

HRIS Link for ADP Workforce Now®

Greenhouse Recruiting Connector for ADP Workforce Now

*Seamlessly integrate Greenhouse Recruiting and
ADP Workforce Now*

greenhouse



Introducing HRIS Link for ADP Workforce Now

HRIS Link for ADP Workforce Now is a partial platform integration that allows customers to import users and export new hires. It enables HR, ops and people teams to easily connect ADP® to Greenhouse, so they can measure, iterate and improve their processes while also providing their teams with an improved hiring experience and more confidence in their data accuracy.

By integrating Greenhouse Recruiting with ADP, customers can manage recruiting at scale with increased efficiency, advanced reporting capabilities and reduced chances for human error.

Tiers: Add-on for all subscription tiers

Purchase: Customers can purchase this integration through [ADP Marketplace](#).

Data fields:

User sync (ADP Workforce Now → Greenhouse Recruiting):

- Name
- Email address
- Employee ID
- Status

New hire sync (Greenhouse Recruiting → ADP Workforce Now):

- Birth name
- Legal name
- Email address
- Hire date
- Onboarding template code
- Onboarding status
- Company code
- Job title
- Department
- Cost center
- Location
- Salary
- Hourly pay rate
- Daily pay rate
- Pay frequency
- Address
- Home phone
- Personal mobile



ADP to Greenhouse field name relationships (New hire sync)

Certain data fields listed below (new hire sync) will be brand new and may result in ADP-specific fields separate from standard Greenhouse custom fields.

- These new fields will trigger once a user completes the last step of the 'Purchase' section of the Activation guide - select **'Test the Connection'**

Greenhouse field name	ADP field name	Field type	Existing/New Greenhouse field	Job field	Offer field
Name	Birth name	Textbox	Existing		
Name	Legal name	Textbox	Existing		
Export to Workforce Now	N/A	Yes/No	New		✓
Email address	Email address	Textbox	Existing		
Resolved at	Hire date	Date	Existing		✓
ADP Workforce Now Onboarding Template	Onboarding template code	Single select	New	✓	✓
	Onboarding status	Always "in progress"			
ADP Workforce Now Company Code	Company code	Single select	New	✓	✓
ADP Workforce Now Job Code	Job title	Single select	New	✓	✓
ADP Workforce Now Department Code	Department	Single select	New	✓	✓
ADP Workforce Now Cost Center Code	Cost center	Single select	New	✓	✓
ADP Workforce Now Location Code	Location	Single select	New		✓
ADP Workforce Now Salary	Salary	Currency	New		✓
ADP Workforce Now Hourly Pay Rate	Hourly pay rate	Currency	New		✓
ADP Workforce Now Daily Pay Rate	Daily pay rate	Currency	New		✓
ADP Workforce Now Pay Frequency	Pay frequency	Single select	New		✓
Address	Address	Textbox	Existing		
Phone Number - Home	Home phone	Textbox	Existing		
Phone Number - Mobile	Personal mobile	Textbox	Existing		

Onboarding Guide

Phase	Action	
Purchase	<p>Customer: Adds 'Greenhouse Recruiting Connector for ADP Workforce Now' into cart and follows the prompts to complete purchase</p> <p>Greenhouse unique ID can be found in their production account: Configure → Dev Center → HRIS Link for ADP</p>	<p>ADP: Sends Greenhouse an API request about the new subscription.</p> <p>Customer: Receives an email from ADP saying they need to provide consent:</p> <ul style="list-style-type: none"> Customer can 'Provide Data Consent' through email the email but they must still go into Configure → Dev Center → HRIS Link for ADP 'Save email' and select 'Turn on sync' Or Customer can go to Configure → Dev Center → HRIS Link for ADP and complete steps 3-5 'Provide Data Consent', 'Save email', select 'Turn on sync'
Hire Link Activation	<p>Customer: Login to ADP as a user with the "Practitioner" role (can assign and manage templates)</p> <ul style="list-style-type: none"> Click Setup and select Hire/Rehire under <i>Template Management</i>. Find each onboarding template that you want to use with the integration, and set it to Active. <p>Next, you'll need to update the permissions of each template:</p> <ul style="list-style-type: none"> Open the Onboarding template and click Assign Users. Select the Practitioner and Don't inactivate or delete this profile. Membership changes could impact any existing integrations in the assignment section. Finalize the setup by clicking Next>Next>Submit. <p>Repeat these steps for each onboarding template that you want to use with the Greenhouse Recruiting/ADP Workforce Now integration.</p>	
User Link Activation	<p>Once the customer confirms their setup Greenhouse will create a Zendesk ticket</p> <p>Technical Consultant: Responds to the ticket and provides next steps:</p> <ul style="list-style-type: none"> Requests ISU & notification email address 	<p>Customer: provides the below information to Technical Consultant:</p> <ul style="list-style-type: none"> Create and share ISU (Greenhouse user id) A notification email address Grant temporary support access to their Production environment: Instructions here <p>Technical Consultant:: Exports user data → Sends the data to the customer for verification → Once customer confirms, kicks off the initial import</p> <ul style="list-style-type: none"> Assist with troubleshooting as needed After import is successfully complete, enables polling and notifies customer to close out the ticket.

How does Hire Link and User Link work?

	What happens?
Hire Link	<ol style="list-style-type: none">1. When the customer creates an offer in Greenhouse Recruiting, they'll have the option to send the new hire's information to ADP Workforce Now.2. When the candidate is marked as hired, their information will be sent to ADP immediately.
User Link	<ol style="list-style-type: none">1. The Technical Consulting team will run a one time import from ADP → Greenhouse Recruiting and once this is successful the User import will run once every 24 hours.1. After polling is enabled, the integration will continue to run daily without customer intervention.