

Chapter 1

About this guide

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Workforce Now Guide

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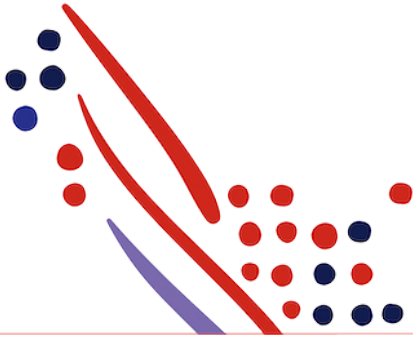
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About this guide

Summary

The Worker Management API Guide for ADP Workforce Now describes how your application can access and manage information about workers in the ADP Workforce Now application. It helps you to determine which use case best meets your business needs. It also guides you through the implementation of each use case.

A worker is a person who performs duties and responsibilities for an organization. In that capacity, a worker fills one or more positions through a work assignment. For a given work assignment, a worker is related to the organization as an employee or contractor.

What's New in this Guide?

In this section, we will announce any new revisions to the Worker Management Application Programming Interface (API) and this guide.

April 2023

- Updated documentation to include header to retrieve Archived employees.

November 2022

- Added name search filter
- Added details about security "People Access"

July 2022

- Added pronoun APIs
- Added gender self ID APIs and event notifications
- Added preferred name event notifications

June 2022

- Added Preferred Name APIs

July 2021

- Added event notification samples for worker.legalName.change, worker.militaryStatus.change under [Chapter 5 - Use Case: Synchronizing a Worker Using Event Notifications](#)
- Removed below events as they are not supported by WFN

/hr/workerInformationManagement/workerManagement/associateManagement/worker.ethnicity.change.eventNotify.subscribe

/hr.workerInformationManagement.workerManagement.associateManagement.worker.religion.change.eventNotify.subscribe

- Added Issue : Standard hours Meta does not display eventReason codes, under Chapter 10 : Known Issues and Limitations
- Added event samples for Employment profile > worker.workAssignment.modify Position ID, worker.customField.amount.change, worker.customField.telephone.change
- Updated worker.workAssignment.modify Position ID from Not supported "N" to Not applicable "N/A" for WFN Next Gen.
- API (/events/hr/v1/worker.work-assignment.worker-type.change) is now supported for ADP WFN Next Gen and Updated **API Supported for WFN Next Gen** column from 'N' to 'Y' for this API under [Chapter 4 - Use Case: Updating Data for a Worker](#).

June 2021

Updated **API Supported for WFN Next Gen** column from 'N' to 'Y' for below APIs under [Chapter 4 - Use Case: Updating Data for a Worker](#).

- /events/hr/v1/worker.legal-address.add
- /events/hr/v1/worker.personal-communication.landline.add
- /events/hr/v1/worker.personal-communication.landline.change
- /events/hr/v1/worker.personal-communication.landline.remove
- /events/hr/v1/worker.personal-communication.email.add
- /events/hr/v1/worker.personal-communication.email.change
- /events/hr/v1/worker.personal-communication.email.remove
- /events/hr/v1/worker.business-communication.landline.add
- /events/hr/v1/worker.business-communication.landline.change
- /events/hr/v1/worker.business-communication.landline.remove
- /events/hr/v1/worker.business-communication.email.add
- /events/hr/v1/worker.business-communication.email.change
- /events/hr/v1/worker.business-communication.email.remove
- /hr/worker-profile/v1/workers/{associateoid}/work-assignments/{assignment-id}/worker-dates

April 2021

- **Added** a Employee photo APIs as a new chapter in Chapter 9-Use Case: Employee photo-Retrieve/Upload/Remove
- Removed Chapter 8: Retrieve Worker Corporate Contact Photo and added the same information in Chapter 9-Use Case: Employee photo-Retrieve/Upload/Remove as a section "How to retrieve an employee corporate photo obtained in Workers Call"
- Added a column "API Supported for NextGen" for below section in the [Chapter 5 - Use Case: Synchronizing a Worker Using Event Notifications](#)

People > Employment > Employment Profile > Work Schedule

People > Employment > Employment Profile > Position

People > Employment > Employment Profile > Corporate groups

People > Personal Information > Personal Profile > Demographics

People > Employment > Employment Profile > Custom Fields

People > Employment > Employment Profile > Regular Pay

March 2021

- Added request and response payloads for person custom fields under **Chapter 4 > People > Personal Information > Personal Profile > Custom Fields**.
- Added response payloads for [Birth Date, Gender, Marital Status] and updated column "API Supported for NextGen" under **People > Personal Information > Personal Profile > Demographics** in [Chapter 5 - Use Case: Synchronizing a Worker Using Event Notifications](#)
- Added response payloads for [Original Hire Date, Deceased, retired] and updated column "API Supported for NextGen" under **People > Employment > Employment Profile > Status** in [Chapter 5 - Use Case: Synchronizing a Worker Using Event Notifications](#)
- Added response payload for [Place on leave] and updated column "API Supported for NextGen" under **Process > HR** in [Chapter 5 - Use Case: Synchronizing a Worker Using Event Notifications](#)
- Added response payload for [FLSA] and updated column "API Supported for NextGen" under **People > Employment > Employment Profile > Position** in [Chapter 5 - Use Case: Synchronizing a Worker Using Event Notifications](#)
- Added samples under Chapter 5 > People > Personal Information > Personal Profile > Tax ID.

Febraury 2021.

- **Added** the sample request and response payloads for the below **POST** APIs in [Chapter 4 - Use Case: Updating Data for a Worker](#) . and also for **events** in [Chapter 5 - Use Case: Synchronizing a Worker Using Event Notifications](#)

Birth-name.change
 Additionalremuneration.add (and .change and .remove)
 Base-remuneration.change
 Standard-hours.change
 Personalcommunication.email.remove
 Businesscommunication.email.remove
 Businesscommunication.pager.add (and .change and .remove)
 Highest-level-education.change
 Race.change
 military-classification.change
 military-status.change
 government-id.add

- **Added** a section "**Supported \$filter query parameters**" in [Chapter 2 - Retrieving Full Worker Information](#).

Supported Product Version and Customer Base

The Worker Management API's are available to ADP Workforce Now, ADP TotalSource, and limited support for ADP Workforce Now NextGen.

Process Overview

The following table shows how your data connector application would be used by a client.

	Actor	Task Description
1	Client Practitioner	Trigger the API-based data exchange between your application and ADP Workforce Now.
2	Your application	Retrieve worker information details based on your needs.

3	Your application	Retrieve event notifications and make updates in your system according to your needs so the data is synchronized between your application and ADP Workforce Now.
4	Your application	Send worker updates to ADP Workforce Now as your application collects the updates.
5	Client Practitioner	Verify the Information in ADP Workforce Now.

Required Setup Steps

There are no required setup steps.

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 Worker Management API from the ADP GitHub library and import them to Postman, go to [Worker Management Postman Collection](#).

Before You Begin

ADP provides a comprehensive set of worker APIs to stay in synch with an ADP application and do the following:

- Retrieve worker information.
- Update worker information.
- Retrieve worker information change notifications.

The amount of data retrieved by your application may vary based on the target ADP system and the ADP system configurations. ADP provides an API to discover the fields available from the target ADP system. Additionally, API controls are in place allowing you to select or filter the requested data based on your needs.

Worker Information Types

Basic Worker Demographic Information

If your application requires basic worker demographic information without the Personally Identifiable Information (PII) and Sensitive Personal Information (SPI) data listed in the following tables, ADP provides APIs you can implement to access that information. Worker demographic information commonly requested includes the following:

- Name
- Address
- Communication profile
- Hire date
- Work status
- Work assignment information, such as the following:

- o Job title
- o Manager/reports to information
- o Custom fields

Full Worker Information

If your application requires PII and SPI data, in addition to the information included in Basic Worker Demographic Information, then ADP provides a separate set of APIs you can leverage.

Important: It is recommended you retrieve the minimum amount of worker information needed to meet your business needs. When possible, leverage [Chapter 3 - Use Case: Retrieving Basic Worker Demographic Information](#).

Personally Identifiable Information (PII)

Field Name	Schema Location	Description
Birth Date	/workers/person/birthDate	Specifies the birth date of the person. Follows the ISO-8601:2000 format.
Government ID	/workers/person/governmentIDs	Provides a list of government identifiers, such as a national identity number or a Social Security Number (SSN).

Sensitive Personal Information (SPI)

Field Name	Schema Location	Description
Additional Remunerations	/workers/workAssignments/additionalRemunerations	Provides a list of pay compensations associated to a given work assignment. Additional remuneration includes all other forms of compensation beyond the base pay associated with a given work assignment.
Base Remuneration	/workers/workAssignments/baseRemuneration	Specifies the base or primary pay, such as salary or wage, associated with a work assignment.
Pay Grade Pay Range	/workers/workAssignments/payGradePayRange	Pay range of the pay grade.
Identity Documents	/workers/person/identityDocuments	Provides a list of identity documents serving to confirm the identification of the holder, such as birth certificate, ID Card, and so on.

WFN Security Access and People Access

WFN Security settings can be configured to restrict which employees an account can have access to. This functionality also applies to the marketplace application user agent. The allows client practitioners have the ability to limit access to which employees you may be able to retrieve or update through API calls.

You can view these settings by navigating to:

- **Setup > Security > Access Permissions > People Management > Find the user.**
 - Marketplace users are automatically assigned to a profile called 'Marketplace Data Connector Application Profile'
- Open the user and navigate to **People Access.**
 - You can view which employees this user will have access to
 - You may also be able to restrict access based on a pick list or select groups of employees based on criteria.