

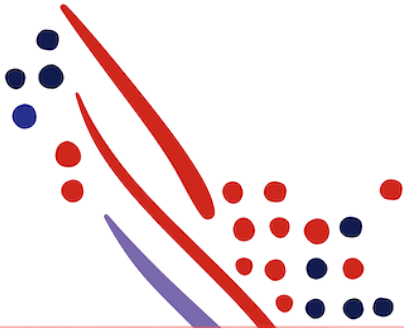


Guide

CodeList API Guide For RUN Powered by ADP

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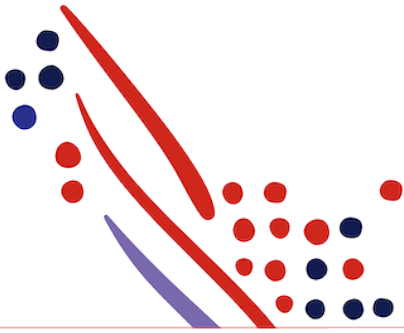


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About the API

Summary

ADP Workforce Now enables client practitioners to add new employees using the New Hire Template. The Applicant Onboard V2 Application Programming Interface (API) posts an applicant as an **In-Progress** and **completed** hire into ADP Workforce Now. This enables a practitioner to complete the hire by logging into ADP Workforce Now and add the new hire data.

What's New in this Guide?

August 2021

- Added Question 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 github 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".

December 2020

- Added new chapter for Supported Event Notifications

Sept 2020

- Added a note section for TotalSource Clients under Chapter 2 and Chapter 3.
- Added a note for custom template under Chapter 1 > Required setup section.
- Added a note under Chapter 2 > API Usage > Description
- Updated Issue description of US905487: Fields not supported through the Application Onboard V2 API under Chapter 5-Known Issues and Limitations.

August 2020

- Added a section called **Video Recordings** in this chapter.
- Updated GitHub success responses in [Chapter 2 - Use Case: Onboarding a Newly Hired Employee into the In-Progress Hire Process](#) and [Chapter 3 - Use Case: Onboarding a Newly Hired Employee into the Complete Hire Process](#).
- Added more Frequently Asked Questions (FAQs) to [Chapter 4 - Frequently Asked Questions](#).

- Removed two issues from [Chapter 5 - Known Issues and Limitations](#).

July 2020

- Added [Chapter 4 - Frequently Asked Questions](#).
- Updated [Appendix: Creating a New Hire Custom Template](#).

June 2020

The Applicant Onboard V2 API is now supported for the United States (U.S.), Canada, and International clients. The following was also updated:

- Added the **Pre-Hire Functionality** and **I-9 Verify** sections in this chapter.
- Updated the **Required Setup** and **Postman Collection** sections in this chapter.
- Added a note to the **Use Case Description** section in [Chapter 2 - Use Case: Onboarding a Newly Hired Employee into the In-Progress Hire Process](#).
- Updated **Sample GitHub Request Payload** and **Sample GitHub Response Payload** columns within the tables under the **API Usage** and **Responses** sections in [Chapter 2 - Use Case: Onboarding a Newly Hired Employee into the In-Progress Hire Process](#).
- Updated tax section schema information in **Data Dictionary** section within [Chapter 3 - Use Case: Onboarding a Newly Hired Employee into the Complete Hire Process](#).
- Added **Issue: Applicant Onboard V2 API doesn't return associate ID in the response for successful complete hire** in [Chapter 5 - Known issues and Limitations](#).

April 2020

- Added video walk through.
- Moved Business Rules, TotalSource, Pre-Hire, and I-9 E-Verify information from the **Required Setup** to it's own section.
- Added notes about system templates to the **Required Setup** section.
- Added a bullet point regarding custom templates under the Required Setup section.
- Updated [Chapter 6 - Appendix: Steps to Create a New Hire Template with the Name of Applicant Onboard](#).

March 2020

The following enhancements were added to the Applicant Onboard V2 API and the Applicant Onboard V2 API Guide for ADP Workforce Now:

- Support for TotalSource clients
- Support for Pre-Hire functionality
- Support for E-Verify

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.

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-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 **ilxGbhu3**.

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

Before consuming the custom templates through API, make sure **Profile for system users established by Marketplace Data Connector applications** is checked.

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.

Postman Collection

Postman allows you to import a collection of APIs, created by others, so you can try them out. For more information on Postman, see [Making Your First API Call Using Postman](#).

To download API collections for the Applicant Onboard V2 API from the ADP GitHub library and import them to Postman, go to [Applicant Onboard Postman Collection](#).

Use Case: Payroll Instruction Management CodeLists

Description

These Code list APIs allows your application to retrieve a list of codes for the field related to payroll instruction management, which could be used for insert and update operations.

Application Scope

The canonical uniform resource identifier (URI) corresponding to the APIs listed in the following section need to be added in the Consumer Application Registry (CAR) for the subscription following which a user can access these APIs and make successful API calls.

The following canonical needs to be added to your application scope to enable the API's listed in the following sections:

`/payroll/payrollManagement/payrollInstructionManagement/codeListViewing/codelist.read`

API Usage

Method	URI	Description
GET	<code>/codelists/payroll/v3/payroll-instruction-management/{code-type}/run</code>	Requests the list of all available code lists of a type identified by the {code-type}, that support payroll instruction management

Federal Tax Withholding Status API

The Federal Tax Withholding Status code list returns the the list of Tax Withholding Status available for selection of the fields in the ADP RUN UI by selecting **Employees > Payroll > Tax Info > Federal Tax>Select exemption(s)/Exempt from withholding**. This list is static for all the clients.

Method	URI	Description	GitHub Sample Response Payload
GET	<code>/codelists/payroll/v3/payroll-instruction-management/federal-tax-withholding-status/run</code>	Specifies the list of valid values for the exemption.	Codelist FederalTaxWithholdingStatus Response.json

Federal Tax Filing Status API

The Federal Tax Filing Status code list returns the the list of filing status available for selection of the fields in the ADP RUN UI by selecting **Employees > Payroll > Tax Info > Federal Tax>Withholding status**. The list also specifies to which W-4 form the code belongs to. The value **PRE2020** in the refers to Previous W-4 form and the code **2020** refers to 2020 W-4 form. The list is static for all clients.

Method	URI	Description	GitHub Sample Response Payload
GET	<code>/codelists/payroll/v3/payroll-instruction-management/federal-tax-filing-status/run</code>	Specifies the filing status as per the type of W-4 form (Previous W-4 : PRE2020 ,2020 W-4 : 2020).	Codelist FederalTaxFilingStatus Response.json

State Tax Withholding Status API

The State Tax Withholding Status code list returns the the list of Tax Withholding Status available for selection of the fields in the ADP RUN UI by selecting **Employees > Payroll > Tax Info > State Tax>Select exemption(s)/Exempt from withholding**. This list is static for all the clients.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v3/payroll-instruction-management/state-tax-withholding-status/run	Specifies the list of valid values for the exemption.	Codelist StateTaxWithholdingStatus Response.json

State Tax Filing Status API

The State Tax Filing Status code list returns the the list of filing status available for selection of the fields in the ADP RUN UI by selecting **Employees > Payroll > Tax Info > State Tax>Withholding status** based on the state chosen for the employee. These are filing statuses of the jurisdictions added to the client/company.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v3/ payroll-instruction-management/state-tax-filing-status/run	Specifies the list of filing status applicable for the jurisdictions that are added for the company.	Codelist StateTaxFilingStatus Response.json

State Tax Allowances API

The State Tax Allowances code list returns the the list of tax allowances available for selection of the fields in the ADP RUN UI by selecting **Employees > Payroll > Tax Info > State Tax > Tax Exemptions**. The list is static for all clients.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v3/payroll-instruction-management/state-tax-allowances/run	Specifies the list of state tax allowances/Exemptions.	Codelist StateTaxAllowances Response.json

State Tax Allowance Categories API

The State Tax Allowance Categories code list returns the the list of tax allowance categories available for selection of the fields in the ADP RUN UI by selecting **Employees > Payroll > Tax Info > State Tax > Dependent Allowances/ Special Allowances/Mississippi Personal Exemption**. The visibility of the fields , Dependent Allowances,Special Allowances,Mississippi Personal Exemption in the UI will be based on the jurisdiction chosen by the employee.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v3/payroll-instruction-management/state-tax-allowance-categories/run	Specifies the list of state tax allowance categories.	Codelist StateTaxAllowanceCategories Response.json

Payroll Jurisdictions API

The Payroll Jurisdictions code list returns the the list of jurisdictions available for selection of the fields in the ADP RUN UI by selecting **Employees > Payroll > Tax Info > State Tax > Where does your employee live?/Where does your employee work?**

If you need to add or delete a jurisdiction , contact your ADP service team.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v3/payroll-instruction-management/payroll-jurisdictions/run	Specifies the list of jurisdictions added for the company.	Codelist State Payroll Jurisdictions Response.json

Chapter 3

Use Case: Payroll Processing Codelists

Description

These Codelist APIs allows your application to retrieve a list of codes for the field related to payroll processing, which could be used for insert and update operations.

Application Scope

The following canonical needs to be added to your application scope to enable the API's listed in the following sections:

/payroll/payrollManagement/payrollProcessing/codeListViewing/codelist.read

API Usage

Method	URI	Description
GET	/codelists/payroll/v3/payroll-processing/{code-type}/run	Requests the list of all available code lists of a type identified by the {code-type}, that support payroll management

Pay Cycles API

The client practitioner can view the configured pay cycles in the ADP RUN UI by selecting **Company > PayFrequency**. These are client-configurable.

Note

- The openCalendarStartDate and openCalendarEndDate indicates the duration of the pay cycle.
- The openCalendarCheckDate is date when the workers get paid for that payroll run.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v1/payroll-processing/pay-cycles/run	Returns the list of open pay frequencies along with the start date, end date and check date.	Codelist PayCycles Response.json

Pay Rates API

The client practitioner can view the pay rates in the ADP RUN UI by selecting **Employees > Payroll > PayrollInfo**. This list is static for all clients.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v1/payroll-processing/pay-rates/run	Returns the list of pay rates and it's respective codes.	Codelist PayRates Response.json

Earnings API

The client practitioner can manage the Earning Configurations in the ADP RUN UI by selecting **Company > Earnings Deductions**.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/payroll/v1/payroll-processing/earnings/run	Returns the list of earnings and respective codes.	Codelist Earnings Response.json

Chapter 4

Use Case: Worker Management Code Lists

Description

This chapter lists all the code lists related to worker management.

Application Scope

The following canonical needs to be added to your application scope to enable the API's listed in the following section:

`/hr/workerInformationManagement/workerManagement/codeListViewing/codelist.read`

API Usage

Method	URI	Description
GET	<code>/codelists/hr/v3/worker-management/{code-type}</code>	Requests the list of all available codelists of a type identified by the {code-type}, that support worker management

Departments API

The client practitioner can manage department configuration in the ADP RUN UI by selecting **Company > Departments**.

Method	URI	Description	GitHub Sample Response Payload
GET	<code>/codelists/hr/v3/worker-management/Departments</code>	Returns the list of departments added for the company.	Codelist-departments-response.json

States API

This list is defined for all clients and it should be provided when assigning the **State** to an employee by selecting **Employees > Personal Information > Employment Info > State/Province**.

Method	URI	Description	GitHub Sample Response Payload
GET	<code>/codelists/hr/v3/worker-management/States</code>	Returns the list of States/Provinces.	Codelist-state-response.json

Gender API

This Gender code list is defined for all clients and it should be provided when assigning the **Gender** to an employee by selecting **Employees > Personal Information > Employment Info > Gender**.

This list is static for all the clients.

Method	URI	Description	GitHub Sample Response Payload
GET	<code>/codelists/hr/v3/worker-management/SexValues</code>	Returns the list of gender codes.	Codelist-gender-response.json

Ethnicity API

This ethnicity code list is defined for all clients and it should be provided when assigning the **ethnicity** to an employee by selecting **Employees > Personal Information > Employment Info > Ethnicity**

This list is static for all the clients.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/hr/v3/worker-management/EthnicityValues	Returns list of values of ethnicity.	Codelist-ethnicity-response.json

Country Codes API

This country code list is defined for all clients for United States country.

Method	URI	Description	GitHub Sample Response Payload
GET	/codelists/hr/v3/worker-management/country-codes	Returns the country code for United States country.	Codelist-country-codes-response.json

Chapter 5

Use Case: Payroll Deduction Management Code lists

These Code list APIs allows your application to retrieve a list of codes for the field related to payroll deduction management, which could be used for insert and update operations.

Application Scope

The canonical uniform resource identifier (URI) corresponding to the APIs listed in the following section need to be added in the Consumer Application Registry (CAR) for the subscription following which a user can access these APIs and make successful API calls.

The following canonical needs to be added to your application scope to enable the API's listed in the following sections:

/payroll/payrollManagement/payrollConfigurationDetailManagement/codeListViewing/codelist.read

API Usage

Method	URI	Description
GET	/codelists/payroll/v3/deduction-configuration-detail-management/{code-type}/run	Requests the list of all available code lists of a type identified by the {code-type}, that support payroll deduction configuration detail management

Name	URI	GitHub Sample Response Payload
Available Deductions to configure	/codelists/payroll/v3/payroll-configuration-detail-management/deduction-codes/run	deductionConfiguration-deductionCodes-codelist-200-response.json
Deduction Categories	/codelists/payroll/v3/payroll-configuration-detail-management/deduction-categories/run	deductionConfiguration-deductionCategories-codelist-200-response.json
W2 Box 14 applicable Deductions	/codelists/payroll/v3/payroll-configuration-detail-management/w2box14-enabled-deductions/run	deductionConfiguration-w2box14EnabledDeductions-codelist-200-response.json
Tier 1 only applicable Deductions	/codelists/payroll/v3/payroll-configuration-detail-management/tier1-enabled-deductions/run	deductionConfiguration-tier1EnabledDeductions-codelist-200-response.json
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Catchup applicable Deductions	/codelists/payroll/v3/payroll-configuration-detail-management/auto-catchup-deductions/run	deductionConfiguration-autoCatchupDeductions-codelist-200-response.json

Chapter 6

Known Issues and Limitations

Issue 1: Event Notifications are not supported.

Impacted APIs

Method	URI	roleCode
GET	/hcm/v1/validation-tables/jobs	Practitioner

Issue Description

Event Notifications are not supported for Validation Table Job title API.

Suggested Workaround

There are no workarounds available.

WFNWATERVI-45923: managementPositionIndicator field is missing in Meta response.

Impacted APIs

Method	URI	roleCode
GET	/hcm/v1/validation-tables/jobs	Practitioner
POST	/hcm/v1/validation-tables/jobs	Practitioner

Issue Description

managementPositionIndicator field is missing in bot GET and POST Meta response.

Suggested Workaround

There are no workarounds available.