

Chapter 2

Use Case: Add a new position for an employee

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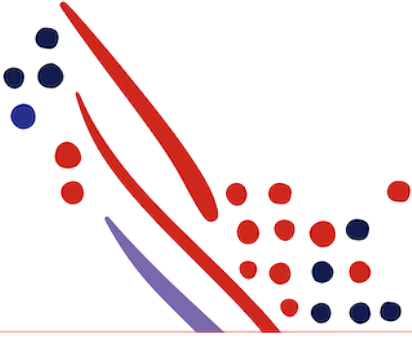
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Chapter 2

Use Case: Add a new position for an employee

Use Case Description

This use case adds a new position for an employee in ADP workforce now.

Work Assignment Management

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 this API and make successful API calls.

The following canonical needs to be added to your application scope to enable this use case:

`/hr/workerInformationManagement/workerManagement/workAssignmentManagement/worker.workAssignment.add`

`/hr/workerInformationManagement/workerManagement/workAssignmentManagement/worker.workAssignment.meta.read`

Supported Actors

ADP APIs have built-in data entitlement and access control. The response contains data based on the **roleCode** parameter value in an API request. For example, a person could have two roles defined in an ADP application, a Practitioner who manages all employees, and an employee. Your application will use the practitioner **roleCode** to request the data as the Practitioner and the **roleCode** of the employee.

Request Parameter roleCode Value	Usage
Practitioner	Adds a new position details for an employee as a practitioner. A system user is considered a practitioner.

Request Header Parameters

None, in addition to the ADP standard header parameters.

Sequence of Interactions

1. Your consumer application makes a request for GET **`/hr/v3/workers/{associateoid}/work-assignments/meta`** to the ADP API endpoint.
2. The ADP API endpoint responds to your consumer application with the meta payload. Your consumer application processes the meta payload to validate data included in the payload in step 3 and prompts the user to fix any validation issues. Otherwise, compose the payload for the POST **`/hr/v3/workers/{associateoid}/work-assignments`** request.
3. Your consumer application makes an POST **`/hr/v3/workers/{associateoid}/work-assignments`** request to the ADP API endpoint.
4. The ADP API endpoint responds to the consumer application concerning the details of **`/hr/v3/workers/{associateoid}/work-assignments`** request.

Data Dictionary

Resources listed in the following table can be accessed in ADP Workforce Now, under **Process > HR > Employee Job Change**.

Schema Location	Section	Field Name in ADP WorkForce Now	Is it Required in the Request Payload (Y/N)?	Notes
/workAssignment/PayrollProfile/payrollProcessingStatusCode	WHEN & WHY	Will this position be paid through ADP Workforce Now?	Y	
/workAssignment/payrollProfile/standardPayPeriodHours/quantity	PAY INFORMATION	Standard Hours	N	
/workAssignment/directFinancialCompensation/compensationBasisCode	PAY INFORMATION	Pay Type	N	
/workAssignment/organizationalUnits/unitCode	CORPORATE GROUPS	Home Department Business Unit Home Cost Number	N	
/workAssignment/organizationalUnits/unitTypeCode			N	
/workAssignment/payrollProfile/configurationTags/tagCode	PAY INFORMATION	FLSA Overtime Wage Entity	N	
/workAssignment/payrollProfile/configurationTags/tagValues			N	
/workAssignment/hireDate	WHEN & WHY	Change Date	Y	
/workAssignment/hireReasonCode	WHEN & WHY	What's the change reason?	Y	
/workAssignment/positionID	Position	Position ID	N	Will auto Generate based on Company + File Number
/workAssignment/fullTimeEquivalenceRatio	NA	Not Displayed	N	
/workAssignment/payrollProfile/defaultTaxJurisdictionTags/tagCode	TAX INFORMATION	Worked-in State SUI / SDI Code	Y	
/workAssignment/payrollProfile/defaultTaxJurisdictionTags/tagValues			Y	
/workAssignment/directFinancialCompensation/compensationRates/rate	PAY INFORMATION	Rate 2 MORE RATES	N	

/workAssignment/reportsTo/positionID	Position	Reports To	N	
/workAssignment/payrollProfile/payrollFileNumber	Position	File #	Y	
/workAssignment/job/jobCode	Position	Job Title	N	
/workAssignment/legislativeComplianceClassifications/occupationalClassifications/classificationCode	Position	EEO Establishment EEOC Job Classification	N	
/workAssignment/legislativeComplianceClassifications/occupationalClassifications/schemeCode	NA	Not Displayed	N	
/workAssignment/workerTypeCode	Position	Worker Category	N	
/workAssignment/directFinancialCompensation/compensationRates/rateCode	PAY INFORMATION	Rate Amount	N	
/workAssignment/positionStandardHours/quantity	PAY INFORMATION	Standard Hours	N	
/workAssignment/positionStandardHours/unitCode	NA	Not Displayed	N	
/workAssignment/job/jobFamilies/jobFamilyCode	Position	Job Classification	N	
/workAssignment/legislativeComplianceClassifications/industryClassifications/schemeCode	NA	Not Displayed	N	
/workAssignment/legislativeComplianceClassifications/industryClassifications/classificationCode	Position	NAICS Worker's Comp	N	
/workAssignment/benefitsProfile/benefitsEligibilityClassCode	CORPORATE GROUPS	Benefits Eligibility Class	N	
/workAssignment/payrollProfile/payrollGroupCode	WHEN & WHY	What will be <emp name> company code?	N	
/workAssignment/job/payGradeCode	Position	Pay Grade	N	
/workAssignment/payrollProfile/payCycleCode	PAY INFORMATION	Pay Frequency	N	
/workAssignment/job/jobFunctionCode	Position	Job Function	N	

/workAssignment/primaryIndicator	NA	Not Displayed	N	
/workAssignment/workLocations/locationCode	CORPORATE GROUPS	Location	N	
/workAssignment/job/managementIndicator	Position	Management Position	N	
/workAssignment/legislativeComplianceClassifications/wageLawClassifications/classificationCode	Position	FLSA Classification	N	
/workAssignment/legislativeComplianceClassifications/wageLawClassifications/schemeCode	NA	Not Displayed	N	

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](#).

Response Code	Condition	messageTxt	Tips to Handle
201 Created	Add a new position for an existing associate	NA	
201 Created	Add a new position for Non Paid employee	NA	In this case when a new position is added for a non paid employee. Now the employee is paid for newly added position and the other position is still in "Non paid"
201 Created	Add a new position with position start date as future dated	NA	
201 Created	Add a new position for a terminated employee	NA	
400 Bad Request	Add a "Non paid" position for an employee	"messageText": "Will this position be paid through ADP Workforce Now? is invalid,"	
400 Bad Request	Add a new position with same file Number	"messageText": "Will this position be paid through ADP Workforce Now? is invalid,"	
400 Bad Request	Add a position for an employee with invalid workerTypeCode	"messageText": "Worker Category is invalid."	

400 Bad Request	Add a position for an employee with invalid hireReasonCode	"messageText": "Job Change Reason is invalid."
400 Bad Request	Add a position for an employee with invalid locationCode	"messageText": "Location is invalid."
400 Bad Request	Add a position for an employee with invalid reportsTo positionID	"messageText": "Reports To is invalid."
400 Bad Request	Add a position for an employee with invalid benefitsEligibilityClassCode	"messageText": "Benefit Eligibility Class is invalid."
400 Bad Request	Add a position for an employee with invalid Job Title	"messageText": "Job Title is invalid."
400 Bad Request	Add a position for an employee with invalid jobFamilyCode	"messageText": "Job Classification is invalid."
400 Bad Request	Add a position for an employee with invalid jobFunctionCode	"messageText": "Job Function is invalid."
400 Bad Request	Add a position for an employee with invalid paygrade	"messageText": "Pay Grade is invalid."
400 Bad Request	Add a position for an employee with invalid wageLawClassifications(FLSA)	"messageText": "FLSA is invalid."
400 Bad Request	Add a position for an employee with invalid EEOC Job Classification	"messageText": "EEOC Job Classification is invalid."
400 Bad Request	Add a position for an employee with invalid EEO Establishment	"messageText": "EEO Establishment is invalid."
400 Bad Request	Add a position for an employee with invalid NAICS Workers	"messageText": "NAICS Workers Comp is invalid."
400 Bad Request	Add a position for an employee with invalid Business Unit	"messageText": "Business Unit is invalid."
400 Bad Request	Add a position for an employee with invalid Home Cost Number	"messageText": "Home Cost Number is invalid."
400 Bad Request	Add a position for an employee with invalid Home Department	"messageText": "Home Department is invalid."
400 Bad Request	Add a position for an employee with invalid fullTimeEquivalenceRatio	"messageText": "The FTE: field value must be between 0 and 1."
400 Bad Request	Add a position for an employee with invalid positionStandardHours	"messageText": "The Scheduled Hours field value must be between 0 and 655."
400 Bad Request	Add a position for an employee with invalid unitCode for positionStandardHours	"messageText": "Hours Period is invalid."
400 Bad Request	Add a position for an employee with invalid payrollGroupCode	"messageText": "Company Code is invalid."

400 Bad Request	Add a position for an employee with invalid File Number	"messageText": "The New File Number field value must be between 2 and 6."	
400 Bad Request	Add a position for an employee with invalid Pay Frequency	"messageText": "Pay Frequency is invalid."	
400 Bad Request	Add a position for an employee with invalid payrollProcessingStatusCode	"messageText": "Will this position be paid through ADP Workforce Now? is invalid."	
400 Bad Request	Add a position for an employee with invalid standardPayPeriodHours	"messageText": "The Standard Hours field value must be between 0 and 655."	
400 Bad Request	Add a position for an employee with invalid Worked-in State	"messageText": "Worked-in State is invalid."	
400 Bad Request	Add a position for an employee with invalid SUI / SDI	"messageText": "SUI / SDI Code is invalid."	
400 Bad Request	Add a position for an employee with invalid compensationBasisCode	"messageText": "Pay Type is invalid."	
400 Bad Request	Add a position for an employee with invalid Rate Amount	"messageText": "The Rate Amount field value must be between -9999999 and 9999999."	
400 Bad Request	Add a position for an employee with invalid AOID	"messageText": "aoid is invalid."	

Fields Not Supported for Add through API

Field Name	ADP Workforce Now UI Navigation	Section
Time & Attendance	Process > HR > Employee Job Change	TIME & ATTENDANCE
Pay Class		
Supervisor		
Supervisor Position		
Time Zone		
Badge		
Include in Time Summary/Payroll?	Process > HR > Employee Job Change	WHEN & WHY
Add notes here (if needed)		
Note: The fields in this section are auto populated in the page, and we will not pass any field through the API	Process > HR > Employee Job Change	Personal information

