



ADP Workforce Now for Recruiting & Onboarding

Edge Integration Guide



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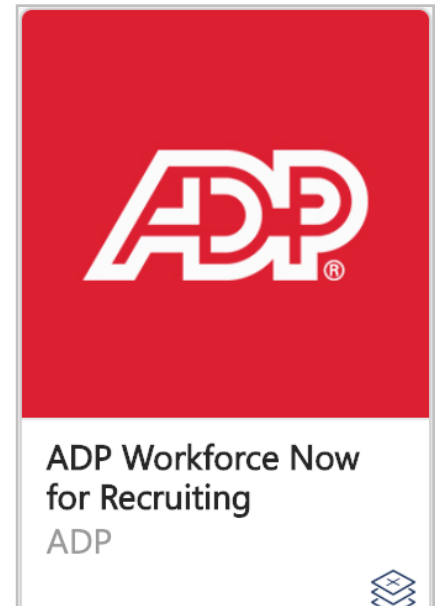
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Version history

VERSION	DATE	DESCRIPTION
1.0	01/26/2018	<ul style="list-style-type: none">• Document creation
2.0	02/22/2018	
3.0	06/28/2018	<ul style="list-style-type: none">• Changed the GUID to a required field
4.0	09/20/2018	<ul style="list-style-type: none">• Removed Cornerstone Profile and how to create a custom profile in ADP• Added the required Practitioner permissions• Updated Setup Instructions > In ADP section with details of how to handle subscription failures• Included steps to prevent the 403 Forbidden error• Added extra fields to Field Mapping (Pay Cycle, Wage Type, Salary)• Added FAQs to the Appendix
5.0	10/8/2018	<ul style="list-style-type: none">• Process Flow includes optional Offer Letter steps• Appendix updated to include Offer Letter preferences
6.0	09/3/2019	<ul style="list-style-type: none">• Updated installation process

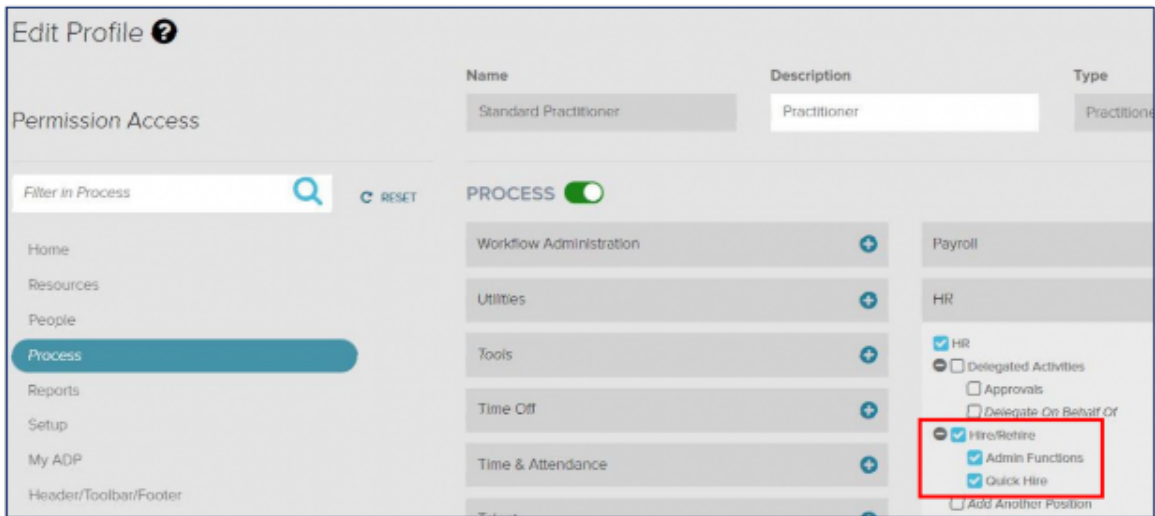
Overview

ADP Workforce Now® Recruiting & Onboarding Connector API integration creates new hire data in ADP. This is a one-way integration from Cornerstone to ADP Workforce Now current version (version 2.0 is not supported by API integration). This integration only applies to external new hires, not internal hires. The integration is triggered once the HR Admin saves the new hire's user record in Cornerstone after going through the Manage Hired Applicants page.

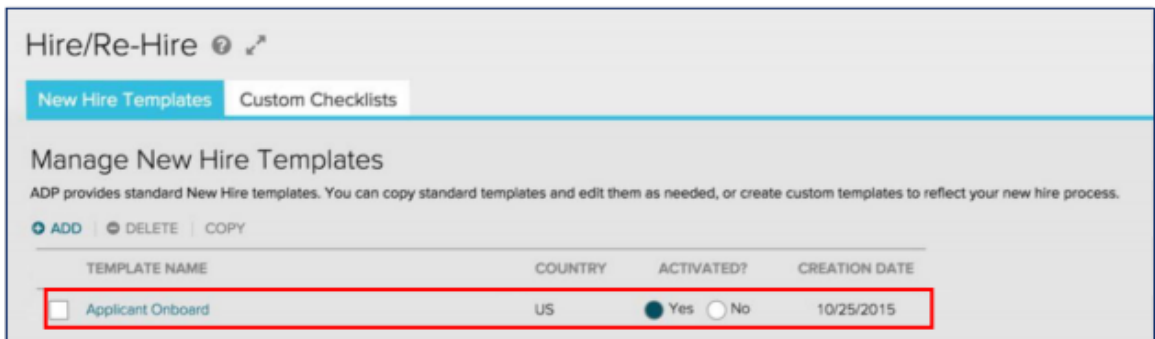


Prerequisites

1. In ADP Workforce Now (WFN), proceed to SETUP > Tools > Custom Fields and add a custom text field called "GUID" with Location "Employment Custom Field". For more details about adding custom fields, please refer to ADP WFN's online help. The GUID field is a required shared unique identifier between Cornerstone and ADP WFN. It is used to prevent creation of duplicate user records. See Field #20 in the [Field Mapping](#) appendix for further details.
2. Navigate to SETUP > Security > Access Permissions > Menu Access > Standard Practitioner and verify that the profile has the following permissions:
 - Process > HR > Hire/Rehire
 - Setup > Tools > Validation Tables

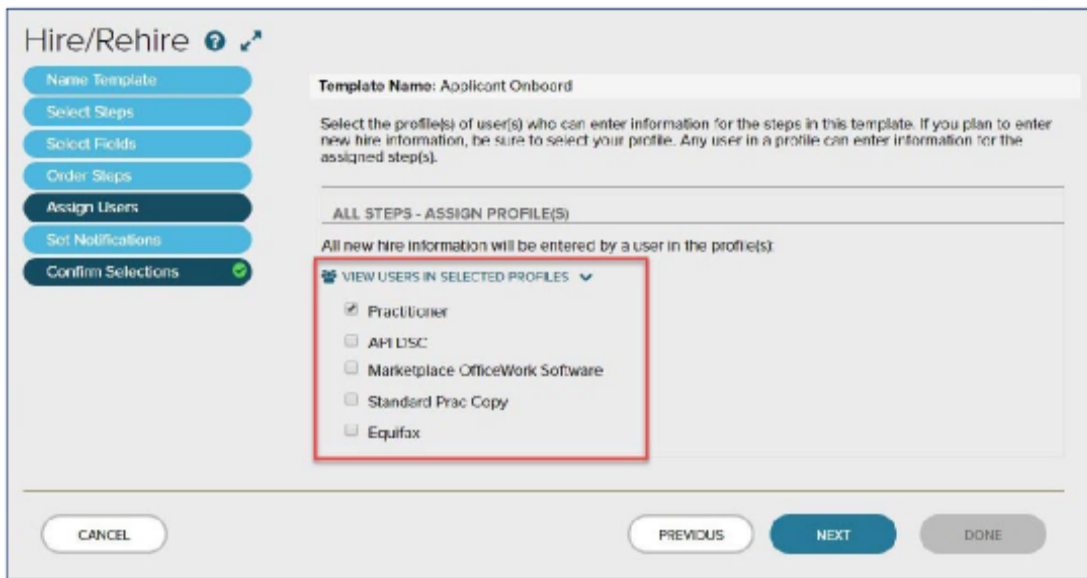


3. Create a Template in ADP WFN named “Applicant Onboard”.

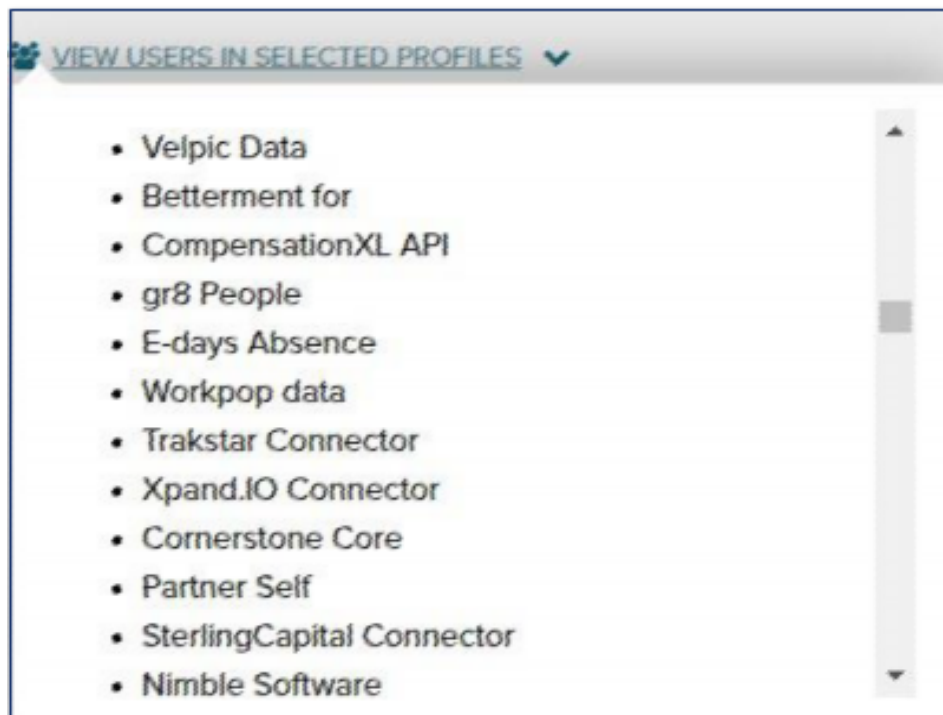


Notes:

- The template must be named exactly as mentioned (case sensitive). For more information on how to create a template, please refer to [Create Applicant Onboard New Hire Template](#) in the appendix
 - The GUID field must also be added to the template as required
4. Assign the required profiles and “Practitioner” profile to manage new hires by checking their corresponding checkboxes in the “Applicant Onboard” Hire/Rehire Template. This can be accomplished by the following steps:
- a. Go To: SETUP > Template Management > Hire/Re-Hire
 - b. Choose “Applicant Onboard”
 - c. Select “Assign Users”
 - d. Check the “Practitioner” checkbox and the required profiles to manage new hires



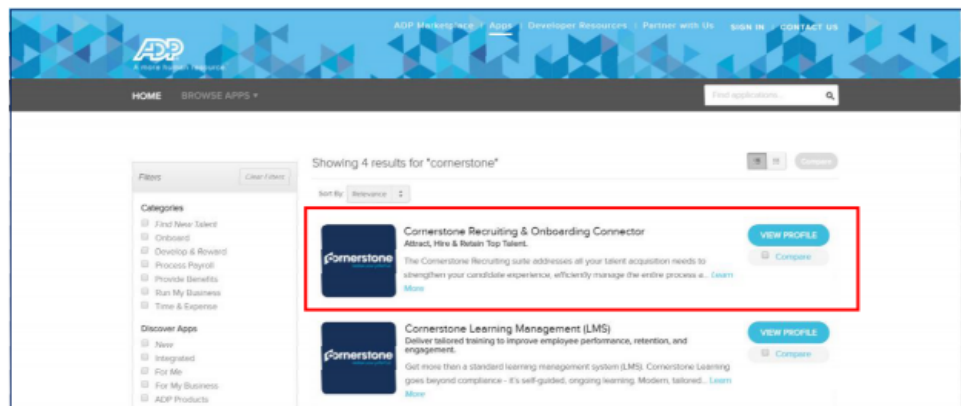
- e. Verify that “Cornerstone” and your new hire team members are in the list by selecting “View Users in Selected Profiles”.



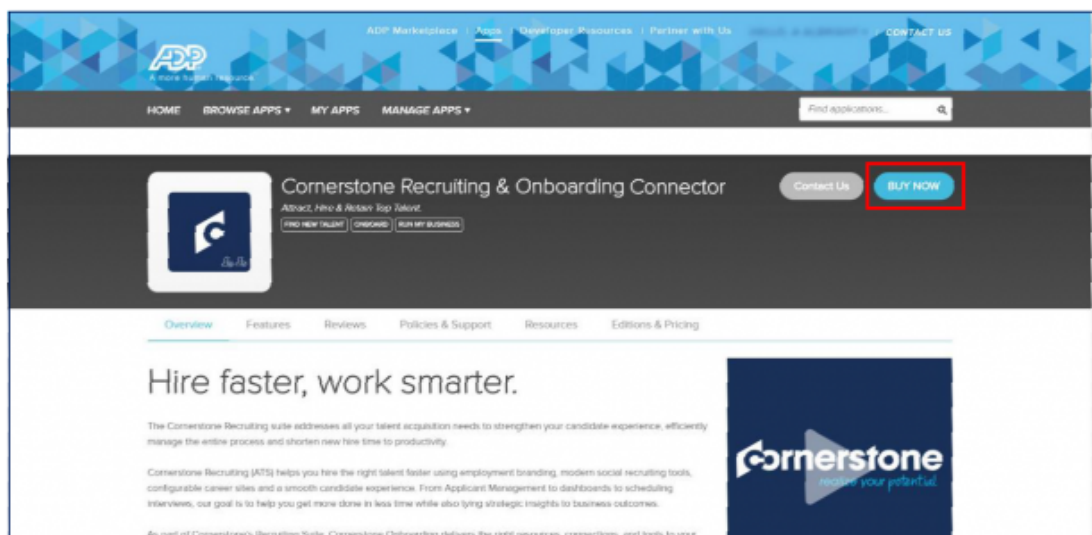
- f. Select Next and save the template.

Setup instructions

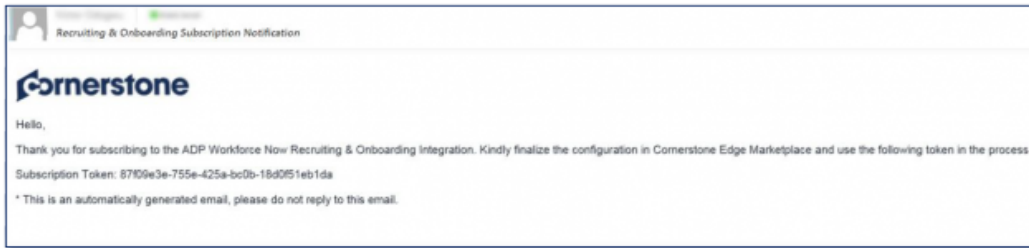
In ADP



1. Search for “Cornerstone Recruiting & Onboarding Connector” integration App in the ADP Marketplace at <https://apps.adp.com>.
2. Select the App and purchase it by selecting BUY NOW.

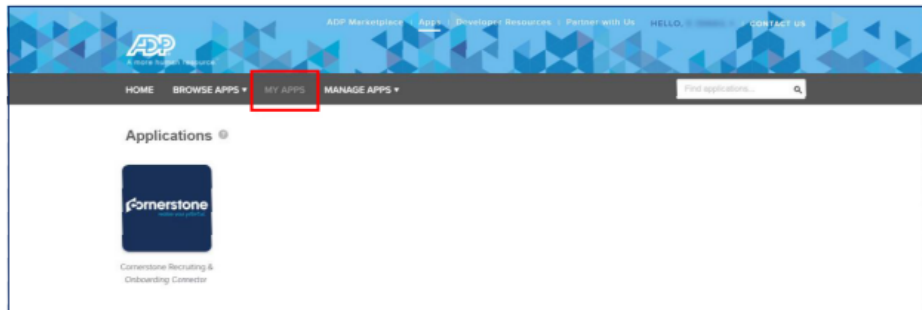


3. Upon purchasing the integration from the ADP Marketplace, you will receive an email with the subscription token. Please retain this email, as that value will be required to set up the integration in Cornerstone.

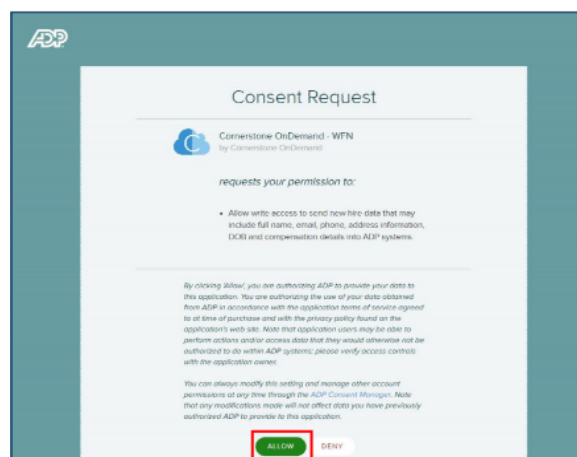


Notes: If the subscription email is not received:

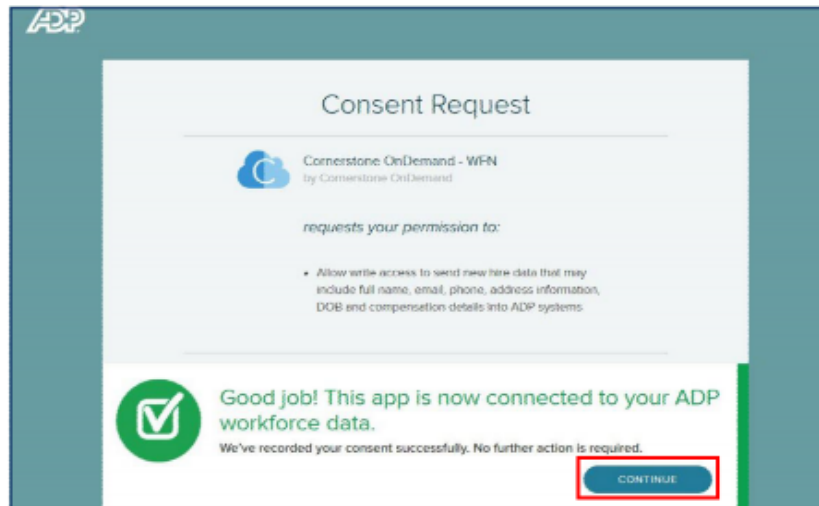
- a. Kindly verify your email address used for notification in ADP WFN under the communication preference
 - b. Check your spam/junk
 - c. Contact Cornerstone GPS team in order to cancel your subscription, then re- subscribe again in the ADP marketplace
4. Navigate to the “MY APPS” section and select Cornerstone Recruiting & Onboarding Connector App. If you cannot access the App, please verify the Client Id and Client secret are populated in the previous step.



5. You will be asked to provide the consent to ADP to share the data with Cornerstone.



6. Upon providing the consent, a confirmation notification will be displayed.



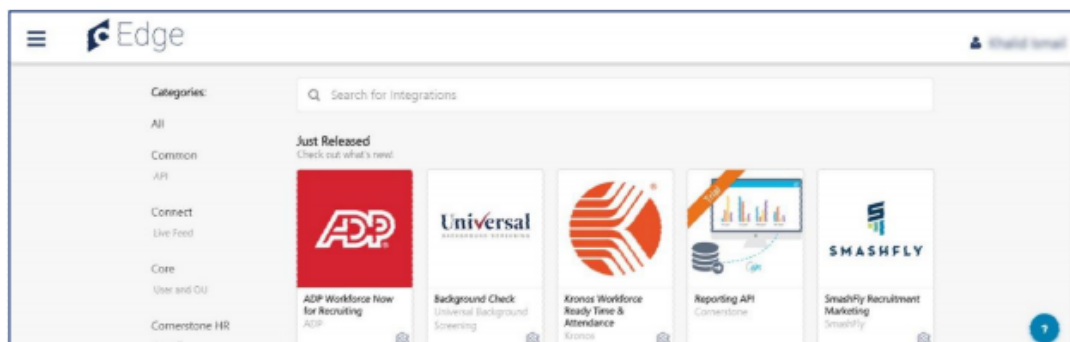
7. Press “Continue” and you will be brought back to the “MY APPS” section. This completes the subscription, and consent in the ADP Marketplace. Please note that only after the consent is provided, integration between ADP Workforce Now and Cornerstone will be enabled.

In Cornerstone

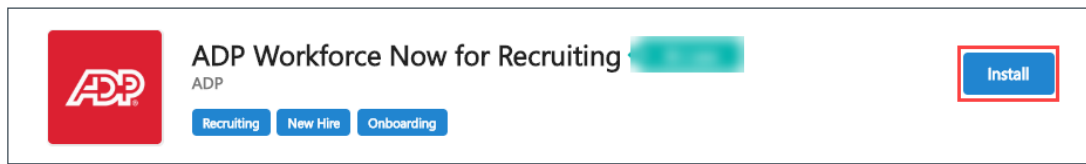
The integration can be self-installed in your CSX Stage or Pilot to support your testing exercise. When ready to move to Production, please reach out to your Cornerstone Client Executive to have the integration installed in your CSX Production portal.

Once enabled in Production by your Cornerstone Client Executive, start at Step 12 after navigating to Admin Tools > Edge > Integrations and selecting the ADP Workforce Now for Recruiting’s Configuration button.

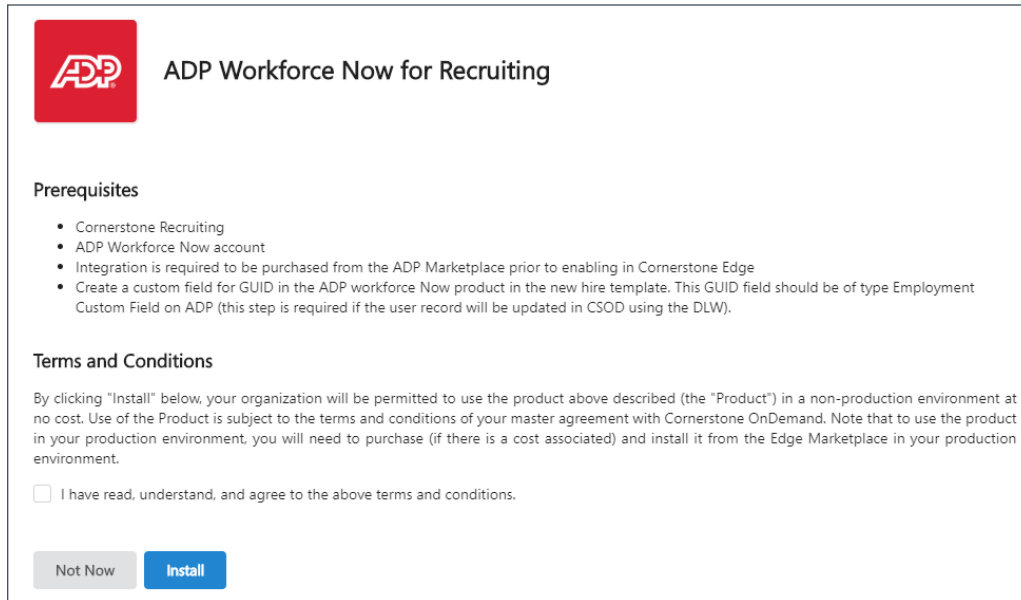
8. Open Cornerstone’s Edge Marketplace at Admin > Tools > Edge > Marketplace.



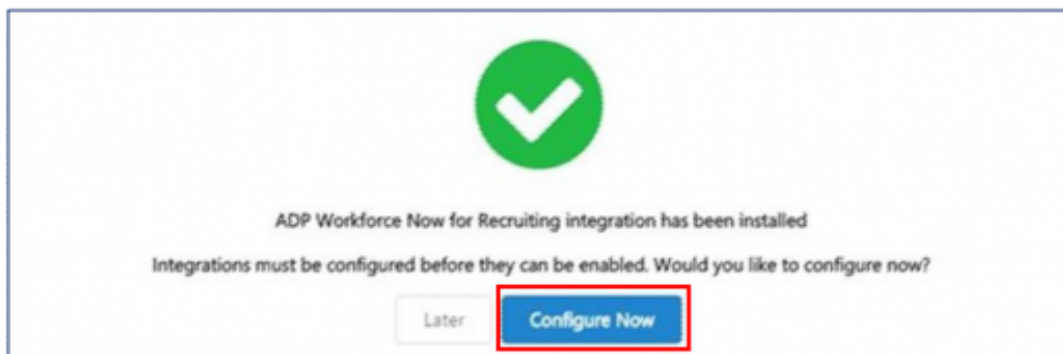
9. Install "ADP Workforce Now for Recruiting" integration by clicking on "Install".



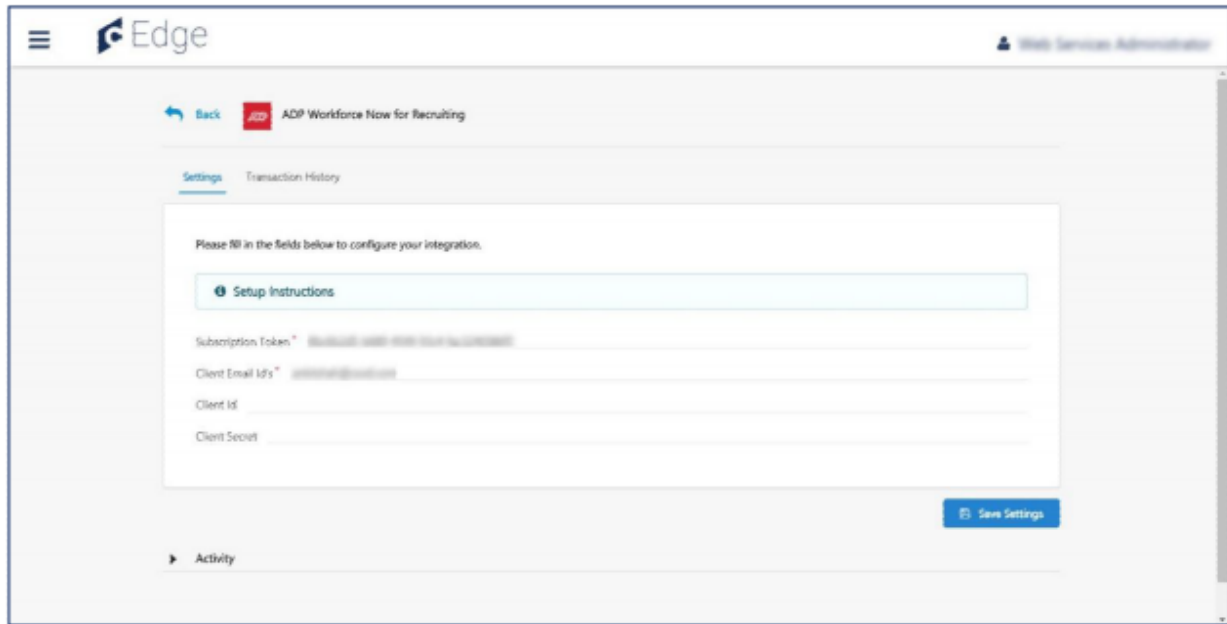
10. Review the Terms and Conditions then select the checkbox "I have read, understand, and agree..." and click "Install" to proceed. Otherwise, click "Not Now".



11. You may configure the integration now by clicking "Configure Now". This will take you to the Edge Integrate screen of this integration.

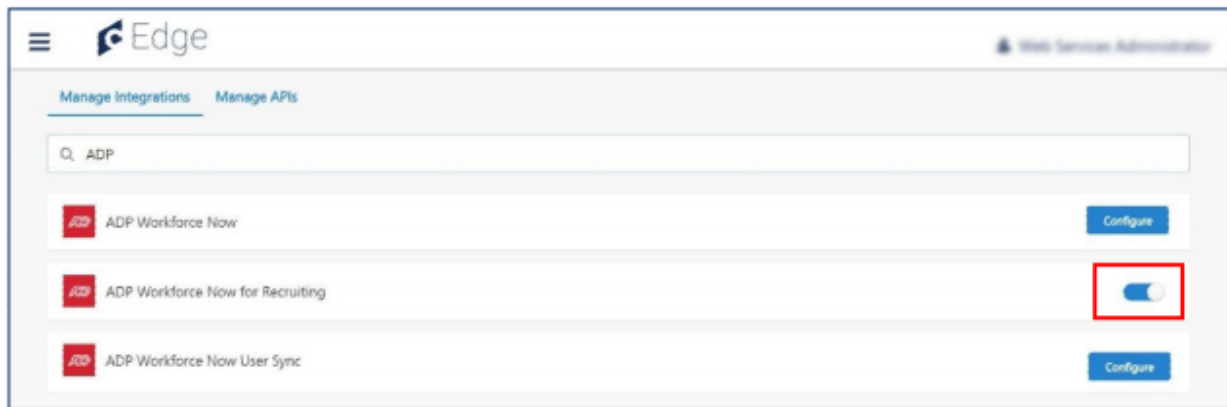


12. Populate the Subscription Token and Client Email IDs, then press the "Save Settings" button. The integration will populate the Client ID and Client Secret from ADP using the provided token.



- **Subscription Token** is the token received by email after purchasing the integration from ADP's Marketplace
- **Client Email IDs** is the email address where notifications and errors should be sent (Multiple emails should be comma separated)

13. Verify that the Client Id and Client secret are populated by viewing the Settings screen again before enabling the integration



Process flow

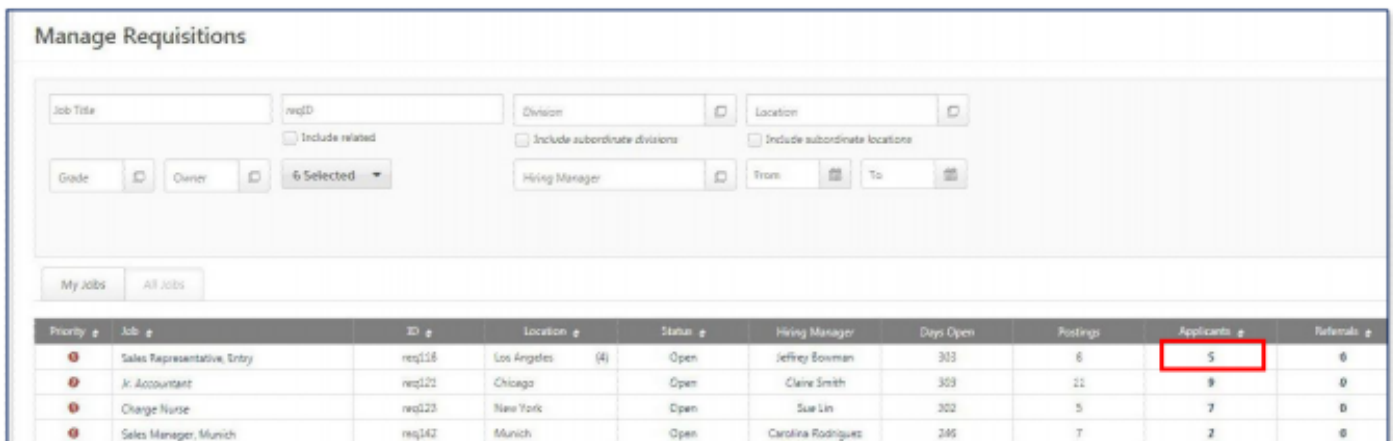
The integration is triggered through either Hiring an applicant or Onboarding an applicant. Below is how to trigger the integration via the two processes in Cornerstone and the expected results in ADP WFN.

In Cornerstone

Hiring an applicant

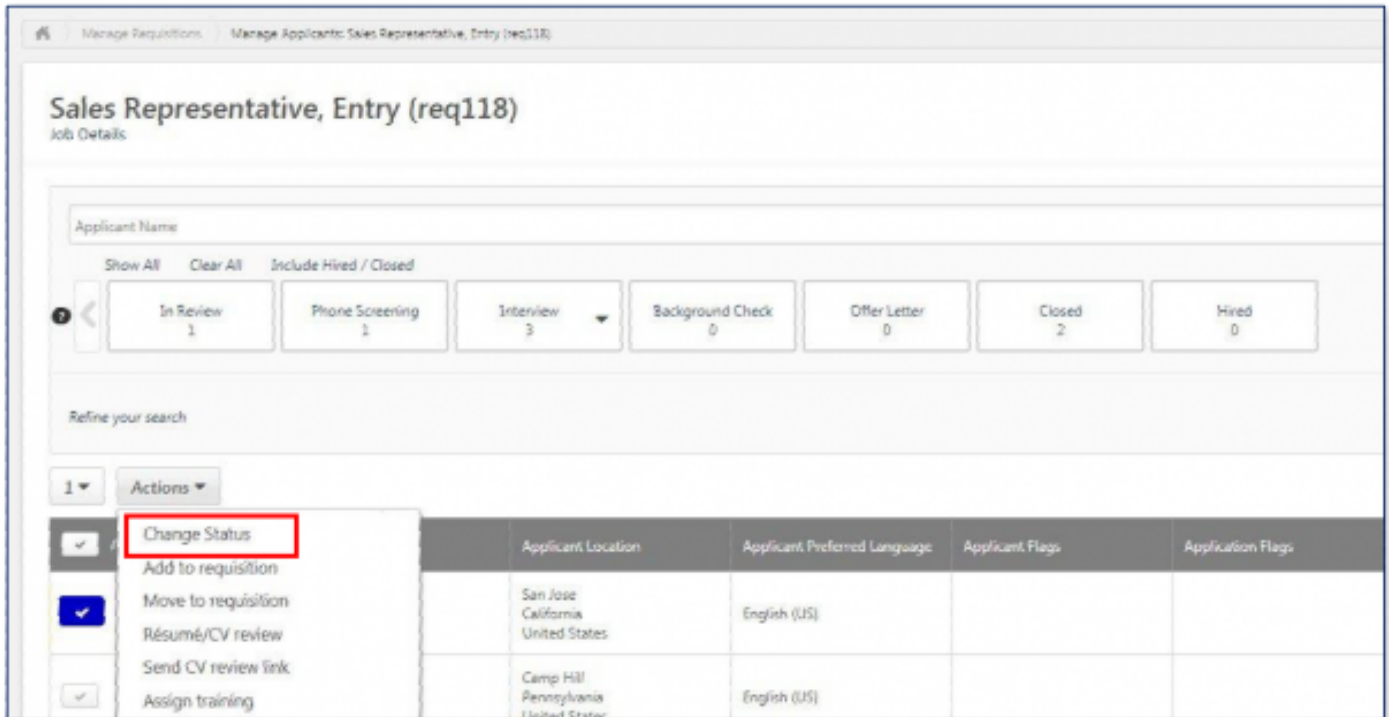
The hiring process is triggered when you change the status of an applicant to Hired and create the user record from the Manage Hired Applicants. Below are the steps to accomplish that:

- Navigate to Manage Requisitions and select Applicants

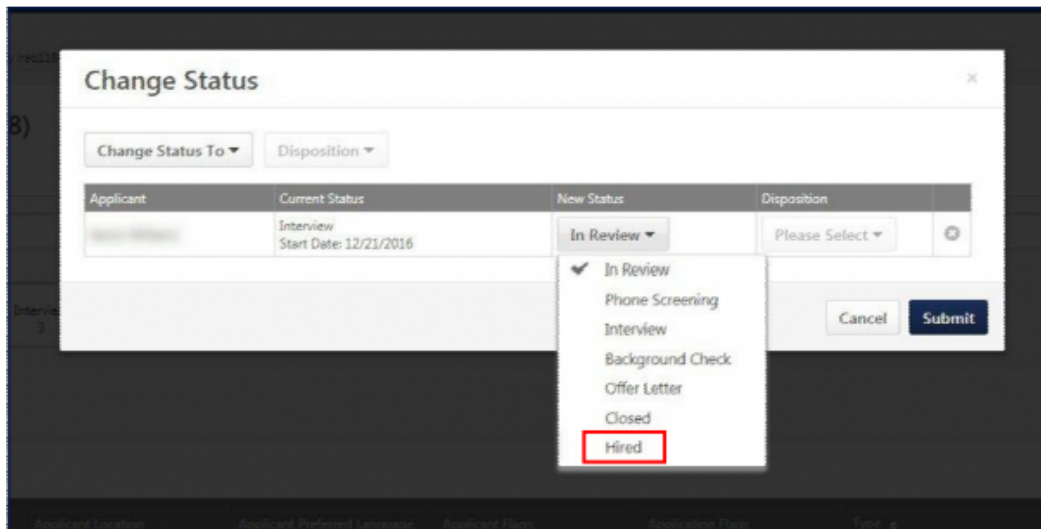


Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals
1	Sales Representative, Entry	req118	Los Angeles (4)	Open	Jeffrey Bowman	303	6	5	0
2	Jr. Accountant	req121	Chicago	Open	Claire Smith	303	21	9	0
3	Charge Nurse	req123	New York	Open	Sue Lin	302	5	7	0
4	Sales Manager, Munich	req142	Munich	Open	Carolina Rodriguez	295	7	2	0

- Select an applicant and change their status as shown below



- Set their New Status to “Hired” and submit the applicant



Notes:

- In case the Offer letter is selected and it gets accepted by the applicant, make sure to populate the Salary, Currency, Wage Type and Pay Cycle fields in the Offer Details. The integration will not send the user to ADP WFN without these fields

Offer Details

Source
Added Manually

Hiring Manager
Hiring Manager

Location
Remote Worker

Currency
United States Dollar

Pay Cycle
Please Select

Wage Type
 Annual Hourly

\$ Salary

Start Date Month
Select

- b. Refer to [Configure Offer Letter Fields](#) in the Appendix on how to configure the Offer Letter with Salary, Currency, Wage Type and Pay Cycle.
- c. Do not forget to update your Offer Letter Template

- Navigate to Admin > Recruit > Recruited Applicants to create a user record

Manage hired applicants

The users below have an applicant status of 'Hired' for their associated requisitions. Create or update the employee record for each user to complete the hiring process. Clicking 'Create/Update' will always apply information from an applicant's offer letter and/or requisition to the associated user record. When finished, select 'Complete' to remove each user from this list. Users with the applicant type 'External' must be created before editing user settings or completing them from this list.

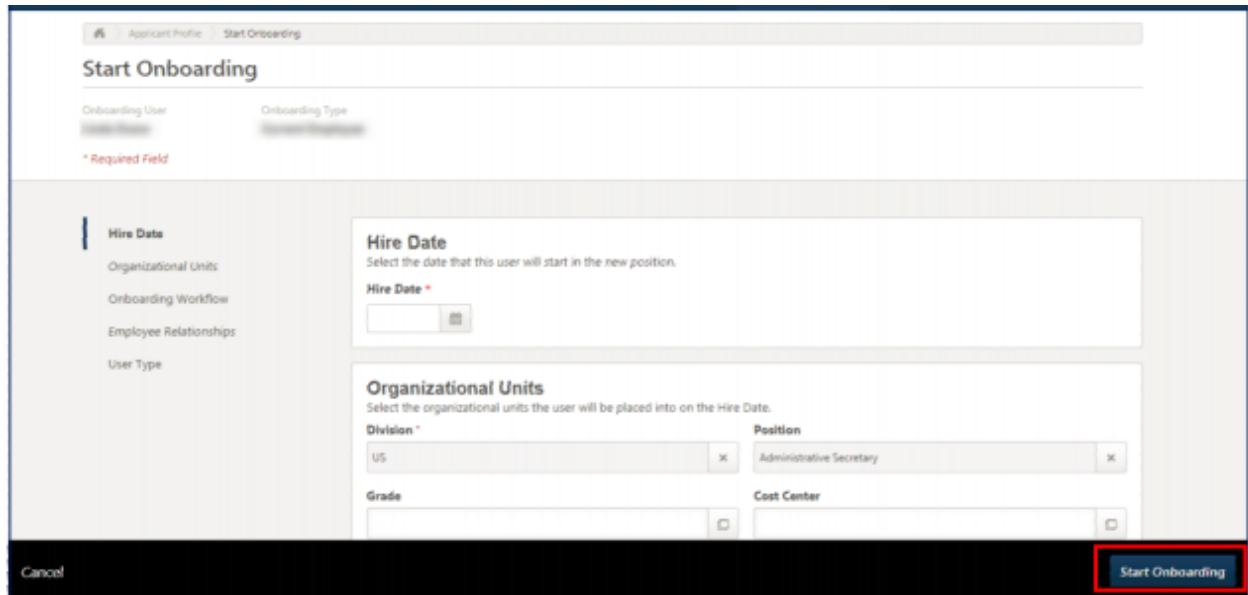
Employee info - Edit the user's name, manager, location, user custom fields, etc.
User settings - Edit the user's password, permissions, training record, etc.

Name	Job	Requisition ID	Applicant type	Rehire	Date hired	Employee info	User settings	Complete
View Profile	Sales Representative, Entry	req118	Internal	No	04/06/2018	Create		

- Verify and update the user fields: First Name, Last Name, User ID, Username, Original Hire Date, and valid ADP OU values, then click Save
- This will trigger the integration and send the user record information to ADP WFN

Onboarding an applicant

- In Cornerstone, the onboarding process is triggered when you click the Start Onboarding button



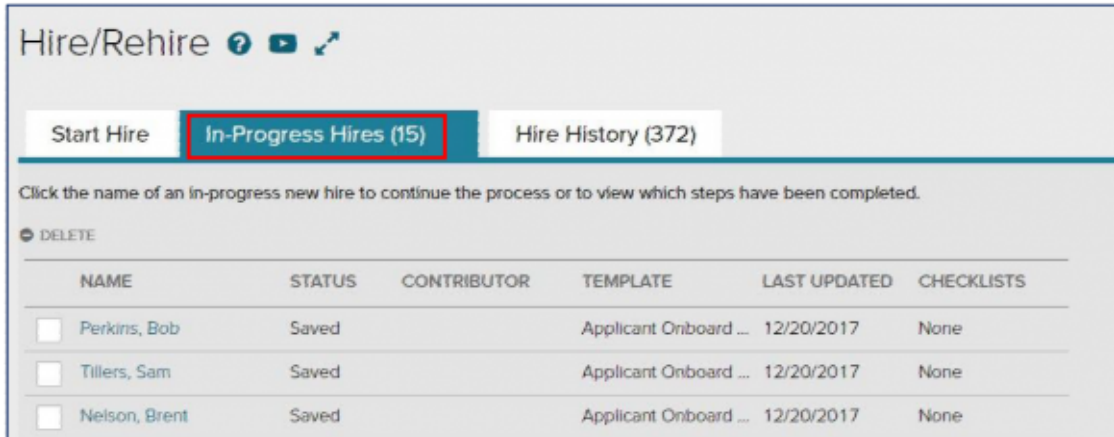
- This will trigger the integration and send the user record information to ADP WFN

In ADP

1. Once the onboarding is started or an applicant is Hired in Cornerstone, that applicant /new hire details are created in ADP Workforce Now
2. In ADP WFN, the delegated can see the created applicant / new hire details in the Hire/Rehire page under the In-Progress Hires tab. This can be done by the following steps:
 - a. Go To: PROCESS > HR > Hire/Re-Hire



b. Selecting the In-Progress Hires tab



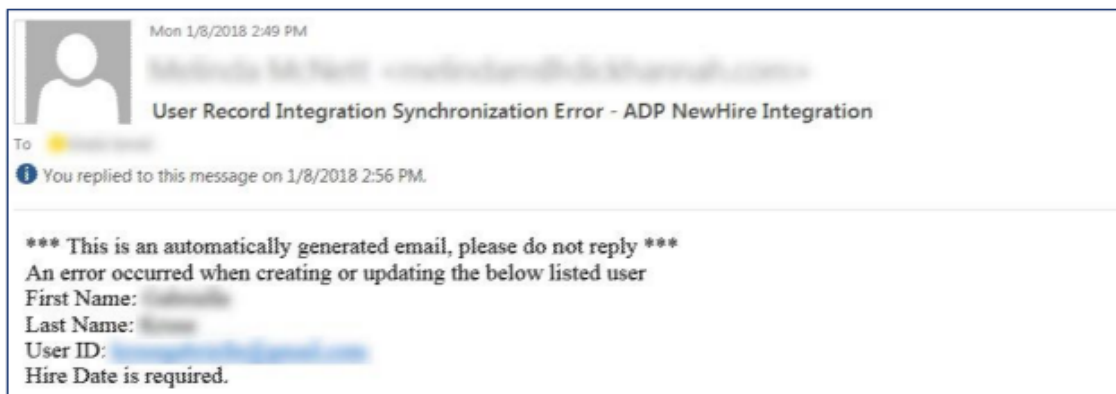
The screenshot shows the 'Hire/Rehire' interface with three tabs: 'Start Hire', 'In-Progress Hires (15)', and 'Hire History (372)'. The 'In-Progress Hires (15)' tab is highlighted with a red box. Below the tabs, there is a table with columns: NAME, STATUS, CONTRIBUTOR, TEMPLATE, LAST UPDATED, and CHECKLISTS. The table contains three rows of data:

NAME	STATUS	CONTRIBUTOR	TEMPLATE	LAST UPDATED	CHECKLISTS
<input type="checkbox"/> Perkins, Bob	Saved		Applicant Onboard ...	12/20/2017	None
<input type="checkbox"/> Tillers, Sam	Saved		Applicant Onboard ...	12/20/2017	None
<input type="checkbox"/> Nelson, Brent	Saved		Applicant Onboard ...	12/20/2017	None

3. Select the created applicant / new hire details and complete the Hiring process

NOTES:

- If the New hire sync process fails, an email is sent to the subscribed email(s) with details of the sync failure



The screenshot shows an email notification with the following content:

Mon 1/8/2018 2:49 PM
User Record Integration Synchronization Error - ADP NewHire Integration
To: [Redacted]
You replied to this message on 1/8/2018 2:56 PM.

*** This is an automatically generated email, please do not reply ***
An error occurred when creating or updating the below listed user
First Name: [Redacted]
Last Name: [Redacted]
User ID: [Redacted]
Hire Date is required.

- To reprocess a failed record:
 1. Proceed to the user record Admin > Tools > User
 2. Deactivate the user and save it
 3. Reopen the user record
 4. Re-activate the user record and save it to trigger the sync process again
- The Process Flow steps could be followed for testing the integration once enabled using a new hire test record or start onboarding for a test applicant in Cornerstone
- For testing purpose, a new test requisition can be created using an ADP position, a test requisition template, and other ADP OUs [division, cost

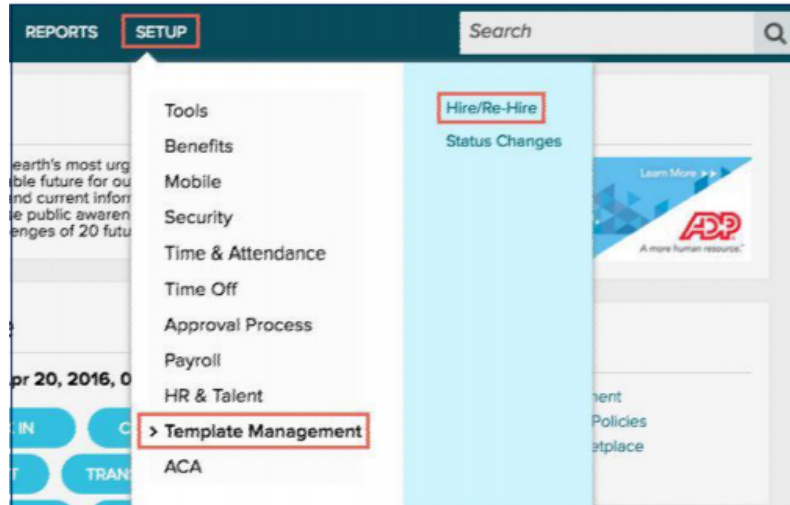
center etc.]. Rename these OUIDs and mark them inactive after testing is done. This ensures that existing positions and reporting are not affected.

1. Create an ADP position and create a requisition template for this position
2. Create a requisition for this position. Add ADP division and locations to the requisition
3. Add an applicant to the requisition using Snapshot option. The applicant would be in- “In Review” status when created newly
4. Navigate to manage applicants page and click on applicant name. This navigates the user to applicant details page
5. Click Start Onboarding on this page. Complete the onboarding details that appears on the next page using any existing test onboarding workflows and pre- boarding OU configurations. If there are no test workflows available, create one in Admin > Onboarding > Onboarding Workflows and Admin > Onboarding > Pre- boarding Organization Unit Configurations using the ADP OUs already created
6. The Integration should be triggered at this point and the applicant should be reflected on the ADP portal
7. Once the testing is complete, rename the OUIDs and mark them inactive. Mark the onboarding workflow and pre-boarding organization unit inactive. The requisition can be closed as well

Appendix

A. Create applicant onboard new hire template

1. Proceed to SETUP > Template Management > Hire/ReHire.

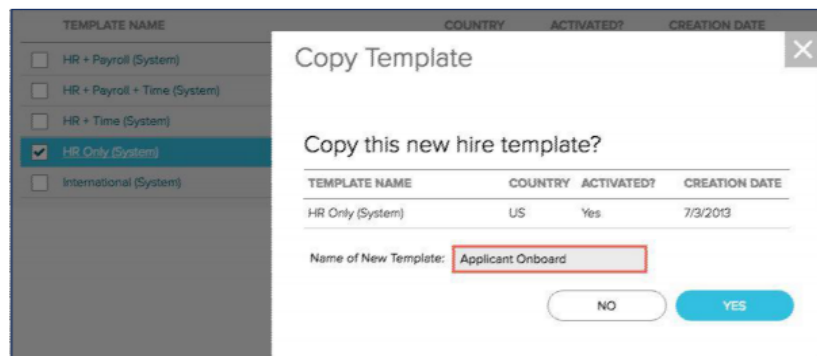


2. Check the box next to any existing New Hire Template, Click COPY.

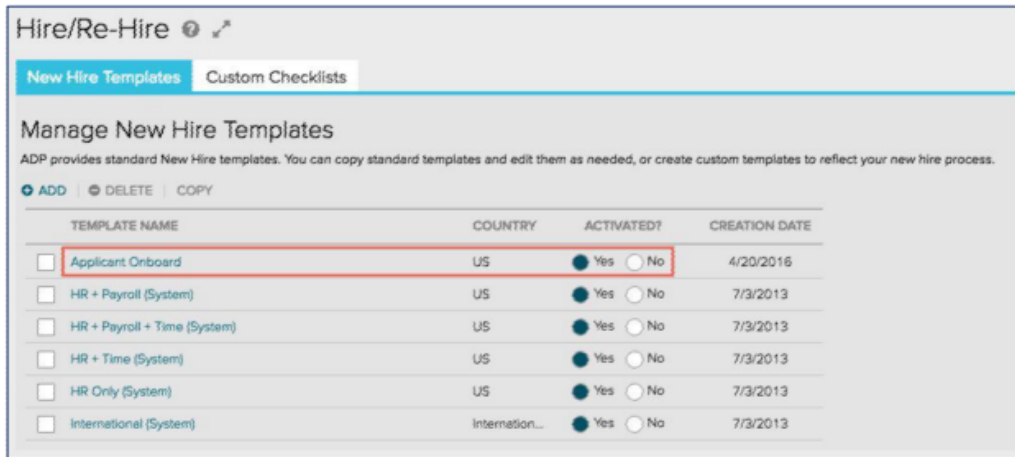


Note: You may also choose to ADD a new template.

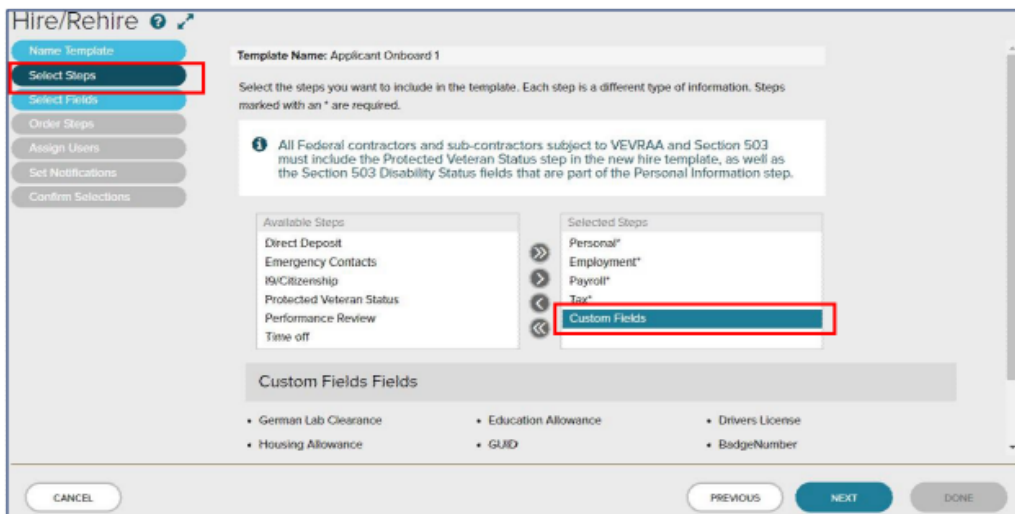
3. Enter "Applicant Onboard" in the Name of New Template field, Click YES.



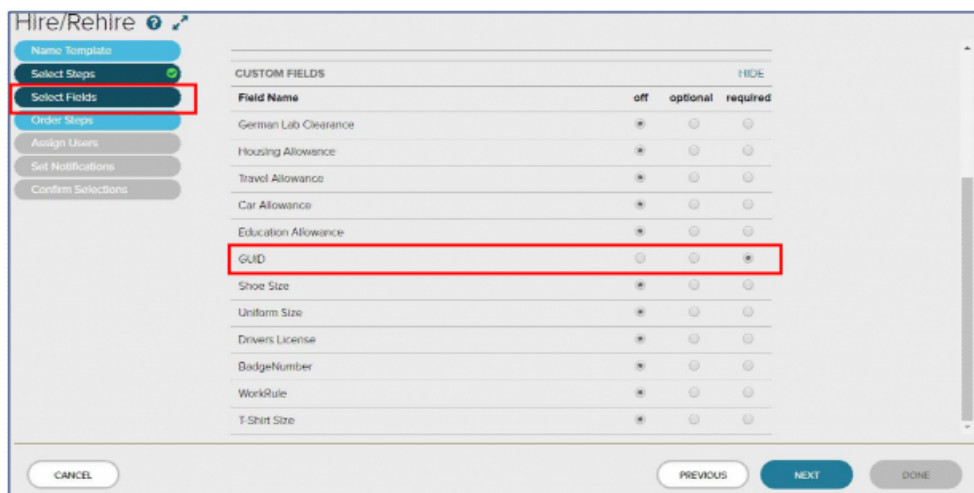
4. Click “Yes” to activate the Applicant Onboard Template, Click Applicant Onboard.



5. Add the “Custom Fields” section to the “Selected Steps”.



6. In Select Fields, expand the “Custom Fields” and set the GUID to optional.



7. Select Assign Users.

8. Select “Practitioner” profile and any required profile to manage new hires.

The screenshot shows the 'Hire/Rehire' configuration interface. On the left is a vertical sidebar with buttons: 'Name Template', 'Select Steps', 'Select Fields', 'Order Steps', 'Assign Users', 'Set Notifications', and 'Confirm Selections' (which is highlighted with a green checkmark). The main area displays 'Template Name: Applicant Onboard' and a note: 'Select the profile(s) of user(s) who can enter information for the steps in this template. If you plan to enter new hire information, be sure to select your profile. Any user in a profile can enter information for the assigned step(s)'. Below this is a section titled 'ALL STEPS - ASSIGN PROFILE(S)' with the instruction 'All new hire information will be entered by a user in the profile(s):'. A dropdown menu 'VIEW USERS IN SELECTED PROFILES' is open, showing a list of profiles with checkboxes: 'Practitioner' (checked), 'API DSC', 'Marketplace OfficeWork Software', 'Standard Prac Copy', and 'Equifax'. At the bottom are buttons for 'CANCEL', 'PREVIOUS', 'NEXT', and 'DONE'.

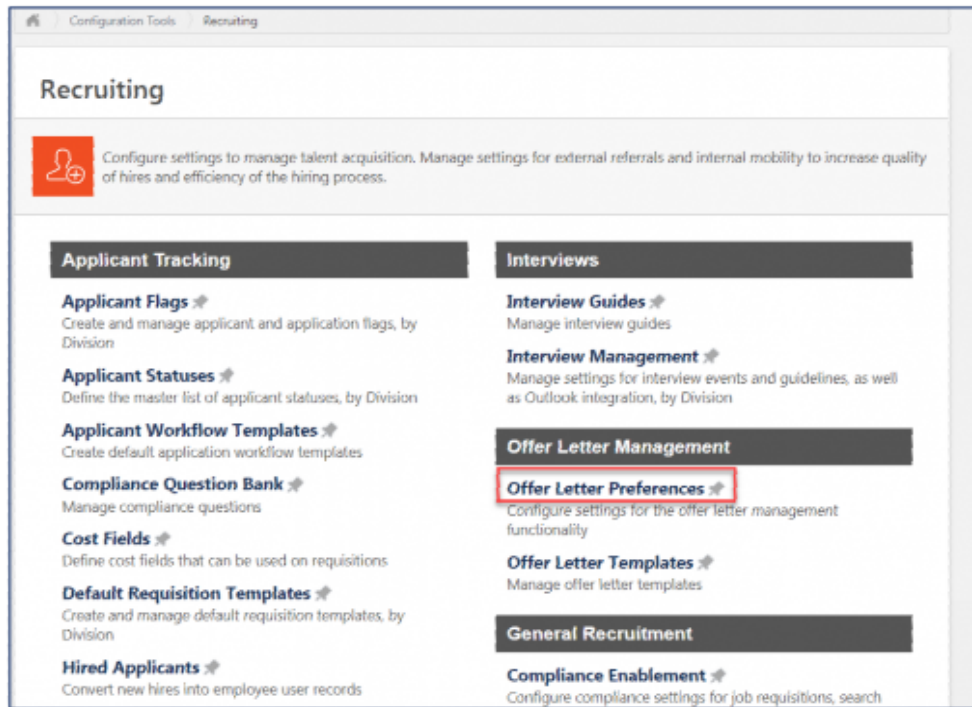
9. Verify that “Cornerstone” and your new hire team members are in the list by selecting “View Users in Selected Profiles”.

This screenshot shows the 'VIEW USERS IN SELECTED PROFILES' dropdown menu. It contains a scrollable list of user profiles, each preceded by a small square icon. The list includes: 'Velpic Data', 'Betterment for', 'CompensationXL API', 'gr8 People', 'E-days Absence', 'Workpop data', 'Trakstar Connector', 'Xpand.IO Connector', 'Cornerstone Core', 'Partner Self', 'SterlingCapital Connector', and 'Nimble Software'. A vertical scrollbar is visible on the right side of the list.

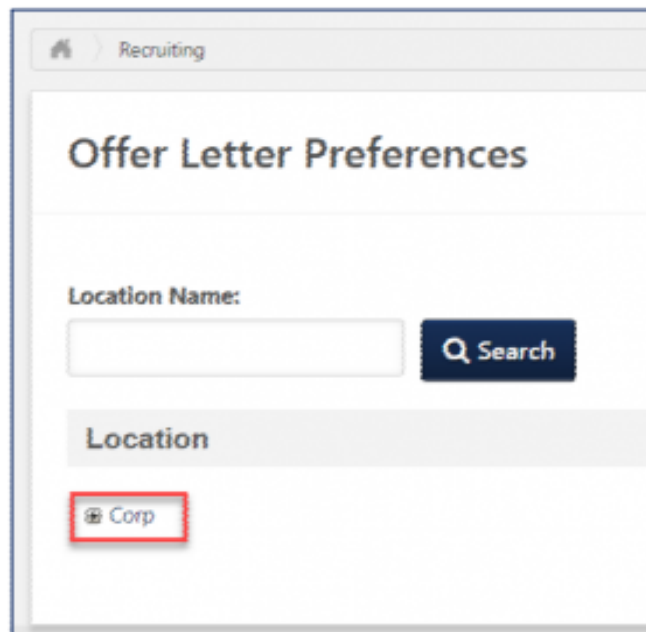
10. Click Confirm Selections, Click DONE.

B. Configuring offer letter fields

1. Navigate to Admin > Tools > Recruit > Offer Letter Preferences.



2. Select the OU level needed to apply these settings. The image below selects the root Corp to apply changes to the whole organization.



- Under the FIELDS section, set the following to Active: Salary, Currency, Pay Cycle, and Wage Type.

Define the fields available in the Offer Letter functionality. Inactive types will not appear. Offer Letter custom fields are configured and managed within Custom Field Administration functionality.

Name	Type	Field	Tag	Active	Required	Options
Start Date	Date Field	Default	OFFER.START.DATE	<input type="checkbox"/>	<input type="checkbox"/>	
Source	Static Text	Default		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hiring Manager	User Selector	Default	OFFER.HIRING.MANAGER.NAME.FULL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Next Level Hiring Manager	User Selector	Default	OFFER.NEXT.LEVEL.HIRING.MANAGER.NAME.FULL	<input type="checkbox"/>	<input type="checkbox"/>	
Division	Division Selector	Default	OFFER.DIVISION	<input type="checkbox"/>	<input type="checkbox"/>	
Location	Location Selector	Default	OFFER.LOCATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Compensation	Dropdown	Default	OFFER.COMPENSATION.TYPE	<input type="checkbox"/>	<input type="checkbox"/>	
Currency	Dropdown	Default	OFFER.CURRENCY.SYMBOL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wage Type	Radio Button	Default	OFFER.WAGE.TYPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Salary	Text Box	Default	OFFER.SALARY	<input type="checkbox"/>	<input type="checkbox"/>	
Hourly Rate	Text Box	Default	OFFER.HOURLY.RATE	<input type="checkbox"/>	<input type="checkbox"/>	
Labor Hours	Text Box	Default	OFFER.LABOR.HOURS	<input type="checkbox"/>	<input type="checkbox"/>	
Notes	Scrolling Text Box	Default	OFFER.NOTES	<input type="checkbox"/>	<input type="checkbox"/>	
Pay Cycle	Dropdown	Default	OFFER.PAY.CYCLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bonus	Dropdown	Default	OFFER.BONUS	<input type="checkbox"/>	<input type="checkbox"/>	
Start Date	Dropdown	Custom	OFFER.CUSTOM.STARTDATE.MONTH	<input type="checkbox"/>	<input type="checkbox"/>	

- Under the PAY CYCLES section, add the following values and set them to Active: Weekly, Biweekly, Daily, Every 2.6 wks, Every 4 wks, Every 5.2 wks, SemiMonthly, and Monthly. Add only the values that meet your business requirements.

Define the pay cycles available in the Offer Letter pay cycle drop down. Inactive types will not appear.

Name	Active	Options
Biweekly	<input checked="" type="checkbox"/>	

Note: Do not forget to update your Offer Letter Template

C. Field mapping

* Pay cycle, Wage Type, Salary and Currency fields are only required to be populated in Cornerstone when applicants accept their offer letter.

	CSOD Standard Field	ADP Step	ADP Field	Re-quired?	Comments
1	Prefix	Personal	Salutation	No	Must match referential value in ADP, otherwise will not load.
2	First Name	Personal	First Name	Yes	
3	Middle Name	Personal	Middle Name	No	
4	Last Name	Personal	Last Name	Yes	
5	Suffix	Personal	Generation Suffix	No	Must match referential value in ADP, otherwise will not load.
6	Original Hire Date	Personal	Hire Date	Yes	
7	Address Line 1	Personal	Personal Address 1 > Address 1	No	
8	Address Line 2	Personal	Personal Address 2 > Address 2	No	
9	City	Personal	Personal Address 1 > City	No	
10	State	Personal	Personal Address 1 > State/Province/ Territory	No	Must match two digit referential value in ADP, otherwise will not load.

	CSOD Standard Field	ADP Step	ADP Field	Re-quired?	Comments
11	Zip	Personal	Personal Address 1 > Zip Code	No	
12	Country	Personal	Personal Address 1 > Country	No	
13	Phone	Personal	Home Phone > Phone Number	No	Area code will not be populated. Full number will be in the Phone Number field.
14	Mobile Phone	Personal	Personal Cell > Phone Number	No	Area code will not be populated. Full number will be in the Phone Number field.
15	Email Address	Personal	Home Email	No	
16	Division	Employment	Business Unit	No	Must match referential OU ID value in ADP, otherwise will not load.
17	Position	Employment	Job Title	No	Must match referential OU ID value in ADP, otherwise will not load.
18	Cost Center	Employment	Home Department	No	Must match referential OU ID value in ADP, otherwise will not load.
19	Location	Employment	Location	No	Must match referential OU ID value in ADP, otherwise will not load.

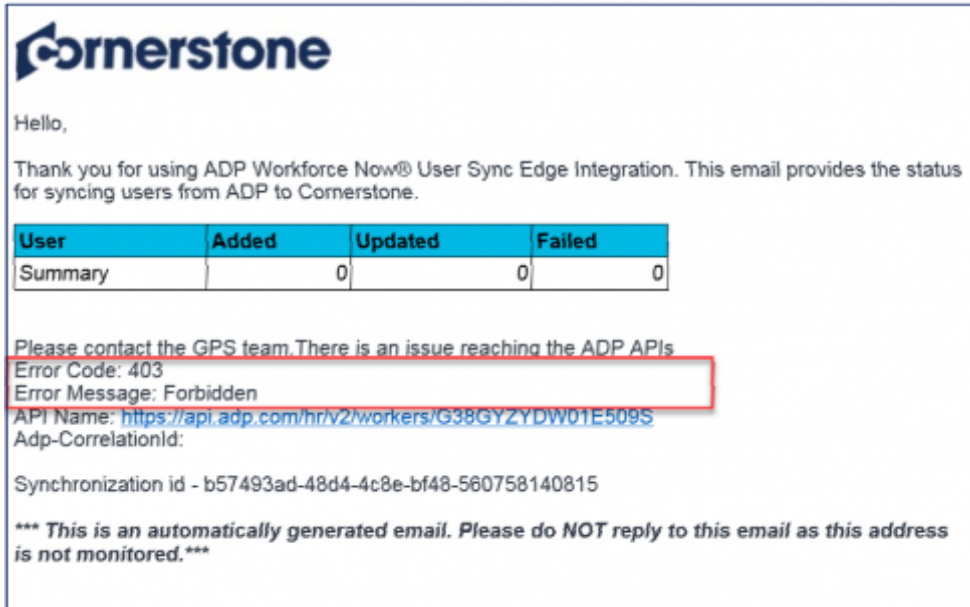
	CSOD Standard Field	ADP Step	ADP Field	Re-quired?	Comments
20	GUID	Custom Fields	GUID	Yes	This field will be populated by the CSOD auto-generated GUID. The client must create a custom field called "GUID" in their ADP WFN portal prior to enabling the API integration. Do not modify this value once in ADP WFN, otherwise it could create duplicates once the user data is sent back to CSOD. See Screenshot below for example.

The screenshot shows a 'Hire/ReHire' form with a sidebar menu containing 'Personal', 'Employment', 'Payroll', 'Custom Fields', and 'Confirm'. The 'Personal' section is active, showing fields for 'Shoe Size' and 'T-Shirt Size'. The 'Employment' section is highlighted with a red box and contains a 'GUID' field with the value '5cfa2b71-e52e-4f81-8716-3a8ffb70b79a'. At the top, it displays 'Template Name : Applicant Onboard - US', 'Name : Test35, Ali', and 'Paid : No'.

21	Pay Cycle*	Payroll	Pay Frequency	No	Must match referential value in ADP, otherwise will not load. Possible values are pre-set in ADP WFN and are not modifiable: Weekly, Biweekly, Daily, Every 2.6 wks, Every 4 wks, Every 5.2 wks, SemiMonthly, and Monthly.
22	Wage Type*	Payroll	Rate Type	No	Annual and Hourly are mapped to ADP WFN values Salary and Hourly respectively
23	Salary*	Payroll	Regular Pay Rate	No	Must be a numeric value, up to two decimal places.
24	Currency*	Payroll	Currency	No	

D. Frequently asked questions

Question: What should I do if I am receiving a 403 Forbidden error?



The screenshot shows an email from Cornerstone. It begins with the logo and a greeting. The main body of the email thanks the user for using ADP Workforce Now® User Sync Edge Integration and provides a status table for syncing users. The table has four columns: User, Added, Updated, and Failed. The 'Summary' row shows 0 users added, 0 updated, and 0 failed. Below the table, there is a red box highlighting the error details: 'Error Code: 403' and 'Error Message: Forbidden'. The API Name is listed as 'https://api.adp.com/hr/v2/workers/G38GYZD01E509S' and the Adp-CorrelationId is provided. The synchronization ID is 'b57493ad-48d4-4c8e-bf48-560758140815'. The email concludes with a disclaimer: '*** This is an automatically generated email. Please do NOT reply to this email as this address is not monitored.***'

User	Added	Updated	Failed
Summary	0	0	0

Please contact the GPS team. There is an issue reaching the ADP APIs
Error Code: 403
Error Message: Forbidden
API Name: <https://api.adp.com/hr/v2/workers/G38GYZD01E509S>
Adp-CorrelationId:
Synchronization id - b57493ad-48d4-4c8e-bf48-560758140815
*** This is an automatically generated email. Please do NOT reply to this email as this address is not monitored.***

Answer: Kindly verify the following:

1. Consent was provided in ADP Marketplace to Cornerstone. Details are available under Setup Instructions under > In ADP
2. “Cornerstone” is assigned to “Applicant Onboard” template. Refer to the [Prerequisites](#) for further instructions

Question: Why can't I update or finalize the process of new hires created by the integration in ADP WFN?

Answer: Kindly verify that you / your team are assigned to “Applicant Onboard” template. Refer to the [Prerequisites](#) for further instructions. Please note that you will only have access to newly created new hires moving forward. It is not possible to give you access to existing new hires.