Chapter 1

About this API

from Applicant Onboard V2 API Guide for ADP WFN Next Gen Guide

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Chapter Contents

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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 Jurisidictions
  - 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, requried 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.