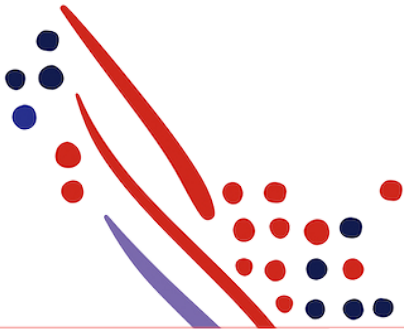




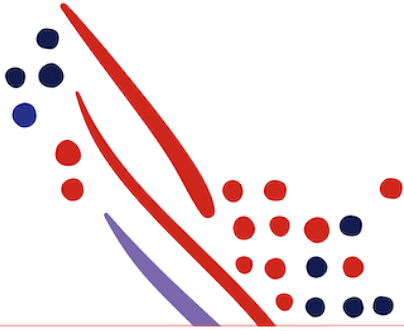
Chapter 3

Onboarding a Newly Hired Employee into the Complete Hire Process

from Applicant Onboard V2 API Guide for ADP Workforce Now

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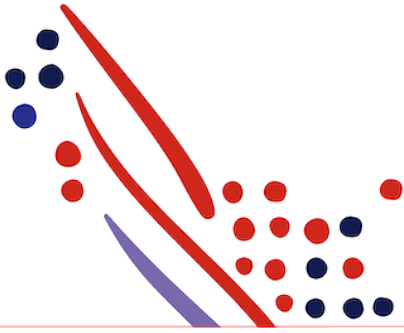
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Applicant Onboard V2 API Guide for ADP Workforce Now

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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-I9 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				

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantWorkerProfile/positionID	Position ID	Y		This is a system required field.Position ID is a concatenation of Company Code + File Number. 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. Position ID can be fetched from workers api response.
/applicantOnboarding/ applicantPayrollProfile/payrollFileNumber	File Number	Y		This is a system required field. File Number Is the unique number for an employee's positions. For example:123456 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.
/applicantOnboarding/ applicantWorkerProfile/job/jobCode/ applicantOnboarding/ applicantWorkerProfile/job/jobCode/ code/applicantOnboarding/ applicantWorkerProfile/job/jobCode/name	Job Title	N		
/applicantOnboarding/ applicantWorkerProfile/job/ occupationalClassifications/ classificationCode	EEOC Job Classification	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantWorkerProfile/payGradeCode/ applicantOnboarding/ applicantWorkerProfile/ payGradeCode/ code/applicantOnboarding/ applicantWorkerProfile/payGradeCode/ name	Pay Grade	N		
/applicantOnboarding/ applicantWorkerProfile/reportsTo/ positionID	Reports To			
/applicantOnboarding/ applicantWorkerPro file/ managementPositionIndicator	Manager Position	N		
/applicantOnboarding/ applicantWorkerProfile/ homeOrganizationalUnits/ applicantOnboarding/ applicantWorkerProfile/ homeOrganizationalUnits/nameCode/ applicantOnboarding/ applicantWorkerProfile/homeOrganizationalUnits/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/applicantWorkerProfil e/homeWorkLocation/nameCode/ applicantOnboarding/applicantWorkerProfil e/homeWorkLocation/nameCode/code applicantOnboarding/applicantWorkerProfil e/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/ applicantWorkerProfile/laborUnion/ laborUnionCode/name	Union Code	N		
/applicantOnboarding/ applicantWorkerProfile/job/ wageLawCoverages/wageLawNameCode/ap plicantOnboarding/ applicantWorkerProfile/job/ wageLawCoverages/wageLawNameCode/co de/applicantOnboarding/ applicantWorkerProfile/job /wageLawCoverages/wageLawNameCode/n ame	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/ applicantOnboarding/ applicantWorkerProfile/ businessCommunication/faxes/dialNumber/ applicantOnboarding/ 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		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. 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. If the auto assignment is not enabled for WorkerID and it is not passed in API post call, the api will throw an error.
/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/ applicantPersonalProfile /legalAddress/ subdivisionCode/name	State / Pro vince / Ter ritory	N		
/applicantOnboarding/applicantPersonalPro file/legalAddress/subdivisionCode2/applica ntOnboarding /applicantPersonalProfile/legalAddress/sub divisionCode2/code	County	N		
/applicantOnboarding/applicantPersonalPro file/legalAddress/postalCode	Zip/Postal Code	N		
/applicantOnboarding/applicantPersonalPro file/legalAddress/deliveryPoint	Work Mail Stop	N		
/applicantOnboarding/applicantPersonalPro file/otherPersonalAddresses/countryCode	Country	N		
/applicantOnboarding/applicantPersonalPro file/otherPersonalAddresses/lineOne	Address 1	N		
/applicantOnboarding/applicantPersonalPro file/otherPersonalAddresses/lineTwo	Address 2	N		
/applicantOnboarding/applicantPersonalPro file/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/c ode /applicantOnboarding/ applicantPersonalProfile/ otherPersonalAddresses/subdivisionCode/n ame	State / Pro vince/ Ter ritory	N		
/applicantOnboarding/applicantPersonalPro file/otherPersonalAddresses/postalCode	Zip/Postal Code	N		
/applicantOnboarding/applicantPersonalPro file/communication/landlines/applicantOnb oarding /applicantPersonalProfile/communication/l andlines/nameCode/applicantOnboarding/ap plicantPersonalProfile /communication/landlines/countryDialing/ applicantOnboarding/applicantPersonalPro file/communication /landlines/areaDialing/applicantOnboarding /applicantPersonalProfile/communication/l andlines/dialNumber /applicantOnboarding/applicantPersonalPro file/communication/landlines/access	Home Phone	N		
/applicantOnboarding/ applicantPersonalProfile/communication/ faxes/applicantOnboarding/applicantPerson alProfile /communication/ faxes/nameCode/applicantOnboarding/ applicantPersonalProfile/communication/ faxes /countryDialing/applicantOnboarding/applic antPersonalProfile/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/ effectiveDateTime	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/ applicantOnboarding /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/c odeFields /nameCode/code/ applicantOnboarding/ applicantPayrollProfile/customFieldGroup/ codeFields/nameCode/name/applicantOnboa rding / applicantPayrollProfile/customFieldGroup/ codeFields/code/applicantOnboarding/ applicantPayrollProfile/customFieldGroup/c odeFields/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/applicant PayrollProfile /customFieldGroup/stringFields/nameCode/ applicantOnboarding /applicantPayrollProfile/customFieldGroup/ stringFields/nameCode/code/applicantOnbo arding/applicantPayrollProfile /customFieldGroup/stringFields/nameCode/ name/applicantOnboarding/applicantPayroll Profile/customFieldGroup/stringFields/stri ngValue	Custom Area 1 Custom Area 2 Custom Area 3 Custom Area 4	N		

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/ applicantPayrollProfile/ tippedWorkerIndicator	Tipped Employee	N		
/applicantOnboarding/ applicantPayrollProfile/wageEntityCode/ applicantOnboarding/ applicantPayrollProfile /wageEntityCode/ code/applicantOnboarding/ applicantPayrollProfile/wageEntityCode/ name	Wage Entity	N		
Tax Information				
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/taxFilingStatusCode/code	Federal Marital Status	N		
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/taxAllowances	*Deductions *Dependents	N		
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/multipleJobIndicator	Multiple jobs			
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/ /additionalIncomeAmount/amount	Other Income			
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/additionalTaxAmount	Federal Additional Tax Amount			
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/taxWithholdingStatus/statusCode	Do not calculate Federal Income Tax			
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/taxWithholdingStatus/statusCode	Do not calculate Federal Taxable			

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalUnemploymentTaxInstruction/taxWithholdingStatus/statusCode/code	Do not calculate F.U.T.A. Taxable			
/applicantOnboarding/applicantTaxProfile/usFederalTaxInstruction/federalIncomeTaxInstruction/taxAllowanceQuantity	Federal Exemptions	N		
/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.

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)	Applicable to All Templates?	Note
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/workedInJurisdictionIndicator /applicantOnboarding/applicantTaxProfile/localTaxInstructions/localCode	Worked In Locality	N		
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/taxAllowanceQuantity	Local Exemptions	N		
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/livedInJurisdictionIndicator/ applicantOnboarding/applicantTaxProfile/localTaxInstructions/localCode	Lived In Locality	N		
/applicantOnboarding/applicantTaxProfile/localTaxInstructions/taxTypeCode /applicantOnboarding/applicantTaxProfile/localTaxInstructions/taxTypeCode/code	PALST Local 4 PALST 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

Response Code	Condition	messageTxt
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.	
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.	

Response Code	Condition	messageTxt
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.	
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.	

Response Code	Condition	messageTxt
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.	
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.	

Response Code	Condition	messageTxt
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.	