Chapter 2

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

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

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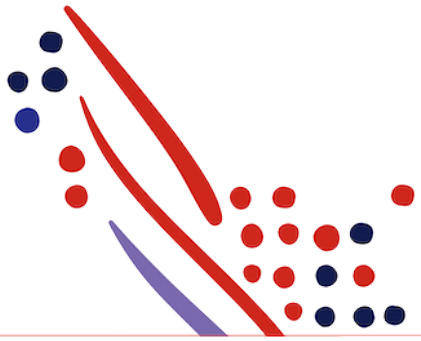

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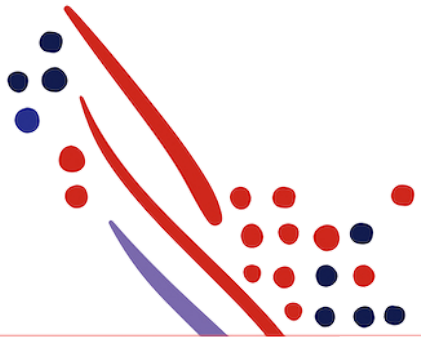

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Chapter 2

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	/hcm/v2/applicant.onboard/meta	Returns an applicant's metadata. **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.	NA	**ADP US Client:** compete_meta_nofilter

GET	**United States and Canadian Clients:** /hcm/v2/applicant.onboard/meta?$filter=meta/applicantOnboarding/onboardingTemplateCode/code eq '{ItemID}'	Retrieves the template code available for the client. For codelist APIs, see the Validation Table Code List API Guide for ADP Workforce Now.	NA	**ADP US Client:** complete_meta_withfilter
GET	**United States and Canadian Clients:** /hcm/v2/applicant.onboard/meta?$filter=meta/applicantOnboarding/onboardingTemplateCode/code eq '{ItemID}' and meta/applicantOnboarding/applicantPayrollProfile/payrollGroupCode/code eq '{payrollGropCode}'	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

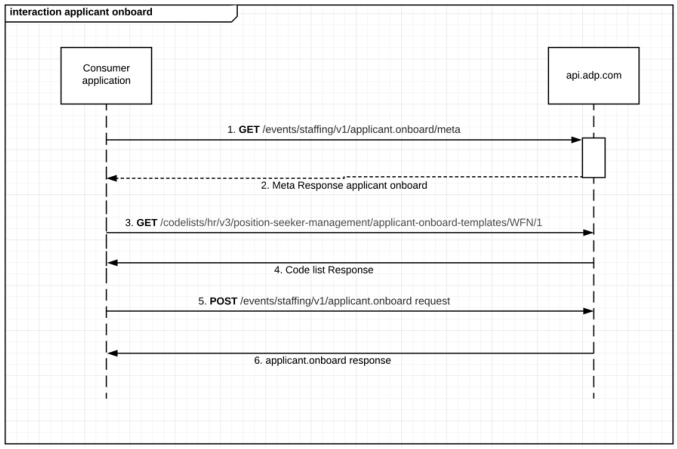
- /hr/workerManagement/positionSeekerManagement/codeListViewing/codelist.read
- /payroll/payrollManagement/payrollInstructionManagement/codeListViewing/codelist.read
- /hr/workerInformationManagement/workerManagement/codeListViewing/codelist.read

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":	Inprogress-firstname-Request	inprogress-400-response	

		"First Name is required."}			
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-templicatecode-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			