



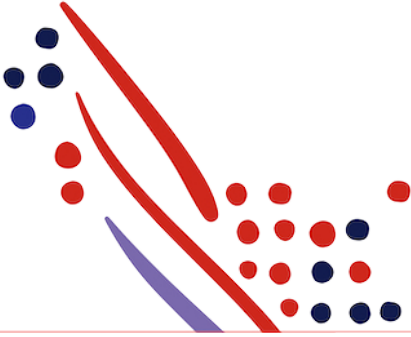
Guide

# Worker Hire Event API Guide for ADP Workforce Now

Published on  
Jul 01, 2020 5:36PM

Last modified  
May 19, 2023 1:41PM





## ADP Copyright Information

ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc.

Windows is a registered trademark of the Microsoft Corporation.

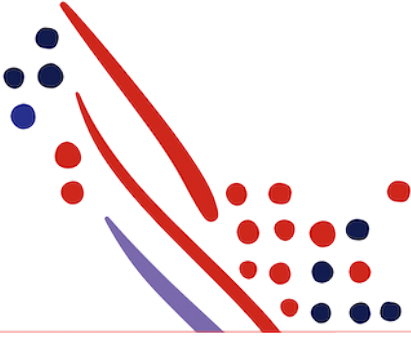
All other trademarks are the property of their respective owners.

Copyright © 2023 ADP, Inc. ADP Proprietary and Confidential - All Rights Reserved. These materials may not be reproduced in any format without the express written permission of ADP, Inc.

These materials may not be reproduced in any format without the express written permission of ADP, Inc. ADP provides this publication "as is" without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or the programs described in this publication.

Published on  
Jul 01, 2020 5:36PM

Last modified  
May 19, 2023 1:41PM



# Table of Contents

## Chapter 1

### About this API

- Summary
- What's New in this Guide?
  - February 2022
- Process Overview

## Chapter 2

### Use Case: Adding New Hire Details into ADP Workforce Now

- Use Case Description
- Application Scope
- Supported Actors
- Request Header Parameters
- Sequence of Interactions
- Data Dictionary
- Responses

## Chapter 3

### Supported Event Notifications

## Chapter 4

### Known Issues and Limitations

- US778378: Proper error messages for Worker Hire Event API validation failures
  - Impacted APIs
  - Issue Description
  - Suggested Workaround
- US919724: Worker Hire Event API doesn't support the FLSA codelist
  - Impacted APIs
  - Issue Description
  - Suggested Workaround
- US978652: Worker Hire Event API doesn't support international hiring
  - Impacted APIs
  - Issue Description
  - Suggested Workaround
- US1064496: Support State Worked In field in the request payload
  - Impacted APIs

Issue Description

Suggested Workaround

US929278: Support SUI/SDI fields in the request payload

Impacted APIs

Issue Description

Suggested Workaround

US1242488: Worker Hire Event API should support all standard templates other than HR + Payroll and Payroll Only

Impacted APIs

Issue Description

Suggested Workaround

US615441: Worker Hire Event API performance issues

Impacted APIs

Issue Description

Suggested Workaround

US1242488: Fields not supported through Worker Hire Event API

Impacted APIs

Issue Description

Suggested Workaround

## Chapter 5

**Frequently Asked Questions - Is /worker/workAssignment/payrollFileNumber always required?**

## Chapter 6

### Appendixes

Appendix A: Requirements for the Worker Hire Event API to Work

Activating the HR + Payroll (System) New Hire Template

Activating the Payroll Only (System) New Hire Template

Appendix B: Worker Hire Event API Defaults/Modifications for State Worked In/SUI/SDI State

Setting Up New Hire Defaults

Modifying State Worked In for an Employee

Appendix C: Automatic Enrollment Eligibility/Ineligibility for Benefit Plans

Appendix D: Adding Multiple Positions for a Worker Hire

Chapter 1

# About this API

## Summary

The Worker Hire Event API posts a new hire into ADP Workforce Now. A successful post request results in a new employee record. If you are looking to post a new hire as an **In-Progress Hire**, see the [Applicant Onboard V1 API Guide for ADP Workforce Now](#).

**Important:** The Worker Hire Event API is now being deprecated. If your application currently consumes this API, plan to migrate to the Applicant Onboard V2 API as we now stopped making enhancements and updates to the Worker Hire Event API.

For more information, see the [Applicant Onboard V2 API Guide for ADP Workforce Now](#).

## What's New in this Guide?

In this section, revisions to the Worker Hire Event API and this guide will be announced.

## February 2022

Updated API endpoints and samples to link to API explorer

## Process Overview

The following table shows a typical Business-to-Business (B2B) application integration flow for the Worker Hire Event API.

	Actor	Task Description
1	Client Practitioner	Configures each new hire for a Worker Hire Event API supported template (HR and Payroll).
2	Client Practitioner	Triggers the API-based data exchange between your application and ADP Workforce Now.
3	Your application	Sends new hire details using the New Hire API.
4	Payroll Practitioner	Verifies the Information in the ADP Workforce Now user interface (UI) by selecting <b>People &gt; Personal Information &gt; Personal Profile</b> .

Chapter 2

# Use Case: Adding New Hire Details into ADP Workforce Now

## Use Case Description

A success request results in an employee with the **Active** status and details added to **People > Personal Information > Personal Profile** in the ADP Workforce Now UI.

[Worker Hire Event API Guide for ADP Workforce Now](#)

## Application Scope

The canonical URI corresponding to the Worker Hire Event 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.

In ADP, APIs are assigned to canonical URIs. The following uniform resource identifier (URI) needs to be added to your application scope to enable this use case:

**`/hr/workerInformationManagement/workerManagement/lifecycleManagement/worker.hire`**

## Supported Actors

<b>Request Parameter roleCode Value</b>	<b>Usage</b>
Practitioner	Adds a new hire in to ADP Workforce Now with the supported template. This results in employee creation with a status of <b>Active</b> .

## Request Header Parameters

There are no Request Header Parameters in addition to the ADP standard header parameters.

## Sequence of Interactions

1. Your consumer application makes a **`/events/hr/v1/worker.hire/meta`** request to the ADP API endpoint for New Hire meta.
2. The ADP API endpoint responds to your consumer application with the meta payload **`/events/hr/v1/worker.hire/meta`**, for making the New Hire meta feature call.
3. Your consumer application makes a **`/events/hr/v1/worker.hire`** request with the payload to the ADP API endpoint for the New Hire API.
4. The ADP API endpoint responds to the consumer application with the processing result of **`/events/hr/v1/worker.hire`**.

## Data Dictionary

The New Hire API exposes ADP Workforce Now data displayed in the ADP Workforce Now UI by selecting **Process > HR > Hire/Rehire > Start Hire > HR + Payroll (System)**.

Schema Location	Field Name in ADP Workforce Now	Is Required (Y/N)
/eventReasonCode	<b>Reason for Hire</b>	Y
/worker/workerID	Not Displayed	N
/worker/workerID/idValue	Not Displayed	N
/worker/person	Not Displayed	N
/worker/person/birthDate	<b>Birth Date</b>	Y
/worker/person/genderCode	<b>Gender</b>	N
/worker/person/genderCode/codeValue	<b>Gender</b>	N
/worker/person/genderCode/shortName	<b>Gender</b>	N
/worker/person/maritalStatusCode	<b>Marital Status</b>	N
/worker/person/maritalStatusCode/codeValue	<b>Marital Status</b>	N
/worker/person/maritalStatusCode/shortName	<b>Marital Status</b>	N
/worker/person/socialInsurancePrograms	<b>Medicare</b>	N
/worker/person/socialInsurancePrograms/nameCode	<b>Medicare</b>	N
/worker/person/socialInsurancePrograms/nameCode/codeValue	<b>Medicare</b>	N
/worker/person/socialInsurancePrograms/nameCode/shortName	<b>Medicaid</b>	N
/worker/person/socialInsurancePrograms/coveredIndicator	Not Displayed	N
/worker/person/tobaccoUserIndicator	<b>Tobacco User</b>	N
/worker/person/otherPersonalAddresses	<b>Secondary Address</b>	N

/worker/person/other PersonalAddresses/lineOne	<b>Address Line 1</b>	N
/worker/person/other PersonalAddresses/lineTwo	<b>Address Line 2</b>	N
/worker/person/other PersonalAddresses/lineThree	<b>Address Line 3</b>	N
/worker/person/other PersonalAddresses/cityName	<b>City</b>	N
/worker/person/other PersonalAddresses/countrySubdivisionLevel1	<b>State/Territory</b>	N
/worker/person/other PersonalAddresses/countrySubdivisionLevel1/codeValue	<b>State/Territory</b>	N
/worker/person/other PersonalAddresses/countrySubdivisionLevel1/shortName	<b>State/Territory</b>	N
/worker/person/other PersonalAddresses/countrySubdivisionLevel2	Not Displayed	N
/worker/person/other PersonalAddresses/countrySubdivisionLevel2/codeValue	Not Displayed	N
/worker/person/other PersonalAddresses/countryCode	<b>Country</b>	N
/worker/person/other PersonalAddresses/postalCode	<b>Postal Code</b>	N
/worker/person/raceCode	<b>Race</b>	N
/worker/person/raceCode/codeValue		N
/worker/person/raceCode/identificationMethodCode	<b>Ethnicity / Race ID Method</b>	N
/worker/person/raceCode/identificationMethodCode/codeValue	<b>Ethnicity / Race ID Method</b>	N



/worker/businessCommunication	<b>Work Contact Information</b>	N
/worker/businessCommunication/landlines	<b>Work Phone</b>	N
/worker/businessCommunication/landlines/countryDialing	<b>Work Phone</b>	N
/worker/businessCommunication/landlines/areaDialing	<b>Work Phone</b>	N
/worker/businessCommunication/landlines/dialNumber	<b>Work Phone</b>	N
/worker/businessCommunication/landlines/extension	<b>Work Phone</b>	N
/worker/businessCommunication/landlines/access	<b>Work Phone</b>	N
/worker/businessCommunication/mobiles	<b>Work Cell</b>	N
/worker/businessCommunication/mobiles/countryDialing	<b>Work Cell</b>	N
/worker/businessCommunication/mobiles/areaDialing	<b>Work Cell</b>	N
/worker/businessCommunication/mobiles/dialNumber	<b>Work Cell</b>	N
/worker/businessCommunication/mobiles/access	<b>Work Cell</b>	N
/worker/businessCommunication/faxes	<b>Work fax</b>	N
/worker/businessCommunication/faxes/countryDialing	<b>Work fax</b>	N
/worker/businessCommunication/faxes/areaDialing	<b>Work fax</b>	N
/worker/businessCommunication/faxes/dialNumber	<b>Work fax</b>	N
/worker/businessCommunication/faxes/access	<b>Work fax</b>	N

ss		
/worker/businessCommunication/pagers	<b>Work Pager</b>	N
/worker/businessCommunication/pagers/countryDialing	<b>Work Pager</b>	N
/worker/businessCommunication/pagers/areaDialing	<b>Work Pager</b>	N
/worker/businessCommunication/pagers/dialNumber	<b>Work Pager</b>	N
/worker/businessCommunication/pagers/extension	<b>Work Pager</b>	N
/worker/businessCommunication/pagers/access	<b>Work Pager</b>	N
/worker/businessCommunication/emails	<b>Work Email</b>	N
/worker/businessCommunication/emails/emailUri	<b>Work Email</b>	N
/worker/person/governmentIDs	<b>Tax ID Type</b>	Y
/worker/person/governmentIDs/idValue	<b>Tax ID Type</b>	Y
/worker/person/governmentIDs/nameCode	<b>Tax ID Type</b>	N
/worker/person/governmentIDs/nameCode/codeValue	<b>Tax ID</b>	Y
/worker/person/governmentIDs/nameCode/shortName	<b>Tax ID</b>	N
/worker/person/governmentIDs/countryCode	<b>National Identifier</b>	N
/worker/person/governmentIDs/statusCode	<b>Applied For</b>	N
/worker/person/governmentIDs/statusCode/codeValue	<b>Applied For</b>	N
/worker/person/legal	Not Displayed	N

Name		
/worker/person/legalName/givenName	<b>Name</b>	Y
/worker/person/legalName/middleName	<b>Name</b>	N
/worker/person/legalName/familyName1	<b>Name</b>	Y
/worker/person/legalName/preferredSalutations	Not Displayed	N
/worker/person/legalName/preferredSalutations/salutationCode	<b>Salutation</b>	N
/worker/person/legalName/preferredSalutations/salutationCode/codeValue	<b>Salutation</b>	N
/worker/person/legalName/preferredSalutations/salutationCode/shortName	<b>Salutation</b>	N
/worker/person/legalName/preferredSalutations/salutationCode/typeCode	<b>Salutation</b>	N
/worker/person/legalName/preferredSalutations/salutationCode/typeCode/shortName	<b>Salutation</b>	N
/worker/person/legalName/nickName	<b>Preferred Name</b>	N
/worker/person/legalName/generationAffixCode	<b>Generation Suffix</b>	N
/worker/person/legalName/generationAffixCode/codeValue	<b>Generation Suffix</b>	N
/worker/person/legalName/generationAffixCode/shortName	<b>Generation Suffix</b>	N
/worker/person/legalName/qualificationAffixCode	<b>Professional Suffix</b>	N
/worker/person/legalName/qualificationAffixCode/codeValue	<b>Professional Suffix</b>	N

/worker/person/legalName/qualificationAffixCode/shortName	<b>Professional Suffix</b>	N
/worker/person/legalAddress	<b>Legal Address</b>	N
/worker/person/legalAddress/lineOne	<b>Address Line 1</b>	Y
/worker/person/legalAddress/lineTwo	<b>Address Line 2</b>	N
/worker/person/legalAddress/lineThree	<b>Address Line 3</b>	N
/worker/person/legalAddress/cityName	<b>City</b>	Y
/worker/person/legalAddress/countrySubdivisionLevel1	<b>State / Territory</b>	N
/worker/person/legalAddress/countrySubdivisionLevel1/codeValue	<b>State / Territory</b>	Y
/worker/person/legalAddress/countrySubdivisionLevel1/shortName	<b>State / Territory</b>	Y
/worker/person/legalAddress/countrySubdivisionLevel2	Not Displayed	N
/worker/person/legalAddress/countrySubdivisionLevel2/codeValue	Not Displayed	N
/worker/person/legalAddress/countryCode	<b>Country</b>	N
/worker/person/legalAddress/postalCode	<b>Postal Code</b>	Y
/worker/person/communication	<b>Not Displayed</b>	N
/worker/person/communication/landlines	<b>Home Phone</b>	N
/worker/person/communication/landlines/nameCode	<b>Home Phone</b>	N
/worker/person/communication/landlines/nameCode/codeValue	<b>Home Phone</b>	N

/worker/person/communication/landlines/countryDialing	Home Phone	N
/worker/person/communication/landlines/areaDialing	Home Phone	N
/worker/person/communication/landlines/dialNumber	Home Phone	N
/worker/person/communication/landlines/access	Home Phone	N
/worker/person/communication/mobiles	Personal Cell	N
/worker/person/communication/mobiles/nameCode	Personal Cell	N
/worker/person/communication/mobiles/nameCode/codeValue	Personal Cell	N
/worker/person/communication/mobiles/countryDialing	Personal Cell	N
/worker/person/communication/mobiles/areaDialing	Personal Cell	N
/worker/person/communication/mobiles/dialNumber	Personal Cell	N
/worker/person/communication/mobiles/access	Home Fax	N
/worker/person/communication/faxes	Home Fax	N
/worker/person/communication/faxes/nameCode	Home Fax	N
/worker/person/communication/faxes/nameCode/codeValue	Home Fax	N
/worker/person/communication/faxes/countryDialing	Home Fax	N
/worker/person/communication/faxes/areaDialing	Home Fax	N

/worker/person/communication/faxes/dialNumber	<b>Home Fax</b>	N
/worker/person/communication/faxes/access	<b>Home Fax</b>	N
/worker/person/communication/pagers	<b>Personal Pager</b>	N
/worker/person/communication/pagers/nameCode	<b>Personal Pager</b>	N
/worker/person/communication/pagers/nameCode/codeValue	<b>Personal Pager</b>	N
/worker/person/communication/pagers/countryDialing	<b>Personal Pager</b>	N
/worker/person/communication/pagers/areaDialing	<b>Personal Pager</b>	N
/worker/person/communication/pagers/dialNumber	<b>Personal Pager</b>	N
/worker/person/communication/pagers/extension	<b>Personal Pager</b>	N
/worker/person/communication/pagers/access	<b>Personal Pager</b>	N
/worker/person/communication/emails	<b>Home Email</b>	N
/worker/person/communication/emails/emailUri	<b>Home Email</b>	N
/worker/workAssignment	Not Displayed	N
/worker/workAssignment/primaryIndicator	Not Displayed	N
/worker/workAssignment/hireDate	<b>Hire Date</b>	Y
/worker/workAssignment/workerTypeCode	<b>Worker Category</b>	N
/worker/workAssignment/workerTypeCode/codeValue	<b>Worker Category</b>	N

/worker/workAssignment/workerGroups	<b>Benefit Eligibility Class</b>	N
/worker/workAssignment/workerGroups/nameCode	<b>Benefit Eligibility Class</b>	N
/worker/workAssignment/workerGroups/nameCode/codeValue	<b>Benefit Eligibility Class</b>	N
/worker/workAssignment/workerGroups/groupCode	<b>Benefit Eligibility Class</b>	N
/worker/workAssignment/workerGroups/groupCode/codeValue	<b>Benefit Eligibility Class</b>	N
/worker/workAssignment/jobCode	<b>Job Title</b>	N
/worker/workAssignment/jobCode/codeValue	<b>Job Title</b>	N
/worker/workAssignment/wageLawCoverage	<b>FLSA</b>	N
/worker/workAssignment/wageLawCoverage/wageLawNameCode	<b>FLSA</b>	N
/worker/workAssignment/wageLawCoverage/wageLawNameCode/codeValue	<b>FLSA</b>	N
/worker/workAssignment/wageLawCoverage/coverageCode	<b>FLSA</b>	N
/worker/workAssignment/wageLawCoverage/coverageCode/codeValue	<b>FLSA</b>	N
/worker/workAssignment/laborUnion	<b>Union Code</b>	N
/worker/workAssignment/laborUnion/laborUnionCode	<b>Union Code</b>	N
/worker/workAssignment/bargainingUnit	<b>Union Local</b>	N
/worker/workAssignment/bargainingUnit/bargainingUnitCode	<b>Union Local</b>	N

/worker/workAssignment/bargainingUnit/bargainingUnitCode/codeValue	<b>Union Local</b>	N
/worker/workAssignment/standardPayPeriodHours	<b>Standard Hours</b>	N
/worker/workAssignment/standardPayPeriodHours/hoursQuantity	<b>Standard Hours</b>	N
/worker/workAssignment/homeOrganizationalUnits	<b>Business Unit</b>	N
/worker/workAssignment/homeOrganizationalUnits/nameCode	<b>Business Unit</b>	N
/worker/workAssignment/homeOrganizationalUnits/nameCode/codeValue	<b>Business Unit</b>	N
/worker/workAssignment/homeOrganizationalUnits/typeCode	<b>Home Department</b>	N
/worker/workAssignment/homeOrganizationalUnits/typeCode/codeValue	<b>Home Department</b>	N
/worker/workAssignment/homeWorkLocation	<b>Location</b>	N
/worker/workAssignment/homeWorkLocation/nameCode	<b>Location</b>	N
/worker/workAssignment/homeWorkLocation/nameCode/codeValue	<b>Location</b>	N
/worker/workAssignment/payCycleCode	<b>Pay Frequency</b>	N
/worker/workAssignment/payCycleCode/codeValue	<b>Pay Frequency</b>	N
/worker/workAssignment/baseRemuneration	Not Displayed	N
/worker/workAssignment/baseRemuneration/hourlyRateAmount	<b>Regular Pay Rate</b>	N



/worker/workAssignment/baseRemuneration/hourlyRateAmount/nameCode	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/hourlyRateAmount/nameCode/codeValue	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/hourlyRateAmount/amountValue	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/dailyRateAmount	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/dailyRateAmount/nameCode	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/dailyRateAmount/nameCode/codeValue	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/dailyRateAmount/amountValue	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/payPeriodRateAmount	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/payPeriodRateAmount/nameCode	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/payPeriodRateAmount/nameCode/codeValue	<b>Regular Pay Rate</b>	N
/worker/workAssignment/baseRemuneration/payPeriodRateAmount/amountValue	<b>Regular Pay Rate</b>	N
/worker/workAssignment/additionalRemunerations/nameCode	<b>Rate 2 Rate 3 Rate 4 Rate 5 Rate 6 Rate 7 Rate 8 Rate 9</b>	N
/worker/workAssignment/additionalRemunerations/nameCode/codeValue	<b>Rate 2 Rate 3 Rate 4 Rate 5 Rate 6 Rate 7 Rate 8 Rate 9</b>	N

/worker/workAssignment/additionalRemunerations/rate	<b>Rate 2 Rate 3 Rate 4 Rate 5 Rate 6 Rate 7 Rate 8 Rate 9</b>	N
/worker/workAssignment/additionalRemunerations/rate/amountValue	<b>Rate 2 Rate 3 Rate 4 Rate 5 Rate 6 Rate 7 Rate 8 Rate 9</b>	N
/worker/workAssignment/reportsTo	<b>Reports To</b>	N
/worker/workAssignment/reportsTo/positionID	<b>Reports To</b>	N
/worker/workAssignment/payrollGroupCode	<b>Company Code</b>	Y
/worker/workAssignment/payrollFileNumber	<b>File #</b>	Y
/worker/workAssignment/payGradeCode	<b>Pay Grade</b>	N
/worker/workAssignment/payGradeCode/codeValue	<b>Pay Grade</b>	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	Response Condition	messageTxt	Tips to Handle
201 Success	Request is processed successfully.	NA	Refer to the payload values for creating a proper request.
400 Bad Request	When event <b>ReasonCode</b> isn't passed in the request.	"userMessage": {"messageTxt": "events/data/transform/eventReasonCode / codeValue is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>GovernmentidValue</b> isn't passed in the request.	"userMessage": {"messageTxt": "Tax Id is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>GovernmentIDcodeValue</b> isn't passed in the request.	"userMessage": {"messageTxt": "Tax Type is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Gender Code</b> isn't passed in the request.	"userMessage": {"messageTxt": "Gender is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Family Name</b> isn't passed in the request.	"userMessage": {"messageTxt": "You must enter a valid Last Name."}	Applicant provides user friendly error handling message to the user.

400 Bad Request	When <b>Given Name</b> isn't passed in the request.	"userMessage": {"messageTxt": "You must enter a valid First Name."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Address Line 1</b> isn't passed in request.	"userMessage": {"messageTxt": "Address 1 is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>City</b> isn't passed in the request.	"userMessage": {"messageTxt": "City is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>countrySubdivisionLevel1</b> isn't passed in the request.	"userMessage": {"messageTxt": "State/Province/Territory is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Postal Code</b> isn't passed in the request.	"userMessage": {"messageTxt": "Postal Code is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Birth Date</b> isn't passed in the request.	"userMessage": {"messageTxt": "Birth Date is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Hire Date</b> isn't passed in the request.	"userMessage": {"messageTxt": "events/data/transform/worker/workAssignment/hireDate is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When pay <b>PeriodAmount codeValue</b> isn't passed in the request.	"userMessage": {"messageTxt": "Rate Type is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When pay <b>Group Code</b> isn't passed in the request.	"userMessage": {"messageTxt": "events/data/transform/worker/workAssignment/payrollGroup Code is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When payroll <b>File Number</b> isn't passed in the request.	"userMessage": {"messageTxt": "File Number is required."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>SSN Number</b> isn't passed in the correct format in the request.	"userMessage": {"messageTxt": "Tax Id is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When the same <b>SSN Number</b> is used for <b>New Hire</b> .	"userMessage": {"messageTxt": "You cannot add new hire union because the employee's information already exists under another name."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Worked In State</b> field isn't set up as a default company option.	"userMessage": {"messageTxt": "The Worked In State field is required for processing a new hire. Please setup a default company option for Worked In State. Record processing was dropped."}  See <a href="#">Appendix B in Chapter 6 - Appendixes</a> for more information.	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>eventReason Code</b> is passed in the request.	"userMessage": {"messageTxt": "Hire Reason is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>Gender</b> code is passed in the request.	"userMessage": {"messageTxt": "Gender is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>Country Code</b> is passed in the request.	"userMessage": {"messageTxt": "State is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>Birth Date</b> is passed in the request.	"userMessage": {"messageTxt": "date(2019) is invalid."}	Applicant provides user friendly error handling message to the user.

400 Bad Request	When the <b>Birth Date</b> passed in the request is not between the range of 01/01/1900 and 12/31/2199.	"userMessage": {"messageTxt": "The date must be between 01/01/1900 and 12/31/2199."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>Hire Date</b> is passed in the request.	"userMessage": {"messageTxt": "date(2019) is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When <b>Hire Date</b> passed in the request is not in the range of 01/01/1900 and 12/31/2199.	"userMessage": {"messageTxt": "The date must be between 01/01/1900 and 12/31/2199."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>payPeriod amount</b> is passed in the request.	"userMessage": {"messageTxt": "Rate Type is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>payrollGroup code</b> is passed in the request.	"userMessage": {"messageTxt": "payrollGroup Code is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid payroll <b>File Number</b> is passed in the request.	},"userMessage": {"messageTxt": "File Number is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>payCycle</b> code is passed in the request.	"userMessage": {"messageTxt": "Pay Frequency is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>Worker Type Code</b> is passed in the request.	"userMessage": {"messageTxt": "workerType Code is invalid."}	Applicant provides user friendly error handling message to the user.
400 Bad Request	When invalid <b>Job Code</b> is passed in the request.	"userMessage": {"messageTxt": "jobCode/codeValue is invalid."}	Applicant provides user friendly error handling message to the user.

### Chapter 3

## Supported Event Notifications

Your application should subscribe to and process the following event change notifications to synchronize data in the event of a data change in the ADP system. The changes described in the following table trigger event notification messages for Worker Hire.

[Worker Hire Event API Guide for ADP Workforce Now](#)

### Chapter 4

## Known Issues and Limitations

US778378: Proper error messages for Worker Hire Event API validation failures

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

When using the Worker Hire Event API (**worker.hire**), it generates a generic error message when the data fails for ADP Workforce Now validation, such as Social Security Number (SSN), Tax ID, and so on.

For example:

```
{ "processMessageID": { "idValue": "MAS_ERR_ProvisionAOIDGenericError", "schemeName": "processMessageID", "schemeAgencyName": "WFN"}, "messageTypeCode": { "codeValue": "error" }, "userMessage": { "messageTxt": "You cannot add new hire XXXXX. Contact the ADP service team for more information." } }
```

The issues are the following:

- API is not generating the exact error message and the partner application doesn't understand the issue. Also, some of the time in the new hire record was created by the API even though the previous response is returned, which causes confusion.
- Client practitioner will have to login to ADP Workforce Now and resolve the issues in the queue, which is not desirable. The partner doesn't expect the client practitioner to be involved in this integration.

From a partner perspective, there should be a better approach for this problem. Some of the suggestions are as follows:

- API should throw the proper error message when there is a failure in validation.
- API shouldn't insert a record when there is a validation issue.

## Suggested Workaround

There are no workarounds available.

US919724: Worker Hire Event API doesn't support the FLSA codelist

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

The ADP Partner needs to send Fair Labor Standards Act (FLSA) values for new hires using the POST **worker.hire**. Therefore, the Worker Hire Event API (**worker.hire**) needs to support the FLSA codelist.

## Suggested Workaround

There are no workarounds available.

US978652: Worker Hire Event API doesn't support international hiring

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

The Worker Hire Event API doesn't support international templates.

## Suggested Workaround

There are no workarounds available.

US1064496: Support State Worked In field in the request payload

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

The Worker Hire Event API doesn't support the **State Worked In** field in the payload when posting **worker.hire**. This situation occurs when the worker is scheduled to work in a different state than specified by the template defaults.

## Suggested Workaround

There are no workarounds available.

US929278: Support SUI/SDI fields in the request payload

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

The Worker Hire Event API doesn't support the State Unemployment Insurance or State Disability Insurance (SUI/SDI) fields in the payload when posting, so HR practitioners don't need to manually re-enter these values from the user's system to ADP.

## Suggested Workaround

There are no workarounds available.

US1242488: Worker Hire Event API should support all standard templates other than HR + Payroll and Payroll Only

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

The following fields are not supported by the Worker Hire Event API.

Template Applicable	Section	Field Name	Field Description
HR + Payroll	Employment	Supervisor	Select the name of the person who supervises the employee's Time and Attendance activities, such as reviewing timecards.
HR + Payroll	Employment	Supervisor Position	Select, if this hiring is done for a Supervisor position.
HR + Payroll	Employment	Management Position	Indicates the position as manager.
HR + Payroll	Employment	EEO Establishment	Select the Equal Employment Opportunity (EEO) establishment where the new hire will work to comply with EEO reporting laws. An establishment is an economic unit which produces goods or services, such as a factory, office, store, or mine. In most cases, the establishment is at a single physical location and is engaged in one, or predominantly one, type of economic activity.
HR + Payroll	Employment	EEOC Job Classification	
HR + Payroll	Employment	Home Cost Number	Select the primary cost center in which the employee works. Narrow your search by entering one or more alphanumeric characters in the cost number. Continue scrolling to locate your cost number.
HR + Payroll	Employment	Officer/Owner	
HR + Payroll	Employment	NAICS Worker's Comp	Identifies the NAICS (North American Industry Classification System) Workers' Compensation code for Wyoming Workers' Compensation reporting. If your company uses this field to identify the type of work Wyoming employees perform, indicates the 6-character NAICS code that applies to an employee. These codes are set up in the NAICS Workers' Comp validation table
HR + Payroll	Employment	Self Employment Individual (SEI)	Select from the following: <ul style="list-style-type: none"> <li>• <b>More than 2% S-Corp</b> - If the individual owns more than 2% of this S-Corporation.</li> <li>• <b>Partner / Sole Proprietor</b> - If the individual is either: a Sole Proprietor or a Partner of a Partnership. A Partnership would include a General Partnership, Limited Partnership (LP), or</li> </ul>



			<p>Limited Liability Partnership (LLP).</p> <ul style="list-style-type: none"> <li>• <b>LLC Member taxed as Partnership</b> - if the individual is a member of an LLC that is taxed as a Partnership or a Single Member LLC.</li> <li>• <b>LLC Member taxed as S-Corp / More than 2% Member</b> - If the individual is a member of an LLC that is taxed as an S Corp and the individual's ownership interest is greater than 2%.</li> </ul>
HR + Payroll	Employment	How will this employee complete Form I-9	
HR + Payroll	Employment	E-Verify Work Location	<p>Select the location where the employee will work. If you will use E-Verify to determine this employee's eligibility to work in the U.S., then you must select a specific location. Otherwise, select Not Applicable. You cannot leave this field blank.</p>
HR + Payroll	Payroll	Pay Group	<p>Select the pay group reflecting the employee's assigned pay period end date. For example, use <b>Period End Date 1</b> on Checks, use <b>Period End Date 2</b> on Checks, and so on.</p>
HR + Payroll	Payroll	Data Control	<p>Select the company-defined character string that will be used to initiate data-based payroll calculations for the employee. For example, a uniform allowance for production crew A.</p>
HR + Payroll	Payroll	Clock	<p>Select the company-defined character string that will be used to enter values or initiate data-based payroll calculations for the employee.</p>
HR + Payroll	Payroll	FLSA OverTime	<p>Select this box, if your company is set up for the FLSAOT calculation routine, to confirm that the employee's overtime earnings for this pay period will be calculated per the FLSAOT routine. The calculation should include only nondiscretionary payments (such as bonuses) that you entered by work week and impacts overtime paid within this weekly/biweekly pay period. If any nondiscretionary payment needs to be calculated into the OT rate for prior pay periods or for frequencies other than weekly/biweekly, contact your payroll service representative for assistance.</p>

HR + Payroll	Payroll	Custom Area 1	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.
HR + Payroll	Payroll	Custom Area 2	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.
HR + Payroll	Payroll	Custom Area 3	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.
HR + Payroll	Payroll	Custom Area 4	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.
HR + Payroll	Payroll	Tipped Employee	Indicate whether the employee's wages will include tips. This value is not sent to ADP. To identify tipped employees for payroll processing purposes, use the <b>Clock &amp; Data Control</b> page under <b>Pay Profile &gt; Other Pay Settings</b> in the ADP Workforce Now UI.
HR + Payroll	Payroll	Wage Entity	Select the value that describes the new hire's state plus wage entity. Verify this value before you select it, as there is no way to correct a wage entity within a processed payroll. To delete an incorrect value for an employee, you must select and save a blank (null) value. If you turn off the Tip Credits or the Wage Garnishment feature for a company, the wage entity values will be retained for future use, but the field will be hidden.
HR + Payroll	Tax	Federal Marital Status	
HR + Payroll	Tax	Federal Exemptions	
HR + Payroll	Tax	SU/SDI Tax Code	Provide the Tax ID Code. For example, MD-05-Maryland.
HR + Payroll	Tax	Worked in State	Provide the Worked in State.
HR + Payroll	Tax	State Marital Status	If the marital status that the employee will use for state tax filing purposes is different from the federal marital status, select it here. Otherwise, the federal default will be used.
HR + Payroll	Tax	State Exemptions	
HR + Payroll	Tax	Lived In State	
HR + Payroll	Tax	Worked In Locality	
HR + Payroll	Tax	Lived In Locality	

HR + Payroll	Tax	Local Exemptions	
HR + Payroll	Tax	Worker's Compensation	
HR + Payroll	Tax	OH School District	
HR + Payroll	Tax	PA LST Local 4	
HR + Payroll	Tax	PA LST Local 5	
HR + Payroll	Tax	NY MTA Local	
HR + Payroll	Tax	Employee Type for Qtrly Reporting	Indicate whether the employee lives Full Time or Part Time in the state, and in the SUI/SDI tax jurisdiction. This status will be included in the Quarterly Wage file where required by state law. It is not used for payroll purposes. If you update the state Employee Type, you should review the SUI/SDI Employee Type to determine if changes are needed.

## Suggested Workaround

There are no workarounds available.

US615441: Worker Hire Event API performance issues

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

It is taking a long time to hire a worker through the Worker Hire Event API. The event often takes more than 20 seconds for ADP Workforce Now to process, which results in a gateway timeout response to the submitter.

## Suggested Workaround

There are no workarounds available.

## Impacted APIs

Method	URI	roleCode Value
POST	/events/hr/v1/worker.hire	practitioner

## Issue Description

The following fields are not supported by the Worker Hire Event API.

Template Applicable	Section	Field Name	Field Description	Impact on developers
HR + Payroll	Payroll	Pay Group	Select the pay group reflecting the employee's assigned pay period end date. For example, use Period End Date 1 on Checks, use Period End Date 2 on Checks, and so on.	If you are using the HR + Payroll template, the field isn't available in the API without selecting <b>Pay Group</b> in the UI. Then, the new hire cannot be completed, as <b>Pay Group</b> is a mandatory field.
HR + Payroll	Tax Withholding	SU/SDI Tax Code	Provide the Tax ID Code. For example, MD-05-Maryland.	If you are using the HR + Payroll template, then <b>SUI/SDI Tax Code</b> is not available in the API. Then, new hire can't be completed, as <b>SUI/SDI Tax Code</b> is a mandatory field.
HR + Payroll	Tax Withholding	Worked in State	Provide the Worked in State.	If you are using the HR + Payroll template, then <b>Worked in State</b> is not available in the API. Then, the new hire can't be completed, as <b>Worked in State</b> is a mandatory field.

## Suggested Workaround

There are no workarounds available.

# Frequently Asked Questions – Is /worker/workAssignment/payrollFileNumber always required?

**Answer:** It is unnecessary to send a File Number in the Worker Hire payload if the client enables the **Auto-assign Next File #** option on New Hires. A client practitioner can select this global setting in System Options by doing the following:

1. In the ADP Workforce Now UI, select **SETUP > Tools > System Option**.
2. Click **Payroll** and, for new hires, select (check) **Auto-assign Next File #**.

## Chapter 6

# Appendixes

## Appendix A: Requirements for the Worker Hire Event API to Work

The client must have either the HR + Payroll (System) template or the Payroll Only (System) template activated.

## Activating the HR + Payroll (System) New Hire Template

The HR + Payroll (System) New Hire template requires you to have access to the Core HR and Payroll modules. Then, in the ADP Workforce Now UI, select **SETUP > Template Management > Hire/ReHire** and set it to **Yes**.

## Activating the Payroll Only (System) New Hire Template

The Payroll Only (System) New Hire template requires you to have access to the Core Payroll module. Then, in the ADP Workforce Now UI, select **SETUP > Template Management > Hire/ReHire** and set it to **Yes**.

## Appendix B: Worker Hire Event API Defaults/Modifications for State Worked In/SUI/SDI State

## Setting Up New Hire Defaults

The State Worked In and SUI/SDI State fields need to be set to default values. If the Worker Hire Event API doesn't accept these values, it will use the default values set by the client practitioner in the ADP Workforce Now UI, under **SETUP > Payroll > Company Options > New Hire Defaults**.

- Provide the values for **State Worked In**.
- Provide the values for **SUI/SDI State**.

## Modifying State Worked In for an Employee

After uploading a worker to ADP Workforce Now, it may be necessary for the client practitioner to update the **State Worked In** and **SUI/SDI** fields using the following procedure:

1. In the ADP Workforce Now UI, navigate to **PEOPLE > Pay > Tax Withholdings**, select **State > CHANGE WORKED IN/LIVED IN ARRANGEMENTS**.
2. Update the **State Worked In** and **Lived in State** fields as needed.
3. Click **SUI/SDI** and enter the default value.

## Appendix C: Automatic Enrollment Eligibility/Ineligibility for Benefit Plans

- If you don't indicate whether the new hire is a tobacco user, the employee will be ineligible for auto-enrollment in any benefit plan requiring this information.
- If you don't indicate whether the new hire is a Medicare recipient, the employee will be ineligible for auto-enrollment in any benefit plan requiring this information.
- If you don't indicate Ethnicity, Race, EEO Establishment, and EEOC Job Classification, you will need to provide this information prior to filing the annual EEO-1 report.

## Appendix D: Adding Multiple Positions for a Worker Hire

The following must be done by a client practitioner:



### Important

Make sure the procedure under **Setting Up New Hire Defaults in Appendix B** is complete.

1. In the ADP Workforce Now UI, navigate to **People > Personal Information > Personal Profile** and select the Person for whom another Position needs to be added.
2. Navigate to **Process > HR > Add Another Position**.
3. Populate the fields under **Position Setup**, **Position Details**, and **Time & Attendance Details**.
4. Click **Done**.
5. Navigate to **People > Personal Information > Personal Profile**.
6. Select the employee for whom the position is added.



### Note

Position: This employee has more than one position **is displayed**.