

BambooHR with ADP Integration Guide

How HR teams
streamline HR
processes with
data connectors.



2024



Flexspring 
Everything connects

Introduction

Welcome to next-generation HR data integration using data connectors from Flexspring.

- ✓ Gain **seamless integration** between BambooHR® and ADP®.
- ✓ Improve your HR team's productivity by **avoiding double-data entry** between BambooHR and ADP.
- ✓ **No internal IT resources** are needed to create a data integration. The experts at Flexspring handle all custom data mapping.
- ✓ Go beyond scheduled file transfer to gain **near real-time data sharing** via API-to-API connection.
- ✓ Gain **fast Integration** using turnkey, select, or custom-tailored connectors.
- ✓ **Increase security** by reducing the creation of unnecessary user accounts, duplicate employee profiles, and people involved with manual data entry.

Flexspring focuses solely on HR data integration. It's all we do. Flexspring is an ADP Marketplace Platinum Partner and one of the leading sellers of data connectors for ADP.

Flexspring integrations are true point-to-point integrations. They do not require manual interventions, do not store data, and meet enterprise-level security standards.

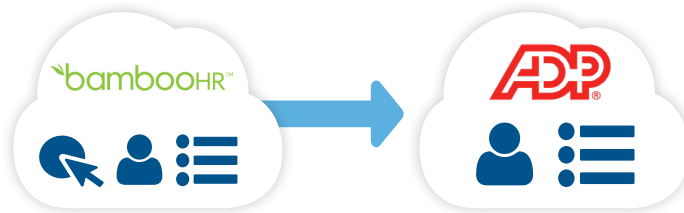
This **BambooHR with ADP Integration Guide** walks you step by step through what you need to know to easily integrate BambooHR with ADP.



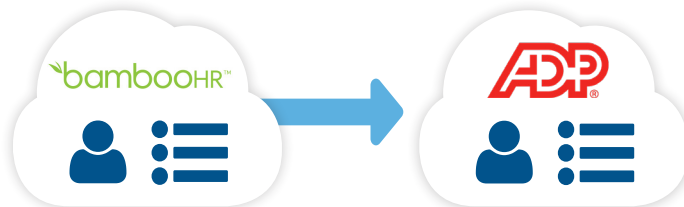
Step One: Choose your use case (or use cases)

Here are the three most popular use cases for integrating BambooHR® with ADP Workforce Now® or ADP Vantage®. With data integration from Flexspring, you only pay for the use case or use cases that you need.

- 1 New Hires from BambooHR to ADP.** As soon as a hiring manager presses the hired button in BambooHR, new hire data automatically syncs in ADP with essential information needed to process payroll in real-time.



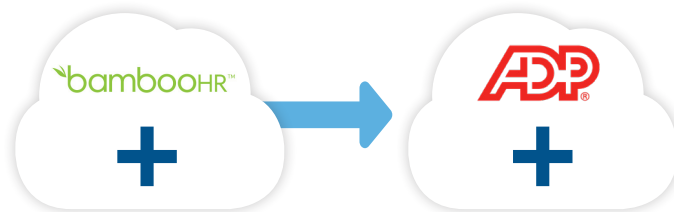
- 2 Employee Updates from BambooHR to ADP.** As soon as current employee data changes in BambooHR, the data automatically updates in ADP. Data integration ensures that all employee data needed to process payroll is up-to-date for current employees.



- 3 Additional Employee Data Use Cases.** This bundled use case allows you to pick additional employee data integrations from the following list of use cases between BambooHR and ADP.

Connectors are priced for one additional use case or for a discounted bundle of three additional use cases. If you want more than three use cases, please speak to your rep for special pricing.

- Tax Withholding
- Direct Deposit
- Paid Time Off
- Leave of Absence
- Vacation Accruals
- Bonus Information (one time or otherwise)
- Emergency Contact Information



*If you are looking to **seamlessly modernize your HR processes**, and you have ADP Workforce Now®, you **MUST** get a Flexspring Connector with your ATS. The*

tools are inseparable. The team at Flexspring was extremely knowledgeable within both platforms and made the integration effortless. And they will work to meet your needs.

- MATTHEW KORN, HUMAN RESOURCES MANAGER AT UNode50



*When we rolled out BambooHR as our new Core HR system, we decided to streamline our workflow with a data integration. Flexspring was great at customizing their BambooHR to ADP integration to meet our unique business needs. With this integration, at our current headcount, **I estimate we're saving 10-20 hours per week.***

- DANIELLE FOLEY, MANAGER, HR OPERATIONS, BERLIN PACKAGING



"Best Client Testimonial"
at the ADP Marketplace
Partnership Summit Awards

Step Two: Choose Turnkey, Select, or Custom Integration

BambooHR to ADP use case connectors come in three flavors: turnkey, select, and custom.

- **Turnkey** uses 37 fields of employee data.
- **Select** includes turnkey fields plus 5 custom fields in ADP, multi-step data collection, terminations, and more.
- **Custom** integration is unlimited—custom-tailoring your connector to meet all of your unique business needs.

Companies should choose the connector edition that works best for their business.

Can I use a Turnkey Integration?



Lowest-priced option using 37 fields of employee data

Some businesses can use the turnkey version. This lowest-priced, prebuilt connector works with 37 fields of employee data using standard and custom fields from BambooHR to standard ADP fields. Turnkey integration is fast and has the added benefit of combining both new hires and employee updates into one use case.

Turnkey involves no custom fields in ADP or custom logic mapping from Flexspring experts. If your business has custom fields in ADP, you will require a select or custom integration.

As long as your business matches your BambooHR fields for 37 fields of employee data to specific ADP standard fields, you can use the turnkey option to complete your integration.

Review the integration maps before choosing the version (turnkey, select, or custom) that you require or contact sales@flexspring.com for assistance.

BambooHR with ADP Data Fields: New Hires and Employee Updates Turnkey Edition

BambooHR FIELD NAMES*	ADP FIELD NAMES	VALUES
Personal Data		
HireDate	Hire Date	
default to value	Reason for Hire	"NEW" - New Position
ssn	Tax ID	Social security number
default to value	Tax ID Type	"SSN"
SALUTATION	Salutation	
firstName	First Name	
MIDDLE_NAME	Middle Name	
lastName	Last Name	
GENERATION_SUFFIX	Generation Suffix	
PREFERRED_NAME	Preferred Name	
gender	Gender	M,F,N
dateOfBirth	Birth Date	
Legal Address		
country	Country	ISO-3166-1 Country code
address1	Address 1	
ADDRESS_2	Address 2	
city	City	
default to value	State/Province/Territory	"StateTerritory"
zipCode	Zip Code	
COUNTY	County	
Communications		
homeEmail	emailUri	
homePhone	Home phone	Where type is 'home phone'
mobilePhone	Cell phone	Where type is 'mobile phone'
Demographics		
maritalStatus	Marital Status	Uses Current ADP List Values
default to value	Race ID Method	"SID"
ethnicity	EEO Ethnic Code	Uses Current ADP List Values
Employment		
employeeNumber	Position ID	COMPANY CODE + employee number
jobTitle	Job Title	lookup based on jobTitle - must match
exempt	FLSA	
WORKER_CATEGORY	Worker Category	Uses Current ADP List Values
BUSINESS_UNIT	Business Unit	
location	PayGroupCode	lookup based on location - must match
department	Home Department	lookup based on department - must match
COST_CENTER	Cost Center	
paySchedule	Pay Frequency	Uses Current ADP List Values
payType	Rate Type	H-Hourly,D-Daily,S-Pay Period
payRate	Pay Period Pay Rate	
payRate	Hourly Pay Rate	
payRate	Daily Rate Amount	
RATE_2_AMOUNT	Rate 2 Amount	
COMPANY_CODE	Company Code	

* lower case = standard BambooHR fields; UPPER CASE = BambooHR custom fields to match in ADP

About Select Integration



Features turnkey fields + 5 custom fields in ADP, multi-step data collection, terminations, and more

Most businesses choose select integration for BambooHR with ADP, which automates some smart features. The select connector includes all 37 turnkey fields plus customization of 5 fields in ADP and the ability to apply custom data-mapping logic.

Select also allows for multi-step data collection. A select integration pulls data from applicants and new hires in BambooHR—assisting in the onboarding process in ADP—while waiting until the appropriate start date to send a new hire to payroll.

Select handles rehires into the same position and terminations.

Select also handles a one-time synchronization of employee IDs between apps (AOID) to prevent employee data conflicts. With turnkey, you will have to update employee ID fields manually in BambooHR.

About Custom Integration



Features unlimited custom data mapping by Flexspring integration experts

Custom integration using a BambooHR with ADP connector from Flexspring is fast and relatively easy. The experts at Flexspring do all the data mapping to create a custom connector tailor-made for your business. No internal IT resources are needed to create or maintain your integration.

With custom connectors, the experts at Flexspring meet all the unique integration needs of your business.

If you need more than 5 custom fields in ADP or require additional features, you will need a custom integration.

BambooHR Integration Key Differences

FIELDS AND BUSINESS PROCESSES	TURNKEY	SELECT	CUSTOM
Personal Information Standard Fields	✓	✓	✓
Legal Address Standard Fields	✓	✓	✓
Contact Info Standard Fields (email and phone numbers)	✓	✓	✓
Demographic Standard Fields	✓	✓	✓
Employment Info Standard Fields	✓	✓	✓
Email Notifications		✓	✓
Terminations		✓	✓
Multi-Step Data Collection		✓	✓
One-time Synchronization of Employee IDs		✓	✓
Custom Tables			✓
Custom Fields		5	✓
Location Requirements	U.S. Only	U.S. Only	U.S. & Global
Rehires		Same Position	Different Position
Custom Logic		5	Unlimited



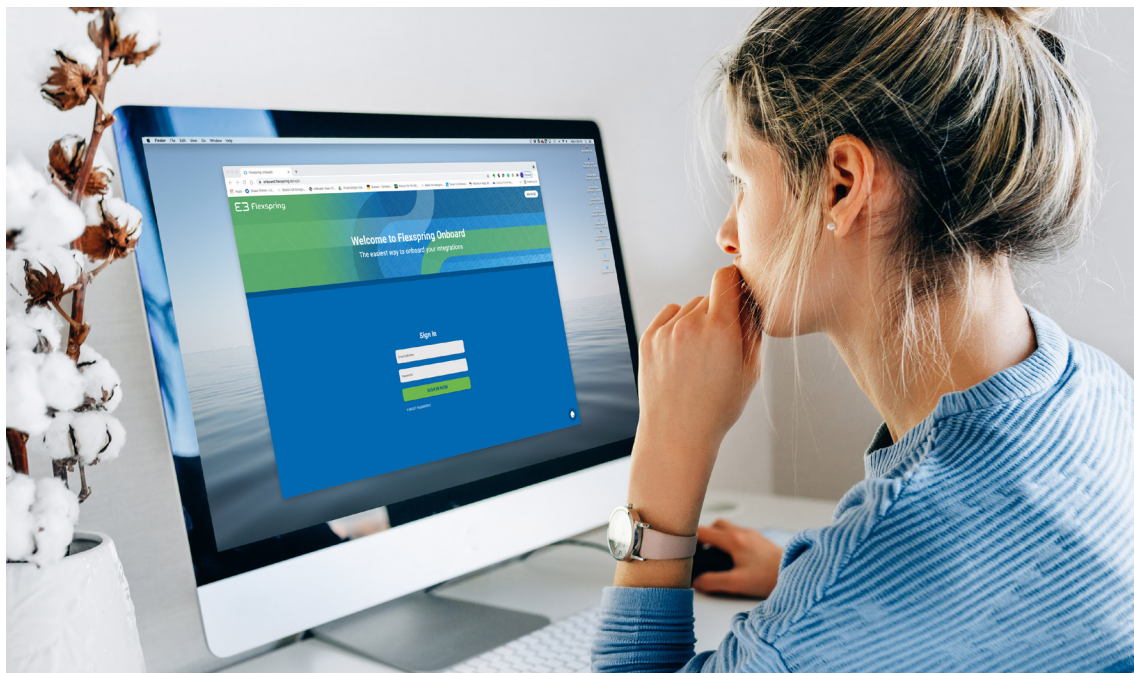
HR departments should embrace the time-savings of data integration. Solving the double-data entry problem saves our HR resources hours monthly, freeing our teams to work on things of greater strategic benefit to our company. The cost-benefit analysis made the Flexspring connector cheaper to buy than build. And the implementation process was seamless and really easy.

- HRIS MANAGER, SOFTWARE COMPANY

Powered by Flexspring

Flexspring's integrations have a distinct advantage: the Flexspring iPaaS. Flexspring is an integration platform as a service (iPaaS) built from the ground up to meet the complex requirements of HR data integration. Simply, what SaaS does for software, Flexspring does for integration.

Flexspring is built for flexibility and speed. Leveraging integration templates, the experts at Flexspring can easily customize your integration to meet your unique business needs.



Flexspring integrations are also future-proof. The Flexspring support team can easily make changes in the future should new business rules, new payment codes, or new custom fields need to be added in BambooHR or ADP.

Flexspring integrations are true point-to-point integrations. They do not require manual interventions, do not store data (beyond temporary transaction logs), and meet enterprise-level security standards—including GDPR-compliance and SOC 2 certification by the AICPA (American Institute of Certified Public Accountants).

Step Three: Pricing

Turnkey	Use Case	Use Case Name	Source System	Target System	One-time Setup	Annual Subscription
	1	New Hires and Employee Updates to ADP	BambooHR	ADP	\$1,500	\$4,500
Select	Use Case	Use Case Name	Source System	Target System	One-time Setup	Annual Subscription
	1	New Hire to ADP	BambooHR	ADP	\$3,000	\$5,000
	2	Employee Updates to ADP	BambooHR	ADP	\$3,000	\$5,000
	3	One Additional Employee Data Use Case	BambooHR	ADP	\$3,000	\$5,000
Custom	Use Case	Use Case Name	Source System	Target System	One-time Setup	Annual Subscription
	1	New Hire to ADP	BambooHR	ADP	\$5,000	\$7,000
	2	Employee Updates to ADP	BambooHR	ADP	\$5,000	\$7,000
	3	Three Additional Employee Data Use Cases	BambooHR	ADP	\$5,000	\$7,000

Integrations work with ADP Workforce Now®, ADP Workforce Now® Next Generation, or ADP Vantage HCM®.

Fast Integration

A turnkey integration can be fully deployed in 2-4 weeks.

A select integration can be fully deployed in 4-6 weeks. Note: 8-10 weeks if adding one additional employee data use case.

A custom integration can be fully deployed in 8-10 weeks.

Buy your **BambooHR Connector on the ADP Marketplace.**

Guide last updated: 2024-03-15

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When experts connect data, you have peace of mind.

Bonus →
Case Studies



We love to talk about data integration. Please reach out with any questions.



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G2 Crowd rates Flexspring 4.8 out of 5 stars



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Biopharmaceutical Company's HR Staff Saves 25 Hours a Month with a BambooHR to ADP Integration

BAMBOOHR TO ADP INTEGRATION CASE STUDY:

A clinical-stage biopharmaceutical company streamlines its HR workflows to save time and eliminate data-entry errors.

“Prior to Flexspring’s integration, we had quite a few data entry errors. We wanted to alleviate any kind of manual input errors as we add new hires. Data integration eliminated a huge amount of headaches, saving us time.”

— IT Consultant,
Biopharmaceutical Company

Integration Challenge

Expanding its workforce to handle more of its important research, a biopharmaceutical company developing therapies for cancer patients needed to streamline its HR workflows to eliminate data-entry errors and save time. For the company to scale up, it needed automation to replace its inefficient manual processes.

Integration Solution

Flexspring had the experience and knowledge to help the company automate data coming into ADP Workforce Now® from BambooHR® with a hands-free, point-to-point solution.

Manually onboarding new hires, updating current employee status, and handling custom payroll information were tasks that took time away from growing their business. Since implementing automation and data integrations, the company is much more efficient. “All things considered,” said the company’s IT consultant, who led the project, “I would say we’re saving at least 25 hours a month.”

INTEGRATION USE CASES:

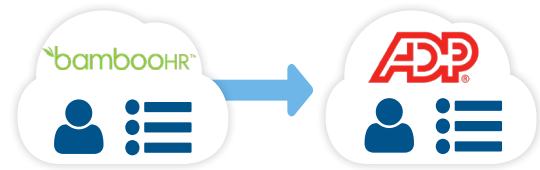
1 New Hires from BambooHR to ADP

As soon as a hiring manager presses the hired button in BambooHR, new hire data automatically syncs in ADP with essential information needed to process payroll in real-time.



2 Employee Updates from BambooHR to ADP

When current employee data changes in BambooHR, the data automatically updates in ADP. Data integration ensures that all employee data needed to process payroll is up-to-date for current employees.



Coollest Features of This Integration

“My favorite feature is that it all works,” said the consultant. “Flexspring’s knowledge was extremely helpful. Specifically, we have some custom bonus and payroll information fields that had to be calculated when they enter the payroll system, so we needed a company that really knows ADP and BambooHR. Flexspring was excellent at providing the framework for our requirements, and they asked the right questions so we got everything we wanted. We didn’t have to backtrack or explain, which was valuable. The more we learned about Flexspring, the more we understood all the APIs they work with, and the custom fields they build. They have their arms around integration and provided an excellent experience.”

When experts connect data, you have peace of mind.

For help with BambooHR to ADP integration:



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The BambooHR to ADP
connector by Flexspring
is available on the

ADP Marketplace

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Global Travel Company's HR Team Saves a Ton of Time with BambooHR® to ADP® Integration

BAMBOOHR TO ADP INTEGRATION CASE STUDY:

A global travel deals provider saves its HR professionals time with data integration connectors.

“From new hires and employee updates to annual salary changes, Flexspring’s integration saves us a ton of time. We wanted data to automatically update in real-time instead of us keying everything manually. This is exactly what we needed and the integration works very well.”

— HR Administrator, Global Travel Deals Provider

Integration Challenge

This busy travel company works with thousands of suppliers to provide memorable travel experiences for its millions of members worldwide. The company's HR staff wanted to save time and eliminate manual data entry errors within their HR workflow. Manually entering new employee data, current employee updates, and payroll changes across its workforce wasted time and money.

Integration Solution

Flexspring was able to help automate data coming from BambooHR into ADP Workforce Now® with a hands-free, point-to-point solution.

Streamlining its HR workflow with automation helped save the company time and improve efficiency. Integration also eliminated manual errors by freeing its HR team from double-data entry to focus on recruiting and employee development for the company's global workforce.

INTEGRATION USE CASES:

1 New Hires from BambooHR to ADP

As soon as a hiring manager presses the hired button in BambooHR, new hire data automatically syncs in ADP Workforce Now with essential information needed to process payroll in real-time.



2 Employee Updates from BambooHR to ADP

As soon as current employee data changes in BambooHR, the data automatically updates in ADP Workforce Now. Data integration ensures that all employee data needed to process payroll is up-to-date for existing employees.



Cooler Features of This Integration

This integration not only saves time by automating data and eliminating manual data entry errors, but Flexspring's experienced team also handled the company's many custom fields in BambooHR to seamlessly integrate with ADP. "We have constant changes," said the company's HR administrator, "including new hires, employee address updates, salary changes, and much more. With this integration, everything automatically updates in ADP. Eliminating manual data entry errors and saving time is exactly what we needed."

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