

Applicant Onboard API Guide for ADP Workforce Now



Always Designing
for People™

ADP Copyright Information

ADP, the ADP logo, Always Designing for People, and ADP Workforce Now are trademarks of ADP, LLC.

All other trademarks are the property of their respective owners.

Copyright © 2019 ADP, LLC. ADP Proprietary and Confidential - All Rights Reserved. These materials may not be reproduced in any format without the express written permission of ADP, LLC.

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.

Publication Date: 10/18/2019 4:42 PM

Contents

Overview.....	1
Postman Collection.....	1
Templates	1
Process Overview.....	1
Use Case: Onboard a Newly Hired Employee into the In-Progress Hires Process	2
Issue Description.....	2
API Usage	3
Scope.....	3
Request Header Parameters	3
Supported Actors.....	3
Sequence of Interactions.....	4
Data Dictionary.....	5
Responses	25
Known Issues and Limitations.....	27
US879795: Custom Templates (Except the Applicant Onboard Template) are not Supported.....	27
Impacted APIs	27
Description.....	27
Suggested Workaround	27
USXXXX: ReportTo ID is not Populated in the UI, While Sending through the Applicant Onboard API.....	28
Impacted APIs	28
Issue Description	28
Suggested Workaround	28
US913226: Some Out of Box Templates are not Supported.....	29
Impacted APIs	29
Issue Description	29
Suggested Workaround	29
US978650: Error During Processing when Using the International Template	29
Impacted APIs	29
Issue Description	30
Suggested Workaround	30

US1238045: Issue with Posting Details of an Employee Who has been Previously Terminated	30
Impacted APIs	30
Issue Description	30
Suggested Workaround	30
US1238079: The codeValue Indicator is Missing for Three Fields in the Metadata	31
Impacted APIs	31
Issue Description	31
Suggested Workaround	31
US1086411: Metadata Field Mapping Switched Between Field EEO Ethnic Code and Race ID Method	31
Impacted APIs	31
Issue Description	32
Suggested Workaround	32
US877058: Event Notification is not Supported	32
Impacted APIs	32
Issue Description	32
Suggested Workaround	32
US1340136 - Applicant Onboard Department codelist Provides a Specific Value 'RNG'	33
Impacted APIs	33
Issue Description	33
Suggested Workaround	33
US905487: Fields not Supported through API	34
Impacted APIs	34
Description	34
Appendix: Steps to Create a New Hire Template with the Name of Applicant Onboard.....	41

Overview

ADP Workforce Now allows client practitioners to add new employees using the New Hire Template. The Applicant Onboard Application Programming Interface (API) posts an applicant as an In-Progress Hire onto ADP Workforce Now. This enables a practitioner to complete the hire by logging into ADP Workforce Now and adding the new hire data. If your application needs to bypass the In-Progress Hire step and generate an employee record, see the [Worker Hire API Guide for ADP Workforce Now](#).

Postman Collection

Postman allows you to import a collection of APIs created by others, so you can try them out. You can download API collections for this guide from the ADP GitHub library and import them to Postman by clicking the following link:

[applicant-onboard-wfn-postman-collection](#)

Templates

The Applicant Onboard API supports one custom template if the name is Applicant Onboard. For information on how to set up the applicant onboard template before using the API, see the [Appendix](#).

! Important:

- If a client has multiple custom templates, the Applicant Onboard API will only support one template with the name of Applicant Onboard.
- The template name Applicant Onboard is literal, and no variation of the name will work for this API.
- Without setting up the Applicant Onboard template, we cannot use the template Applicant Onboard in the request payload.

ADP Workforce Now offers templates for practitioners to start the new hire process. The Applicant Onboard API also supports the following templates:

- HR + Payroll (System)
- HR + Payroll + Time (System)
- HR + Time (System)
- HR Only (System)

Process Overview

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

The following is a typical Business-to-Business (B2B) application integration flow.

	Actor	Task Description
1	Client Practitioner	Set up required templates within ADP Workforce Now (as mentioned in the Appendix) by navigating to Setup > Template Management > Hire/Rehire .
2	Client Practitioner	In your application, make sure each new hire is configured for an API supported template.
3	Client Practitioner	Trigger the API-based data exchange between your application and ADP Workforce Now.
4	Your Application	Send new hire using the Applicant Onboard API.
5	Payroll Practitioner	Complete the new hire process within ADP Workforce Now by navigating to Process > HR > Hire/Rehire > In-Progress Hires .

Use Case: Onboard a Newly Hired Employee into the In-Progress Hires Process

Issue Description

Insert a newly hired employee into ADP Workforce Now using a specific template. This is so the HR practitioner can finish the hiring process in ADP Workforce Now. A success request results in a new hire within **Process > HR > Hire/Rehire > In-Progress Hires**.

API Usage

Method	URI	Description	GitHub Sample Request Payload	GitHub Sample Response Payload
GET	/events/staffing/v1/applicant.onboard/meta	Returns an applicant's metadata.	NA	applicant.onboard-meta-http-200-response.json
POST	/events/staffing/v1/applicant.onboard	Starts the applicant onboarding process.	applicant.onboard-http-201-request.json	applicant.onboard-http-201-response.json
GET	/codelists/hr/v3/position-seeker-management/applicant-onboard-templates/WFN/1	Retrieves the template code available for the client.	NA	applicant.onboard-co delist-http-200-response.json

Scope

The canonical uniform resource identifier (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:

/staffing/staffingManagement/positionSeekerManagement/applicantManagement/applicant.onboard

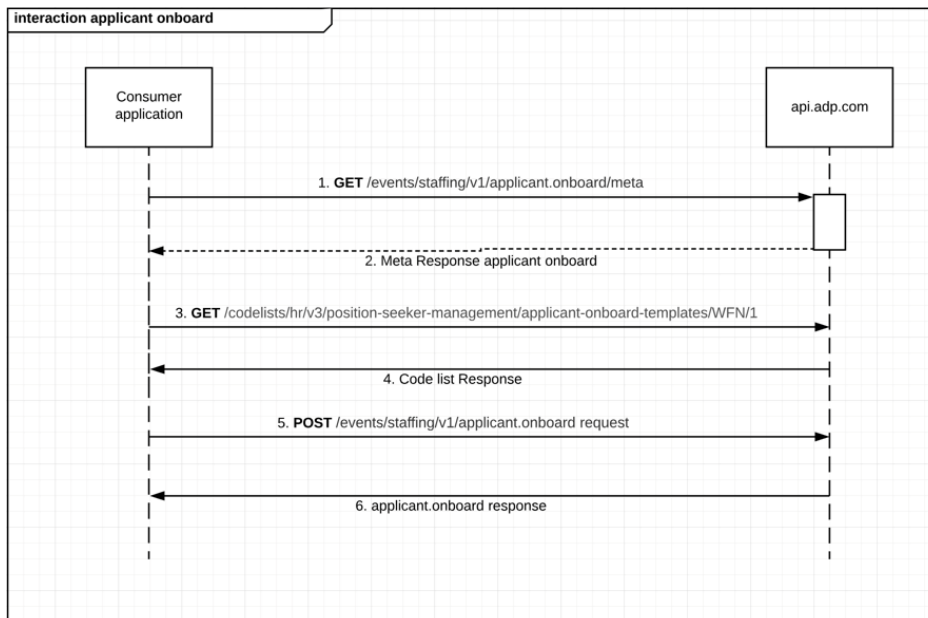
Request Header Parameters

None, in addition to the ADP standard header parameters.

Supported Actors

Request Parameter roleCode Value:	Practitioner
Usage:	Adds a newly hired employee into ADP Workforce Now. This is so an HR practitioner can complete the new hire process.

Sequence of Interactions



The following are the steps shown in the previous diagram:

1. Your consumer application makes a request to the ADP API Endpoint for Applicant-Onboard meta.
 2. The ADP API Endpoint responds to your consumer application with the meta payload, which lists the template code available for making the Applicant-Onboard call.
 3. Your consumer application makes a request codelist call for the client to get the names of the templates available.
 4. The ADP API Endpoint responds with template names in the response payload.
 5. Your consumer application makes a request with the payload to the ADP API Endpoint for the Applicant-Onboard API.
 6. The ADP API Endpoint responds to the consumer application with the processing result.
- Any practitioner user who needs to participate in the hiring flow by delegation or workflow needs to be in the Assign Users section before any applicants are posted through the custom template. The Assign Users section can be seen, while configuring a new template, as a tab on the left-hand side. After clicking Assign Users, you can see View Users in Selected Profiles. The client practitioner name should be populated in this list.
 - Permissions cannot be retroactively assigned to previously posted applicants after the template is configured.
 - Template name Applicant Onboard is literal, and no variation of the name will work.

Data Dictionary


The Applicant Onboard API exposes ADP Workforce Now data displayed under **Process > HR > Hire/Rehire > In-Progress Hires**.

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/events	Not Displayed	Y	Y	
/events/data/transforms	Not Displayed	Y	Y	
/events/data/transforms/eventReasonCode	Reason for Hire	N	Y	
/events/data/transforms/templateNameCode/codeValue	Not Displayed	N	Y	<ul style="list-style-type: none"> If not specified, the HR Only (System) template will be used for the new hire. Your data connector user needs to have access to each template. See the Appendix.
/events/data/transforms/templateNameCode/shortName	Not Displayed	N	Y	
/events/data/transforms/templateNameCode/longName	Not Displayed	N	Y	
/jobOffer/offerTerms/expectedStartDate	Hire Date	Y	Y	
/jobOffer/offerTerms/compensation/baseRemuneration	Regular Pay Rate	N	Y	Enter the regular amount of pay to be earned in a pay period based on the Rate Type (Hourly, Salary or Daily). Clearing this rate does not clear the currency code.

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount	Regular Pay Rate (cont.)	N	Y	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/nameCode		N	Y	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/nameCode/codeValue		N	Y	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/amountValue	Regular Pay Rate - Amount	N	Y	
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/currencyCode	Regular Pay Rate - Currency	N	Y	
/jobOffer/offerTerms/compensation/baseRemuneration/dailyRateAmount	Regular Pay Rate	N	Y	
/jobOffer/offerTerms/compensation/baseRemuneration/dailyRateAmount/nameCode		N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/jobOffer/offerTerms/ compensation/ baseRemuneration/ dailyRateAmount/nameCode/ codeValue	Regular Pay Rate (cont.)	N	Y	
/jobOffer/offerTerms/ compensation/ baseRemuneration/ dailyRateAmount/amountValue	Regular Pay Rate - Amount	N	Y	
/jobOffer/offerTerms/ compensation/ baseRemuneration/ dailyRateAmount/currencyCode	Regular Pay Rate - Currency	N	Y	
/jobOffer/offerTerms/ compensation/ baseRemuneration /payPeriodRateAmount	Pay Frequency	N	Y	
/jobOffer/offerTerms/ compensation/ baseRemuneration /payPeriodRateAmount/ nameCode		N	Y	
/jobOffer/offerTerms/ compensation/ baseRemuneration /payPeriodRateAmount/ nameCode/codeValue		N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/jobOffer/offerTerms/ compensation/ baseRemuneration /payPeriodRateAmount/ amountValue	Regular Pay Rate - Amount	N	Y	
/jobOffer/offerTerms/ compensation/ baseRemuneration /payPeriodRateAmount/ currencyCode	Regular Pay Rate - Currency	N	Y	
/jobOffer/offerTerms/ compensation/ additionalRenumerations	Rate 2 Rate 3 Rate 4 Rate 5 Rate 6 Rate 7 Rate 8 Rate 9	N	Y	
/jobOffer/offerTerms/ compensation/ additionalRenumerations/rate		N	Y	
/jobOffer/offerTerms/ compensation/ additionalRenumerations/rate/ amountValue		N	Y	
/jobOffer/offerTerms/ compensation/ additionalRenumerations/rate/ currencyCode		N	Y	
/jobOffer/offerTerms/ compensation/payCycleCode		Not Displayed	N	Y
/jobOffer/offerAssignment	Not Displayed	N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/jobOffer/offerAssignment/ jobCode	Job Title	N	Y	<p>Select the employee's category of employment.</p> <p>The Job Title is available in ADP Workforce Now under Setup > Validation Table > Job Title.</p> <p>The user can specify whether the specific Job Title supports the following fields:</p> <ul style="list-style-type: none"> • Management Position: YES/NO • Pay Grade • FLSA Code • NAICS Worker's Comp • EEO Job Category <p>The user can only send the Job Title in the request payload and all the defaults will be auto populated per the values defined for the Job Title in the Validation Tables.</p> <p> Note: For a Job Title, if the values for the previous fields are set for the Job Title in the Validation Table, then it will default to the values provided for the Job Title.</p>

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/jobOffer/offerAssignment/jobCode/codeValue	Job Title (cont).	Y	Y	(Carried over from the previous Note)
/jobOffer/offerAssignment/jobCode/shortName		N	Y	The following is an example: Job Title: A consultant has the value for Management Position YES/NO as Yes and FLSA as E (Exempt) in the Validation Table. The Request Payload is as follows: "offerAssignment": { "jobCode": { "codeValue": "Consultant"}, "jobLevelCode": { "codeValue": "N"}, "wageLawCoverage": { "wageLawNameCode": { "codeValue": "N"} } This will default to JobLevelCode as Y and wageLawNameCode > codeValue as E in the ADP Workforce Now user interface (UI).
/jobOffer/offerAssignment/jobLevelCode	Management Position	N	Y	Select either Y or N.
/jobOffer/offerAssignment/workerTypeCode	Worker Category	N	Y	
/jobOffer/offerAssignment/workerTypeCode/codeValue		N	Y	
/jobOffer/offerAssignment/workerTypeCode/shortName		N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/jobOffer/offerAssignment/ payrollGroupCode	Company Code	N	Y	
/jobOffer/offerAssignment/ positionID	Position ID	N	Y	Specifies a combination of Payroll Group Code and File Number . The user can provide the company code and file number in the ADP Workforce Now UI and the position ID will be auto populated. For example: The Company Code is 94N and the File Number is 675452. Therefore, the Position ID is 94N675452. If the user has the Position ID , the same can be passed in the request.
/jobOffer/offerAssignment/home OrganizationalUnits	Business Unit	N	Y	Select the operational unit to which the employee is assigned, such as a division or department.
/jobOffer/offerAssignment/home OrganizationalUnits /nameCode		N	Y	Select the operational unit to which the employee is assigned, such as a division or department.
/jobOffer/offerAssignment/ homeOrganizationalUnits /nameCode/codeValue		N	Y	Select the operational unit to which the employee is assigned, such as a division or department.

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/jobOffer/offerAssignment/ /homeOrganizationalUnits/ typeCode	Home Department	N	Y	
/jobOffer/offerAssignment/ /homeOrganizationalUnits/ typeCode/codeValue		N	Y	
/jobOffer/offerAssignment/ occupationalClassifications	EEOC Job Classification	N	Y	
/jobOffer/offerAssignment/ occupationalClassifications/ classificationCode		N	Y	
/jobOffer/offerAssignment/ wageLawCoverage /wageLawNameCode	FLSA	N	Y	
/applicant	Not Displayed	Y	Y	
/applicant/person	Not Displayed	Y	Y	
/applicant/person/legalName	Name	Y	Y	
/applicant/person/legalName/ givenName	First Name	Y	Y	
/applicant/person/legalName/ middleName	Middle	N	Y	
/applicant/person/legalName/ familyName1	Last Name	Y	Y	
/applicant/person/legalName/ preferredSalutations	Salutation	N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/legalName/ preferredSalutations/ salutationCode	Salutation (cont.)	N	Y	
/applicant/person/legalName/ preferredSalutations/ salutationCode/codeValue		N	Y	
/applicant/person/legalName/ preferredSalutations/ salutationCode/shortName		N	Y	
/applicant/person/legalName/ nickName	Preferred Name	N	Y	
/applicant/person/legalName/ generationAffixCode	Generation Suffix	N	Y	
/applicant/person/legalName/ generationAffixCode/codeValue		N	Y	
/applicant/person/legalName/ generationAffixCode/shortName		N	Y	
/applicant/person/legalName/ qualificationAffixCode	Professional Suffix	N	Y	
/applicant/person/legalName/ qualificationAffixCode/codeValue		N	Y	
/applicant/person/legalName/ qualificationAffixCode/shortName		N	Y	
/applicant/person/governmentIDs	Tax ID Type	Y	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/governmentIDs /idValue	Tax ID Type	Y	Y	
/applicant/person/governmentIDs /nameCode	Tax ID	Y	Y	
/applicant/person/governmentIDs /nameCode/codeValue		Y	Y	
/applicant/person/governmentIDs /nameCode/shortName		Y	Y	
/applicant/person/governmentIDs /statusCode	Applied For	N	Y	
/applicant/person/governmentIDs /statusCode/codeValue		N	Y	
/applicant/person/governmentIDs /countryCode	National Identifier	N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/legalAddress	Legal Address	N	Y	<p>Verify the employee address is complete and accurate. A post office (PO) box, rural delivery (RD), or rural route (RR) is not an acceptable address in Address Line 1 or Address Line 2 for Pennsylvania (PA) residents with a Social Security number (SSN) for their Tax ID. An incomplete or inaccurate address may impact tax forms, carrier connections, or other areas.</p> <p>By using Google Maps, end users are subject to the Google Maps/Google Earth Additional Terms of Service (including the Google Privacy Policy), and will provide hyperlinks to both, at www.google.com/intl/enUS/US/help/terms_maps.html, and www.google.com/intl/ALL/policies/privacy/index.html, respectively.</p>
/applicant/person/legalAddress/lineOne	Address Line 1	N	Y	
/applicant/person/legalAddress/lineTwo	Address Line 2	N	Y	
/applicant/person/legalAddress/lineThree	Address Line 3	N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/legalAddress/cityName	City	N	Y	
/applicant/person/legalAddress/countrySubdivisionLevel1	State /Territory	N	Y	
/applicant/person/legalAddress/countrySubdivisionLevel1/codeValue		N	Y	
/applicant/person/legalAddress/countrySubdivisionLevel1/shortName		N	Y	
/applicant/person/legalAddress/countryCode	Country	N	Y	
/applicant/person/legalAddress/postalCode	Zip Code	N	Y	
/applicant/person/legalAddress/countrySubdivisionLevel2	Not Displayed	N	Y	
/applicant/person/legalAddress/countrySubdivisionLevel2/codeValue	Not Displayed	N	Y	
/applicant/person/communication	Not Displayed	N	Y	To send the employee a Personal Registration Code for ADP Workforce Now, enter an email address and/or phone number.
/applicant/person/communication/landlines	Home Phone	N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/communication /landlines/countryDialing	Home Phone (cont.)	Y	Y	The Country Code(1 digit), Area Dialing Code (1 digit) and Number should be provided correctly, or else these fields will be reflected in the ADP Workforce Now UI in red and be corrected.
/applicant/person/communication /landlines/areaDialing		Y	Y	
/applicant/person/communication /landlines/dialNumber		Y	Y	
/applicant/person/communication /landlines/access		N	Y	
/applicant/person/communication /mobiles	Personal Cell	N	Y	The Country Code(1 digit), Area Dialing Code (1 digit) and Number should be provided correctly, or else these fields will be reflected in the ADP Workforce Now UI in red and be corrected.
/applicant/person/communication /mobiles/countryDialing		Y	Y	
/applicant/person/communication /mobiles/areaDialing		Y	Y	
/applicant/person/communication /mobiles/dialNumber		Y	Y	
/applicant/person/communication /mobiles/access		N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/communication/faxes	Home Fax	N	Y	
/applicant/person/communication/faxes/countryDialing		N	Y	
/applicant/person/communication/faxes/areaDialing		N	Y	
/applicant/person/communication/faxes/dialNumber		N	Y	
/applicant/person/communication/faxes/access		N	Y	
/applicant/person/communication/pagers	Personal Pager	N	Y	
/applicant/person/communication/pagers/countryDialing		N	Y	
/applicant/person/communication/pagers/areaDialing		N	Y	
/applicant/person/communication/pagers/dialNumber		N	Y	
/applicant/person/communication/pagers/extension		N	Y	
/applicant/person/communication/pagers/access		N	Y	
/applicant/person/communication/emails/emailUri	Home Email	N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/birthDate	Birth Date	N	Y	
/applicant/person/genderCode	Gender	N	Y	
/applicant/person/genderCode/ codeValue		N	Y	
/applicant/person/genderCode/ shortName		N	Y	
/applicant/person/ maritalStatusCode	Marital Status	N	Y	
/applicant/person/ maritalStatusCode/codeValue		N	Y	
/applicant/person/ maritalStatusCode/shortName		N	Y	
/applicant/person/ maritalStatusCode/effectiveDate	Effective Date	N	Y	Enter the date the employee's marital status became effective.
/applicant/person/ socialInsurancePrograms	Medicare	N	Y	
/applicant/person/ socialInsurancePrograms/ nameCode		N	Y	
/applicant/person/ socialInsurancePrograms/ nameCode/codeValue		N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/ socialInsurancePrograms/ coveredIndicator	Medicaid	N	Y	
/applicant/person/ tobaccoUserIndicator	Not Displayed	N	Y	
/applicant/person/ otherPersonalAddresses	Secondary Address	N	Y	
/applicant/person/ otherPersonalAddresses/lineOne	Address Line 1	N	Y	
/applicant/person/ otherPersonalAddresses/lineTwo	Address Line 2	N	Y	
/applicant/person/ otherPersonalAddresses/ lineThree	Address Line 3	N	Y	
/applicant/person/ otherPersonalAddresses/ cityName	City	N	Y	
/applicant/person/ otherPersonalAddresses/ countrySubdivisionLevel1	State/Territory	N	Y	
/applicant/person/ otherPersonalAddresses/ countrySubdivisionLevel1/ codeValue		N	Y	
/applicant/person/ otherPersonalAddresses/ countrySubdivisionLevel1/ shortName		N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/ otherPersonalAddresses/ countryCode	Country Code	N	Y	
/applicant/person/ otherPersonalAddresses/ postalCode	Postal Code	N	Y	
/applicant/person/ otherPersonalAddresses/ countrySubdivisionLevel2	Not Displayed	N	Y	
/applicant/person/ otherPersonalAddresses/ countrySubdivisionLevel2/ codeValue	Not Displayed	N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/raceCode	Race	N	Y	Select from the following: <ul style="list-style-type: none"> • Hispanic or Latino: Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. • White (Not Hispanic or Latino): Identifying with the original people of Europe, the Middle East, or North Africa. • Black or African American (Not Hispanic or Latino): Identifying with the black racial groups of Africa. • Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): Identifying with the people of Hawaii, Guam, Samoa, or the other Pacific Islands.

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/raceCode (continued from previous page)	Race (cont.)			<ul style="list-style-type: none"> • Asian (Not Hispanic or Latino): Identifying with the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. • American Indian or Alaska Native (Not Hispanic or Latino): Identifying with the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment. • Two or More Races (Not Hispanic or Latino): Identifying with more than one of the above five races.
/applicant/person/raceCode/ codeValue		N	Y	

Schema Location	Field Name (in ADP Workforce Now)	Is Required (Y/N)	Applicable to All Templates?	Note
/applicant/person/raceCode/ identificationMethodCode	Ethnicity	N	Y	
/applicant/person/raceCode/ identificationMethodCode/ codeValue		N	Y	

**Note:**

- Template fields not listed in the previous table are not supported by the Applicant Onboard API.
- Code List varies from client to client. Therefore, make the codelist calls to check the values for payload.
- Custom fields are not supported for Applicant Onboard API.

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	GitHub Sample Request Payload	GitHub Sample Response Payload	Tips to Handle
201 Success	Using templateNameCode as Applicant Onboard in the request.	NA	applicant.onboard-http-201-request.json	applicant.onboard-http-201-response.json	Refer the payload values for creating a proper request.
	Using templateNameCode as HR Only (System) – US in the request.	NA	hr.only-http-201-request.json	hr.only-http-201-response.json	Refer the payload values for creating a proper request.
	Using templateNameCode as HR + Time (System) - US in the request.	NA	hr.time-http-201-request.json	hr.time-http-201-response.json	Refer the payload values for creating a proper request.
	Using templateNameCode as HR + Payroll (System) – US in the request.	NA	hr.payroll-http-201-request.json	hr.payroll-http-201-response.json	Refer the payload values for creating a proper request.
	Using templateNameCode as HR + Payroll + Time (System) – US in the request.	NA	hr.payroll.time-http-201-request.json	hr.payroll.time-http-201-response.json	Refer the payload values for creating a proper request.

Response Code	Condition	messageTxt	GitHub Sample Request Payload	GitHub Sample Response Payload	Tips to Handle
400 Bad Request	When first name is not passed in the request.	"userMessage": {"messageTxt": "You must enter a valid First Name."}	applicant.onboard-400-first-name-left-blank-request.json	applicant.onboard-400-first-name-left-blank-response.json	Refer the payload values for creating a proper request.
	When last name is not passed in the request.	"userMessage": {"messageTxt": "You must enter a valid Last Name."}	applicant.onboard-400-last-name-left-blank-request.json	applicant.onboard-400-last-name-left-blank-response.json	Refer the payload values for creating a proper request.
	When expected, start date is not passed in the request.	"userMessage": {"messageTxt": "Hire Date is required."}	applicant.onboard-400-expected-start-date-left-blank-request.json	applicant.onboard-400-expected-start-date-left-blank-response.json	Refer the payload values for creating a proper request.
	When non-supported template name code is passed as in the request.	"userMessage": {"messageTxt": "Template is invalid."}	applicant.onboard-400-non-supported-template-used-request.json	applicant.onboard-400-non-supported-template-used-response.json	Refer the payload values for creating a proper request.
403 Forbidden error	If Step 5a within the Appendix is not performed, the user will receive this error while making a call for the Applicant Onboard API.	Forbidden error			

Known Issues and Limitations

The known issues and limitations include the following:

- [US879795: Custom Templates \(Except the Applicant Onboard Template\) are not Supported](#)
- [USXXXX: ReportTo ID is not Populated in the UI, While Sending through the Applicant Onboard API](#)
- [US913226: Some Out of Box Templates are not Supported](#)
- [US978650: Error During Processing when Using the International Template](#)
- [US1238045: Issue with Posting Details of an Employee Who has been Previously Terminated](#)
- [US1238079: The codeValue Indicator is Missing for Three Fields in the Metadata](#)
- [US1086411: Metadata Field Mapping Switched Between Field EEO Ethnic Code and Race ID Method](#)
- [US877058: Event Notification is not Supported](#)
- [US905487: Fields not Supported through API](#)

US879795: Custom Templates (Except the Applicant Onboard Template) are not Supported

Impacted APIs

Method	URI	roleCode
POST	/events/staffing/v1/applicant.onboard	practitioner
GET	/events/staffing/v1/applicant.onboard/meta	practitioner

Description

The API does not support any client-defined custom template, unless the template is named Applicant Onboard.

Suggested Workaround

There is no workaround available.

[Back to Top of Section](#)

USXXXX: ReportTo ID is not Populated in the UI, While Sending through the Applicant Onboard API

Impacted APIs

Method	POST
URI	/events/staffing/v1/applicant.onboard
roleCode	Practitioner

Issue Description

When we send the reportsTo ID, which is the Supervisor Associate ID to whom the onboarding associate reports, to the field as part of the payload, the Applicant Onboard API generates a response of 200 OK.

```
offerAssignment": {
  "jobCode": {
    "codeValue": "ADMIN"
  },
  "reportsTo": [
    {
      "associateOID": "G32QGQXVQGRQ31F5"
    }
  ],
}
```

However, the reportsTo ID provided in the payload is not shown in the ADP Workforce Now user interface (UI).

Suggested Workaround

There is no workaround available.

[Back to Top of Section](#)

US913226: Some Out of Box Templates are not Supported

Impacted APIs

Method	POST
URI	/events/staffing/v1/applicant.onboard
roleCode	Practitioner

Issue Description

The Applicant Onboard API does not support the following out of box templates:

- Quick Hire
- Quick Hire + Time
- Payroll Only

Suggested Workaround

If the client does not have any custom templates and only needs to use one of the previous, non-supported templates, the client could make a copy of the template and name it Applicant Onboard. Otherwise, there is no workaround available.

[Back to Top of Section](#)

US978650: Error During Processing when Using the International Template

Impacted APIs

Method	POST
URI	/events/staffing/v1/applicant.onboard
roleCode	Practitioner

Issue Description

When posting a new hire, though the International Template is returned in the template codelist, a 400 Bad Request error is returned with the following message:

Default Template is invalid.

Suggested Workaround

There is no workaround available.

[Back to Top of Section](#)

US1238045: Issue with Posting Details of an Employee Who has been Previously Terminated

Impacted APIs

Method	POST
URI	/events/staffing/v1/applicant.onboard
roleCode	Practitioner

Issue Description

Your applicant receives a 400 Bad Request error when the request is to POST a worker who has been previously terminated. The following error message displays:

You cannot add new hire (name). Contact the ADP service team for more information.

Suggested Workaround

There is no workaround available.

[Back to Top of Section](#)

US1238079: The codeValue Indicator is Missing for Three Fields in the Metadata

Impacted APIs

Method	GET
URI	/events/staffing/v1/applicant.onboard/meta
roleCode	Practitioner

Issue Description

The codeValue indicator is missing from the following fields in the metadata:

- jobOffer.offerAssignment.payGradeCode.codeValue
- jobOffer.offerAssignment.wageLawCoverage.wageLawNameCode.codeValue
- jobOffer.offerTerms.compensation.payCycleCode.codeValue

Suggested Workaround

There is no workaround available.

[Back to Top of Section](#)

US1086411: Metadata Field Mapping Switched Between Field EEO Ethnic Code and Race ID Method

Impacted APIs

Method	GET
URI	/events/staffing/v1/applicant.onboard/meta
roleCode	practitioner

Issue Description

The following Metadata Acceptable Values are switched: **raceCode.codeValue** and **raceCode.identificationMethodCode.codeValue**. If your application needs to retrieve a list of values for these two properties, be aware the values are switched.

Suggested Workaround

There is no workaround available.

[Back to Top of Section](#)

US877058: Event Notification is not Supported

Impacted APIs

Method	POST
URI	/events/staffing/v1/applicant.onboard
roleCode	practitioner

Issue Description

A success request currently does not generate an event notification message.

Suggested Workaround

There is no workaround available.

[Back to Top of Section](#)

US1340136 - Applicant Onboard Department codelist Provides a Specific Value 'RNG'

Impacted APIs

Method	POST
URI	/events/staffing/v1/applicant.onboard/meta
roleCode	practitioner

Issue Description

The applicant.onboard/meta should display the department codelist in the meta with a parameter instead of randomly picking a single company code data value.

Example applicant.onboard/meta: (includes a specific company code data value of RNG instead of a parameter):

```
/codelists/hr/v3/position-seeker-management/departments/WFN/1?$filter=foreignKey eq 'RNG'
```

The meta response should only show the parameter instead of a random selected value.

Expected:

```
/codelists/hr/v3/position-seeker-management/departments/WFN/1?$filter=foreignKey eq '{payrollGroupCode}'
```

Suggested Workaround

Make the following department code list call:

```
/codelists/hr/v3/position-seeker-management/departments/WFN/1 - to see all the department available for selection.
```

[Back to Top of Section](#)

US905487: Fields not Supported through API

Impacted APIs

Method	URI	roleCode
POST	/events/staffing/v1/applicant.onboard	practitioner
GET	/events/staffing/v1/applicant.onboard/meta	practitioner

Description

The following fields are not supported by the Applicant Onboard API.

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Personal	Tobacco User	
Applicant Onboard	Employment	Supervisor	Select the name of the person who supervises the employee's Time and Attendance activities, such as reviewing timecards.
Applicant Onboard		Supervisor Position	Select if this hiring is done for a Supervisor position.
Applicant Onboard		MANAGEMENT POSITION	Indicates the position is manager.
Applicant Onboard		File #	Provides the file number.
Applicant Onboard		Benefits Eligibility Class	Provides the entitled benefits eligibility class for the employee.

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Employment (cont.)	Reports To	Select the name of the supervisor to whom the new hire will report. If this is a required field for the selected template, the value cannot be No One.
Applicant Onboard		Standard Hours	Defines the standard working hours for the employee.
Applicant Onboard		Union Code	Select the workers union the employee belongs to, if applicable.
Applicant Onboard		Union Local	
Applicant Onboard		Officer/Owner	
Applicant Onboard		Officer/Owner	
Applicant Onboard		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, it indicates the 6-character NAICS code that applies to an employee. These codes are set up in the NAICS Workers' Comp validation table.
Applicant Onboard		Work Contact Information	Worker Contact Information - Work Phone, Work Cell, Work Pager, Work Fax, Work Mail Stop

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Employment (cont.)	Self Employment Individual (SEI)	<p>Select from the following:</p> <ul style="list-style-type: none"> • More than 2% S-Corp, if the individual owns more than 2% of this S-Corporation. • Partner/Sole Proprietor, 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 Limited Liability Partnership (LLP). • LLC Member taxed as Partnership, if the individual is a member of an LLC that is taxed as a Partnership or a Single Member LLC. • LLC Member taxed as S-Corp / More than 2% Member, 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%.
Applicant Onboard		How will this employee complete Form I-9	
Applicant Onboard		E-Verify Work Location	<p>Select the location where the employee will work. If you 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.</p> <p>! Important: You cannot leave this field blank.</p>

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	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.
Applicant Onboard		Data Control	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 a production crew.
Applicant Onboard		Clock	Select the company-defined character string that will be used to enter values or initiate data-based payroll calculations for the employee.
Applicant Onboard		Custom Area 1	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.
Applicant Onboard		Custom Area 2	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.
Applicant Onboard		Custom Area 3	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.
Applicant Onboard		Custom Area 4	Enter custom information used to define an employee or company, such as a mail stop number or telephone extension.

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Payroll (cont.)	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 Clock & Data Control page under Pay Profile > Other Pay Settings .
Applicant Onboard		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.
Applicant Onboard	Tax	Federal Marital Status	
Applicant Onboard		Federal Exemptions	
Applicant Onboard		Worked In State	
Applicant Onboard		SU/SDI Tax Code	Provide the Tax ID Code. For example, MD-05-Maryland.
Applicant Onboard		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.
Applicant Onboard		State Exemptions	

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Tax (cont.)	Lived In State	
Applicant Onboard		Worked In Locality	
Applicant Onboard		Lived In Locality	
Applicant Onboard		Local Exemptions	
Applicant Onboard		Worker's Compensation	
Applicant Onboard		OH School District	
Applicant Onboard		PA LST Local 4	
Applicant Onboard		PA LST Local 5	
Applicant Onboard		NY MTA Local	
Applicant Onboard		Employee Type for Qtrly Reporting	Indicate whether the employee lives Full Time or Part Time in the state, and in the State Unemployment Insurance (SUI)/State Disability Insurance (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.

Template Applicable	Section	Field Name	Field Description
Applicant Onboard	Time & Attendance	Badge Number	Badge number is used to ensure an employee's time entries (In/Out) are connected to the employee's timecard.
Applicant Onboard		Include in Time Summary Payroll	Review a summary of the high-level settings for this pay class.
Applicant Onboard		Timeclocks Assigned	Select the timeclocks that the employee will use to enter their time, such as In and Out punches.
Applicant Onboard		Timeclock Groups Assigned	If your company uses multiple timeclocks and you want individual employees to use more than one timeclock (for example, multiple timeclocks in one building), select the timeclock groups that contain those timeclocks.
Applicant Onboard		Timeclock Restriction Group	Select the Timeclock Restriction Group that determines the specific period before/after the employee's scheduled In/Out time during which the employee can record punches.
Applicant Onboard		Labor Charge Fields - Department	Enter the Labor Charge fields to specify the employee's default or home labor categories, such as Department or Job.
Applicant Onboard		Labor Charge Fields - TimeZone	Select the TimeZone for the candidate. For example, EST (Eastern Standard Time), CST (Central Standard Time), and so on.

[Back to Top of Section](#)

Appendix: Steps to Create a New Hire Template with the Name of Applicant Onboard

1. In ADP Workforce Now, go to **Setup > Template Management > Hire/ReHire**.
2. Next to any existing New Hire Template, select the check box and click **Copy**.
3. Next to **Name of New Template** enter Applicant Onboard. Then, click **Yes**.
4. To activate the Applicant Onboard template, click **Yes**. Then, click **Applicant Onboard**.
5. Click **Assign Users** and do the following:
 - a. Make sure **Profile for system users established by Marketplace Data Connector applications** is checked.
 - b. To confirm the user for your data connector is assigned, click **View Users in Selected Profiles**.
6. Click **Confirm Selections**.
7. Click **Done**.