basis of Pay</p>	<p>Y</p>		<p>Required for Paid Templates</p>
<p>/applicantOnboarding/ applicantPayrollProfile /overrideStandardHou rsEmployee /applicantOnboarding/ applicantPayrollProfile /overrideStandardHou rsEmployee/hours /applicantOnboarding/ applicantPayrollProfile /overrideStandardHou rsEmployee/days</p>	<p>Override Standard Hours Hours Worked Days Worked</p>	<p>N</p>		
<p>NA</p>	<p>Overtime Policy</p>	<p>N</p>		<p>Not currently supported</p>
<p>NA</p>	<p>Overtime Rate Factor</p>	<p>N</p>		<p>Not currently supported</p>
<p>NA</p>	<p>Override overtime rate factor for this employee</p>	<p>N</p>		<p>Not currently supported</p>
<p>NA</p>	<p>Override overtime rate factor</p>	<p>N</p>		<p>Not currently supported</p>
<p>NA</p>	<p>Contractor Payment Rate</p>	<p>N</p>		<p>Not currently supported</p>
<p>NA</p>	<p>Contractor Fee Policy</p>	<p>N</p>		<p>Not currently supported</p>
<p>Tax Information</p>				
<p>Tax withholding details are derived from the employees Legal Address and Work Location address</p>				<p>Currently 7 states are not supported for complete hire based on additional details required</p> <ul style="list-style-type: none"> • AK, LA, and IN - Additional SOC selection required

				<ul style="list-style-type: none"> MD, VT, RI and ND Additional Health Insurance selection required
Time and Attendance				
<p>1. The user has to pass Badge Number required/ optional based on default time entry. Default time entry needs to be set before complete a new hire when Time and Attendance is in the product mix</p> <p>2. Time zone is a required field, so user needs to pass</p>				
/applicantOnboarding/applicantTimeProfile/timeServiceCredentials/clockEntryCredential/badgeNumber	Badge Number	Y or N based on default time entry	N	
/applicantOnboarding/applicantTimeProfile/timeServiceUserLocaleProfile/localeTimeZoneCode	Time Zone	Y	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](#).

Response Code	Condition	messageTxt	GitHub Sample Request Payload	GitHub Sample Response Payload	Tips to Handle
201 Created	US Clients - Response using templateName Code as Applicant Onboard in the request.	NA	complete-US-200.request.json	complete-US-200.response.json	
Personal					
400 Bad Request	First Name is not passed	"userMessage": {"messageTxt": "First Name is required."}	VALIDATE_FIRSTNAME.txt		
400 Bad Request	Last Name is not Passed	"userMessage": {"messageTxt": "Last Name is required."}	VALIDATE_LASTNAME.txt		
400 Bad Request	Middle Name is not passed	"userMessage": {"messageTxt": "Middle Name is required."}	VALIDATE_MIDDLENAME.txt		
400 Bad Request	Invalid First Name Passed	"userMessage": {"messageTxt": "A - Z, a - z, Space, (.), (-), and (!). The first character must be alphabetic. Must not contain the same special characters consecutively."}	VALIDATE_VALIDFIRSTNAME.txt		
400 Bad Request	Invalid Last Name Passed	"userMessage": {"messageTxt": "A - Z, a - z, Space, (.), (-), and (!). The first character must be alphabetic. Must not contain the same special characters consecutively."}	VALIDATE_VALIDLASTNAME.txt		
400 Bad Request	Birth date is not Passed	"userMessage": {"messageTxt": "Birth Date is required."}	VALIDATE_BIRTHDATE.txt		
400 Bad Request	Hire date is not passed	"userMessage": {"messageTxt": "Hire Date is required."}	VALIDATE_HIREDATE.txt		

400 Bad Request	Salutation is not passed	"userMessage": { "messageTxt": "Salutation is required." }	VALIDATE_SALUTATION.txt		
400 Bad Request	Generation Suffix is not Passed	"userMessage": { "messageTxt": "Generation Suffix is required." }	VALIDATE_GENERATION_SUFFIX.txt		
400 Bad Request	Professional Suffix is not Passed	"userMessage": { "messageTxt": "Professional Suffix is required." }	VALIDATE_PROFESSIONAL_SUFFIX.txt		
400 Bad Request	Preferred name is not Passed	"userMessage": { "messageTxt": "Preferred Name is required." }	VALIDATE_PREFERRED_NAME.txt		
400 Bad Request	Reason for hire is not passed	"userMessage": { "messageTxt": "Reason for Hire is required." }	VALIDATE_REASON_FOR_HIRE.txt		
400 Bad Request	Tax id type is not passed	"userMessage": { "messageTxt": "Tax ID Type is required." }	VALIDATE_TAX_ID_TYPE.txt		
400 Bad Request	Legal address 1 is not passed	"userMessage": { "messageTxt": "Legal Address - Address 1 is required" }	VALIDATE_LEGAL_ADDRESS1.txt		
400 Bad Request	Legal City is not passed	"userMessage": { "messageTxt": "Legal Address - City is required" }	VALIDATE_LEGAL_CITY.txt		
400 Bad Request	Legal State is not Passed	"userMessage": { "messageTxt": "Legal Address - State/Province/Territory is required" }	VALIDATE_LEGAL_STATE.txt		
400 Bad Request	Legal zip code is not passed	"userMessage": { "messageTxt": "Legal Address - Zip/Postal Code is required" }	VALIDATE_LEGAL_ZIP_CODE.txt		
400 Bad Request	Legal country is not Passed	"userMessage": { "messageTxt": "Legal Address - Country is required" }	VALIDATE_LEGAL_COUNTRY.txt		
400 Bad Request	Other address 1 is not passed	"userMessage": { "messageTxt": "Secondary Address - Address 1 is required" }	VALIDATE_OTHER_ADDRESS1.txt		
400 Bad Request	Other City is not passed	"userMessage": { "messageTxt": }	VALIDATE_OTHER_CITY.txt		

		"Secondary Address - City is required"]			
400 Bad Request	Other State is not Passed	"userMessage": {"messageTxt": "Secondary Address - State/Province/Territory is required"}	VALIDATE_OTHERSTATE.txt		
400 Bad Request	Other zip code is not passed	"userMessage": {"messageTxt": "Secondary Address - Zip/Postal Code is required"}	VALIDATE_OTHERZIPCODE.txt		
400 Bad Request	Other country is not Passed	"userMessage": {"messageTxt": "Secondary Address - Country is required"}	VALIDATE_OTHERCOUNTRY.txt		
400 Bad Request	Home Fax is not Passed	"userMessage": {"messageTxt": "Personal Fax is required."}	VALIDATE_HOMEFAX.txt		
400 Bad Request	Home Pager is not Passed	"userMessage": {"messageTxt": "Personal Pager is required."}	VALIDATE_HOMEPAGER.txt		
400 Bad Request	Personal Mobile is not passed	"userMessage": {"messageTxt": "Personal Mobile is required."}	VALIDATE_PERSONALMOBILE.txt		
400 Bad Request	Home Phone is not passed	"userMessage": {"messageTxt": "Home Phone is required."}	VALIDATE_HOMEPHONE.txt		
400 Bad Request	Valid Personal Mobile	"userMessage": {"messageTxt": "Personal Mobile is invalid."}	VALIDATE_VALIDPERSONALMOBILE.txt		
400 Bad Request	Valid Home Phone	"userMessage": {"messageTxt": "Home Phone is invalid."}	VALIDATE_VALIDHOMEPHONE.txt		
400 Bad Request	Valid Home fax	"userMessage": {"messageTxt": "Personal Fax is invalid."}	VALIDATE_VALIDHOMEFAX.txt		
400 Bad Request	Valid home Pager	"userMessage": {"messageTxt": "Personal Pager is invalid."}	VALIDATE_VALIDHOMEPAGER.txt		
400 Bad Request	Marital status is not passed	"userMessage": {"messageTxt": "Marital status is required."}	VALIDATE_MARITALSTATUS.txt		

		"Marital Status is required."}			
400 Bad Request	Marital effective date is not Passed	"userMessage": {"messageTxt": "Effective Date is required."}	VALIDATE_MARITALSTATUSUSEFFECTIVEDATE.txt		
400 Bad Request	Ethnicity information is not passed	"userMessage": {"messageTxt": "Ethnicity is required."}	VALIDATE_ETHNICITY.txt		
400 Bad Request	Race id is not passed	"userMessage": {"messageTxt": "Race is required."}	VALIDATE_RACEID.txt		
400 Bad Request	Valid Ethnicity id	"userMessage": {"messageTxt": "Ethnicity / Race ID Method is required."}	VALIDATE_VALIDETHNICITYID.txt		
400 Bad Request	Company ownership information is not passed	"userMessage": {"messageTxt": "Company Ownership Status is required."}	VALIDATE_COMPANYOWNERSHIP.txt		
400 Bad Request	Hire date to Birth date is greater	"userMessage": {"messageTxt": "Hire Date cannot be earlier than the birth date."}	VALIDATE_HIREDATETOBIRTHDATE.txt		
400 Bad Request	Invalid birth date is passed	"userMessage": {"messageTxt": "Birth Date does not match pattern ^(((19 20 21)\\d\\d)-(0?[1-9] 1[012])-(0?[1-9] [12]\\d 3[01]))?\$.}	VALIDATE_VALIDBIRTHDATE.txt		
400 Bad Request	Personal email is passed when onboarding is True	"userMessage": {"messageTxt": "You cannot ask the new hire until you complete these minimum required fields: Associate ID, Hire Date, First Name, Personal Email, Company Code, Last Name"}	VALIDATE_PERSONALEMAIL_ONBOARD_TRUE.txt		
400 Bad Request	Personal email is passed when Onboarding is False	"userMessage": {"messageTxt": "Personal Email is required."}	VALIDATE_PERSONALEMAIL_ONBOARD_FALSE.txt		
400 Bad Request	Corresponding language is not passed		VALIDATE_CORRESPONDINGLANGUAGE.txt		
Employment					
400 Bad Request	Benefits eligibility class is not passed	"userMessage": {"messageTxt": "Benefits eligibility class is not passed."}	VALIDATE_BENEFITELIGIBILITYCLASS.txt		

		"Benefits Eligibility Class is required."}			
400 Bad Request	Business unit is not passed	"userMessage": {"messageTxt": "Business Unit is required."}	VALIDATE_BUSINESSUNIT.txt		
400 Bad Request	E-verify information is not passed	"userMessage": {"messageTxt": "E-Verify Work Location is required."}	VALIDATE_E-VERIFY.txt		
400 Bad Request	EEOC is not passed	"userMessage": {"messageTxt": "EEOC Job Classification is required."}	VALIDATE_EEOC.txt		
400 Bad Request	Email is not same	"userMessage": {"messageTxt": "You cannot enter the same email address in the Home E-mail and Work E-mail fields. If you only have one email address, enter it in the field that best matches its use."}	VALIDATE_EMAILSNOTSAME.txt		
400 Bad Request	Email is not selected with user for notification	"userMessage": {"messageTxt": "You cannot select more than one email address for notifications."}	VALIDATE_EMAILSUSEFORNOTIFICATION.txt		
400 Bad Request	Flsa is pre hire false	"userMessage": {"messageTxt": "FLSA is a required."}	VALIDATE_FLSA_PREHIRE_FALSE.txt		
400 Bad Request	FLSA Pre hire true	"userMessage": {"messageTxt": "You cannot ask the new hire to provide their personal information until you complete the following fields:FLSA"}	VALIDATE_FLSA_PREHIRE_TRUE.txt		
400 Bad Request	Home cost number is not passed	"userMessage": {"messageTxt": "Home Cost Number is required."}	VALIDATE_HOMECOSTNUM.txt		
400 Bad Request	Home department is not passed	"userMessage": {"messageTxt": "Home Department is required."}	VALIDATE_HOMEDPARTMENT.txt		
400 Bad Request	Invalid Work fax is entered	"userMessage": {"messageTxt": "Work Fax is invalid."}	VALIDATE_INVALIDWORKFAX.txt		
400 Bad Request	Invalid work mobile is entered	"userMessage": {"messageTxt": "Work Mobile is invalid."}	VALIDATE_INVALIDWORKMOBILE.txt		

		"Work Mobile is invalid.}"			
400 Bad Request	Invalid work pager is entered	"userMessage": {"messageTxt": "Work Pager is invalid."}	VALIDATE_INVALIDWORKPAGER.txt		
400 Bad Request	Invalid work phone is entered	"userMessage": {"messageTxt": "Work Phone is invalid."}	VALIDATE_INVALIDWORKPHONE.txt		
400 Bad Request	Job title is not passed	"userMessage": {"messageTxt": "Job Title is required."}	VALIDATE_JOBTITLE.txt		
400 Bad Request	Labor Profile is not Passed	"userMessage": {"messageTxt": "Labor Profile is required."}	VALIDATE_LABORPROFILE.txt		
400 Bad Request	Labor Union is not passed	"userMessage": {"messageTxt": "Union Code is required."}	VALIDATE_LABORUNION.txt		
400 Bad Request	Legal entity is not passed	"userMessage": {"messageTxt": "Legal Entity is required."}	VALIDATE_LEGALENTITY.txt		
400 Bad Request	Location is not Passed	"userMessage": {"messageTxt": "Location is required."}	VALIDATE_LOCATION.txt		
400 Bad Request	NAICS is not Passed	"userMessage": {"messageTxt": "NAICS Workers" Comp is required."}	VALIDATE_NAICS.txt		
400 Bad Request	Pay Grade is not passed	"userMessage": {"messageTxt": "Pay grade is a required."}	VALIDATE_PAYGRADE.txt		
400 Bad Request	Pay Group is not Passed	"userMessage": {"messageTxt": "Pay Group is required."}	VALIDATE_PAYGROUP.txt		
400 Bad Request	Reports to information is not passed	"userMessage": {"messageTxt": "Reports To is required."}	VALIDATE_REPORTSTO.txt		
400 Bad Request	Form I9 questions information is not passed	"userMessage": {"messageTxt": "Will this worker complete Form I-9? is required."}	VALIDATE_WILLTHISWORKERCOMPLETE.txt		
400 Bad Request	Work mail stop is not passed	"userMessage": {"messageTxt": "Work mail stop is required."}	VALIDATE_WORKEMAILSTOP.txt		

400 Bad Request	Worker category is not Passed	"userMessage": {"messageTxt": "Worker Category is required."}	VALIDATE_WORKERCATEGORY.txt		
400 Bad Request	Work fax is not passed	"userMessage": {"messageTxt": "Work Fax is required."}	VALIDATE_WORKFAX.txt		
400 Bad Request	Work mobile is not Passed	"userMessage": {"messageTxt": "Work Mobile is required."}	VALIDATE_WORKMOBILE.txt		
400 Bad Request	Work Pager is not Passed	"userMessage": {"messageTxt": "Work Pager is required."}	VALIDATE_WORKPAGER.txt		
400 Bad Request	Work Phone is not passed	"userMessage": {"messageTxt": "Work Phone is required."}	VALIDATE_WORKPHONE.txt		
Payroll					
400 Bad Request	Basis of Pay is not Passed	"userMessage": {"messageTxt": "Basis Of Pay is required."}	VALIDATE_BASISOFPAY.txt		
400 Bad Request	Regular Pay rate amount is not Passed	"userMessage": {"messageTxt": "Regular Pay Rate is required."}	VALIDATE_REGULARPAYRATE.txt		
Tax					
400 Bad Request	Disability insurance is not setup for state	"userMessage": {"messageTxt": "Set up the Disability insurance tax policy for XX, then come back and complete the new hire."}	VALIDATE_DISABILITY_INSURANCE.txt		
400 Bad Request	Family and Medical leave insurance is not setup for State	"userMessage": {"messageTxt": "Set up the Family and Medical leave insurance tax policy for XX, then come back and complete the new hire."}	VALIDATE_FAMILY_AND_MEDICAL_LEAVE.txt		
400 Bad Request	Family Leave insurance is not setup for State	"userMessage": {"messageTxt": "Set up the Family leave insurance tax policy for XX, then come back and complete the new hire."}	VALIDATE_FAMILY_LEAVE_INSURANCE.txt		

400 Bad Request	Health Insurance is required for state	"userMessage": {"messageTxt": "One or more fields are marked as required in the selected template that are unsupported by the API. Please proceed with INPROGRESS hire or select a different template. List of unsupported fields in the selected template: Health Insurance Status""}	VALIDATE_HEALTH_INSURANCE.txt		
400 Bad Request	Income Tax is not setup for State	"userMessage": {"messageTxt": "Set up the State Income tax policy for UT, then come back and complete the new hire."}	VALIDATE_INCOME_TAX.txt		
400 Bad Request	Local Income Tax not setup for State	"userMessage": {"messageTxt": "Set up the Local income tax policy for XX, then come back and complete the new hire."}	VALIDATE_LOCAL_INCOME_TAX.txt		
400 Bad Request	Local School Tax not setup for State	"userMessage": {"messageTxt": "Set up the Local School tax policy for XX, then come back and complete the new hire."}	VALIDATE_LOCAL_SCHOOL_TAX.txt		
400 Bad Request	Local Service Tax not setup for State	"userMessage": {"messageTxt": "Set up the Local service tax policy for XX, then come back and complete the new hire."}	VALIDATE_LOCAL_SERVICE_TAX.txt		
400 Bad Request	Medical leave insurance is not setup for State	"userMessage": {"messageTxt": "Set up the Medical leave insurance tax policy for XX, then come back and complete the new hire."}	VALIDATE_MEDICAL_LEAVE_INSURANCE.txt		
400 Bad Request	Worker compensation policy is not setup for state	"userMessage": {"messageTxt": "Set up the Worker compensation policy for XX, then come back and complete the new hire."}	VALIDATE_WORKER_Compensation_Policy.txt		
400 Bad Request	SOC is required for state	"userMessage": {"messageTxt": "One or more fields are marked as required in the selected template that are unsupported by the API. Please proceed wi	VALIDATE_SOC.txt		

		th INPROGRESS hire or select a different template. List of unsupported fields in the selected template: SOC Code"}		
400 Bad Request	Transit tax is not setup for state	"userMessage": {"messageTxt": "Set up the Transit tax policy for XX, then come back and complete the new hire."}	VALIDATE_TRANSIT_TAX.txt	
400 Bad Request	Unemployment insurance Tax is not setup for state	"userMessage": {"messageTxt": "Set up the Unemployment Insurance policy for UT, then come back and complete the new hire."}	VALIDATE_UNEMPLOYMENT_INSURANCE.txt	
Time and Attendance (Tempus)				
400 Bad request	When Badge number is not Passed	"userMessage": {"messageTxt": "Badge is required because the employee has a Time Entry policy of Clocking type. Enter a badge or change the policy."}	complete-400-badge-number-request	badgenumber-400-response
400 Bad request	When time zone is not passed	"userMessage": {"messageTxt": "Time Zone is required."}	complete-timezone-400-request	complete-timezone-400-response
400 Bad Request	Time entry is is not mapped	"userMessage": {"messageTxt": "Set up the New Hire default Time Entry policy to complete the new hire."}	timeentry-request-400	Timeentry-400-response

Chapter 4

Supported Event Notifications

Your application should subscribe to and process the following event change notifications to synchronize data in the event of a data change in the ADP system. The changes described in the following table trigger event notification messages for Worker Hire.

Changes that will Trigger a Notification	Application Scope	eventNameCode Value	GitHub Sample Response Payload
1. When a worker is hired using /ev	/hr/workerInformationManagement/workerManagement/lifecycleManagement/worker.hire.eventNotify.subscribe	worker.hire	

**ents/hr/
v1/work
er.hire.**

2. When a worker is hired through ADP WorkforceNow.

Chapter 5

Frequently Asked Questions

Question 1: What are the mandatory fields required in the payload for In progress hire?

Answer: In the meta call `[/hcm/v2/applicant.onboard/meta]` API, the response returns the mandatory fields, which are required for In progress hire with the list of templates.

Example:

```
{
  "applicantOnboarding": {
    "onboardingTemplateCode": {
      "code": "templateCode"
    },
    "onboardingStatus": {
      "statusCode": {
        "code": "inprogress"
      }
    },
    "applicantPersonalProfile": {
      "birthName": {
        "givenName": "Test",
        "familyName": "Testerton"
      }
    },
    "applicantWorkerProfile": {
      "hireDate": "2021-03-15"
    }
  }
}
```

Question 2: What are dependent (connected) fields, which we pass in the POST API request payload?

Answer: This information is provided in the META API [/hcm/v2/applicant.onboard/meta?

`$filter=meta/applicantOnboarding/onboardingTemplateCode/code eq 'templateCode']` response, under `meta > dependencies`.

Question 3: Does the Applicant Onboard V2 API support direct deposit and Emergency/Personal contacts?

Answer: No, this API doesn't support direct deposit and emergency contacts. Direct Deposit can be achieved using [Direct deposit API](#) and Emergency contacts can be achieved using the [Personal Contacts API](#). For more information, see the [Personal Contacts API Guide for ADP Workforce Now](#).

Question 4: What happens if the Practitioner uses the old template code when requesting the /hcm/v2/applicant.onboard/meta? \$filter=meta/applicantOnboarding/onboardingTemplateCode/code eq 'oldTemplateCode' API?

Answer: The API will return an error as an Invalid template code. They need to call back the Meta API [/hcm/v2/applicant.onboard/meta] and get the latest template code.

Question 5: Which template does the Practitioner have access to from the list of templates we receive from the Meta API [/hcm/v2/applicant.onboard/meta]?

Answer: Currently, it's only possible by using the META API with the `templateCode` filter. If the Practitioner doesn't have access to any template, the API returns the following error message.

```
"messages": [  
  {  
    "messageCode": null,  
    "messageTypeCode": null,  
    "messageText": "Unauthorized",  
    "resourceID": "hcm/v2/applicant.onboard/meta",  
    "resourceReference": null,  
    "resourceStatus": null  
  }  
]
```

Question 6 : What is onboarding product about? Are there clients who use the onboard API but do not have the onboarding product?

Answer: Onboarding is a product offering that sends a new hire a welcome email, provisions their WFN account, and gives them the opportunity to populate their profile with things like direct deposit, emergency contacts. The onboard experiences are customizable at the client level. Yes, there are clients who do not have the onboarding module and the applicant onboard API applies the same to all ADP WorkForce Now clients. You would know based on the meta if a client has onboarding or not by the presence or absence of 'onboardingExperienceCode'.

```
"onboardingExperienceCode": {
```

```
"code": "default"
```

```
},
```

Chapter 6

Known Issues and Limitations

WFNINDIATW-34559: Fields not supported through the Application Onboard V2 API

Impacted APIs

Method	URI	roleCode Value
POST	/hcm/v2/applicant.onboard	Practitioner

Issue Description



Important

Currently API does not support overtime and compensation policies

US905487: Fields not supported through the Application Onboard V2 API

Impacted APIs

Method	URI	roleCode Value
POST	/hcm/v2/applicant.onboard	Practitioner

Issue Description



Important

Custom fields are not supported by the Applicant Onboard V2 API.

F154681: Cannot complete the onboard hire process, which already exists with Status as In Progress

Impacted APIs

Method	URI	roleCode Value
POST	/hcm/v2/applicant.onboard	Practitioner

Issue Description

This issue comes up when adding a template with the status of InProgress and having required field information. Then, the same template ID, when SOC and Health insurance fields are required in Tax section for selected states.

This adds a new record in the ADP Workforce Now UI as in-progress record.

States

1. States which are not supported for Complete Hire. - SOC -(AK, LA, IN) , Health Insurance (MD, VT, RI and ND).

Note : Invoke message as (SOC is required) and (Health Insurance required)

Chapter 7

Appendix

To create a custom New Hire Template, do the following:

1. In the ADP Workforce Now UI, go to **Setup > Template Management > Hire/ReHire**.
2. Next to any existing New Hire Template, select the check box and click **Copy**.
3. Next to **Name of New Template** enter **ANY NAME** Then, click **Yes**.
4. To activate the newly created template, click **Yes**.
5. Click **Assign Users**.
6. Make sure **Profile for system users established by Marketplace Data Connector applications** is checked.

7. To confirm the user for your data connector application is assigned, click **View Users in Selected Profiles**.
8. Click **Confirm Selections**.
9. Click **Done**.

Important:

- Any practitioner user who needs to participate in the hiring flow by delegation or workflow needs to be in the **Assign Users** section within ADP Workforce Now before any applicants are posted through the custom template. While configuring a new template, the **Assign Users** section can be seen as a tab on the left-hand side. After clicking **Assign Users**, you can see **View Users in Selected Profiles**. The Client Practitioner name should be populated in this list.
- After the template is configured, permissions cannot be retroactively assigned to previously posted applicants.
- All templates the client wants to use will need to have this Marketplace user added. See step 6 in the procedure above.