Chapter 1

About this API

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Chapter 1

About this API

Summary

The Deduction Instruction Application Programming Interfaces (APIs) are used to do the following:

- Start, stop, or change the payroll voluntary deduction setup for a worker.
- View all deduction instructions of a worker.
- Retrieve and send employee deductions to ADP (commonly used by Benefits Solutions).
- Capture taxable employer contributions. FUTURE
- Involuntary Withholding Orders (IWO or Garnishments) are currently not supported to be setup through this API. FUTURE
- Company Loans are currently not supported FUTURE

Note: Voluntary deductions are currently supported for ADP Workforce Now Next Gen US clients.

Access tokens need to be used based on the following clients:

- United States (U.S.)

What's New in this Guide?

June 2021

- GET payroll Instruction API is now also returns associate information with multiple positions. ***Chapter 2***.
- Deduction STOP api will Inactive the specific deduction code, instead of complete deduction policy. ***Chapter 5***.

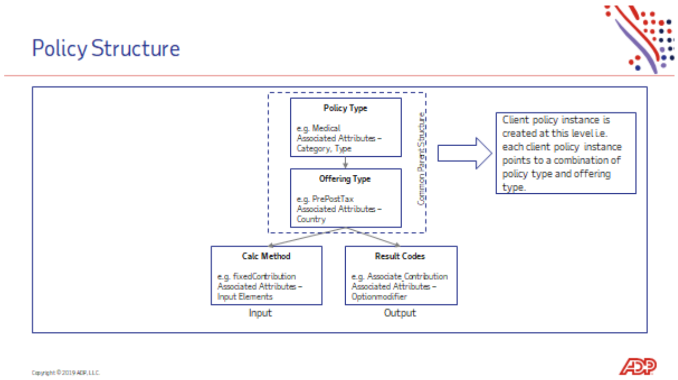
May 2021

- This is the first version of the guide for ADP Workforce Now Next Gen. It provides details on the operation of voluntary deduction policies through the API.

About Voluntary Deduction Policies

Workforce Now Next Gen enables a fully self service, policy based payroll setup, that can be completed by a client, without needing to contact ADP. A policy is an ADP defined set of statutory and functional rules to process a specific deduction such as medical or 401K. Policies have all the rules built into it them process a specific type of deduction. Policies are coarse grained and can process multiple deductions, employer contributions or imputed income within the same policy. For example: A medical policy can have a pre-tax deduction, a post tax deduction, a post tax admin fee, an employer contribution and multiple imputed income values.

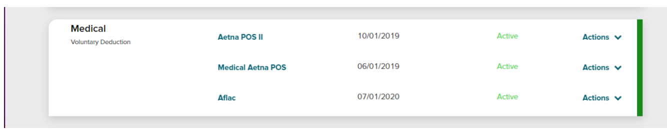
There are currently 60+ voluntary deduction policies that are available to clients and each one of them has it's own structure and pay elements. Policies are structured constructs with multiple global categories as well as inputs and result codes. Image below depicts a typical policy structure. Each policy belongs to a parent category, has a policy type identifier, one or more offerings and multiple inputs and outputs. A medical policy has a category of 'Health and Welfare', policy type of 'Medical', offering of 'PrePostTax' and result codes as described above (Pre Tax Contr., Post Tax Contr., Admin Fee, ER Contr., Imputed Income(s)).

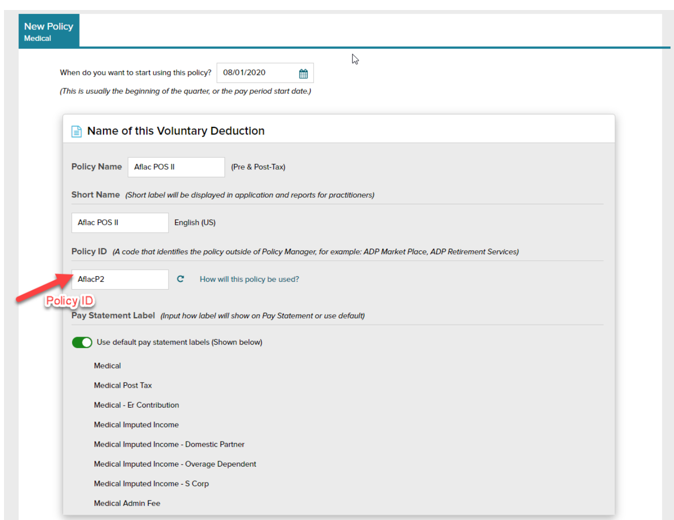


Clients have ability to select these policies from the library and configure them for use. This is called a client policy instance. Client can have multiple instances of the same policy type. For example: A client can have two medical policy instances, one to process deductions for their Aetna plan and another one to process Aflac.

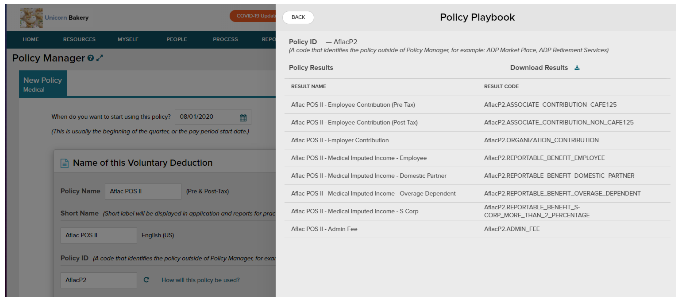
Since policies are complex constructs, Workforce Now Next Gen has written a policy adapter that generates 'flat codes' from each client policy instance for policies to work with existing APIs. Leveraging the policy structure the adapter generates deduction codes that are unique for a clients setup. These deductions then can be setup using payroll instructions API. When an external application calls Workforce Now Next Gen APIs the policy adapter converts policy constructs into codes and responds to the caller. When an external application sends codes to WFN Next Gen for starting or stopping a deduction, adapter again converts them into policy constructs.

Voluntary Deduction Policies can be accessed within Workforce Now Next Gen by navigating to **Setup→ Payroll → Policy Manager** and filtering on **Voluntary Deductions.** Here is an example of a medical policy instance. In this example, client has 3 separate policy instances.



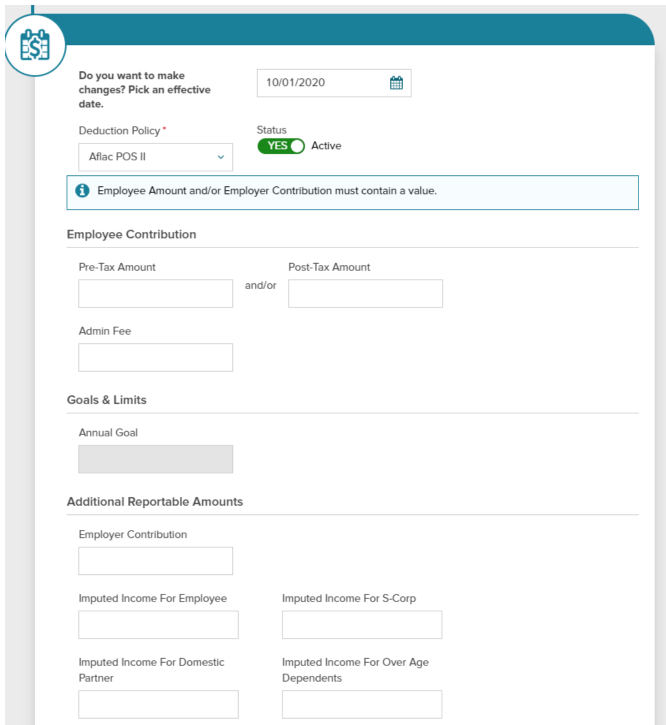


Each policy instance is uniquely identified by Policy ID. Policy ID can be setup when a policy instance is created. However, once created, it cannot be changed. Codes generated within a policy instance have two portions - the policy ID and the actual result code within a policy. Here is an example of codes generated for the above policy:



These codes can be viewed or downloaded from the policy manager itself. These codes are also available through the API itself.

These codes are not visible at the EE level. However there is a field corresponding to each code that is easily identifiable.



Note

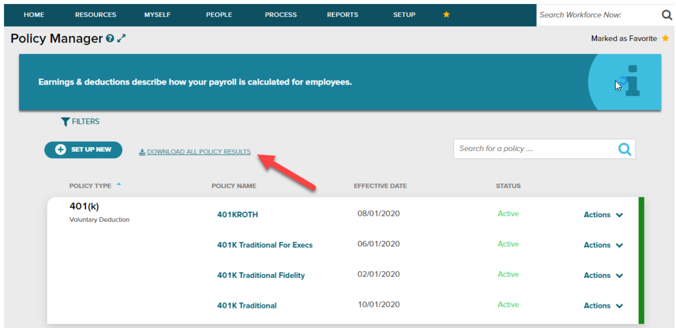
1. **ER Contribution and Imputed Income setup is currently not supported through the API.**
2. **Workforce Now Next Gen doesn't use a deduction code for Direct Deposit. There is a separate API to setup direct deposits. No Company level setup is required.**
3. **Deduction codes are also not needed for School District, Medicare Surtax or any other taxes.**
4. **Involuntary Withholding Orders (IWO, formerly known as Liens) are not supported currently.**
5. **Wherever supported, same deduction code supports both $ and % values. e.g. 401K. Unit Code parameter is a required field for the system to know if the code is carrying a $ amount or %.**

Additional Information for Integration

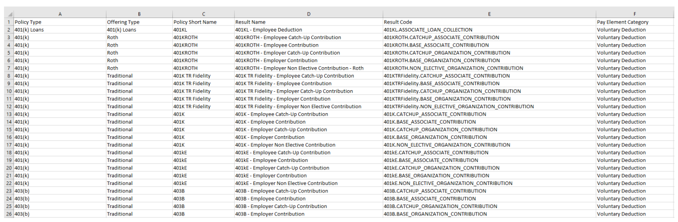
A voluntary deductions policy generally entails multiple deductions. Going by the previous example, a medical policy may have a pre-tax, a post-tax and an admin fee deduction. A client can start/stop/change any of these deductions individually through the API. if any of these deductions are active, the EE-Policy assignment will stay active. If all of them are stopped, the policy assignments will be marked inactive.

You may want to retrieve actual deductions resulted after the payroll run. The following are options you and the client could use:

- **API based integration** – Your application could use the Payroll Data Output APIs to retrieve payroll output data and get the deduction information for each employee after each payroll job.
- **Policy Manager UI or Result Code Download -** Download all possible result codes generated from clients' policy setup by going to policy manager (**Setup→Payroll→Policy Manager**) and clicking **Download All Policy Results**



Here is a **sample** of the download:



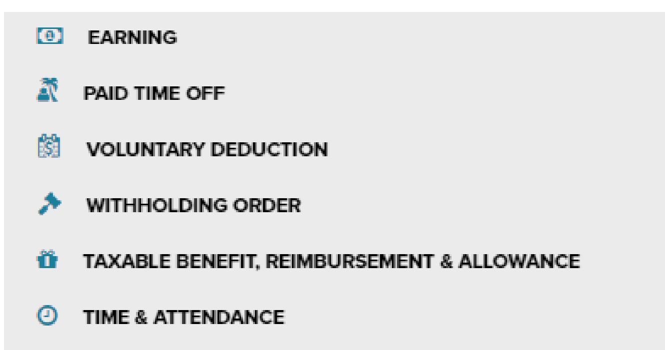
	A	B	C	D	E	F
1	Policy Type	Offering Type	Policy Short Name	Result Name	Result Code	Pay Element Category
2	401(k) Loans	401(k) Loans	401KL	401KL - Employee Deduction	401KL.ASSOCIATE_LOAN_COLLECTION	Voluntary Deduction
3	401(k)	Roth	401KROTH	401KROTH - Employee Catch-Up Contribution	401KROTH.CATCHUP_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
4	401(k)	Roth	401KROTH	401KROTH - Employee Contribution	401KROTH.BASE_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
5	401(k)	Roth	401KROTH	401KROTH - Employer Catch-Up Contribution	401KROTH.CATCHUP_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
6	401(k)	Roth	401KROTH	401KROTH - Employer Contribution	401KROTH.BASE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
7	401(k)	Roth	401KROTH	401KROTH - Employer Non Elective Contribution - Roth	401KROTH.NON_ELECTIVE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
8	401(k)	Traditional	401K TR Fidelity	401K TR Fidelity - Employee Catch-Up Contribution	401KTRFidelity.CATCHUP_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
9	401(k)	Traditional	401K TR Fidelity	401K TR Fidelity - Employee Contribution	401KTRFidelity.BASE_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
10	401(k)	Traditional	401K TR Fidelity	401K TR Fidelity - Employer Catch-Up Contribution	401KTRFidelity.CATCHUP_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
11	401(k)	Traditional	401K TR Fidelity	401K TR Fidelity - Employer Contribution	401KTRFidelity.BASE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
12	401(k)	Traditional	401K TR Fidelity	401K TR Fidelity - Employer Non Elective Contribution	401KTRFidelity.NON_ELECTIVE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
13	401(k)	Traditional	401K	401K - Employee Catch-Up Contribution	401K.CATCHUP_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
14	401(k)	Traditional	401K	401K - Employee Contribution	401K.BASE_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
15	401(k)	Traditional	401K	401K - Employer Catch-Up Contribution	401K.CATCHUP_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
16	401(k)	Traditional	401K	401K - Employer Contribution	401K.BASE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
17	401(k)	Traditional	401K	401K - Employer Non Elective Contribution	401K.NON_ELECTIVE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
18	401(k)	Traditional	401kE	401kE - Employee Catch-Up Contribution	401kE.CATCHUP_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
19	401(k)	Traditional	401kE	401kE - Employee Contribution	401kE.BASE_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
20	401(k)	Traditional	401kE	401kE - Employer Catch-Up Contribution	401kE.CATCHUP_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
21	401(k)	Traditional	401kE	401kE - Employer Contribution	401kE.BASE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
22	401(k)	Traditional	401kE	401kE - Employer Non Elective Contribution	401kE.NON_ELECTIVE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
23	403(b)	Traditional	403B	403B - Employee Catch-Up Contribution	403B.CATCHUP_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
24	403(b)	Traditional	403B	403B - Employee Contribution	403B.BASE_ASSOCIATE_CONTRIBUTION	Voluntary Deduction
25	403(b)	Traditional	403B	403B - Employer Catch-Up Contribution	403B.CATCHUP_ORGANIZATION_CONTRIBUTION	Voluntary Deduction
26	403(b)	Traditional	403B	403B - Employer Contribution	403B.BASE_ORGANIZATION_CONTRIBUTION	Voluntary Deduction

Required Setup Steps

- **Policy Manager**

ADP Workforce Now Next Gen allows payroll setup to be done in form on earnings, deductions, withholding orders, taxable/reportable benefits and tax policies. There are largely two grouping of these policies:

1. Business Policies → All of these can be setup under Setup→Payroll→Policy Manager. These can be sub-categorized in the following buckets.

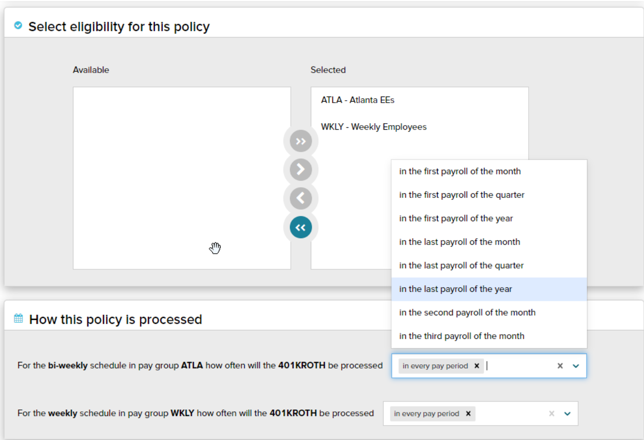


Note

Time & Attendance is available only when time & attendance module is turned on for the client.

2. Tax Policies → All of these can be setup under **Setup→Payroll→Tax Jurisdictions.** These are Federal, State and Local tax policies for various tax jurisdictions in which the client operates.

- **Eligibility & Frequency** – Employees from multiple pay groups can be made eligible for the same policy. There is no need to setup separate policy for each pay group. You can also choose processing frequency of the policy for each pay group separately. Following frequencies are currently supported. For a given pay group, the entire policy gets processed with the same frequency, i.e. all the policy results have the same frequency of the processing within a pay group.



Accumulators – Good News! No need to setup separate accumulator codes. Each policy result gets accumulated automatically and is available in three time frames - Month-To-Date, Quarter-To-Date, Year-To-Date

Tip

There are no reserved codes for % deductions (81-96 in legacy). Unit Code is a required field in payroll instructions api that will determine whether a value is a % value or $ value. You can also send the same code with both the unit codes separately wherever it is supported. For example: 401K Base contribution can be setup with a % and with an additional flat $ amount at the same time.

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 Deduction Instruction API from the ADP GitHub library and import them to Postman, go to Deduction Instructions Postman Collection.