

Chapter 6

Appendixes

from Worker Hire Event API Guide for ADP Workforce
Now Guide

Published on
Jul 01, 2020 5:36PM

Last modified
May 19, 2023 1:41PM



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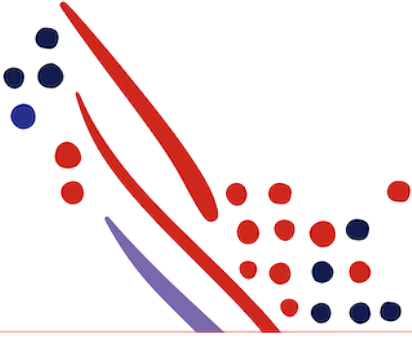
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Appendixes

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**.