Chapter 1

About this API

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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?

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/recordingservice/sites/adpmeet/recording/playback/c6ea8220cbd745edb15041e95ea13c0f. The password to use is **iJxGbhu3**.

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.

	Actor	Task Description
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.