



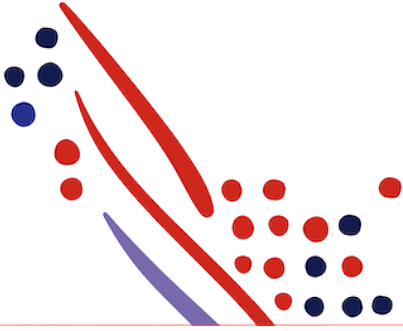
Guide

Applicant Onboard V2 API Guide for ADP Workforce Now

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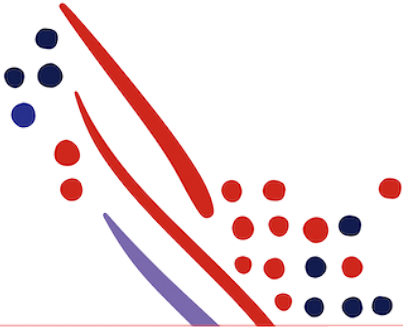


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Known Issues and Limitations

US905487: Fields not supported through the Application Onboard V2 API

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Issue Description

WFNHR-14668: The meta for Applicant Onboard V2 shows the wrong schema element for payrollScheduleGroupCode field. The meta returns '/applicantOnboarding/applicantWorkerProfile/payrollScheduleGroupCode'. Instead, its been discovered the correct one is '/applicantOnboarding/applicantPayrollProfile/payrollScheduleGroupCode'

Impacted APIs

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

Impacted APIs

Issue Description

WFNINDIATW-32357 - There is no validation that happens when assigning a non manager to an employee via the Applicant Onboard V2 API for WFN

Impacted APIs

Issue Description

Work around

Limitation:

Solution:

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?

Feb 2023

- Added worker category field in chapter 3 under Data dictionary under Employee information.
- Added a Note in chapter 3 under Data dictionary under Personal information "Applied for" field.

March 2022

- Updated API endpoints and samples to link to API explorer

August 2021

- Added Question 9: 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

- Updated Get Meta using itemID payloads under API Usage section of [Chapter 2: Onboarding a Newly Hired Employee into the In-Progress Hire Process](#)

March 2021

- Added Note points for payrollFileNumber, WorkerID and position fields under Chapter 3 > Data Dictionary section.

Feb 2021

- Added a limitation under chapter 5 "WFNINDIATW-32357 - There is no validation that happens when assigning a non manager to an employee via the Applicant Onboard V2 API for WFN".

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.

TotalSource Clients

The TotalSource client enables templates in the ADP Workforce Now user interface (UI) by selecting **Client Wizard > service selection** and selecting the **TotalSource** check box.

Imp

Right now for TotalSource client, it is not recommended to create a complete hire and only post In Progress Hire (with all required fields).

The API works right now but it will respond error later this year when we add E-I9 verification.

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. clients are on the most current version of the Applicant Onboard V2 API for ADP Workforce Now, including TotalSource clients.

Video Recordings

Video Walkthrough

[Click here to view a video walk through of this guide](#)

ADP Workforce Now Applicant Onboard V2 API Demonstration and Questions and Answers

See the following Webex link: <https://adpmeet.webex.com/recording/service/sites/adpmeet/recording/playback/c6ea8220cbd745edb15041e95ea13c0f>. The password to use is **ixGbhU3**.

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 totalSource Client - system templates**, which supports the following:

- TS New Hire (System)
- TS New Hire with Time (System)

Note: In order to use system templates, the practitioner should be set as a standard practitioner.

- **WFN US Client - system template**, which supports the following:

- HR + Payroll (System)
- HR + Payroll + Time (System)
- HR + Time (System)
- HR Only (System)

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

- **WFN CANADA Client - system template**, which supports the following:

- HR + Payroll (System)
- HR + Payroll + Time (System)
- HR + Time (System)
- HR Only (System)

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

- **WFN INTERNATIONAL Client - system template**, which supports International (System).

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 **Don't inactivate or delete this profile. Membership changes could impact any existing integrations** 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**.

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.

Chapter 2

Use Case: 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**.

Note

Right now for TotalSource client, it is not recommended to create a complete hire and only post In Progress Hire (with all required fields).

The API works right now but it will respond error later this year when we add E-19 verification.

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 [`payrollGroupCode`, `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**.

Note: The previous fields are based on the `ADP-Context-ExpressionID` country passed in the header. For International clients, `countryCode` is required instead of `payrollGroupCode`.

API Usage

[Applicant Onboarding](#)

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 Applicant 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

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

Request Header Parameters

Note: If no 'ADP-Context-ExpressionID' is passed, the API will reference the client default country. This is the case for both POST and Meta calls.

Header Name	Required (Y/N)	Value	Sample	
ADP-Context-ExpressionID	Y	country='US'	United States Templates	ADP-Context-ExpressionID:country=US
ADP-Context-ExpressionID	Y	country='CA'	Canadian Templates	ADP-Context-ExpressionID:country=CA
ADP-Context-ExpressionID	Y	country= INT Note: For international template use.	International Templates	ADP-Context-ExpressionID:country=INT

Required (Y/N)	Parameter	Sample	Notes
N	meta/applicantOnboarding/countryCode	meta/applicantOnboarding/countryCode eq 'IT'	Used when retrieving meta or posting data for international templates. Needs to be used in with an international template. Example: filter=/hcm/v2/applicant.onboard/meta? \$meta/applicantOnboarding/onboardingTemplateCode/code eq '{template-id}' and meta/applicantOnboarding/countryCode eq '{countryCode}'

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 for sequence of Interactions:

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](#).

[Applicant Onboarding](#)

Response Code	Condition	messageTxt	Tips to Handle
201 Created	US Clients - Response when using templateNameCode as Applicant Onboard in the request.	NA	Refer the payload values for creating a proper request.
201 Created	CANADA Clients - Response when using templateNameCode as HR Only (System) – U.S. in the request.	NA	Refer the payload values for creating a proper request.
201 Created	INTERNATIONAL Clients - Response when using templateNameCode as HR + Time (System) – U.S. in the request.	NA	Refer the payload values for creating a proper request.
400 Bad Request	Response when pre-hire is true, but only mandatory fields are passed in the request payload.	"messageText": "You cannot ask the new hire until you complete these minimum required fields Associate ID, Hire Date, Home Email, First Name, Company Code, Last Name"	
400 Bad Request	Response when first name is not passed in the request.	"userMessage": {"messageTxt": "You must enter a valid First Name."}	Refer the payload values for creating a proper request.
400 Bad Request	When last name is not passed in the request.	"userMessage": {"messageTxt": "You must enter a valid Last Name."}	Refer the payload values for creating a proper request.
400 Bad Request	Response when expected, start date is not passed in the request.	"userMessage": {"messageTxt": "Hire Date is required."}	Refer the payload values for creating a proper request.

Response Code	Condition	messageTxt	Tips to Handle
400 Bad Request	Response when non-supported template name code is passed as in the request.	"userMessage": {"messageTxt": "Template is invalid."}	Refer the payload values for creating a proper request.
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.

Imp

Right now for TotalSource client, it is not recommended to create a complete hire and only post In Progress Hire (with all required fields).

The API works right now but it will respond error later this year when we add E-19 verification.

API Usage

[Applicant Onboarding](#)

Method	URI	Description
POST	/hcm/v2/applicant.onboard	This is used for hiring an employee completely.

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	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/positionID	Position ID	Y		<p>This is a system required field. Position ID is a concatenation of Company Code + File Number.</p> <p>For example: ABC123456, where ABC is the company code and 123456 is the File Number. This field is system generated for paid employees (company code +file Number) and is not returned in meta when looking up a hire template that is for paid employees. This is a required field for non-paid employees. This field is returned in META if looking up a non paid employee template. It can be system generated or populated manually.</p> <p>Position ID can be fetched from workers api response.</p>
/applicantOnboarding/ applicantPayrollProfile /payrollFileNumber	File Number	Y		<p>This is a system required field. File Number Is the unique number for an employee's positions. For example:123456</p> <p>NOTE If the auto assignment is enabled for PayrollFileNumber and it is not passed in API post call, the api wont throw any error and it will hire the employee. If the auto assignment is not enabled for PayrollFileNumber and it is not passed in API post call, the api will throw an error.</p>
/applicantOnboarding/ applicantWorkerProfile/job/jobCode/ applicantOnboarding/ applicantWorkerProfile/job/jobCode/ code/ applicantOnboarding/ applicantWorkerProfile/job/jobCode/name	Job Title	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantWorkerProfile/job/ occupationalClassifications/ classificationCode	EEOC Job Classification	N		
/applicantOnboarding/ applicantWorkerProfile/payGradeCode/ applicantOnboarding/ applicantWorkerProfile/ payGradeCode/ code/applicantOnboarding/ applicantWorkerProfile/payGradeCode/ name	Pay Grade	N		
/applicantOnboarding/ applicantWorkerProfile/reportsTo/ positionID	Reports To			
/applicantOnboarding/ applicantWorkerProfile / managementPositionIndicator	Manager Position	N		
/applicantOnboarding/ applicantWorkerProfile/ homeOrganizationalUnits/ applicantOnboarding/ applicantWorkerProfile/ homeOrganizationalUnits/nameCode/ applicantOnboarding/ applicantWorkerProfile/homeOrganizationalU nits/nameCode/code / applicantOnboarding/ applicantWorkerProfile/ homeOrganizationalUnits/nameCode/ name/applicantOnboarding/ applicantWorkerProfile / homeOrganizationalUnits/unitTypeCode/ applicantOnboarding/ applicantWorkerProfile/ homeOrganizationalUnits/unitTypeCode/ code/applicantOnboarding/ applicantWorkerProfile/ homeOrganizationalUnits/unitTypeCode/ name	Business Unit	N		
applicantOnboarding/applicantWorkerProfile/ homeWorkLocation/nameCode/ applicantOnboarding/applicantWorkerProfile/ homeWorkLocation/nameCode/code applicantOnboarding/applicantWorkerProfile/ homeWorkLocation/nameCode/name	Location	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
applicantOnboarding/applicantWorkerProfile/ bargainingUnit/bargainingUnitCode applicantOnboarding/applicantWorkerProfile/ bargainingUnit/bargainingUnitCode/code applicantOnboarding/applicantWorkerProfile/ bargainingUnit/bargainingUnitCode/name	Union Local	N		
/applicantOnboarding/ applicantWorkerProfile/laborUnion/ laborUnionCode/applicantOnboarding/ applicantWorkerProfile/laborUnion/ laborUnionCode/code/applicantOnboarding/ap plicantWorkerProfile/laborUnion/ laborUnionCode/name	Union Code	N		
/applicantOnboarding/ applicantWorkerProfile/job/ wageLawCoverages/wageLawNameCode/appli cantOnboarding/ applicantWorkerProfile/job/ wageLawCoverages/wageLawNameCode/code /applicantOnboarding/ applicantWorkerProfile/job /wageLawCoverages/wageLawNameCode/nam e	FLSA	N		
/applicantOnboarding/ applicantWorkerProfile/officerTypeCode/ code/applicantOnboarding/ applicantWorkerProfile/officerTypeCode /code/code/applicantOnboarding/ applicantWorkerProfile/officerTypeCode/ code/name	Officer/O wner	N		
/applicantOnboarding/ applicantWorkerProfile/job/ industryClassifications/classificationCode/ applicantOnboarding/ applicantWorkerProfile/job/ industryClassifications/classificationCode/ code/applicantOnboarding/ applicantWorkerProfile /job/ industryClassifications/classificationCode/ name	NAICS Workers Comp Code	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantWorkerProfile/ benefitsEligibilityClassCode/ applicantOnboarding/ applicantWorkerProfile/ benefitsEligibilityClassCode/code/ applicantOnboarding/ applicantWorkerProfile/ benefitsEligibilityClassCode/name	Benefits Eligibility Class	N		
/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/landlines/ applicantOnboarding/ applicantWorkerProfile/ businessCommunication/landlines/ nameCode/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/landlines/ countryDialing/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/landlines/ areaDialing/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/landlines/ dialNumber/applicantOnboarding/ applicantWorkerProfile/ businessCommunication /landlines/ extension/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/landlines/access	Work Phone	N		
/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/faxes/ applicantOnboarding/ applicantWorkerProfile/ businessCommunication/faxes/ nameCode/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/faxes/ countryDialing/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/faxes/areaDialing/a pplicantOnboarding/ applicantWorkerProfile/ businessCommunication/faxes/dialNumber/a pplicantOnboarding/ applicantWorkerProfile/ businessCommunication/faxes/access	Work Fax	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/mobiles/ applicantOnboarding/ applicantWorkerProfile/ businessCommunication/mobiles/ nameCode/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/mobiles/ countryDialing/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/mobiles/ areaDialing/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/mobiles/ dialNumber/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/mobiles/access	Work Cell	N		
/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/pagers/ applicantOnboarding/ applicantWorkerProfile/ businessCommunication/pagers/ nameCode/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/pagers/ countryDialing/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/pagers/ areaDialing/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/pagers/ dialNumber/applicantOnboarding/ applicantWorkerProfile/ businessCommunication /pagers/ extension/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/pagers/access	Work Pager	N		
/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/emails/emailUri	Work E-mail	N		
/applicantOnboarding/ applicantWorkerProfile/ businessCommunication/emails/ notificationIndicator	Use For Notification	N		
/applicantOnboarding/applicantWorkerProfile /hireDate	Hire Date	Y		This is a system required field.

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/applicantWorkerProfile/hireReasonCode	Reason for Hire	Y		This is a system required field.
/applicantOnboarding/workerID/id	Associate ID	Y		<p>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.</p> <p>NOTE If the auto assignment is enabled for workerID and it is not passed in API post call, the api wont throw any error and it will hire the employee.</p> <p>If the auto assignment is not enabled for WorkerID and it is not passed in API post call, the api will throw an error.</p>
/applicantOnboarding/applicantWorkerProfile/acaBenefitEligibilityCode/applicantOnboarding/applicantWorkerProfile/acaBenefitEligibilityCode/code/applicantOnboarding/applicantWorkerProfile/acaBenefitEligibilityCode/name	ACA Benefit Status	N		
/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		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/addresses/subdivisionCode/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/addresses/subdivisionCode/code/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/addresses/subdivisionCode/name	State / Province / Territory	N		
/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/addresses/postalCode	Zip/Postal Code	N		
/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/addresses/subdivisionCode2/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/addresses/subdivisionCode2/code	County	N		
/applicantOnboarding/applicantWorkerProfile/homeWorkLocation/homeshoreIndicator	Works From Home	N		
Personal Information				
/applicantOnboarding/applicantPersonalProfile/languageCode/applicantOnboarding/applicantPersonalProfile/languageCode/code/applicantOnboarding/applicantPersonalProfile/languageCode/name	Correspondence Language	N		
/applicantOnboarding/applicantPersonalProfile/governmentIDs/nameCode/applicantOnboarding/applicantPersonalProfile/governmentIDs/nameCode/code/applicantOnboarding/applicantPersonalProfile/governmentIDs/nameCode/name	Tax ID Type	Y		
/applicantOnboarding/applicantPersonalProfile/governmentIDs/statusCode/applicantOnboarding/applicantPersonalProfile/governmentIDs/statusCode/code/applicantOnboarding/applicantPersonalProfile/governmentIDs/statusCode/name	Applied For	N		NOTE This is based on the US HR+Payroll System template. If you send a tax ID (SSN, SIN, etc) you cannot also pass Applied For in the same request
/applicantOnboarding/applicantPersonalProfile/governmentIDs/id	Tax ID	Y		This is a system required field.

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/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.
/applicantOnboarding/applicantPersonalProfile/legalName/givenName/applicantOnboarding/applicantPersonalProfile/birthName/familyName	Payroll Name	Y		This is a system required field.
/applicantOnboarding/applicantPersonalProfile/legalName/generationAffix	Generation Suffix	N		
/applicantOnboarding/applicantPersonalProfile/legalName/qualificationAffix	Professional Suffix	N		
/applicantOnboarding/applicantPersonalProfile/preferredName/nickName	Preferred Name	N		
/applicantOnboarding/applicantPersonalProfile/genderCode/applicantOnboarding/applicantPersonalProfile/genderCode/code/applicantOnboarding/applicantPersonalProfile/genderCode/name	Gender	Y		This is a system required field.
/applicantOnboarding/applicantPersonalProfile/birthDate	Birth Date	Y		This is a system required field.
/applicantOnboarding/applicantPersonalProfile/legalAddress/lineOne	Address 1	N		
/applicantOnboarding/applicantPersonalProfile/legalAddress/lineTwo	Address 2	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPersonalProfile/legalAddress/ lineThree	Address 3	N		
/applicantOnboarding/ applicantPersonalProfile/legalAddress/ cityName	City	N		
/applicantOnboarding/ applicantPersonalProfile/legalAddress/ subdivisionCode/applicantOnboarding /applicantPersonalProfile/legalAddress/ subdivisionCode/code/applicantOnboarding/ap plicantPersonalProfile /legalAddress/ subdivisionCode/name	State / Pro vince / Ter ritory	N		
/applicantOnboarding/applicantPersonalProfil e/legalAddress/subdivisionCode2/applicantOn boarding /applicantPersonalProfile/legalAddress/subdi visionCode2/code	County	N		
/applicantOnboarding/applicantPersonalProfil e/legalAddress/postalCode	Zip/Postal Code	N		
/applicantOnboarding/applicantPersonalProfil e/legalAddress/deliveryPoint	Work Mail Stop	N		
/applicantOnboarding/applicantPersonalProfil e/otherPersonalAddresses/countryCode	Country	N		
/applicantOnboarding/applicantPersonalProfil e/otherPersonalAddresses/lineOne	Address 1	N		
/applicantOnboarding/applicantPersonalProfil e/otherPersonalAddresses/lineTwo	Address 2	N		
/applicantOnboarding/applicantPersonalProfil e/otherPersonalAddresses/lineThree	Address 3	N		
/applicantOnboarding/ applicantPersonalProfile/ otherPersonalAddresses/cityName	City	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPersonalProfile/ otherPersonalAddresses/ subdivisionCode /applicantOnboarding/ applicantPersonalProfile/ otherPersonalAddresses/subdivisionCode/cod e /applicantOnboarding/ applicantPersonalProfile/ otherPersonalAddresses/subdivisionCode/na me	State / Province/ Territory	N		
/applicantOnboarding/applicantPersonalProfil e/otherPersonalAddresses/postalCode	Zip/Postal Code	N		
/applicantOnboarding/applicantPersonalProfil e/communication/landlines/applicantOnboard ing /applicantPersonalProfile/communication/lan dlines/nameCode/applicantOnboarding/applic antPersonalProfile /communication/landlines/countryDialing/ap plicantOnboarding/applicantPersonalProfile/c ommunication /landlines/areaDialing/applicantOnboarding/a pplicantPersonalProfile/communication/land lines/dialNumber /applicantOnboarding/applicantPersonalProfil e/communication/landlines/access	Home Phone	N		
/applicantOnboarding/ applicantPersonalProfile/communication/ faxes/applicantOnboarding/applicantPersonal Profile /communication/ faxes/nameCode/applicantOnboarding/ applicantPersonalProfile/communication/ faxes /countryDialing/applicantOnboarding/applica ntPersonalProfile/communication/ faxes/areaDialing/applicantOnboarding /applicantPersonalProfile/communication/ faxes/dialNumber/applicantOnboarding/ applicantPersonalProfile/communication /faxes/access	Home Fax	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPersonalProfile/communication/ mobiles/applicantOnboarding/ applicantPersonalProfile /communication/ mobiles/nameCode/applicantOnboarding/ applicantPersonalProfile/communication/ mobiles/countryDialing /applicantOnboarding/ applicantPersonalProfile/communication/ mobiles/areaDialing/applicantOnboarding/ applicantPersonalProfile /communication/ mobiles/dialNumber/applicantOnboarding/ applicantPersonalProfile/communication/ mobiles/access	Personal Cell	N		
/applicantOnboarding/ applicantPersonalProfile/communication/ pagers/applicantOnboarding/ applicantPersonalProfile /communication/ pagers/nameCode/applicantOnboarding/ applicantPersonalProfile/communication/ pagers/countryDialing /applicantOnboarding/applicantPersonalProfile/communication/ pagers/areaDialing/applicantOnboarding/ applicantPersonalProfile /communication/ pagers/dialNumber/applicantOnboarding/ applicantPersonalProfile/communication/ pagers/extension /applicantOnboarding/ applicantPersonalProfile/communication/ pagers/access	Personal Pager	N		
/applicantOnboarding/ applicantPersonalProfile/communication/ emails/emailUri	Home Email	N		
/applicantOnboarding/ applicantPersonalProfile/communication/ emails/notificationIndicator	Use For Notification	N		
/applicantOnboarding/ applicantPersonalProfile/maritalStatusCode/ applicantOnboarding/ applicantPersonalProfile /maritalStatusCode/code/applicantOnboarding/ applicantPersonalProfile/maritalStatusCode/ name	Marital Status	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPersonalProfile/maritalStatusCode/e ffectiveDateTime	Effective Date	N		
/applicantOnboarding/ applicantPersonalProfile/raceCode/ identificationMethodCode/ applicantOnboarding /applicantPersonalProfile/raceCode/ identificationMethodCode/code/ applicantOnboarding/ applicantPersonalProfile /raceCode/ identificationMethodCode/name	Ethnicity / Race ID Method	N		
/applicantOnboarding/ applicantPersonalProfile/raceCode/ applicantOnboarding/ applicantPersonalProfile/raceCode /code/applicantOnboarding/ applicantPersonalProfile/raceCode/name	Race	N		
/applicantOnboarding/ applicantPersonalProfile/ethnicityCode/ applicantOnboarding/ applicantPersonalProfile /ethnicityCode/ code/applicantOnboarding/ applicantPersonalProfile/ethnicityCode/ name	Ethnicity	N		
/applicantOnboarding/ applicantPersonalProfile/ tobaccoUserIndicator	Tobacco User	N		
/applicantOnboarding/ applicantPersonalProfile/ socialInsurancePrograms/ applicantOnboarding/ applicantPersonalProfile /socialInsurancePrograms/nameCode/ applicantOnboarding/ applicantPersonalProfile/ socialInsurancePrograms/nameCode /code/applicantOnboarding/ applicantPersonalProfile/ socialInsurancePrograms/nameCode/name/ap plicantOnboarding /applicantPersonalProfile/ socialInsurancePrograms/coveredIndicator	Medicare Medicaid	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPersonalProfile/disabledIndicator/ applicantOnboarding/ applicantPersonalProfile/ disabilityTypeCodes	Section 503 Disability Status	N		
Payroll Information				
/applicantOnboarding/ applicantPayrollProfile/payrollGroupCode	Company Code	Y		This is a system required field.
/applicantOnboarding/applicantPayrollProfile/payrollScheduleGroupCode	Pay Group	N		
/applicantOnboarding/ applicantPayrollProfile/payCycleCode/ applicantOnboarding/ applicantPayrollProfile/payCycleCode /code/applicantOnboarding/ applicantPayrollProfile/payCycleCode/ name	Pay Frequency	Y		This is a system required field.
/applicantOnboarding/applicantPayrollProfile/ baseRemuneration/dailyRateAmount/amount /applicantOnboarding/applicantPayrollProfile/ baseRemuneration/hourlyRateAmount/amount /applicantOnboarding/applicantPayrollProfile/ baseRemuneration/payPeriodRateAmount/amount	Regular Pay Rate Rate Type			
/applicantOnboarding/ applicantPayrollProfile/standardHours/ hoursQuantity	Standard Hours	N		
/applicantOnboarding/ applicantPayrollProfile/ overtimeEligibilityIndicator	FLSA Overtime	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPayrollProfile/customFieldGroup/ codeFields/applicantOnboarding/ applicantPayrollProfile /customFieldGroup/ codeFields/nameCode/ applicantOnboarding/ applicantPayrollProfile/customFieldGroup/co deFields /nameCode/code/ applicantOnboarding/ applicantPayrollProfile/customFieldGroup/ codeFields/nameCode/name/applicantOnboard ing / applicantPayrollProfile/customFieldGroup/ codeFields/code/applicantOnboarding/ applicantPayrollProfile/customFieldGroup/co deFields/name	Data Control Clock	N		
/applicantOnboarding/ applicantPayrollProfile/ additionalRemunerations/ applicantOnboarding/ applicantPayrollProfile /additionalRemunerations/ remunerationTypeCode/ applicantOnboarding/ applicantPayrollProfile/ additionalRemunerations /remunerationTypeCode/code/ applicantOnboarding/ applicantPayrollProfile/ additionalRemunerations/ remunerationTypeCode /name/ applicantOnboarding/ applicantPayrollProfile/ additionalRemunerations/ remunerationRate	Rate 2 Amount Rate 3 Amount Rate 4 Amount Rate 5 Amount Rate 6 Amount Rate 7 Amount Rate 8 Amount Rate 9 Amount	N		
/applicantOnboarding/ applicantPayrollProfile/customFieldGroup/ stringFields/applicantOnboarding/applicantPa yrollProfile /customFieldGroup/stringFields/nameCode/a pplicantOnboarding /applicantPayrollProfile/customFieldGroup/st ringFields/nameCode/code/applicantOnboardi ng/applicantPayrollProfile /customFieldGroup/stringFields/nameCode/n ame/applicantOnboarding/applicantPayrollPro file/customFieldGroup/stringFields/stringVal ue	Custom Area 1 Custom Area 2 Custom Area 3 Custom Area 4	N		
/applicantOnboarding/ applicantPayrollProfile/ tippedWorkerIndicator	Tipped Employee	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPayrollProfile/wageEntityCode/ applicantOnboarding/ applicantPayrollProfile /wageEntityCode/ code/applicantOnboarding/ applicantPayrollProfile/wageEntityCode/ name	Wage Entity	N		
Tax Information				
/applicantOnboarding/applicantTaxProfile/us FederalTaxInstruction/federalIncomeTaxInstr uction/taxFilingStatusCode/code	Federal Marital Status	N		
/applicantOnboarding/applicantTaxProfile/ us FederalTaxInstruction/ federalIncomeTaxInstr uction/taxAllowances	*Deductio ns *Depende nts	N		
/applicantOnboarding/applicantTaxProfile/ us FederalTaxInstruction/ federalIncomeTaxInstr uction/ multipleJobIndicator	Multiple jobs			
/applicantOnboarding/applicantTaxProfile/us FederalTaxInstruction/federalIncomeTaxInstr uction/ /additionalIncomeAmount/amount	Other Income			
/applicantOnboarding/applicantTaxProfile/usFederalTaxIn struction/federalIncomeTaxInstruction/additionalTaxAm ount	Federal Addi tional Tax A mount			
/applicantOnboarding/applicantTaxProfile/usFederalTaxIn struction/federalIncomeTaxInstruction/taxWithholdingS tatus/statusCode	Do not calcu late Federal I ncome Tax			
/applicantOnboarding/applicantTaxProfile/usFederalTaxIn struction/federalIncomeTaxInstruction/taxWithholdingS tatus/statusCode	Do not calcu late Federal Taxable			
/applicantOnboarding/applicantTaxProfile/usFederalTaxIn struction/federalUnemploymentTaxInstruction/taxWith holdingStatus/statusCode/code	Do not calcu late F.U.T.A. Taxable			
/applicantOnboarding/applicantTaxProfile/ usFederalTaxInstruction/ federalIncomeTaxInstruction/ taxAllowanceQuantity	Federal Exemption s	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/stateIncomeTaxInstructions/workedInJurisdictionIndicator	Worked In State	Y		This is a system required field.
/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/stateIncomeTaxInstructions/taxFilingStatusCode/code	State Marital Status			
/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/stateIncomeTaxInstructions/taxAllowanceQuantity	State Exemptions	N		
/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/stateIncomeTaxInstructions/livedInJurisdictionIndicator/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/stateIncomeTaxInstructions/stateCode	Lived In State	N		
/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/stateIncomeTaxInstructions/additionalTaxAmount	State Additional Tax Amount			
/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/suiTaxInstruction/stateCode/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/suiTaxInstruction/stateCode/code/applicantOnboarding/applicantTaxProfile/usStateTaxInstructions/suiTaxInstruction/stateCode/name	SUI/SDI Tax Code	Y		This is a system required field.
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/workedInJurisdictionIndicator/applicantOnboarding/applicantTaxProfile/localTaxInstructions/localCode	Worked In Locality	N		
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/taxAllowanceQuantity	Local Exemptions	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/livedInJurisdictionIndicator/ applicantOnboarding/applicantTaxProfile/localTaxInstructions/localCode	Lived In Locality	N		
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/taxTypeCode /applicantOnboarding/applicantTaxProfile/localTaxInstructions/taxTypeCode/code	PA LST Local 4 PA LST Local 5 NY MTA Local OH(Ohio) School District	N		
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/multipleJobIndicator	Multiple Jobs			

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](#).

[Applicant Onboarding](#)

Response Code	Condition	messageTxt
Response Code	Condition	messageTxt
201 Created	US Clients - Response using templateNameCode as Applicant Onboard in the request.	NA
201 Created	CANADA Clients - Response using templateNameCode as Applicant Onboard in the request.	NA
201 Created	INTERNATIONAL Clients - Response using templateNameCode as Applicant Onboard in the request.	NA
Personal		
400 Bad Request	Response when worker ID is not passed in the request.	
400 Bad Request	Response when LegalName salutation is not passed in the request.	

Response Code	Condition	messageTxt
400 Bad Request	Response when n generation suffix is not passed in the request.	
400 Bad Request	Response when qualification suffix is not passed in the request.	
400 Bad Request	Response when preferred Nickname is not passed in the request.	
400 Bad Request	Response when LanguageCode is not passed in the request.	
400 Bad Request	Response when Gender is not passed in the request.	
400 Bad Request	Response when birthdate is not passed in the request.	
400 Bad Request	Response when tax ID type is not passed in the request.	
400 Bad Request	Response when tax ID status is not passed in the request.	
400 Bad Request	Response when Home phone is not passed in the request.	
400 Bad Request	Response when personal cell is not passed in the request.	
400 Bad Request	Response when Home email is not passed in the request.	
400 Bad Request	Response when Home fax is not passed in the request.	
400 Bad Request	Response when personal pager is not passed in the request.	
400 Bad Request	Response when legal address 1 is not passed in the request.	
400 Bad Request	Response when Legal address City is not passed in the request.	
400 Bad Request	Response when Legal address sub divisionCode is not passed in the request.	
400 Bad Request	Response when Legal address country is not passed in the request.	
400 Bad Request	Response when Legal address postal code is not passed in the request.	
400 Bad Request	Response when Secondary address 1 is not passed in the request.	

Response Code	Condition	messageTxt
400 Bad Request	Response when Secondary address city is not passed in the request.	
400 Bad Request	Response when Secondary address sub divisionCode is not passed in the request.	
400 Bad Request	Response when Secondary address country code is not passed in the request.	
400 Bad Request	Response when Secondary address postal code is not passed in the request.	
400 Bad Request	Response when marital status is not passed in the request.	
400 Bad Request	Response when marital effectiveDateTime is not passed in the request.	
400 Bad Request	Response when tobacco user is not passed in the request.	
400 Bad Request	Response when medicare is not passed in the request.	
400 Bad Request	Response when race ID is not passed in the request.	
400 Bad Request	Response when ethnicity is not passed in the request.	
Employment		
400 Bad Request	Response when hire date is not passed in the request.	
400 Bad Request	Response when worker category is not passed in the request.	
400 Bad Request	Response when home department is not passed in the request.	
400 Bad Request	Response when Job code is not passed in the request.	
400 Bad Request	Response when Home cost Number is not passed in the request.	
400 Bad Request	Response when work phone is not passed in the request.	
400 Bad Request	Response when work cell is not passed in the request.	
400 Bad Request	Response when work email is not passed in the request.	

Response Code	Condition	messageTxt
400 Bad Request	Response when work Fax is not passed in the request.	
400 Bad Request	Response when work pager is not passed in the request.	
400 Bad Request	Response when officer/owner is not passed in the request.	
400 Bad Request	Response when union code is not passed in the request.	
400 Bad Request	Response when union local is not passed in the request.	
400 Bad Request	Response when benefits eligibility class is not passed in the request.	
400 Bad Request	Response when ACA benefits status is not passed in the request.	
Payroll		
400 Bad Request	Response when payroll group code is not passed in the request.	
400 Bad Request	Response when data control is not passed in the request.	
400 Bad Request	Response when clock code is not passed in the request.	
400 Bad Request	Response when regular payRate is not passed in the request.	
400 Bad Request	Response when wage entity is not passed in the request.	
Tax		
400 Bad Request	Response when federal marital status is not passed in the request.	
400 Bad Request	Response when federal exemptions is not passed in the request.	
400 Bad Request	Response when lived in state is not passed in the request.	

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.

[Workers - Lifecycle Management](#)

Changes that will Trigger a Notification	Application Scope	eventNameCode Value
1. When a worker is hired using /events/hr/v1/worker.hire . 2. When a worker is hired through ADP Workforce Now.	/hr/workerInformationManagement/workerManagement/lifecycleManagement/worker.hire.eventNotify.subscribe	worker.hire

Chapter 5

Frequently Asked Questions

Question 1: What is the payrollScheduleGroupCode field used for?

Answer:

Pay groups are used to identify a group of employees within a company code requiring a different period ending date on their pay statements. Select up to two pay groups or period ending dates per company code. It can be **Period End Date 1** on checks or **Period End Date 2 on checks**. You can get the values from the meta response.

To achieve this in the ADP Workforce Now UI, navigate to the following:

- **people > pay > pay profile**
- **Other pay setting section > CHECK CONTROLS**

Question 2: Does the total source client support complete hire?

Answer: Yes, the Applicant Onboard V2 API does support complete hire.

Question 3: 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": "169748818049_1"
    },
    "onboardingStatus": {
      "statusCode": {
        "code": "inprogress",
        "name": "inprogress"
      }
    },
    "applicantPersonalProfile": {
      "birthName": {
        "givenName": "Test",
        "familyName": "Demo"
      }
    },
    "applicantWorkerProfile": {
      "hireDate": "2020-06-16"
    }
  }
}
```

```

},
"applicantPayrollProfile": {
"payrollGroupCode": "938"
}
}
}
}
}

```

Question 4: 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 5: 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 6: 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 7: 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 8: Does the Applicant Onboard V2 API support state tax and federal tax?

Answer: Yes, the Applicant Onboard V2 API does support tax sections for U.S. and International clients. The template used should have **TAX** selected in **WFN UI > Template Management > Hire/Rehire > Select the template > Select Steps**. Make sure **Tax** is under selected steps.

For Canadian clients, this API doesn't support taxes. If the client has defaults configured in company options then it will pull the default worked-in province.

Question 9 : 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"
},

```

Known Issues and Limitations

US905487: Fields not supported through the Application Onboard V2 API

Impacted APIs

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

Issue Description

Important

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

The fields in the following table aren't supported by the Applicant Onboard V2 API.

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Tax	Worker's Compensation	
Applicant Onboard	Tax	Employee Type for Qtrly Reporting	Indicates whether the employee lives Full Time or Part Time in the state, and in the State Unemployment Insurance (SUI)/State Disability Insurance (SDI) tax jurisdiction. This status will be included in the Quarterly Wage file where required by state law. It's not used for payroll purposes. If you update the state Employee Type, you should review the SUI/SDI Employee Type to determine if changes are needed.
Applicant Onboard	Time & Attendance	Include in Time Summary Payroll	Indicates you need to review a summary of the high-level settings for this pay class.

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Time & Attendance	Time clocks Assigned	Indicates you need to select the time clocks that the employee will use to enter their time, such as In and Out punches.
Applicant Onboard	Time & Attendance	Time clock Groups Assigned	Indicates you need to select the time clock groups containing multiple time clocks, if your company uses those, and you want individual employees to use more than one time clock. For example, multiple time clocks in one building.
Applicant Onboard	Time & Attendance	Time clock Restriction Group	Indicates you need to select the Timeclock Restriction Group determining the specific period before and after the employee's scheduled In and Out time, during which the employee can record punches.
Applicant Onboard	Time & Attendance	Labor Charge Fields - Department	Indicates you need to enter the Labor Charge fields to specify the employee's default or home labor categories, such as Department or Job .
Applicant Onboard	Time & Attendance	Labor Charge Fields - TimeZone	Indicates you need to select the Time Zone for the candidate. For example: EST (Eastern Standard Time), CST (Central Standard Time), and so on.

WFNHR-14668: The meta for Applicant Onboard V2 shows the wrong schema element for payrollScheduleGroupCode field. The meta returns '/applicantOnboarding/applicantWorkerProfile/payrollScheduleGroupCode'. Instead, its been discovered the correct one is '/applicantOnboarding/applicantPayrollProfile/payrollScheduleGroupCode'

Impacted APIs

Method	URI	roleCode Value

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

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
GET	/hcm/v2/applicant.onboard/meta	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, workerID, and file number is used and changes the status to complete with same information provided beforehand.

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

WFNINDIATW-32357 - There is no validation that happens when assigning a non manager to an employee via the Applicant Onboard V2 API for WFN

Impacted APIs

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

Issue Description

There is no validation that happens when assigning a non manager to an employee via the Applicant Onboard V2 API for WFN

Work around

This can be done through workforce Now UI.

Limitation:

when I POST to <https://api.adp.com/hcm/v2/applicant.onboard/> to create an in-progress applicant and pass a value for recordingBasisCode it always shows up at WFN as "Salary" regardless of what I send. This happens even when I send a nil/blank value for recordingBasisCode.

I've tried this sending "1" (hourly), "4" (daily), "8" (salary), "" (blank), and nil (also blank). In all cases, it shows as "Salary" in the "Regular Pay Rate" field of WFN.

My understanding is that these are the correctly mapped values to be sending for recordingBasisCode:

```
BASIS_OF_PAY_MAP = {  
  "daily" => "4",  
  "hourly" => "1",  
  "salary" => "8",  
}
```

So I'm not sure if something isn't working right at WFN with these values.

Solution:

If we provide "payPeriodRateAmount" in the payload it will consider the value by default as "salary". To get Hourly/Daily we need to provide "hourlyRateAmount/dailyRateAmount" under baseRemuneration section in the request payload. Please see the below payload request example for hourlyRateAmount. Also you can see the meta information when you provide that particular template code value in the filter condition as like this [https://api.adp.com/hcm/v2/applicant.onboard/meta?\\${filter=meta/applicantOnboarding/onboardingTemplateCode/code eq '15336.7437'}](https://api.adp.com/hcm/v2/applicant.onboard/meta?${filter=meta/applicantOnboarding/onboardingTemplateCode/code eq '15336.7437'})

Basis of pay is used for reporting. What determines how the employee is actually being paid is based on what is sent in the baseRemuneration

Daily - /applicantOnboarding/applicantPayrollProfile/baseRemuneration/dailyRateAmount/amount

Hourly - /applicantOnboarding/applicantPayrollProfile/baseRemuneration/hourlyRateAmount/amount

Salary - /applicantOnboarding/applicantPayrollProfile/baseRemuneration/payPeriodRateAmount/amount

HourlyRateAmount:

```
{  
  "applicantOnboarding":{  
    "onboardingTemplateCode":{  
      "code":"15336.7437"  
    },  
    "onboardingStatus":{  
      "statusCode":{  
        "code":"inprogress"  
      }  
    },  
    "applicantPersonalProfile":{  
      "governmentIDs":{  
        {  
          "id":"533-53-2340",  
          "nameCode":{  
            "code":"SSN"  
          }  
        }  
      },  
      "birthName":{  
        "givenName":"Testing2",  
        "familyName":"Testerson"  
      },  
      "birthDate":"1991-04-04",  
      "communication":{  
        "emails":{  
          {  
            "emailUri":"sam@example.com",  
            "notificationIndicator":true  
          }  
        }  
      }  
    }  
  }  
}
```


- 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.