



ADP Workforce Now | ADP TotalSource

API Integration



Activation Overview

*These steps are required to successfully enable the integration

- Only Company Admin GoodHire users can enable the Workforce Now or ADP TotalSource integration
- Setup [Instructions](#)

Ordering a Background Check

Ordering A Background Check

The image shows a screenshot of the ADP Administrator Sign In page. The background is a blurred green image of grass with water droplets. In the top left corner, the ADP logo is visible. The main content is a white sign-in form with the following elements:

- Administrator Sign In** (Title)
- User ID** (Label) above a text input field containing "YourUserID" and a user icon.
- Remember My User ID** (Checkbox)
- Password (case sensitive)** (Label) above a password input field with masked characters "....." and a lock icon.
- SIGN IN** (Button)
- [Forgot your password?](#) (Link)

A dark blue callout box with a white arrow pointing to the User ID field contains the text "Log in to ADP".

At the bottom left, there are links for [Privacy](#) and [Legal](#). At the bottom right, the copyright notice reads: "Copyright © 2000-2021, ADP, LLC. ALL RIGHTS RESERVED".



Ordering A Background Check

The screenshot displays the ADP ezLaborManager web application interface. At the top, the ADP logo is on the left, and a navigation bar contains icons for COVID-19, Messages, Calendar, Bridge, Support, Marketplace, and Log Out. Below this is a secondary navigation bar with tabs for HOME, RESOURCES, MYSELF, PEOPLE, and PROCESS. The 'PROCESS' tab is highlighted with a blue arrow and a callout box that says 'Click 'Process' Tab'. Below the navigation is a search bar labeled 'Search Workforce Now:'. The main content area is a grid of menu items organized into columns: Time & Attendance, Time Off, HR, Payroll, and Talent. A blue arrow points to the 'Requisitions' link under the Talent column, with a callout box that says 'Click 'Requisitions''. At the bottom of the grid is a 'COLLAPSE MENU' button. Below the grid, there is a 'Need Help?' button and a footer section with a 404 error message: 'The requested page was not found /ezLaborManagerNet/UI4/WFN/Portlet/MyTime.aspx?1611786214625. All access to ADP Time & Attendance must be done through https://workforceportal.elabor.com. Please click below to bookmark ADP Time & Attendance. Please use this bookmark for all future access to ADP Time & Attendance. Bookmark ADP Time & Attendance's login page'. A sidebar on the left contains links for Pay Statement, Company Policies, and Absorb.

Time & Attendance	Time Off	HR	Payroll	Talent
Prepare for Payroll	Policy Mass Assign	Hire/Rehire	Payroll Cycle	Performance Dashboard
Move to Next Period	Assign Blackout Days	Add Another Position	Start New Cycle	Performance Goals
Payroll Adjustment	Delete Time Off Data	Terminate	Payroll Schedule	Requisitions
Recurring Schedules	Process Accruals	Place On Leave	Paydata	Applications
Utilities	Process Pending Requests	Mass Change	Manual Checks	Screening Resources
Import	Benefits	Cancel Transfer	QuickCalc	Compensation Dashboard
Export	Benefits Dashboard	Delete Employees	Third Party Sick Pay	Referrals
Other Tasks	Benefits Invoices	Archive Employee	Gross Receipts	Talent Community
Load Files From ADP	Billing	Delegated Activities	Payroll Requests	Additional Services
Reset Cycle Status	Retirement Savings	Transfer Employee	Verify Input	Pay Statement Admin
Batch Process Info	Spending Accounts	FLSA Dashboard	Calculate Preview Payroll	Data Bridge
Tools	Consolidated Vendor Invoice	Workflow Administration	Preview Results	ACA
Notes & Alerts		Manage Message Center	Retro Pay	ACA Trending Dashboard
		Delegate Approvals	Tax Notices and Amendments	ACA Measurement Periods
		Manage Employee Activities		



Ordering A Background Check

The screenshot displays the ADP Recruitment dashboard. At the top, there is a navigation bar with the ADP logo, a COVID-19 indicator, and various utility icons (Messages, Calendar, Bridge, Support, Marketplace, Log Out, Practitioner One). Below this is a secondary navigation bar with tabs for Home, Resources, Myself, People, Process, Reports, and Setup, along with a search bar for 'Workforce Now'.

The main content area is titled 'Recruitment' and includes tabs for Requisitions, Applications, and Talent Community. A 'CREATE REQUISITION' button is visible, along with a dropdown menu showing 'Open (175)'. There are also filters for 'Expand All Requisitions' and a 'Showing 175 requisition(s)' indicator.

The requisitions list includes the following entries:

- 1621 - Business Analyst**: Internal: Business Analyst | External: Business Analyst. 1/1 Positions Open (Target: 05/01/2016). Posted to: 0 Job Sites. 1 Open Applications (1 New). Hiring Manager: Reed, Diane. Recruiter: -. Department: -. Location(s): -. Cost to Date: Add Cost.
- 1618 - COLLECT**: Internal: Director. 1/1 Positions Open (Target: 02/10/2016). Posted to: None. Hiring Manager: Lewis, David. Recruiter: -. Department: -. Location(s): -. Cost to Date: Add Cost. Status: Not Accepting Applications.
- 1616 - MRKRES**: Internal: **. 2/2 Positions Open (Target: 10/28/2015). Posted to: None. Hiring Manager: Iname, manager. Recruiter: -. Department: **. Location(s): -. Cost to Date: Add Cost. Status: Not Accepting Applications.
- 1615 - Visual Programmer**: 2/2 Positions Open (Target: 11/05/2015). 0 Open Applications.

A callout box with a green arrow points to the '1 Open Applications' link for requisition 1621, with the text: 'Navigate to the Applications page'. A 'Need Help?' button is visible on the right side of the interface.



Ordering A Background Check

The screenshot displays the ADP recruitment interface for requisition #1621, Business Analyst. The left sidebar contains navigation options like 'HOME', 'REQUISITIONS', and 'APPLICANTS', along with filters for requisitions and a list of other requisitions. The main content area shows two charts: 'Application Status' and 'Sourcing Efficiency'. The 'Application Status' chart is a donut chart with a loading spinner, and the 'Sourcing Efficiency' chart is a pie chart showing 'Career Center' and 'Unknown' sources. Below the charts is a search bar and a table of applications. A dark blue callout box with the text 'Select Candidate' is overlaid on the table row for the candidate 'Candidate, Test'.

Showing applications for Req #1621 Business Analyst

Hide Charts

Application Status

Show following status

- Select All
- New Application (1)
- Pre-Hire (21)
- Knockout (1)

Sourcing Efficiency

Career Center

Unknown

Application Status >

e.g., Show all Applications received in last month

Can't Find What You Are Looking For?

i The Profile Relevance feature is currently in beta testing. To participate, go to Setup > HR & Talent > Recruitment > Profile Relevance and enable this feature. Please contact your HR Administrator if you do not have access to this navigation. As we are working on improving this feature, we would like to hear your feedback.

Applications (1)

ADD NEW APPLICATION | CHANGE STATUS | DELETE | SHOW/HIDE COLUMNS

<input type="checkbox"/>	CANDIDATE NAME	JOB TITLE	LOCATIONS	HIRING MANAG...	REQ #	DATE APPLIED	STATUS	SOURCE	SUBMI
<input type="checkbox"/>	Candidate, Test				1621	01/22/2021	New Application	Unknown	One, P

Select Candidate



Ordering A Background Check

The screenshot displays the ADP Workforce Now interface for a candidate profile. The candidate's name is "CANDIDATE, TEST" and their email is "justin.peet+785123@goodhire.com". The hiring manager is "Reed, Diane" and the recruiter is "Not Available". The candidate applied on 01/22/2021 and their status is "New Application". The application has no resume, attachments, or offer status. The candidate's profile, education, employment history, and skills sections all show "No information available". The "POSTING QUESTIONS AND RESPONSES" section lists two questions with no answers. The "INTERVIEWS AND EVALUATION" section shows no interviews scheduled. The "ACTIONS" dropdown menu is open, showing options such as "View as PDF", "Change Application Status", "View Application History", "Start Background Screening", "View Screening Details and Order History", "Manage Offer Letter", "Hire Candidate", "Delete Application", and "Apply to Another Job Posting". A callout box points to the "Change Application Status" option with the text "Select 'Change Application Status'".

ADP COVID-19 MESSAGES CALENDAR BRIDGE SUPPORT MARKETPLACE LOG OUT PO PRACTITIONER ONE

HOME RESOURCES MYSELF PEOPLE PROCESS REPORTS SETUP Search Workforce Now

< BACK TO RESULTS

Candidate Profile

CANDIDATE, TEST
justin.peet+785123@goodhire.com
123 Main Street, Omaha, NE 68135

1621 - Business Analyst
HIRING MANAGER: Reed, Diane
RECRUITER: Not Available

APPLIED ON: 01/22/2021
STATUS: New Application
RESUME: No Resume
ATTACHMENTS: No Attachments
PROFILE: Not Available

SOURCE: Unknown
OFFER STATUS: Not Available
DESIRED SALARY: Not Available

PROFILE
EDUCATION
EMPLOYMENT HISTORY
SKILLS

POSTING QUESTIONS AND RESPONSES

INTERVIEWS AND EVALUATION

ACTIONS
View as PDF
Change Application Status
View Application History
Start Background Screening
View Screening Details and Order History
Manage Offer Letter
Hire Candidate
Delete Application
Apply to Another Job Posting

Select 'Change Application Status'



Ordering A Background Check

The screenshot displays the ADP 'Application Status' interface. On the left is a sidebar with navigation options: HOME, RESUME, < BACK TO RESULTS, Candidate Profile, 1621 - 1, APPLIED ON 01/22/2021, SOURCE Unknown, PROFILE, EDUCATION (No information available), EMPLOYMENT HISTORY (No information available), and SKILLS (No information available). The main content area is titled 'Application Status' and includes a 'BACK' button. A 'Change Status to *' dropdown menu is open, listing options: Select..., Accepted Offer, Background Check (highlighted), Declined Offer, Failed Pre-employment Check, Follow-up, Highly Qualified, Hired, Interview, and Keep on File. A dark blue callout box with a green arrow points to the 'Background Check' option, containing the text 'Change status to 'Background Check''. Below the dropdown is a text input field with 'Characters : 0' on the right. A note states 'Note cannot be viewed by candidates.' The 'Notify Candidate' section has a 'Choose Template' dropdown, and radio buttons for 'Email' (selected) and 'Text Message'. A blue information banner at the bottom of this section reads 'This candidate has not provided a mobile number.' At the bottom of the interface are 'CANCEL' and 'DONE' buttons. A dark blue callout box with a green arrow points to the 'DONE' button, containing the text 'Click 'DONE''.



Ordering A Background Check

1621 - Business Analyst | HIRING MANAGER: Reed, Diane | RECRUITER: Not Available

APPLIED ON: 01/22/2021 | STATUS: Background Check | RESUME: VIEW RESUME | ATTACHMENTS: No Attachments | PROFILE RELEVANCE

SOURCE: Unknown | OFFER STATUS: Not Available | DESIRED SALARY: Not Available

PROFILE

- EDUCATION** (ADD) - No information available
- EMPLOYMENT HISTORY** (ADD) - No information available
- SKILLS** (ADD) - No information available
- LICENSES & CERTIFICATIONS** (ADD) - No information available
- MEMBERSHIPS** (ADD) - No information available

POSTING QUESTIONS AND RESPONSES

- QN Text582015125830 - --
- QN Text58201521803 - --

INTERVIEWS AND EVALUATION | USE YOUR CALENDAR | SCHEDULE INTERVIEW

No interview scheduled for this candidate.

BACKGROUND SCREENING

VENDOR NAME	STATUS	RESULTS
ADP SASS	Consent not available	
GoodHire	Queued	View

NOTES | ADD NOTES

COMMUNICATION | COMPOSE

TYPE OF COMMUNICATION | COMMUNICATED VIA | TIMESTAMP

GoodHire Queued Background Screen will appear within 2 minutes of changing the status

Click 'View' to run Queued report



Ordering A Background Check

The screenshot displays the GoodHire user interface for managing background checks. The left sidebar contains navigation options: Background Checks, Reporting (BETA), Account, Settings, Billing, Help Center, FAQ, and Contact Us. The main content area is titled 'BACKGROUND CHECKS' and features tabs for HIRING RESULTS, SHARED RESULTS, QUEUED RESULTS (selected), ARCHIVED RESULTS, and ONGOING ALERTS. A search bar at the top of the table area allows filtering by candidate's last name, with a 'SEARCH' button and a 'Results per page' dropdown set to 10. The table lists 10 entries, each with a 'Date', 'Name', 'Status' (all 'Queued'), and 'Action' column. The 'Action' column contains a 'RUN' button and a trash icon. A callout box with a green arrow points to the first 'RUN' button, containing the text 'Click 'RUN''. A chat icon is visible in the bottom right corner of the interface.

Date	Name	Status	Action
01/28/2021	Test Candidate	Queued	RUN
12/30/2020	CFName CLName	Queued	RUN
12/10/2020	External Applicant	Queued	RUN
12/10/2020	Rurke deletetwo Shawn E	Queued	RUN
12/10/2020	RleiRtrey Jr deletetwo Robert	Queued	RUN
12/10/2020	Rliss deletetwo Dawn M	Queued	RUN
12/10/2020	External Applicant	Queued	RUN
12/10/2020	Russemi deletetwo Vito	Queued	RUN



Ordering A Background Check

CUSTOMIZE CHECK | **CHECKOUT** | **ABOUT CANDIDATE**

Select A Background Check Package

TEST PACKAGE 🕒 < 1 Business Day	<ul style="list-style-type: none">✓ Social Security Number Trace✓ Sex Offender Registry Search✓ Nationwide Criminal Databases Search - Legal Name & Up to 3 Aliases	SELECT
CUSTOM PACKAGE 🕒 1-3 Business Days	<ul style="list-style-type: none">✓ County Criminal Court Search - 7 Years - Up to 3 Counties✓ Nationwide Criminal Databases Search - Legal Name & Up to 3 Aliases✓ Education Verification✓ Sex Offender Registry Search✓ Social Security Number Trace	SELECT
MVR ONLY 🕒 < 1 Business Day	<ul style="list-style-type: none">✓ Motor Vehicle Records Search	SELECT
CUSTOM PACKAGE WITH STATEWIDE - PA 🕒 1-3 Business Days	<ul style="list-style-type: none">✓ Sex Offender Registry Search✓ Social Security Number Trace✓ Statewide Criminal Records Search - 7 Years - Single State✓ Nationwide Criminal Databases Search - Legal Name & Up to 3 Aliases	SELECT

Select Package



Ordering A Background Check

CUSTOMIZE CHECK | **CHECKOUT** | **ABOUT CANDIDATE**

Add Searches To Customize Your Check for External Applicant

- Criminal Records Searches
- Civil Records Searches
- Identity Checks
- Verifications
- Motor Vehicle Records Check
- Ongoing Alerts
- Drug Screening
- Healthcare Sanctions
- Employment Credit Report
- International Checks

Ordering a check in the United States.

Order Summary **CONTINUE**

Basic Package [Edit](#)

- ✓ Social Security Number Trace
- ✓ Nationwide Criminal Databases Search
- ✓ Sex Offender Registry Search

Turnaround Time: < 1 Business Day**
[View ETA for County Criminal Record Search.](#)

Optional: Add additional searches to the Package

Click 'CONTINUE'

CANCEL **CONTINUE**



Ordering A Background Check

The screenshot shows the checkout interface for ordering a background check. At the top, there are navigation tabs: ORDER DETAILS, CUSTOMIZE CHECK, CHECKOUT (highlighted), and ABOUT CANDIDATE. The main heading is "Checkout". On the right, a dark blue box says "Place your order".

Payment Information Secure Checkout

This purchase will be added to your invoice

- I agree to the [Terms of Use, Privacy Policy, and Screening Policy](#).
- I am requesting a background check for the permissible purpose of employment screening. I will abide by the [Notice to Users of Consumer Reports: Obligations of Users under the FCRA](#).

[CANCEL](#) [PLACE ORDER](#)

Ordering a check in the United States.

Order Summary [PLACE ORDER](#)

Basic Package [Edit](#)

- ✓ Social Security Number Trace
- ✓ Nationwide Criminal Databases Search
- ✓ Sex Offender Registry Search

Turnaround Time: < 1 Business Day**
[View ETA for County Criminal Record Search.](#)

* Additional third-party fees may apply for this search. We will never charge you these fees without your permission. [Learn more about pass-through fees.](#)

** The listed turnaround time is an initial estimate. Turnaround times may vary depending on the jurisdictions being searched, as well as the types of additional checks included in the report. Once the jurisdictions have been identified, GoodHire will update the report with the most current ETA.



Ordering A Background Check

Candidate Details - Required
Account: Custom Solutions Inc

🇺🇸 You are completing candidate details for a background check in the United States.

Who will complete the candidate details? [?](#)

CANDIDATE MYSELF

👉 We recommend you choose the CANDIDATE option for the fastest, most secure, and compliant process.

Request That The Candidate Completes Details
We will email instructions to your candidate so he/she can easily complete their details online and provide consent. We recommend notifying the candidate that they should expect an email from GoodHire.

Candidate's legal name [?](#)

Legal First Name* Legal Last Name*

Candidate Email Address*

If your candidate doesn't have an email address, you must complete the information yourself.

Your message to candidate*
For the next step in the hiring process, please visit GoodHire to provide the information and consent needed for your background check.

Set message as default [Download sample email](#)

Send me a copy of this email

Additional information that will not be shared with the candidate

Reference Code (Optional) [?](#)

REQUEST FROM CANDIDATE

Request the candidate provide their information for the background check

GoodHire will send them an email on your behalf and automatically update ADP with the status

Optional: Click 'Myself' to enter the candidate's information yourself

Click 'REQUEST FROM CANDIDATE'



Reviewing Results

Reviewing Results

The screenshot displays a candidate profile page with the following sections:

- SOURCE:** Unknown
- OFFER STATUS:** Not Available
- DESIRED SALARY:** Not Available
- PROFILE:** No information available
- EDUCATION:** No information available
- EMPLOYMENT HISTORY:** No information available
- SKILLS:** No information available
- LICENSES & CERTIFICATIONS:** No information available
- MEMBERSHIPS:** No information available
- POSTING QUESTIONS AND RESPONSES:** Two questions listed with IDs QN Text582015125830 and QN Text58201521803.
- INTERVIEWS AND EVALUATION:** No interview scheduled for this candidate.
- BACKGROUND SCREENING:** A table showing screening results:

VENDOR NAME	STATUS	RESULTS
ADP SASS	Consent not available	
GoodHire	Awaiting Candidate	View
- NOTES:** A table showing notes:

GoodHire	Processing	View
GoodHire	Complete	View
- COMMUNICATION:** No communication available.

Callout Box: Once the order is placed, the results status will automatically be updated within ADP. Click 'View' to see the results.



Reviewing Results

The screenshot displays a web interface for reviewing background check results. At the top, there are download and print icons, and a button labeled '+ ADD NEW SEARCHES'. The main header shows 'Test Candidate' with 'Background Check Results' and 'United States'. Below the header, there are tabs for 'OVERVIEW', 'SSN TRACE', and 'CONSUMER REPORT'. The 'OVERVIEW' tab is active, showing a sidebar with a menu icon, 'Overview', and another '+ ADD NEW SEARCHES' button. The main content area features a green status box with a checkmark and the text 'Status: Clear' and 'No records found'. Below this is a grey box with a warning icon and the text 'Ongoing Alerts Disabled for this report', accompanied by an 'ACTIVATE' button. The 'Order Detail' section is expanded, showing 'Order Information' with the following data:

Order Information	
Billing Code	AL - Alabama
Receipt	220647
Ordered	01/29/2021
Delivered	01/29/2021
Status	Clear

Below the order information is a section for 'CANDIDATE BASIC INFORMATION' with the following data:

Name	Test Candidate
Date of Birth	01/29/1980

A dark blue box on the right side of the interface contains the text 'Review Results'.





THANK YOU

Support

support@goodhire.com

Sales

sales@goodhire.com