



SAP SuccessFactors 

ADP Tax Credits WOTC Deployment Guide

Revision History

Date	Version	Description	Author
6/20/2019	1.0	Draft version	Filipe Forneck, Srinivas Devaka, Deepak Basumatary
6/27/2019	1.1	Fixed comments from SAP and internal team.	Filipe Forneck, Srinivas Devaka
8/20/2019	1.2	Corrected order of sections <i>Create the ADP Assessment Vendor Package</i> and <i>Create the ADP Assessment Vendor</i>	Filipe Forneck
9/3/2019	1.3	Modified instructions on how to import both server and client certificates into SAP Cloud Platform Integration Modified instructions on how to grant API access to SAP Cloud Platform Integration and SAP SuccessFactors Added instructions on how to configure new Integration Flow parameters Minor modifications and corrections	Filipe Forneck
5/6/2020	1.4	Added steps to generate client key pair using external tool Added instructions on how to populate new parameters of integration flows	Filipe Forneck
7/14/2020	1.5	Added instructions on how to populate the new timeout attribute for Integration Flow	Filipe Forneck
7/31/2020	1.6	Added instruction on how to configure the Error Report email	Filipe Forneck
8/7/2020	1.7	Modified the instructions on how to import ADP's root server certificate into SAP CPI	Filipe Forneck
8/20/2020	1.8	Increased the default timeout value to 2 minutes	Filipe Forneck



Table of Contents

Background.....	5
In This Guide	5
ADP Tax Credits Connector for SAP SuccessFactors	6
Functional Objective	6
SAP SuccessFactors Assessment	6
Connector Overview	6
Data Flow.....	7
System Requirements.....	7
Transport Protocols & Authentication	7
ADP Tax Credits Configuration.....	8
Provide Consent for ADP to share information with SAP SuccessFactors	8
SAP SuccessFactors Configuration.....	10
Enable API access.....	10
Configure API Access.....	13
Create the Security User.....	13
Create the Permission Group	15
Create the Security Role.....	18
Remove Password Expiration	23
Enable Assessment Integration.....	25
Create the ADP Assessment Vendor.....	26
Create the ADP Assessment Vendor Package	27
Modify the Job Requisition template.....	30
Create API user in SAP Cloud Platform Integration.....	37
Configure the Event Notification Subscription	43
Configure the Hire Notification integration	45
Configure the Hire Notification using Recruiting Module only	45
Configure the Hire Notification in Employee Central.....	59
SAP Cloud Platform Integration Configuration	69

Configure SAP Cloud Platform Integration to Trust ADP's Certificate	69
Check Connectivity with ADP	69
Import the ADP Root Certificate into Trust Store.....	71
Obtain the ADP Signed Client Certificate	78
Deploy SAP SuccessFactors Credentials.....	92
Import the Connector Package.....	95
Deploy the ADP Tax Credits SAP SuccessFactors Connector Call ADP API Integration Flow	96
Deploy the ADP Tax Credits SAP SuccessFactors Connector Assessment Status Update Integration Flow.....	99
Deploy the ADP Tax Credits SAP SuccessFactors Connector Notify Hire Integration Flow.	102
Deploy the ADP Tax Credits SAP SuccessFactors Connector Order Assessment Integration Flow.....	105
Configure log levels.....	109
ADP recommendations to maximize tax credits program performance	116
Customer/User Acceptance Testing	117
Apply for the Job.....	118
Verify that the Take Assessment button Appears in the Application Flow	119
Complete the WOTC Screening	120
View Candidate Assessment Results	120
View the Integration Events for the Hire.....	121
Verify Successful Hire Notification to ADP	122
Set logging level to Trace	122
Hire a Candidate using Recruiting Module only	122
Hire a Candidate using Recruiting and Employee Central Modules	124
Verify SAP Cloud Platform Integration logs	139
Frequently Asked Questions	141
ADP support Contacts.....	141



Background

The Work Opportunity Tax Credits (WOTC) is a Federal tax credit available for employers who hire individuals from certain target groups that have consistently faced significant barriers to employment. In this document, we outline the steps involved in implementing an integration that allows SAP SuccessFactors to exchange information with ADP Tax Credits, a vendor on the Partner Edge PE Build program of SAP.

In This Guide

This implementation guide provides instructions that will assist in the process of deploying and configuring the ADP Tax Credits Connector in your organization's SAP SuccessFactors and SAP Cloud Platform Integration tenants. The intended audience for this document is the SAP SuccessFactors Integration Implementer, and the steps described here may vary depending upon the customer configuration of those systems.

Customer	Customer using the SAP SuccessFactors Recruiting capabilities and requiring supplemental services provided and supported by ADP Tax Credits.
Implementation Guide	Document to assist Implementers who are configuring SAP SuccessFactors and SAP Cloud Platform Integration (CPI) to integrate with ADP Tax Credits. In this document, SAP SuccessFactors refers to the SAP SuccessFactors tenant.
Implementer(s)	The Implementer(s) is the individual or group of individuals responsible for configuring SAP SuccessFactors and SAP Cloud Platform Integration and deploying the connector. In this document, System Integrators and Implementers will be used interchangeably. SAP generally recommends that the customer engage an appropriate SAP Cloud Platform Integration Certified Consultant(s) when deploying any connector.
Recruiting/Hiring Manager	The Recruiting/Hiring manager is responsible for creating the job requisition, configuring the assessment in the job application and moving the candidate forward in the job application process.



ADP Tax Credits Connector for SAP SuccessFactors

The ADP Tax Credits Connector for SAP SuccessFactors has been designed, developed, tested and documented by ADP with SAP guidance and oversight. The connector facilitates the flow of data required between SAP SuccessFactors and ADP Tax Credits for specific use case(s) and is not intended to address all use cases customers may be interested in. The customer benefits by receiving pre-built, pre-tested, documented, partner-maintained connectors that minimize implementer's effort as compared to custom connectors for the specific use case(s) addressed.

Only a customer or an SAP SuccessFactors/Cloud Platform Integration System Integrator can configure and test the functionality described in this guide. ADP can assist by providing this guide but setup of SAP SuccessFactors and SAP Cloud Platform Integration tenants, security, business processes, or any other related configurations on the SAP SuccessFactors or SAP Cloud Platform Integration side is the responsibility of the customer.

Functional Objective

This connector will enable SAP SuccessFactors clients to take advantage of the Work Opportunity Tax Credit, by integrating the ADP screening, eligibility, and hire notification into the related SAP SuccessFactors flows.

SAP SuccessFactors Assessment

The ADP Tax Credit Connector for SAP SuccessFactors leverages the SAP SuccessFactors Assessment framework, which means clients can assess their candidates at different stages of the job application, from "New Application" to any downstream stage of the job application workflow.

Connector Overview

The ADP Tax Credits WOTC integration is implemented within the SAP SuccessFactors Recruiting and Employee Central modules, with the Employee Central module being optional. The screening questionnaire and processing/presentation of the eligibility result is implemented using the standard SAP SuccessFactors Recruiting Assessment functionality.

- Candidates complete the screening questionnaire as part of their job application process
- The exact stage when the assessment is taken can be chosen by the customer
- The eligibility result for each screening questionnaire is updated within SAP SuccessFactors and made available to Recruiters/Hiring Managers
- When a candidate is hired, the relevant hire information will be provided to ADP. If a client uses only Recruiting module, the notification from Recruiting module will be used, and if a client uses both Recruiting and Employee Central, the notification from Employee Central will be used.

Data Flow

When applying for a job in an SAP SuccessFactors system with the ADP Tax Credits Connector deployed, candidates will be directed to ADP to complete the screening assessment as part of the job application flow. ADP Tax Credits will determine their eligibility for various tax credits and provide the eligibility result information back to SAP SuccessFactors. When the candidate is hired in SAP SuccessFactors, the required information is provided to ADP.

System Requirements

The ADP Tax Credits integration is intended for SAP SuccessFactors clients using the Recruiting module. The use of the Employee Central module is optional. Clients will also need an SAP Cloud Platform Integration tenant to host the Connector.

Candidates can complete the screening assessment using either a desktop or a mobile device.

Transport Protocols & Authentication

All web service communication is via secured HTTPS/TLS channels.

SAP Cloud Platform Integration Web Services are SOAP/XML-based web services that are secured with username/password embedded in the XML payloads.

ADP Tax Credits web services are secured with mutual authentication (X.509 certificates on both SAP Cloud Platform Integration client and ADP server). ADP web services also implement OAuth2 client credentials authorization.

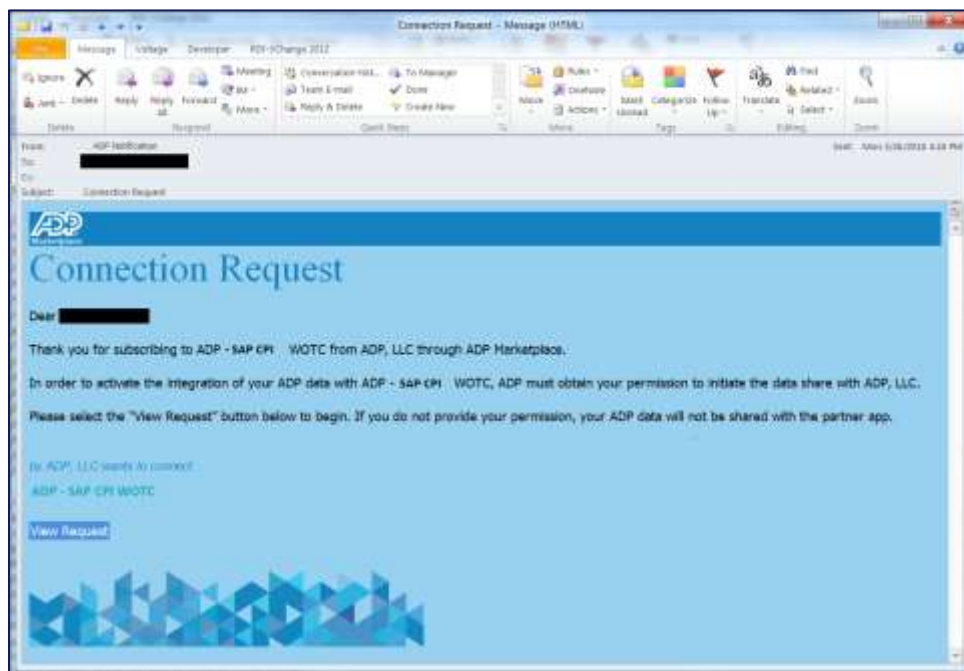
ADP Tax Credits Configuration

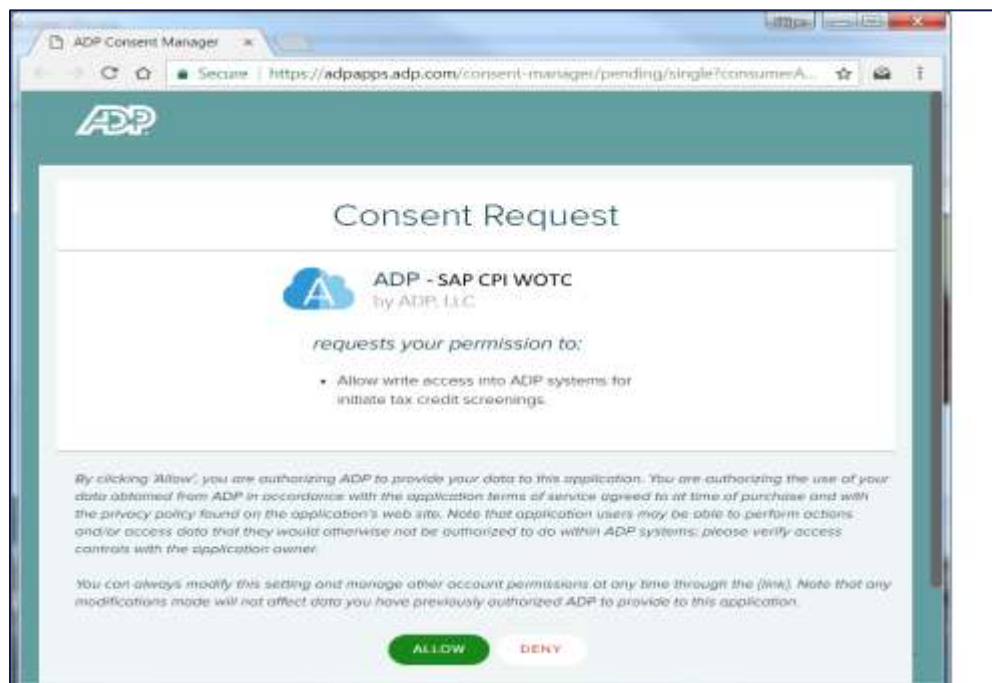
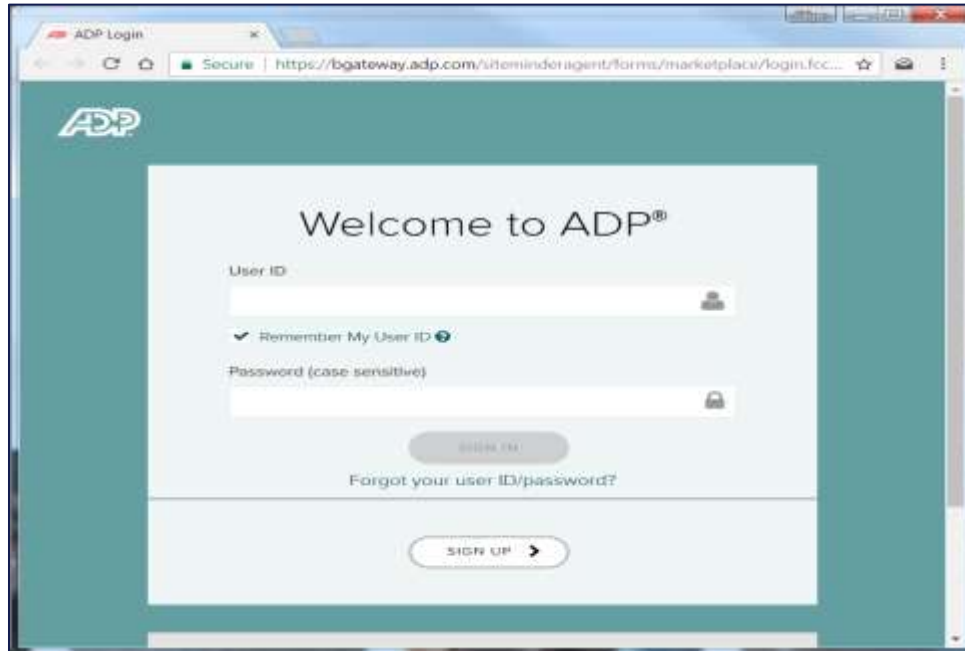
Follow the steps in the sections below to configure ADP Tax Credits systems to be integrated with SAP SuccessFactors.

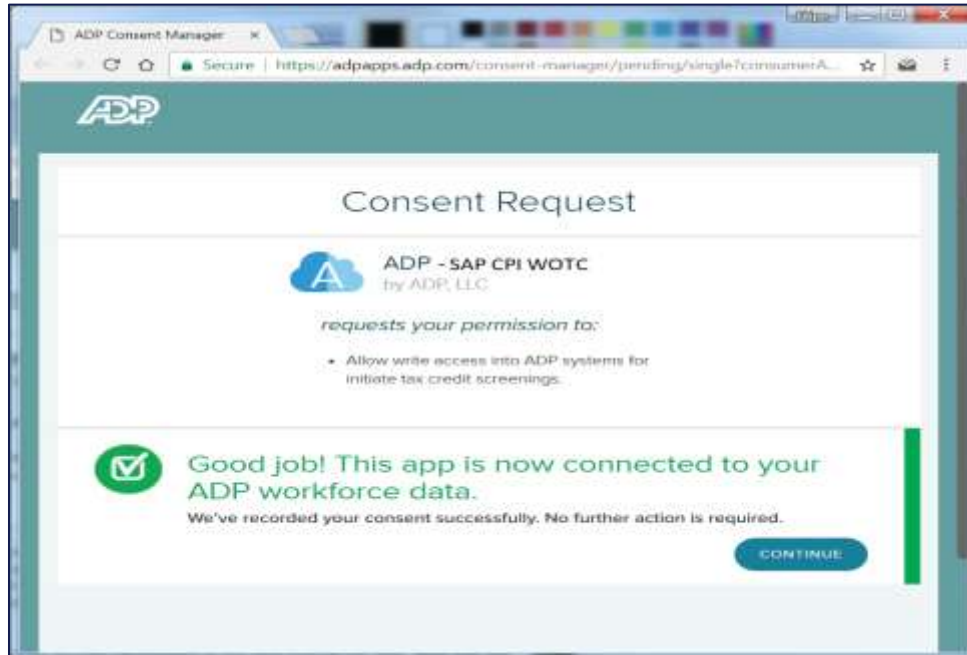
Provide Consent for ADP to share information with SAP SuccessFactors

Once your Organization has completed testing the integration on your test Tenant, it will be subscribed to use the Connector in ADP. After that, you should receive an email asking for permission by ADP to share information with SAP SuccessFactors. Follow these steps to consent to this request:

1. Click on the **View Request** button on the email you received
2. Enter your credentials and click on the **Sign In** button
3. Review if the app is the correct one
4. Review the permissions being granted to the app
5. Click on the Allow button







SAP SuccessFactors Configuration

Follow the steps in the sections below to configure your organization's SAP SuccessFactors tenant for the ADP Tax Credits integration.

Enable API access

Follow these steps to enable web service integrations.

1. Login into the SAP SuccessFactors Provisioning page
2. Click on the name of your organization
3. Click on the *Company Settings* link
4. Under the *Web Services* section, mark the *SFAPI* checkbox (ignore the warning of deprecation)
5. Under the *Web Services* section, make sure the *Disable OData API* checkbox is not checked
6. Click on the *Save* button

Example:

Provisioning

Log On

E-Mail, ID, or Login Name

Password

[Log On](#)

[Register](#)

[Forgot password?](#)

SAP® ID Service

SuccessFactors Business Execution Suite™ PROVISIONING logout

<
>
Home
Companies

Company Details
New Company
Clone Company
Reports
Operations/Maintenance
SMB
Manage Provisioners
Manage WFA URLs
Manage Embedded Analytics Guardrails Configuration
SAP Analytics Cloud configurations
SuccessStore
Upgrade Center Media Content
Upgrade Center Feature Config
Se

List of Companies [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#) [show all...](#)

Show License Information [Show License](#)

Company Name	Company ID	Total Seats	Seat Enforcement Option	Expiration Date	Expiration Enforced	DB Pool ID	Active	In Maintenance	Database Credentials
ADP	200000000000	0	None	06/06/2019	✓	adp	✓		✓

Customize Company Instance
To modify or continue installation process of a company instance, please click the company's hyperlink above.

Copyright © 2019 SuccessFactors, Inc. All rights reserved. These online services are SuccessFactors confidential and proprietary and are for use by authorized SuccessFactors customers only. Other users are prohibited.



Always Designing
for People™

SuccessFactors Business Execution Suite™ PROVISIONING logout

Companies

Companies

Company Details New Company Clone Company Home Operations/Maintenance SMB Manage Provisioners Manage WFA URLs Manage Embedded Analytics Guardrails Configuration SAP Analytics Cloud configurations SuccessStore Upgrade Center Media Content Upgrade Center Feature Config

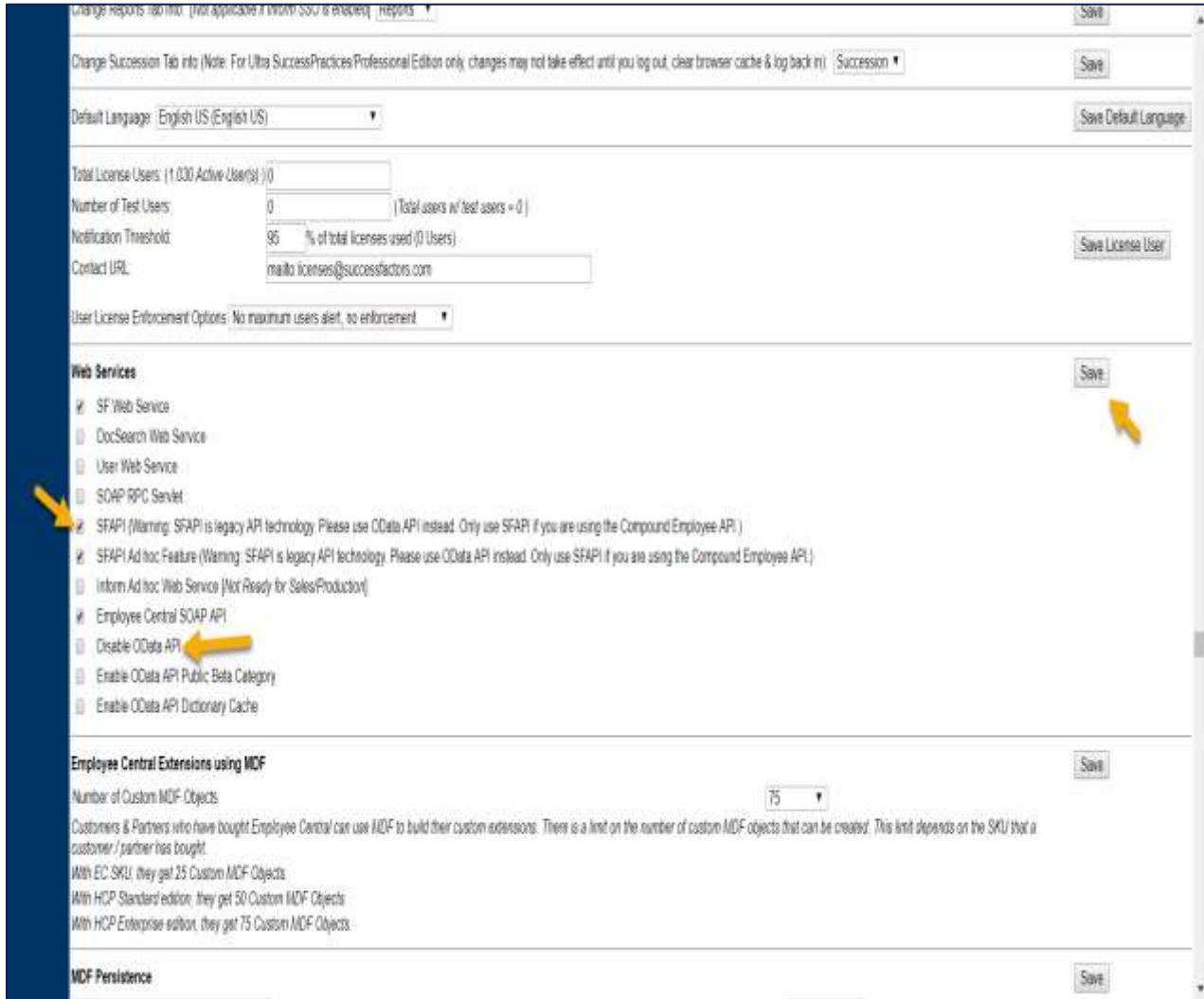
[Go to Company List](#) [ADP](#) [09](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#) [show all...](#)

EDIT COMPANY SETTINGS

- [Company Settings](#) 
- [Edit Home Page Content](#)
- [Pick a Company UI skin](#)
- [Single Sign-On \(SSO\) Settings](#)
- [Manage Languages](#)
- [Modify Custom Pages](#)
- [Extension Management Configuration](#)
- [Application Security Settings](#)
- [Instance Synchronization Company Permissions](#)

CUSTOMER INSTANCE ACCESS

- [Log in to customer instance](#)



Change reports tab into (Not applicable if using SSU or external reports)

Change Succession Tab into (Note: For Ultra SuccessPractices/Professional Edition only, changes may not take effect until you log out, clear browser cache & log back in)

Default Language:

Total License Users (1,000 Active User(s))

Number of Test Users: (Total users w/ test users = 0)

Notification Threshold: % of total licenses used (0 Users)

Contact URL:

User License Enforcement Options: No maximum users alert, no enforcement

Web Services

- SF Web Service
- DocSearch Web Service
- User Web Service
- SOAP RPC Servlet
- SFAPI (Warning: SFAPI is legacy API technology. Please use OData API instead. Only use SFAPI if you are using the Compound Employee API.)
- SFAPI Ad hoc Feature (Warning: SFAPI is legacy API technology. Please use OData API instead. Only use SFAPI if you are using the Compound Employee API.)
- Inform Ad hoc Web Service (Not Ready for Sales/Production)
- Employee Central SOAP API
- Disable OData API
- Enable OData API Public Beta Category
- Enable OData API Dictionary Cache

Employee Central Extensions using MDF

Number of Custom MDF Objects:

Customers & Partners who have bought Employee Central can use MDF to build their custom extensions. There is a limit on the number of custom MDF objects that can be created. This limit depends on the SKU that a customer / partner has bought.

With EC SKU, they get 25 Custom MDF Objects

With HCP Standard edition, they get 50 Custom MDF Objects

With HCP Enterprise edition, they get 75 Custom MDF Objects.

MDF Persistence

Configure API Access

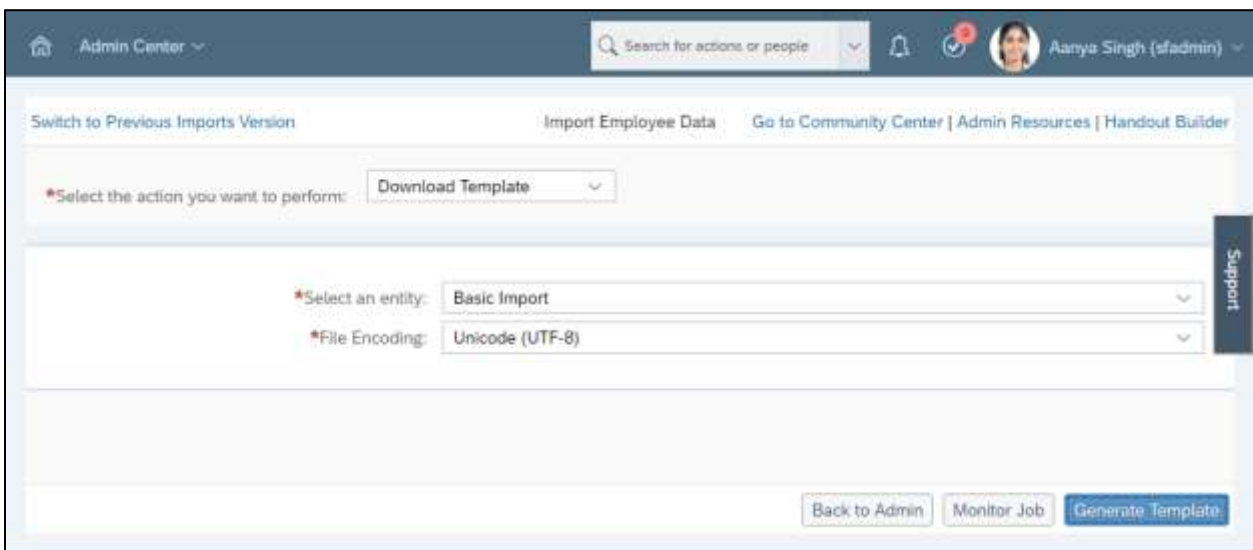
Create the Security User

Follow these steps to create the user whose credentials will be used by the connector.

1. Log into the SAP SuccessFactors tenant
2. Access the *Import Employee Data* page
3. In the action dropdown, select *Download Template*
4. Enter the following information:

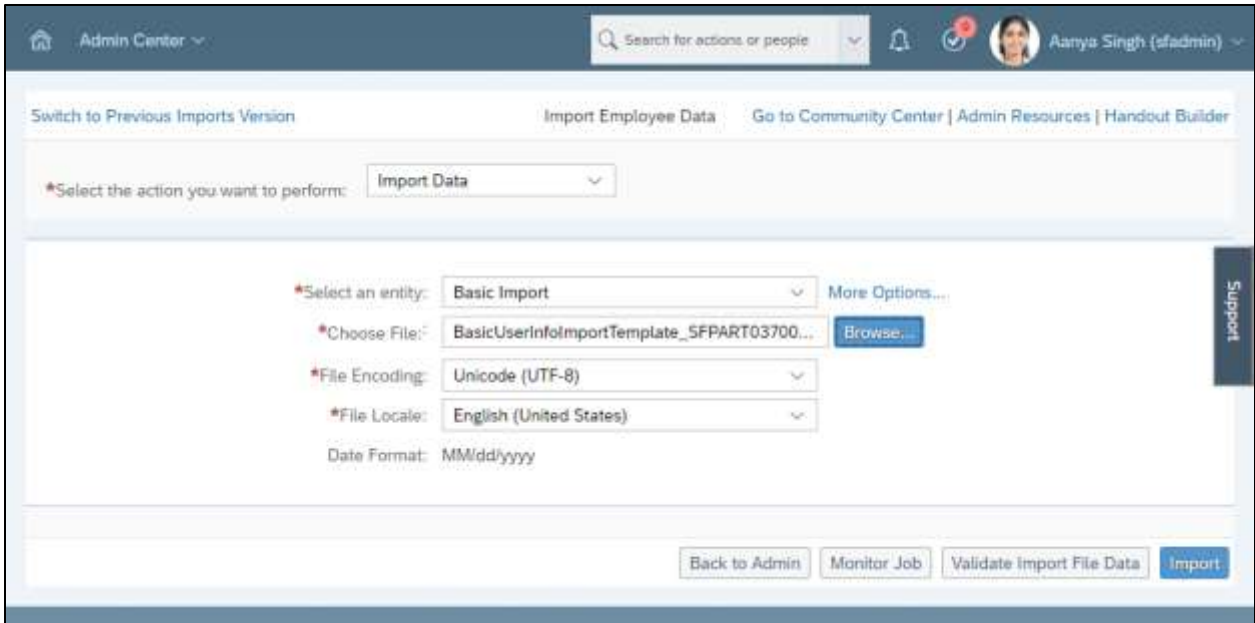
- a. Select an entity: Basic Import
 - b. File Encoding: Unicode (UTF-8)
5. Click on *Generate Template*
6. Open the downloaded file and enter the following information on a new row:
 - a. STATUS: active
 - b. USERID: apiuser
 - c. USERNAME: apiuser
 - d. FIRSTNAME: API
 - e. LASTNAME: User
 - f. EMAIL: <enter your email>
 - g. MANAGER: NO_MANAGER
 - h. HR: NO_HR
 - i. DEFAULT_LOCALE: en_US
7. Save the file
8. Back in SAP SuccessFactors, change the action to *Import Data* and enter the following information:
 - a. Select an entity: Basic Import
 - b. Choose a File: <the file you edited>
 - c. File Encoding: Unicode (UTF-8)
 - d. File Locale: English (United States)
9. Click on *Import*

Example:



The screenshot shows the SAP SuccessFactors Admin Center interface. At the top, there is a navigation bar with 'Admin Center' and a search bar. Below the navigation bar, there are links for 'Switch to Previous Imports Version', 'Import Employee Data', and 'Go to Community Center | Admin Resources | Handout Builder'. The main content area is titled '*Select the action you want to perform:' and has a dropdown menu set to 'Download Template'. Below this, there are two more dropdown menus: '*Select an entity:' set to 'Basic Import' and '*File Encoding:' set to 'Unicode (UTF-8)'. At the bottom right, there are three buttons: 'Back to Admin', 'Monitor Job', and 'Generate Template'. A vertical 'Support' button is visible on the right side of the form.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	STATUS	USERID	USERNAM	FIRSTNAM	NICKNAM	MI	LASTNAM	SUFFIX	TITLE	GENDER	EMAIL	MANAGER	HUMAN RES	DEPARTM	JOB CODE	DIVISION	LOCATION	TIMEZONE	HIRE DATE	EMPID	BIZ_PHONE
2	STATUS	USERID	Username	First Name	Nickname	Middle Initial	Last Name	Suffix	Title	Gender	Email	Manager	Human Res	Department	Job Code	Division	Location	Time Zone	Hire Date	Employee	Business I Bus
3	active	APIUSER	apiuser	API			User				file://.../NO_MAN/NO_JR										
4																					



Create the Permission Group

Follow these steps to create the Permission Group:

1. Access the *Manage Permission Groups* page
2. Click on *Create New*
3. On the *Group Name* field, enter *API Access*
4. Under *Choose Group Members*, select *Username* in the dropdown
5. Search for *apiuser*
6. Mark the checkbox next to the user name and click *Done*
7. Click *Done* again

Example:

Admin Center

Search for actions or people

Aanya Singh (afadmin)

Admin Center

Back to Admin Center

Go To Customer Community Admin Resources Handout Builder

Manage Permission Groups

Type group name...

Create New Import Static Groups

Items per page 10 Page 1 of 7

Group Name	User Type	Static or Dynamic	Active Membership	Last Modified	
Admin	Employee	Dynamic	1	2019-06-18	Take Action
All Employees excl Sandbox Recruiters and Onboarders	Employee	Dynamic	1040	2018-09-11	Take Action
Sandbox HRBP	Employee	Dynamic	8	2018-08-24	Take Action
Sandbox Recruiters	Employee	Dynamic	3	2018-08-14	Take Action
Payroll Admin - Qatar	Employee	Dynamic	1	2018-06-11	Take Action
Payroll Admin - Poland	Employee	Dynamic	1	2018-06-11	Take Action
Payroll Admin - France	Employee	Dynamic	1	2018-06-11	Take Action
Payroll Admin - Singapore	Employee	Dynamic	1	2018-06-06	Take Action
Payroll Admin - Malaysia	Employee	Dynamic	1	2018-06-05	Take Action
Payroll Admin - Hong Kong	Employee	Dynamic	1	2018-06-05	Take Action

Support

Permission Group

Definition Granted Permission Roles

Type a name for your group. Then choose who you want to include in the group.


Group Name:

Active Group Membership: 0 [Update](#)

User Type:

Choose Group Members: Tip: You can include multiple People Pools in the same group. [See examples.](#)

▼ People Pool

[\[Click to Edit\]](#) 

Each condition must have at least one value

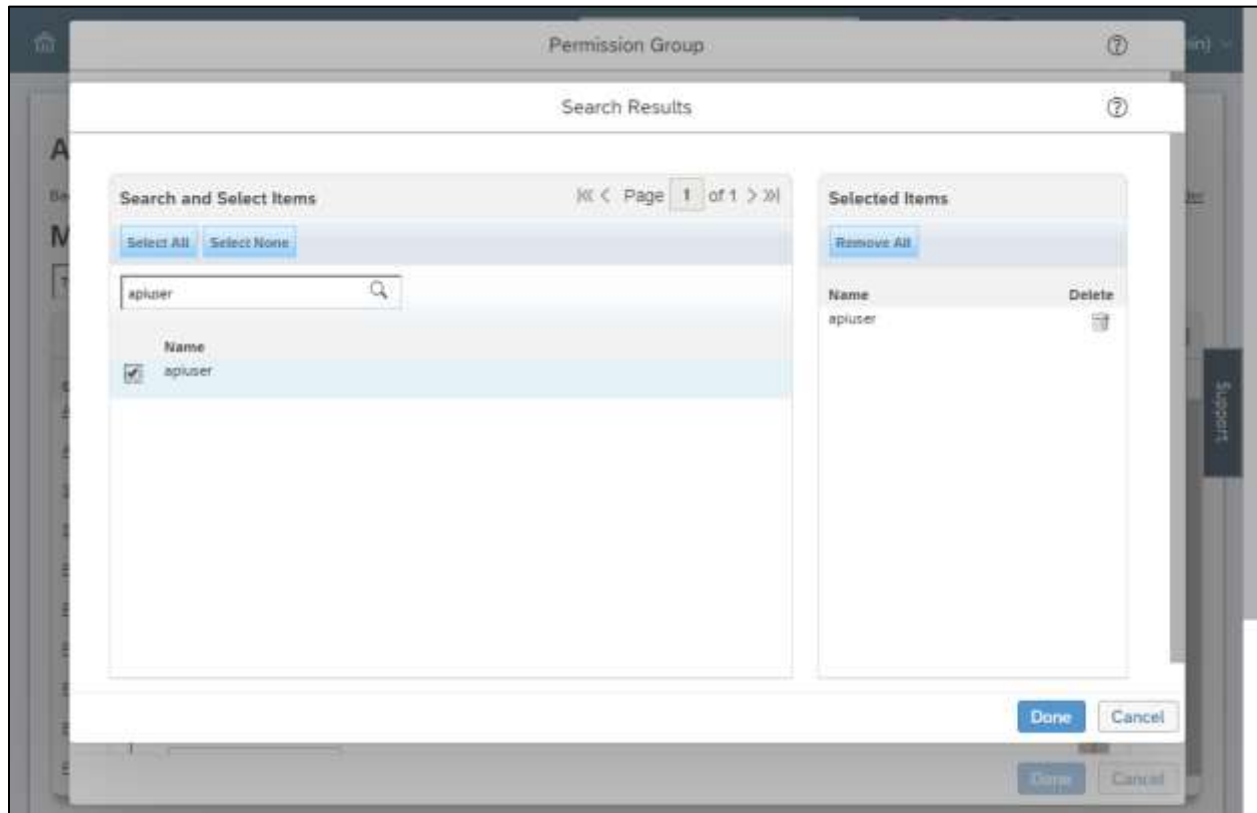
Add another category

[Add another People Pool](#)

Exclude these people from the group:

▼ People Pool

[Done](#) [Cancel](#)



Create the Security Role

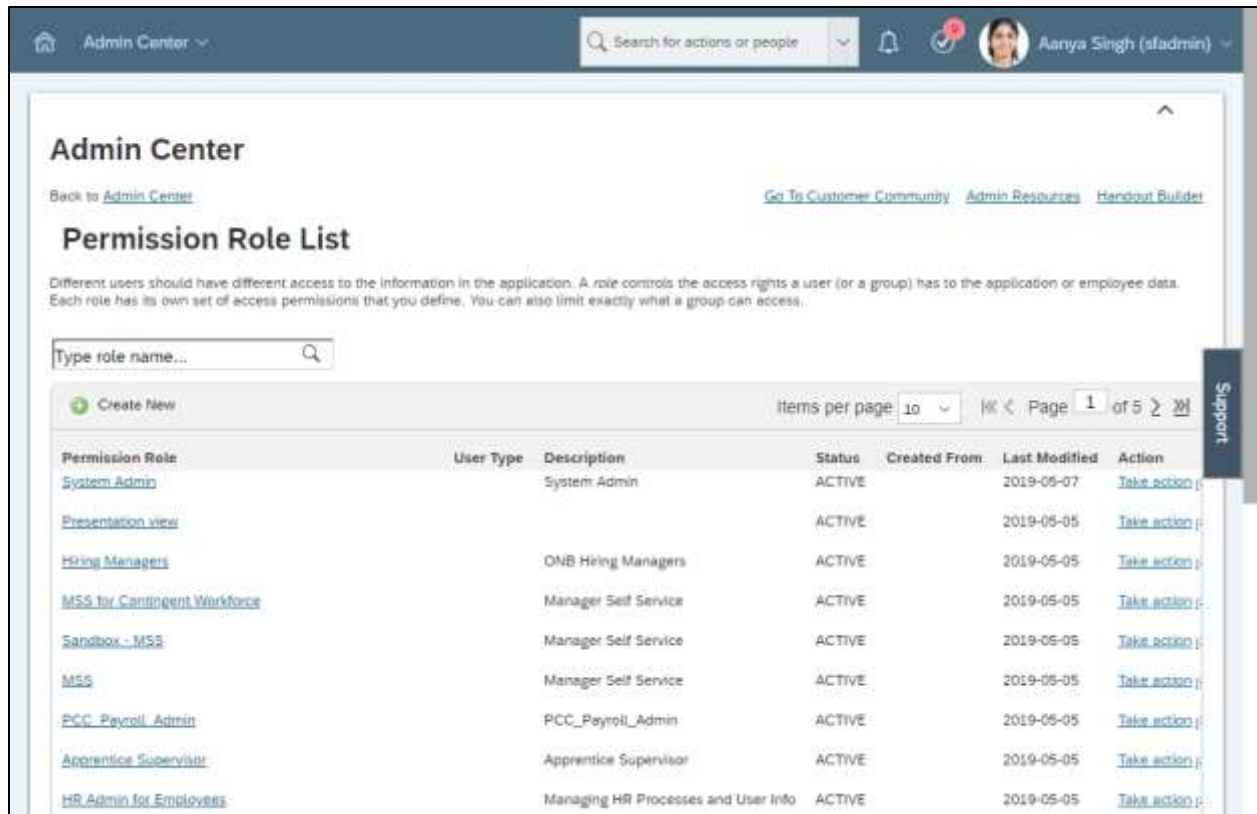
Follow these steps to create the Security Role and add it to the Permission Group created on the previous section:

1. Access the *Manage Permission Roles* page
2. Click on *Create New*
3. Enter the following information:
 - a. Role Name: API User
 - b. Description: Grants access to APIs
4. Click on *Permission...*
5. Add the following permissions:
 - a. *General User Permission*
 - i. *SFAPI User Login*
 - b. *Manage Integration Tools*
 - i. *Allow Admin to Access OData API through Basic Authentication*
 - c. *Recruiting Permissions*

- i. SFAPI Retrieve Assessment Order Permission
- ii. SFAPI Update Assessment Report Permission
- iii. OData API Application Export

6. Click on Done
7. Under Grant this role to..., click on Add...
8. Click on Select...
9. Search for API Access, mark the checkbox and click on Done
10. Click on Save Changes

Example:



Admin Center

Search for actions or people

Aanya Singh (stadmin)

Admin Center

Back to [Admin Center](#) [Go To Customer Community](#) [Admin Resources](#) [Handout Builder](#)

Permission Role List

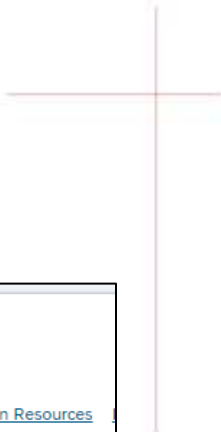
Different users should have different access to the information in the application. A role controls the access rights a user (or a group) has to the application or employee data. Each role has its own set of access permissions that you define. You can also limit exactly what a group can access.

Type role name...

Create New

Items per page: 10 Page 1 of 5

Permission Role	User Type	Description	Status	Created From	Last Modified	Action
System Admin		System Admin	ACTIVE		2019-05-07	Take action
Presentation view			ACTIVE		2019-05-05	Take action
Hiring Managers		ONB Hiring Managers	ACTIVE		2019-05-05	Take action
MSS for Contingent Workforce		Manager Self Service	ACTIVE		2019-05-05	Take action
Sandbox - MSS		Manager Self Service	ACTIVE		2019-05-05	Take action
MSS		Manager Self Service	ACTIVE		2019-05-05	Take action
PCC Payroll Admin		PCC Payroll Admin	ACTIVE		2019-05-05	Take action
Apprentice Supervisor		Apprentice Supervisor	ACTIVE		2019-05-05	Take action
HR Admin for Employees		Managing HR Processes and User Info	ACTIVE		2019-05-05	Take action



Admin Center

[Back to Admin Center](#)

[Go To Customer Community](#) [Admin Resources](#)

Permission Role Detail

1. Name and description

* Role Name:	<input type="text" value="API User"/>
Description:	<input type="text" value="Grants access to APIs"/>

2. Permission settings

Specify what permissions users in this role should have.

[Permission...](#)

3. Grant this role to...

Select a group whom you want to grant this role to. You may want a group of users to manage employee records for a certain group of employees. For example, maybe a department manager should edit records within her own department.

[Add...](#)

[Save Changes](#) [Cancel](#)

Admin
Permission settings ?

Back to Ad...
out Builder

Specify what permissions users in this role should have. * Access period can be defined at the granting rule level.

- [SAP System Configuration](#)
- [Continuous Performance User Permission](#)
- [Continuous Performance Management](#)
- [General User Permission](#)
- [Recruiting Permissions](#)
- [MDF Recruiting Permissions](#)
- [Reports Permission](#)
- [Analytics permissions](#)
- [Succession Planners](#)
- [Manage Document Generation](#)

- SFAPI Retrieve Job Applicant Permission ?
- Recruiter RMK SSO Permission
- Recruiting Marketing Advanced Analytics Permission ?
 - Access Advanced Analytics with Details ?
- SFAPI Retrieve Assessment Order Permission
- SFAPI Update Assessment Report Permission
- Careers Tab Permission
- Delete Job Requisitions
- Enable Calendar
- Enable Interview Scheduling Permission
- OData API Application Create ?
- OData API Application Export ?
- OData API Application Audit Export ?
- OData API Application Update ?
- OData API Candidate Create ?
- OData API Candidate Export ?
- OData API Candidate Update ?

Done
Cancel




Admin

Grant this role to...

Back to Admin

Role Builder

Define whom you want to grant this role permission to.

 Grant role to:

Permission Group...

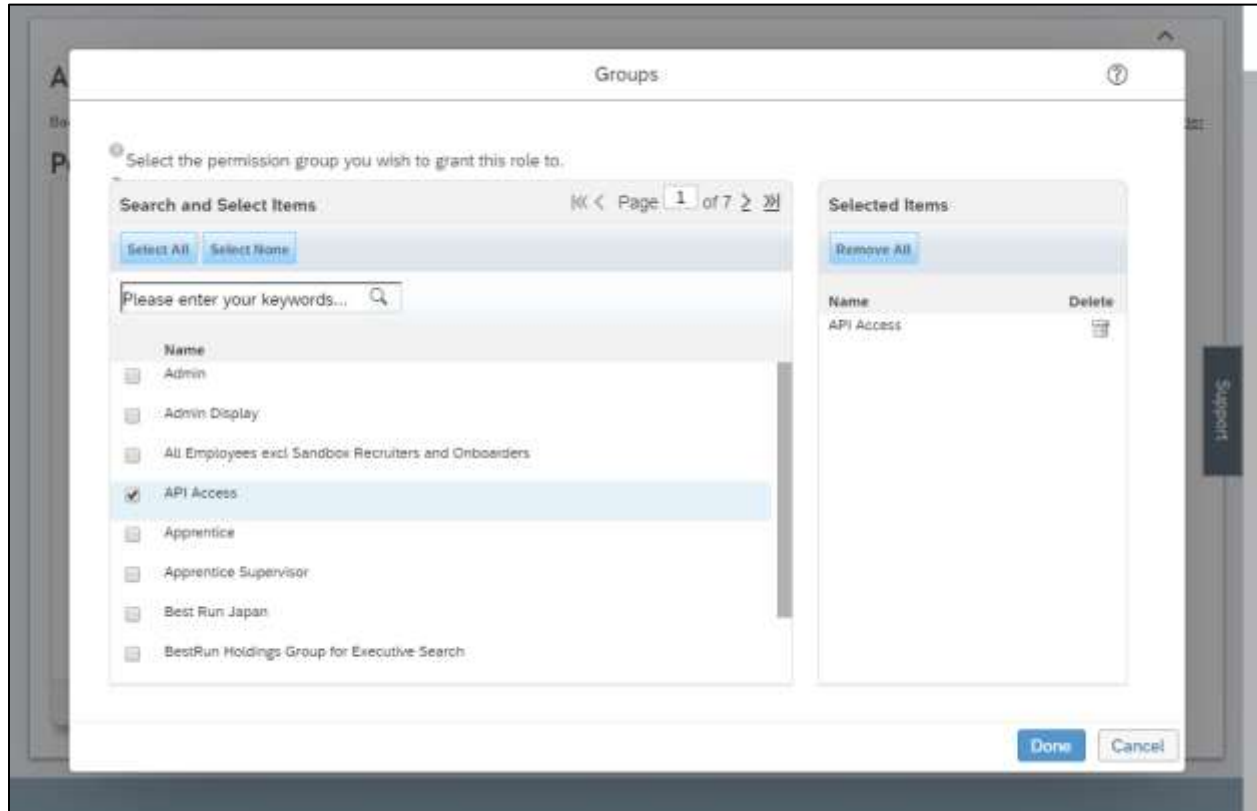
None Selected

Allow their manager to have the same permission access.

1 level(s) up (for example: Direct manager is 1 level up)

Exclude Granted User from having the permission access to him/herself.

Support



Remove Password Expiration

Following these steps to configure the password of the security user to not expire:

1. Access the *Password & Login Policy Settings* page
2. Click on *Set API login exceptions*
3. Click on the *Add* button
4. Enter the following information:
 - a. Username: `apiuser`
 - b. Maximum password age (days): `-1`
 - c. IP address restrictions: <enter the IP of the SAP Cloud Platform Integration tenant>
5. Click on *Save & Close*

Example:

Admin Center

Aanya Singh (afadmin)

Admin Center

Back to [Admin Center](#) [Go To Customer Community](#) [Admin Res](#)

Password & Login Policy Settings : Applied to All Employees

Use this page to set the Password Policy.

Minimum Length	2
Maximum Length	18
Minimum Password Age (in days)	-1
Maximum Password Age (in days)	-1

Enabling or disabling this feature will force ALL users to change their passwords

Set to -1 to keep passwords from expiring (not recommended)
[Set API login exceptions...](#)

Apply different maximum password age for the following users when they login to the API:

Add

Username	Last name	First name	Maximum password age(days)	IP address restrictions	Last modified date	Last mod
apluser	User	API	-1	169.145.118.1- 169.145.118.255	2019-09-04 17:06:48.0	stadmin

Maximum Successive Failed Login Attempts 0

Set to 0 will disable this option; The system will lock a user account if successive failed login attempts exceeds what the policy allows, within a 1-minute period.

Case Sensitive (recommended)

Changing this option will force ALL users to change their passwords

Mixed Case required

MIME Encrypted (Case Sensitive) is not checked

Support

Create New User Security Setting

Use this page to create a new user security setting

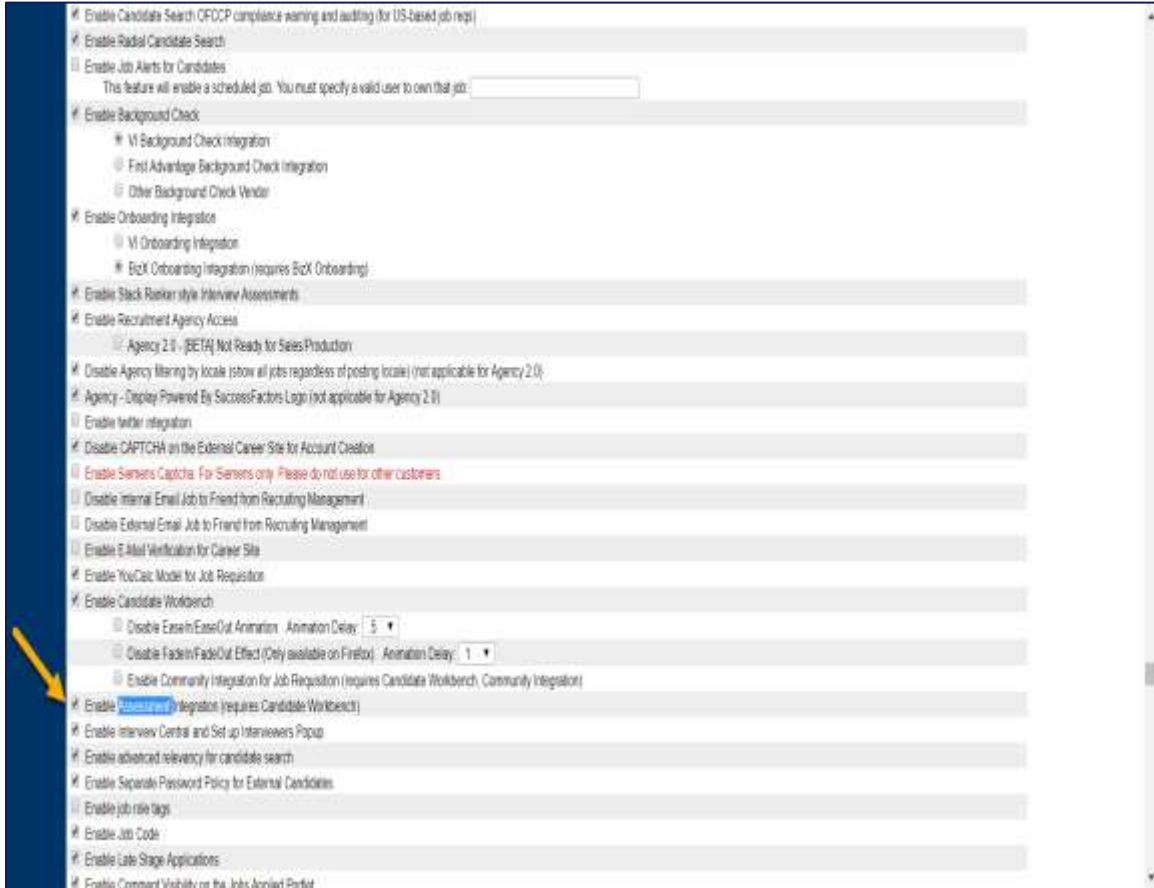
Username: *	<input type="text" value="apiuser"/>
Maximum password age(days):*	<input type="text" value="-1"/> Set to -1 keep password not expiring (not recommended)
IP address restrictions:*	Apply the maximum password age only when user is accessing from the following IP address(es) (for example 10.20.30.41, 10.20.30.40-10.20.30.50): <input type="text" value="10.20.30.41"/>

Enable Assessment Integration

Follow these steps to enable the Assessment integration.

1. Login into the SAP SuccessFactors Provisioning page
2. Click on the name of your organization
3. Click on the *Company Settings* link
4. Mark the *Enable Assessment Integration* checkbox under the *Recruiting* section
5. Click on the *Save* button

Example:



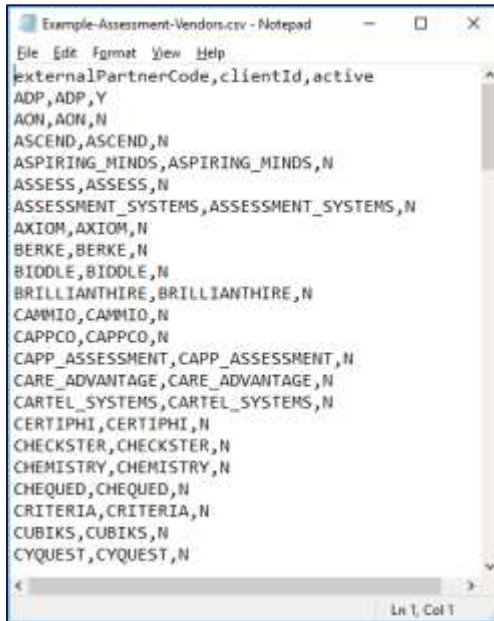
Create the ADP Assessment Vendor

Follow these steps to create the ADP Assessment Vendor.

1. Log into the SAP SuccessFactors tenant
2. Access the *Manage Assessment Vendors* page
3. Choose *Export* and click on the *Submit* button
4. Download the file
5. Edit the file to include or enable the ADP Vendor (see the attached example file below)
6. Back on the *Import/Export Assessment Vendors* page, choose *Import*
7. Click on the *Choose File* button
8. Select the file
9. Click on the *Submit* button



Example Assessment Vendors file:



```
externalPartnerCode,clientId,active
ADP,ADP,Y
AON,AON,N
ASCEND,ASCEND,N
ASPIRING_MINDS,ASPIRING_MINDS,N
ASSESS,ASSESS,N
ASSESSMENT_SYSTEMS,ASSESSMENT_SYSTEMS,N
AXIOM,AXIOM,N
BERKE,BERKE,N
BIDDLE,BIDDLE,N
BRILLIANTHIRE,BRILLIANTHIRE,N
CAMMIO,CAMMIO,N
CAPPCO,CAPPCO,N
CAPP_ASSESSMENT,CAPP_ASSESSMENT,N
CARE_ADVANTAGE,CARE_ADVANTAGE,N
CARTEL_SYSTEMS,CARTEL_SYSTEMS,N
CERTIPHI,CERTIPHI,N
CHECKSTER,CHECKSTER,N
CHEMISTRY,CHEMISTRY,N
CHEQUED,CHEQUED,N
CRITERIA,CRITERIA,N
CUBIKS,CUBIKS,N
CYQUEST,CYQUEST,N
```

Example:



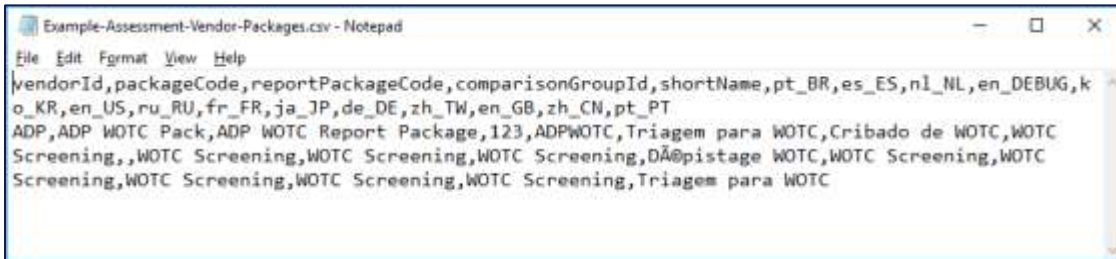
Create the ADP Assessment Vendor Package

Follow these steps to create the ADP Assessment Vendor Package.

1. Login into the SAP SuccessFactors Provisioning page
2. Click on the name of your organization

3. Under the *Managing Recruiting* section, click on *Import/Export Assessment Vendor Packages*
4. Choose *Export* and click on the *Submit* button
5. Download the file
6. Edit the file to include the ADP Vendor Package (see the attached example file below)
7. Back on the *Import/Export Assessment Vendor Packages* page, choose *Import*
8. Click on the *Choose File* button
9. Select the file
10. Click on the *Submit* button

Example Assessment Vendor Packages file:



```
Example-Assessment-Vendor-Packages.csv - Notepad
File Edit Format View Help
vendorId,packageCode,reportPackageCode,comparisonGroupId,shortName,pt_BR,es_ES,nl_NL,en_DEBUG,ko_KR,en_US,ru_RU,fr_FR,ja_JP,de_DE,zh_TW,en_GB,zh_CN,pt_PT
ADP,ADP WOTC Pack,ADP WOTC Report Package,123,ADPWOTC,Triagem para WOTC,Cribado de WOTC,WOTC Screening,,WOTC Screening,WOTC Screening,WOTC Screening,DÃ@pistage WOTC,WOTC Screening,WOTC Screening,WOTC Screening,WOTC Screening,Triagem para WOTC
```

Example:



Always Designing
for People™



- **Managing Question Library**
 - [Import New Question Library](#)
 - [Question Libraries](#)

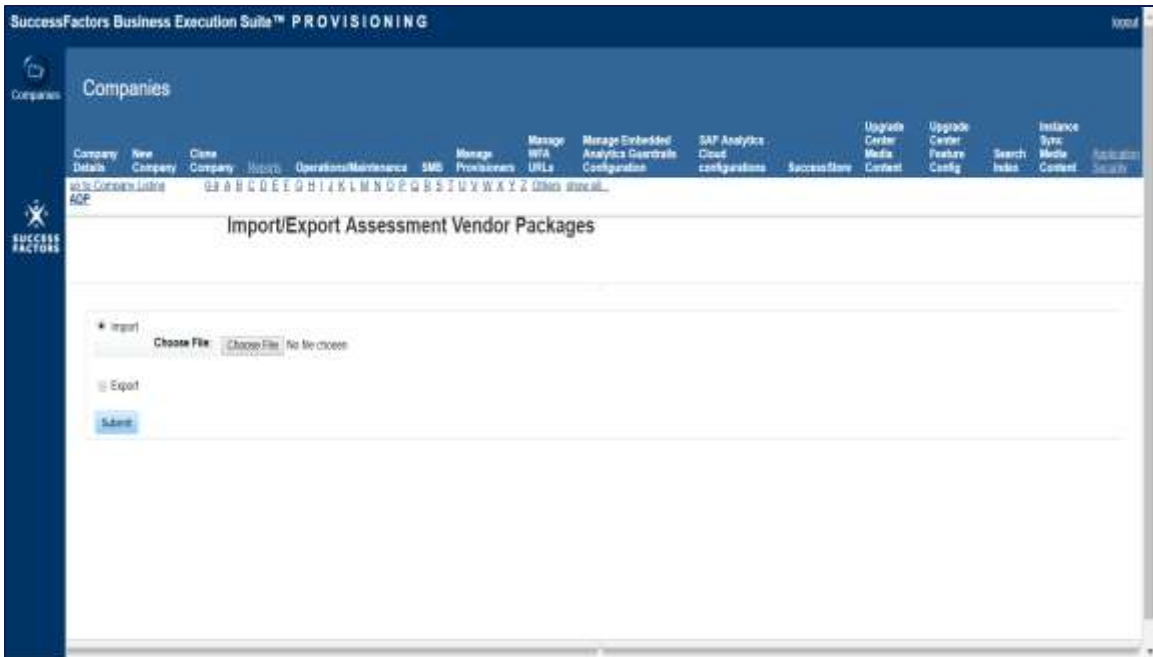
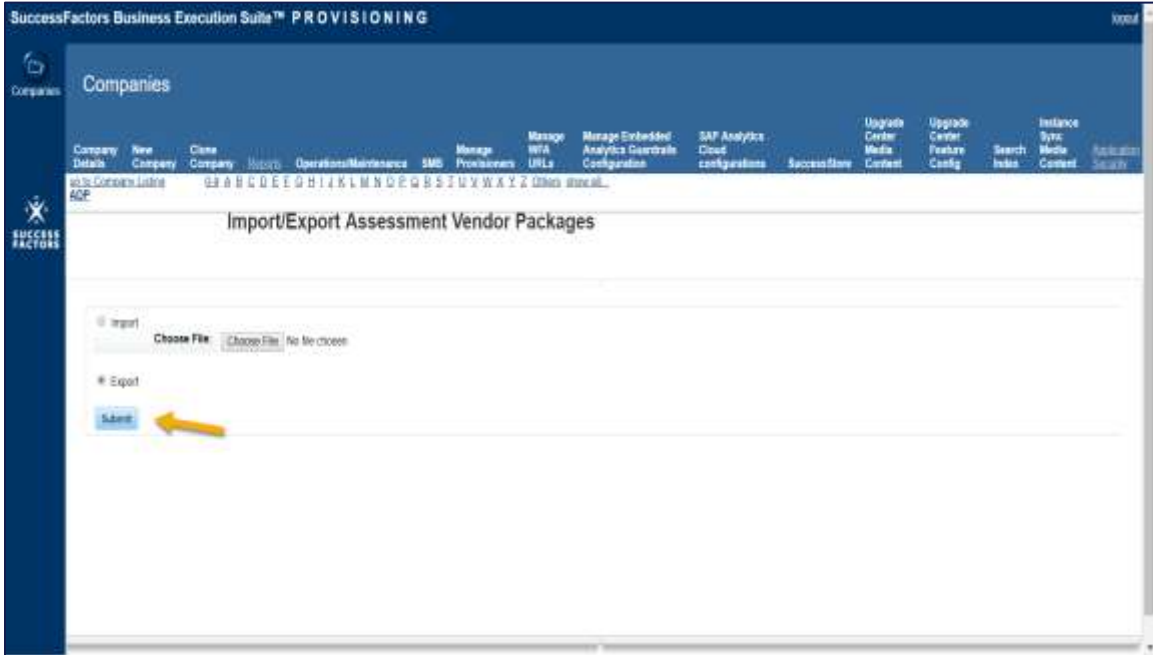
- **Managing Plan Template**
 - [Import/Update/Export Goal Plan Template](#)
 - [Import/Update/Export Variable Pay Goal Plan Template](#)
 - [Import/Update/Export Development Plan Templates](#)
 - [Import/Update/Export Learning Activities Templates](#)
 - [Import/Update/Export Career Worksheet Templates](#)

- **Managing Recruiting**
 - [Import/Update/Export Job Requisition Template](#)
 - [Edit Job Requisition Application Template](#)
 - [Edit Event Application Template](#)
 - [Applicant Status Configuration](#)
 - [View Data Dictionary for Ad-hoc Reporting](#)
 - [Edit Candidate Profile Template](#)
 - [Edit Candidate Privacy Options](#)
 - [View Configuration Dependency Manager Tree](#)
 - [Job Requisition System Field Labels](#)
 - [Recruiting Security Field Setup](#)
 - [Application Field Labels](#)
 - [Internal and External Applicant Search Settings](#)
 - [Configure Reportable Custom Fields](#)
 - [Configure Custom Tokens](#)
 - [Import Background Check Transformation Template](#)
 - [Import Onboarding Transformation Template](#)
 - [Import/Update/Export Offer Detail Template](#)
 - [Job Code Custom Field Configuration Settings](#)
 - [Migrate Job Code related Picklist](#)
 - [Import/Export Candidate to employee integration template](#)
 - [Import/Export Assessment Vendor Packages](#)
 - [Configure Recruiting Marketing Datacenter URL](#)

- **Partner Settings**
 - [EQuest Integration Setting](#)
 - [VI Integration Settings](#)
 - [Lexis Nexis Integration Settings](#)
 - [First Advantage Integration Settings](#)

- **Managing Project Team Templates**



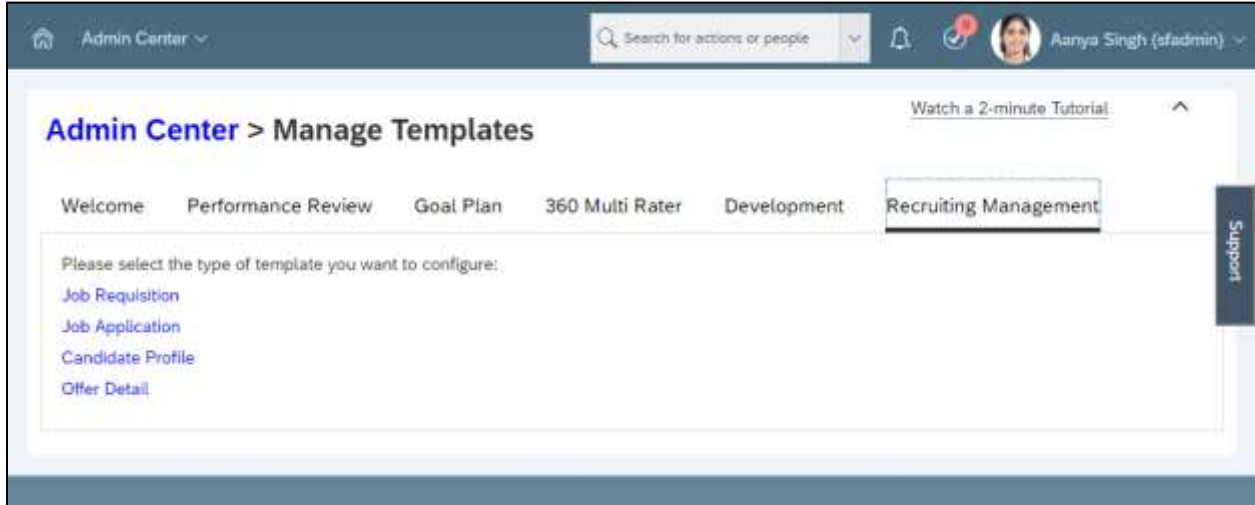


Modify the Job Requisition template

Follow these steps to make sure that the Job Requisition page shows fields *Hard Stop* (optional) and *Assessment Association*, and that the results of the WOTC assessment are shown when reviewing Job Applications.

1. Login into the SAP SuccessFactors tenant
2. Access the *Manage Templates* page
3. Click on *Recruiting Management*
4. Click on *Job Requisition*
5. Repeat these steps for every active template:
 - a. Click on the template name
 - b. Click on the *102 Fields defined. Click to Modify* link (the actual number will depend on the tenant's configuration)
 - c. Make sure the standard field *assessment* is defined with Field Type of *derived*
 - d. Optional: make sure the standard field *hardstopStatus* is defined with Field Type of *picklist* and Picklist ID of *JobReqStatus*
 - e. Click on the *Done* button
 - f. Click on the *23 Field Permissions defined. Click to modify* link (the actual number will depend on the tenant's configuration)
 - g. Make sure the *Recruiter* role has write access to fields *hardstopStatus* (optional) and *assessment* for all statuses
 - h. Click on the *Done* button
 - i. Expand *General Settings* and click on *Application Status Configuration*
 - j. Click on the *Feature Permissions defined. Click to modify* link
 - k. Make sure the feature type *assessmentIntegration* is defined for statuses *Default, Phone Screen, Scheduled, Passed* and *Failed*, with the proper roles assigned
 - l. Click on the *Done* button
 - m. If changes were made, click on *Publish*

Example:



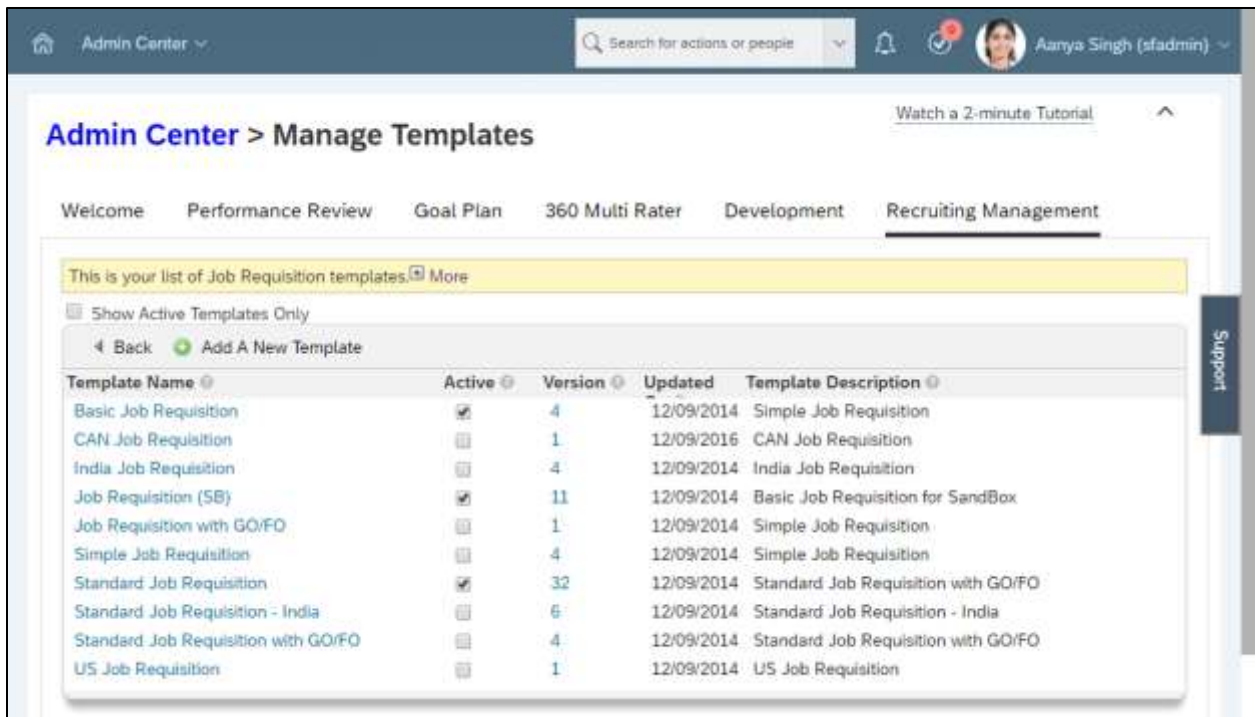
Admin Center > Manage Templates

Watch a 2-minute Tutorial

Welcome Performance Review Goal Plan 360 Multi Rater Development **Recruiting Management**

Please select the type of template you want to configure:

- Job Requisition
- Job Application
- Candidate Profile
- Offer Detail



Admin Center > Manage Templates

Watch a 2-minute Tutorial

Welcome Performance Review Goal Plan 360 Multi Rater Development **Recruiting Management**

This is your list of Job Requisition templates. [More](#)

Show Active Templates Only

[Back](#) [Add A New Template](#)

Template Name	Active	Version	Updated	Template Description
Basic Job Requisition	<input checked="" type="checkbox"/>	4	12/09/2014	Simple Job Requisition
CAN Job Requisition	<input type="checkbox"/>	1	12/09/2016	CAN Job Requisition
India Job Requisition	<input type="checkbox"/>	4	12/09/2014	India Job Requisition
Job Requisition (SB)	<input checked="" type="checkbox"/>	11	12/09/2014	Basic Job Requisition for SandBox
Job Requisition with GO/FO	<input type="checkbox"/>	1	12/09/2014	Simple Job Requisition
Simple Job Requisition	<input type="checkbox"/>	4	12/09/2014	Simple Job Requisition
Standard Job Requisition	<input checked="" type="checkbox"/>	32	12/09/2014	Standard Job Requisition with GO/FO
Standard Job Requisition - India	<input type="checkbox"/>	6	12/09/2014	Standard Job Requisition - India
Standard Job Requisition with GO/FO	<input type="checkbox"/>	4	12/09/2014	Standard Job Requisition with GO/FO
US Job Requisition	<input type="checkbox"/>	1	12/09/2014	US Job Requisition

Admin Center

Search for actions or people
Aanya Singh (sfadmin)

Admin Center > Manage Templates > Job Requisition Template (Version Number 32)

Publish
 Save As Draft
 Cancel

TEMPLATE SETTINGS

- General Settings
- Application Status Configuration
- Add New

[View Audit Trail](#)

Template Name * : [Add More+](#)

Application Template Name:

Minimum Posting Days:

Minimum Internal Lead Days:

Template Description:

Template Last Modified Date:

Supported Languages:

Default Listing Layout ID:

Assessment Scale:

Reverse the Assessment Scale: True False

[102 Fields defined. Click to modify.](#)
[23 Field Permissions defined. Click to modify.](#)
[2 Button Permissions defined. Click to modify.](#)
[0 candidate email permission defined. Click to modify.](#)
[0 Candidate SMS Permission defined. Click to modify.](#)
[1 Listing Fields defined. Click to modify.](#)
[1 Mobile Fields defined. Click to modify.](#)

Admin Center Search for actions or people Aanya Singh (sfadmin)

Fields

Required: True False

Standard Field

Field-ID *: assessment
Field Type *: derived
Field Label *: Assessment association
Add More+
Field Description: Assessment association
Add More+
Required: True False

Standard Field

Field-ID *: hardstopStatus
Field Type *: picklist
Field Label *: Hardstop Status
Add More+
Field Description: Hardstop status for asses
Add More+
Required: True False
Picklist ID *: jobReqStatus
Parent Picklist Field id:

Add

Done Cancel

Support

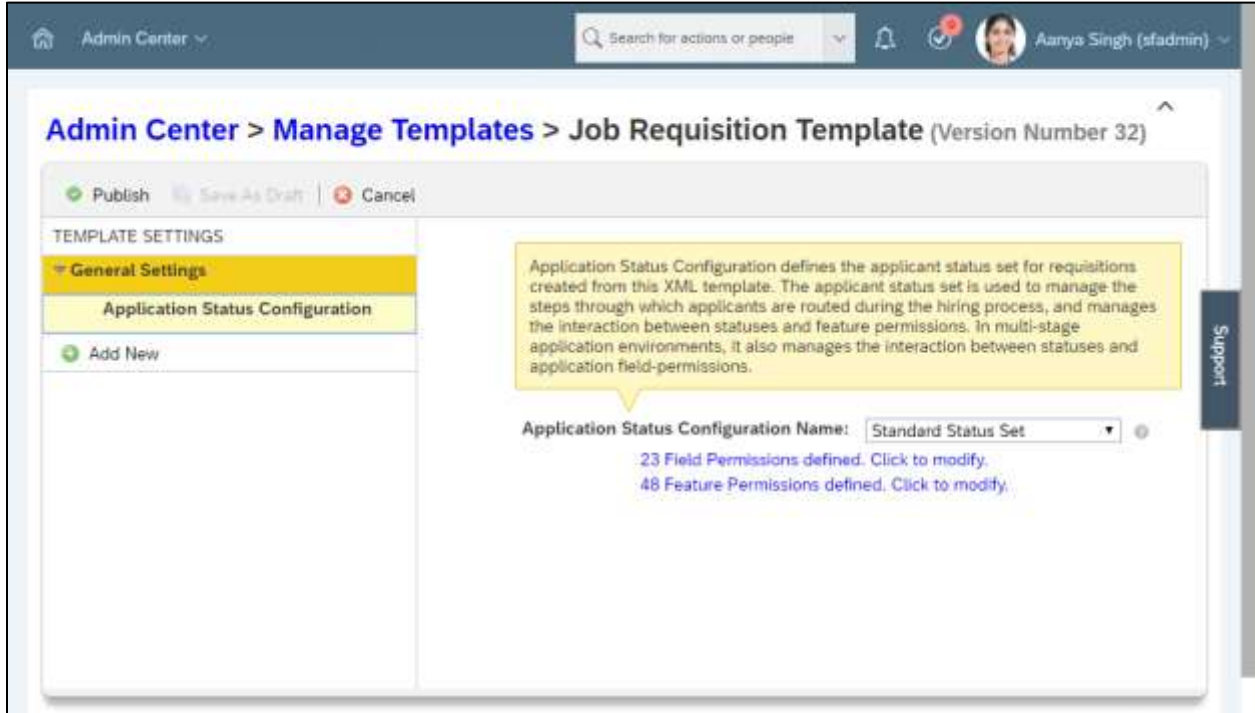
The screenshot displays the 'Field Permissions' configuration window in the ADP Admin Center. The window title is 'Field Permissions'. At the top, there is a search bar and a user profile for 'Aanya Singh (sfadmin)'. The main content area shows a list of field permissions. The first permission is expanded, showing the following details:

- Field Permission Description: Job code Permissions
- Field Permission Type: Write Permission
- Field Permission Role Name: All Selected Recruiter (R)
- Field Reference ID: Multiple (2)
- Field Permission Status: [Dropdown]

A dropdown menu is open for the 'Field Reference ID' field, listing the following options:

- Select all
- accommo
- adCode
- agencyPosting
- assessment
- budgeted
- comment
- commission
- competencies
- corporatePosting
- costCenter_obj
- costCenterCode
- costOfHire
- country
- currency

At the bottom right of the window, there are 'Done' and 'Cancel' buttons. A 'Support' button is visible on the right side of the Admin Center interface.



Admin Center > Manage Templates > Job Requisition Template (Version Number 32)

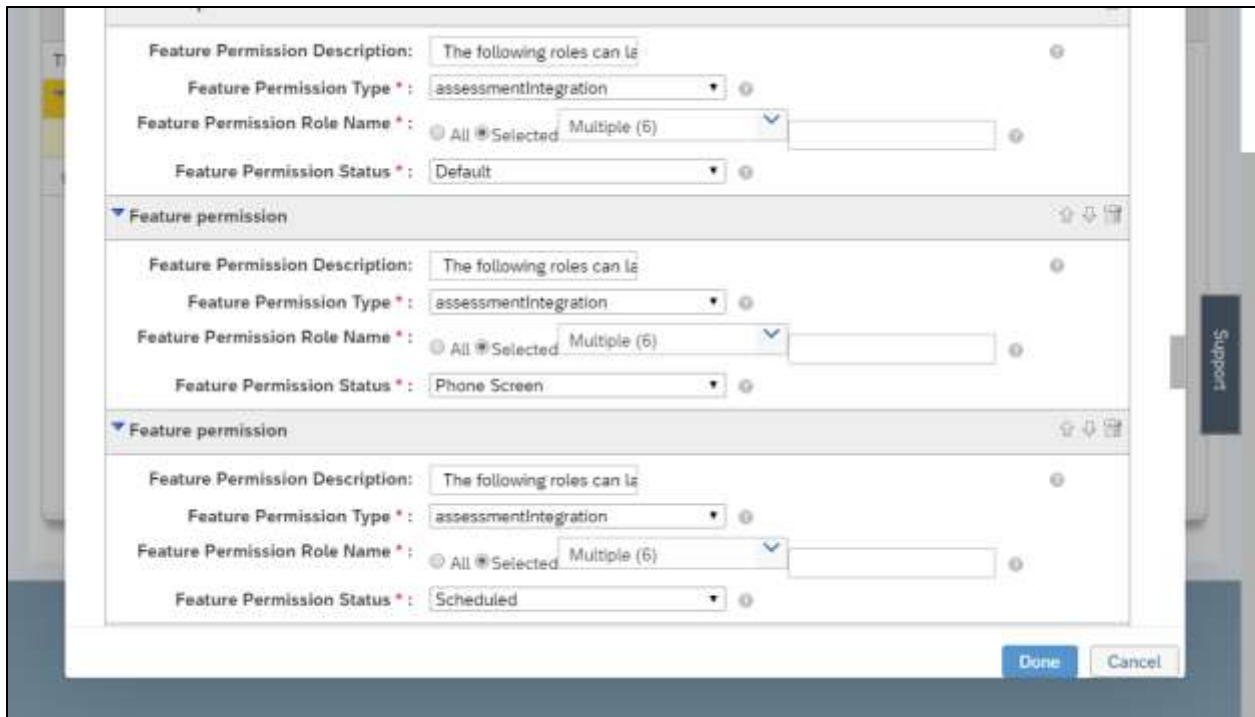
TEMPLATE SETTINGS

- General Settings
 - Application Status Configuration
 - Add New

Application Status Configuration defines the applicant status set for requisitions created from this XML template. The applicant status set is used to manage the steps through which applicants are routed during the hiring process, and manages the interaction between statuses and feature permissions. In multi-stage application environments, it also manages the interaction between statuses and application field-permissions.

Application Status Configuration Name: Standard Status Set

[23 Field Permissions defined. Click to modify.](#)
[48 Feature Permissions defined. Click to modify.](#)



Feature Permission Description: The following roles can be

Feature Permission Type *: assessmentIntegration

Feature Permission Role Name *: All Selected Multiple (6)

Feature Permission Status *: Default

Feature permission

Feature Permission Description: The following roles can be

Feature Permission Type *: assessmentIntegration

Feature Permission Role Name *: All Selected Multiple (6)

Feature Permission Status *: Phone Screen

Feature permission

Feature Permission Description: The following roles can be

Feature Permission Type *: assessmentIntegration

Feature Permission Role Name *: All Selected Multiple (6)

Feature Permission Status *: Scheduled

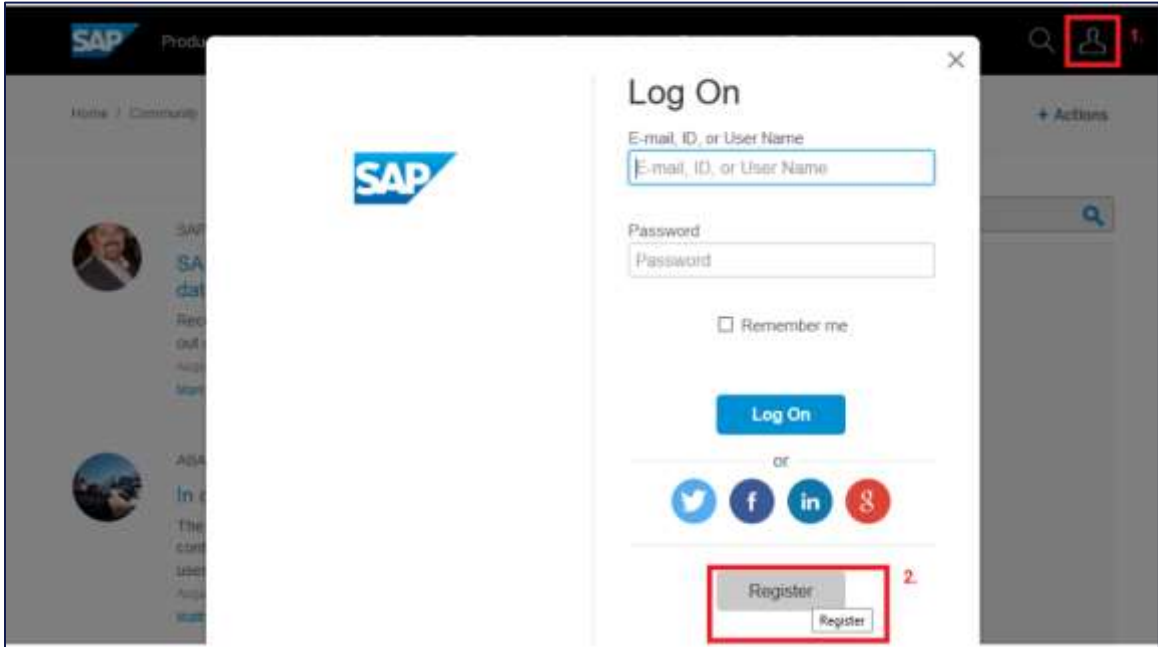
Done Cancel

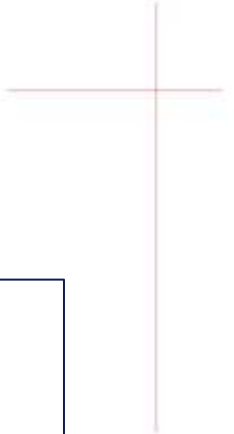
Create API user in SAP Cloud Platform Integration

Follow the steps below to create the SAP P-user account that will be used when calling APIs hosted by SAP Cloud Platform integration. The credentials of that account are needed on the subsequent sections of this document.

1. Click on Log On. Choose Register in the pop-up window
2. Enter all the required information on the register screen. The activation link shall be sent to the email address provided by you on this screen, so enter a valid email address
3. You will receive email for activating the new user
4. Click on the activation link – once activated, your registration is complete. You shall be directed to the following page
5. Click on Go to Account Settings to get your user details
6. Now go to your SAP Cloud Platform Accounts cockpit, choose the sub-account of your Cloud Platform Integration tenant and click on Members
7. Add the P-user that you picked in step 5, assign all the required roles and add a relevant description for future reference
8. The user is successfully added to your Cloud Platform's sub-account
9. Go to Security -> Authorizations -> Users. Enter the P-user you just added
10. Click on Assign
11. Choose the following values:
 - a. Subaccount: <select the subaccount associated with your SAP Cloud Platform Integration tenant>
 - b. Application: <select the SAP Cloud Platform Integration application (usually ends with "iflmap")>
 - c. Role: ESBMessaging.send
12. Click on Save
13. The technical user is ready to use

Example:





Registration

Tell Us About Yourself

First Name *

Last Name *

User Name *

E-Mail *

Set Password

Password *

Re-Enter Password *

Tell Us About Your Company

Company

Country *

Terms and Conditions

I acknowledge that I have read [SAP.coms Privacy Statement](#) *

I have read and understood the Terms and Conditions of [SAP.com](#). *

*Required

Register

Powered by




Always Designing
for People™



The Best-Run Businesses Run SAP



Dear 

Thank you for registering with SAP ID Service. To activate your account for [SAP.com](https://www.sap.com), click the link below.

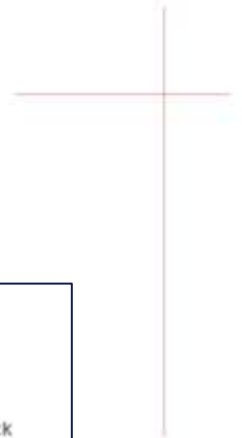
[Click here to activate your account](#)

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

<https://blogs.sap.com/?IDSactivation=l14B2B159BBEE616AEDF5FDA26B4E16571112D99CCFA96B7626CE4490F0DD6B596121C004EBA13E914D7391A1D5376B30DD4>

Best Regards,
Your SAP ID Service Team

This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.



Public Profile Visibility

Do you have questions you want answered or expertise you want to share? Then you'll want to participate in the SAP Community, the social network for SAP professionals. Access your account settings and change your privacy settings! Click allow your profile to be displayed publicly and enjoy the benefits of connecting with your peers! (if you have previously linked profiles, this privacy setting will apply to all of them). [Learn more.](#)

You can change your public profile visibility by opening your [account settings](#) and changing your Privacy setting to "Allow"

[Go to Account Settings](#)

[Browse Anonymously](#)

Please note the following:

- If you are seeing this page and you previously had a public profile, then your profile is currently hidden. If this profile was linked to others, all of them are now hidden.
- On any SAP Community content that you previously created with this account or any accounts linked to it, your personal information is replaced with generic information until you allow your profile to be displayed publicly.
- You will not be able to participate in the SAP Community with a hidden profile.
- If you do not want your profile to be displayed publicly, you can still browse SAP community content anonymously.

Account Settings

Login Settings

You may login using your user ID or email, and your password.

USERNAME

kdjlkjwldkjlkjld

EMAIL

rsqldklsjldskjldskjlsjndskdsk

User ID F2900S35742

PASSWORD [Edit](#)

Note that the number of bullet points displayed does not indicate the actual length of your password.

Communication Settings

Allow SAP to contact you with special offers etc.
If you wish to unsubscribe from all marketing communications, you can do it [here](#).

SAP may contact me by phone.
SAP may contact me by email.

[Edit Communication Settings](#)

Email Notification Settings

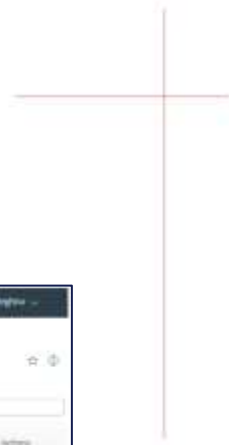
Specify which SAP notifications you wish to receive by email.

To enable email notifications please make your profile public.

Privacy Settings



Always Designing
for People™



Add Members

Enter up to 100 SAP user IDs. To separate them, you can use commas, spaces, semicolons, or line breaks.

User IDs: 1.

P2000535742

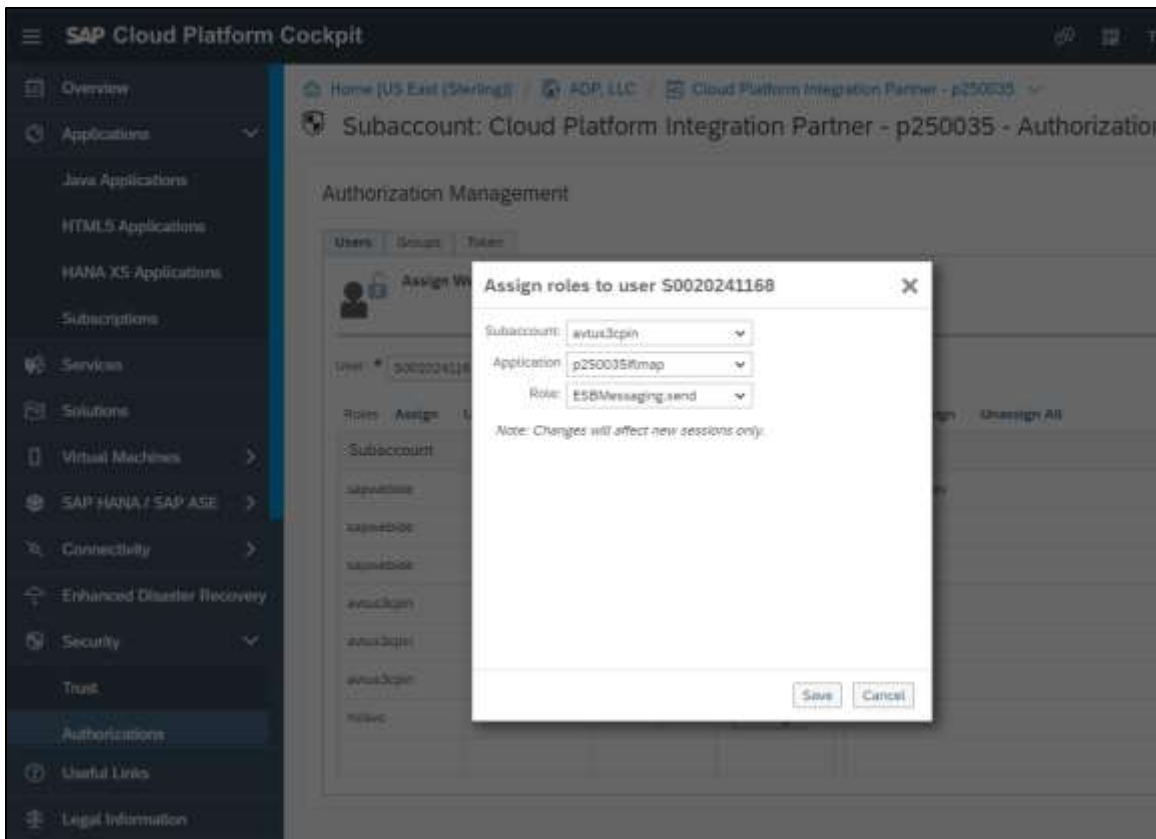
Assign roles: 2.

- Administrator (predefined role)
- Developer (predefined role)
- Support User (predefined role)
- Application User Admin (predefined role)
- Cloud Connector Admin (predefined role)
- git
- SCC OnPrem Config Only

3.
Comment (optional, visible to all members):

Technical User as a support user

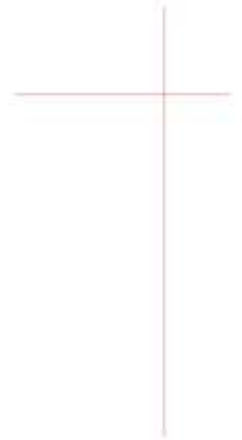
Add Members Cancel



Configure the Event Notification Subscription

Follow the steps below to subscribe the Connector to the Event Notification.

14. Log into the SAP SuccessFactors tenant
15. Access the *Event Notification Subscription* page
16. Click on the *Subscriber* tab
17. Click on the *Edit Subscriber* button
18. Click on the *Add Subscriber* button
19. Enter the following information into the newly added line:



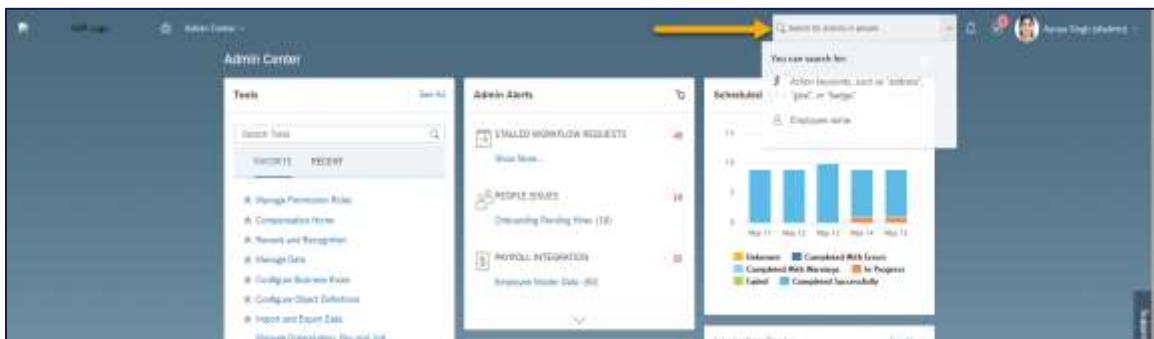
- a. Subscriber Id: ADP
- b. Name: ADP
- c. Group: ADP Group
20. Click on the Save button
21. Click on the External Event tab
22. Click on the Add New button
23. Enter the following information:
24. Event Type: *rcm_assessment_alert_V2*
25. Subscriber: ADP
26. Protocol: SOAP_OVER_HTTP_HTTPS
27. Endpoint URL: <https://<host name for your organization's SAP Cloud Platform Integration tenant>/cxf/ws/vendor/CreateRCMAssessmentRequest>

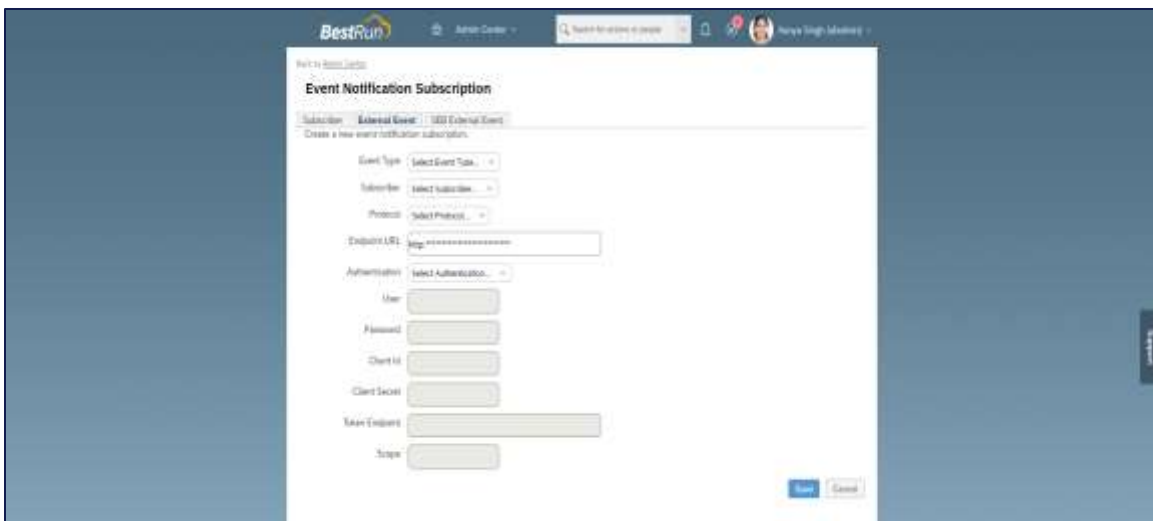
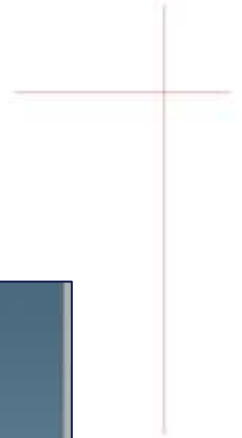
Example of an Endpoint URL: https://p*****-iflmap.hcisbp.us3.hana.ondemand.com/cxf/ws/vendor/CreateRCMAssessmentRequest

28. Authentication: BASIC
29. User: <the user name of the SAP Cloud Platform Integration account that will be used>
30. Password: <the password of the SAP Cloud Platform Integration account that will be used>
31. Click on the Save button

Please note that the actual URL will be generated after the ADP Tax Credits SAP SuccessFactors Connector Order Assessment Integration Flow is deployed to SAP Cloud Platform Integration, so you may have to alter it later.

Example:





Configure the Hire Notification integration

Hire configuration can be configured in 2 ways –

1. **Using Recruiting Module only**
2. **Using Recruiting Module and Employee Central**

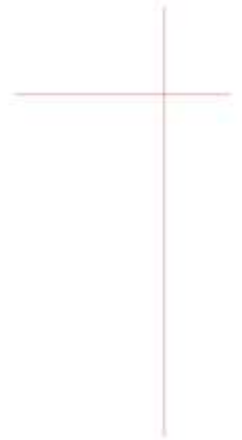
Follow the steps on the next sections in accordance with the customer configuration.

Configure the Hire Notification using Recruiting Module only

Manage Recruiting Templates

Follow the steps below to configure the Recruiting Templates, make sure you change to all templates Under Manage Templates available in your SAP SuccessFactors Tenant.

1. Log into the SAP SuccessFactors tenant



2. Access the *Manage Templates* screen
3. Click on *Recruiting Management*
4. Click on *Job Application*
5. Repeat these steps for every active template
 - a. Click on the template name
 - b. Click on the link labeled *Fields Defined. Click to Modify*
 - c. Make sure the following fields are defined:
 - i. *currentLocation*
 - ii. *dateOfBirth*
 - iii. *hireDate*
 - iv. *jobofferdate*
 - v. *ssn*
 - vi. *startDate*
 - vii. *title*
 - d. Click on the *Done* button
 - e. Click on the link labeled *Field Permissions defined. Click to Modify*
 - f. On the *Field Reference ID* dropdown, make sure the following fields are marked:
 - i. *Current location*
 - ii. *Date of Birth*
 - iii. *Hire Date*
 - iv. *Job Offer Date*
 - v. *Social Security Number (unsecured)*
 - vi. *Start Date*
 - vii. *Internal Job Title*
 - g. Click on the *Done* button
 - h. Click on the *Publish* button

If your template is successfully validated, then a new version will be published. Once published, you will be able to see the updated fields in the SAP SuccessFactors tenant.

Example:



ADP Logo | Admin Center | Search for actions or people | Admin Singh (Admin)

Admin Center

- Home
- Community
- Goals
- Performance
- Continuous Performance
- Collaboration
- Compensation
- Development
- Jobs
- Recruiting
- Onboarding
- Presentations
- Payroll
- Applicant Management
- Org Chart
- My Employee File
- Reporting
- Workforce Planning
- Admin Center

Admin Alerts

- STALLED WORKFLOW REQUESTS: 46
- PEOPLE ISSUES: 38 (Outsourcing Pending Hires: 15)
- PAYROLL INTEGRATION: 80 (Employee Master Data: 80)

Scheduled Jobs

Bar chart showing job status from May 21 to May 27. Legend: Interview, Completed With Errors, Completed With Warnings, Failed, Completed Successfully.

Logins

Integration Center

BestRun | Admin Center | Search for actions or people | Admin Singh (Admin)

Admin Center > Manage Templates

Welcome | Performance Review | Goal Plan | 360 Multi Rater | Development | **Recruiting Management**

This is your list of Goal Plan templates. [View More](#)

Show Active Templates Only

Add A New Template

Template Name	Default	Active	Updated On	Date Range	Sort Order
2018 Goal Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/03/2018	01/01/2018 - 12/31/2018	1
2019 Goal Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/01/2019	01/01/2019 - 12/31/2019	2
2018 Goal Plan-Extended	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/01/2018	01/01/2018 - 12/31/2018	3

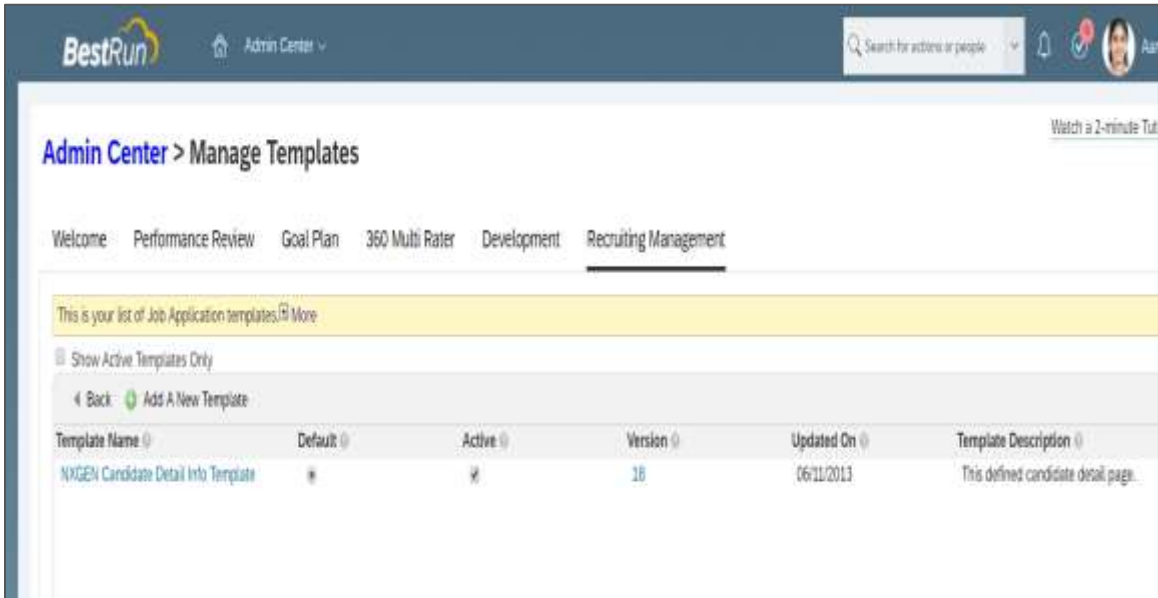
BestRun | Admin Center | Search for actions or people | Admin Singh (Admin)

Admin Center > Manage Templates

Welcome | Performance Review | Goal Plan | 360 Multi Rater | Development | Recruiting Management

Please select the type of template you want to configure:

- Job Requisition
- Job Application**
- Candidate Profile
- Offer Detail

BestRun Admin Center

Search for actions or people

Admin Center > Manage Templates

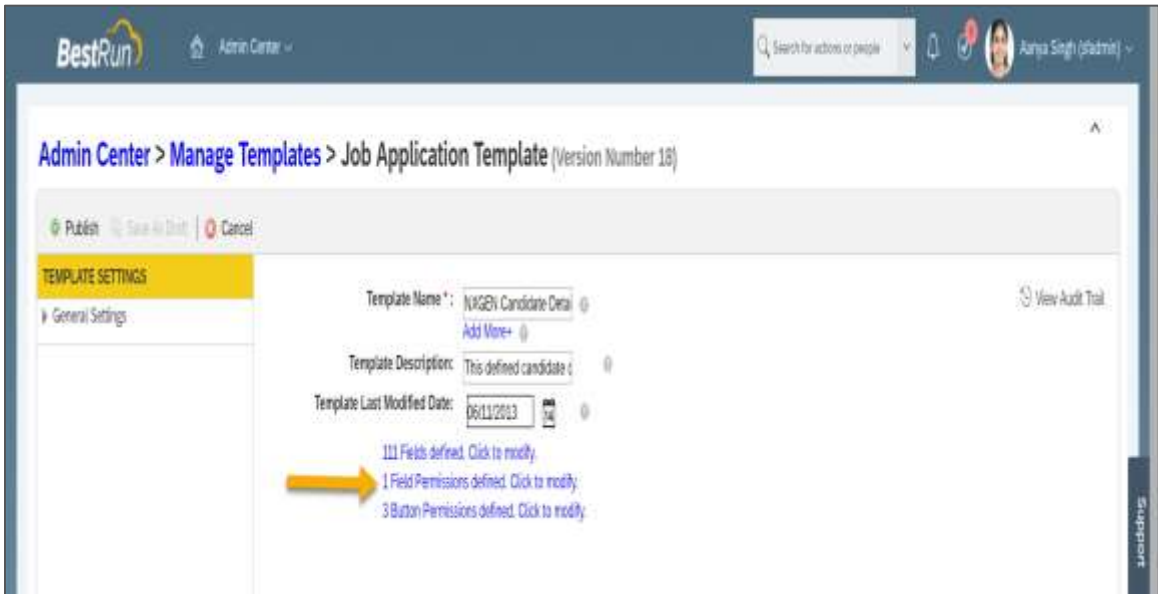
Welcome Performance Review Goal Plan 360 Multi Rater Development Recruiting Management

This is your list of Job Application templates. [Move](#)

Show Active Templates Only

Back Add A New Template

Template Name	Default	Active	Version	Updated On	Template Description
NIXEN Candidate Detail Info Template	*	✓	18	06/11/2013	This defined candidate detail page...



BestRun Admin Center

Search for actions or people

Admin Center > Manage Templates > Job Application Template (Version Number 18)

Publish Save As Draft Cancel

TEMPLATE SETTINGS

General Settings

Template Name: NIXEN Candidate Detail [View Audit Trail](#)

Template Description: This defined candidate c

Template Last Modified Date: 06/11/2013

111 Fields defined. [Click to modify.](#)

1 Field Permissions defined. [Click to modify.](#)

3 Button Permissions defined. [Click to modify.](#)

Fields

Field-ID * : ?

Field Type * : ?

Field Label * : ?
[Add More+](#) ?

Field Description: ?
[Add More+](#) ?

Is Public: True False ?

Is Read Only: True False ?

Required: True False ?

Is Anonymized: True False ?

Is Sensitive: True False ?

Is Forward Intact: True False ?

Field Format: ?

▼ Custom field ↑ ↓ 🗑

Field-ID * : ?

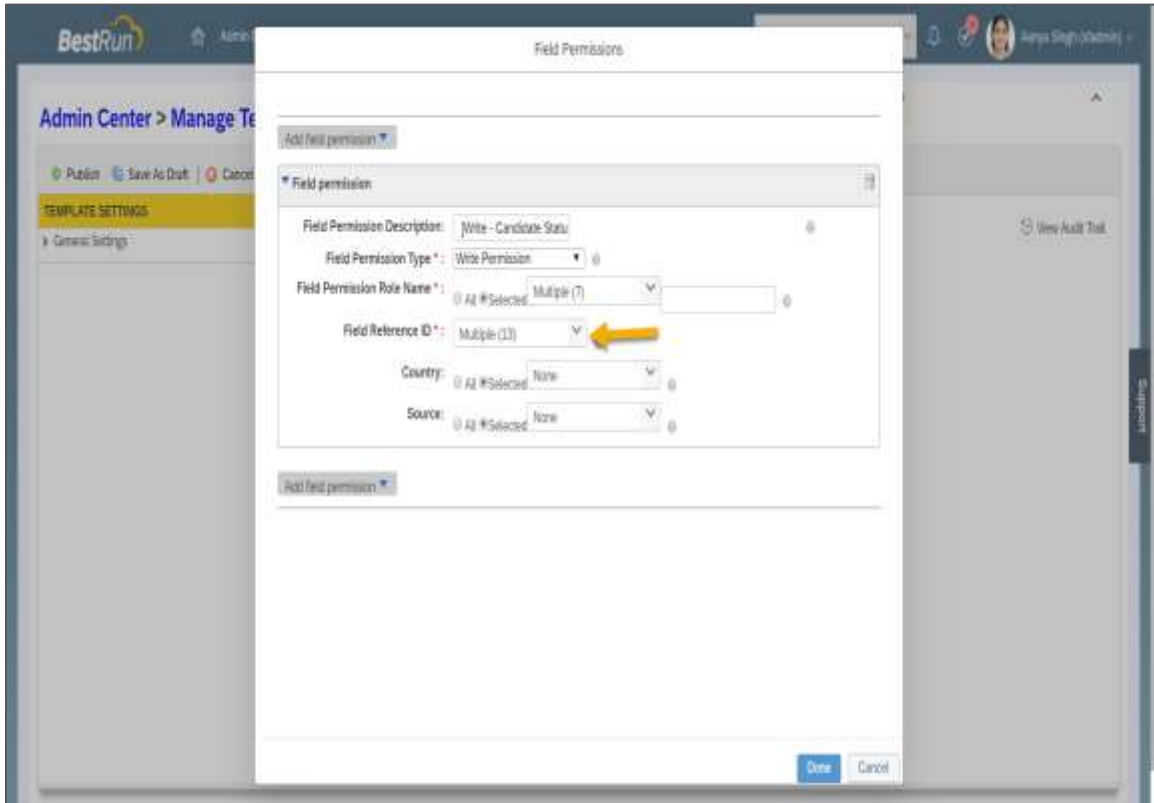
Field Type * : ?

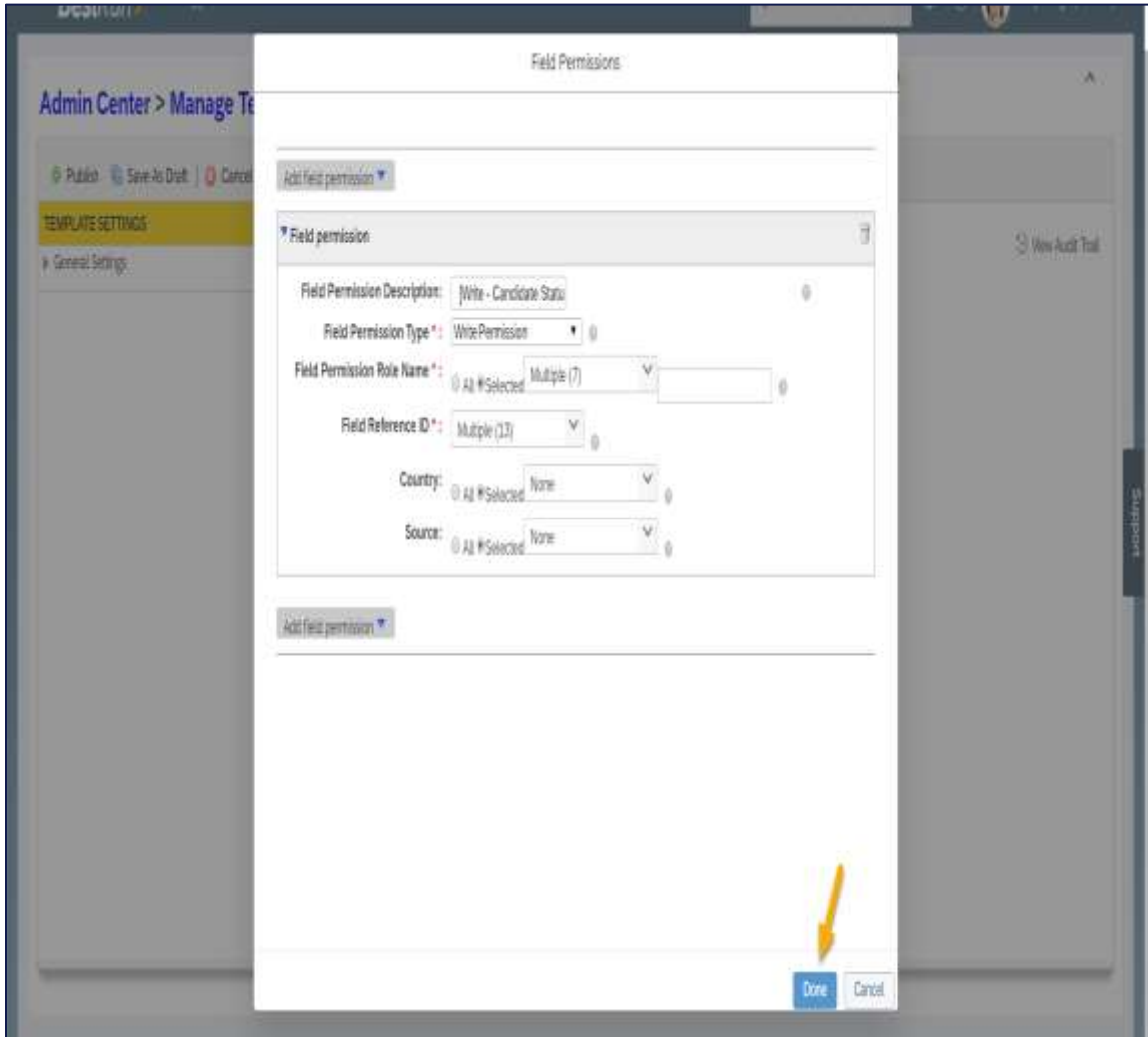
Field Label * : ?
[Add More+](#) ?

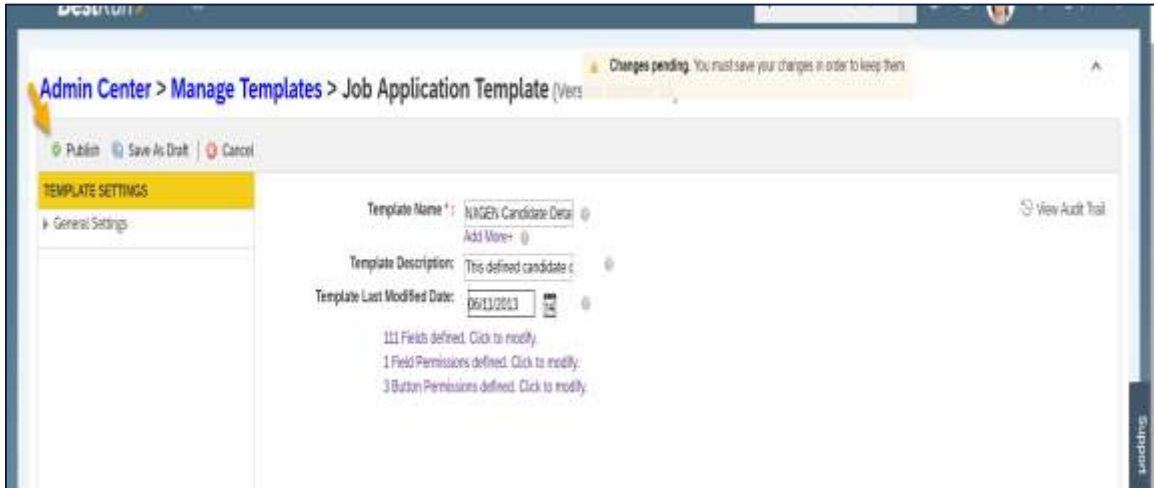
Field Description: ?
[Add More+](#) ?

Is Public: True False ?

[Done](#) [Cancel](#)







Admin Center > Manage Templates > Job Application Template (Vers

Changes pending. You must save your changes in order to keep them.

Publish Save As Draft Cancel

TEMPLATE SETTINGS

General Settings

Template Name: NAGE24 Candidate Deta Add More

Template Description: This defined candidate c
















Template Last Modified Date: 06/11/2013

111 Fields defined. Click to modify.
1 Field Permissions defined. Click to modify.
3 Button Permissions defined. Click to modify.

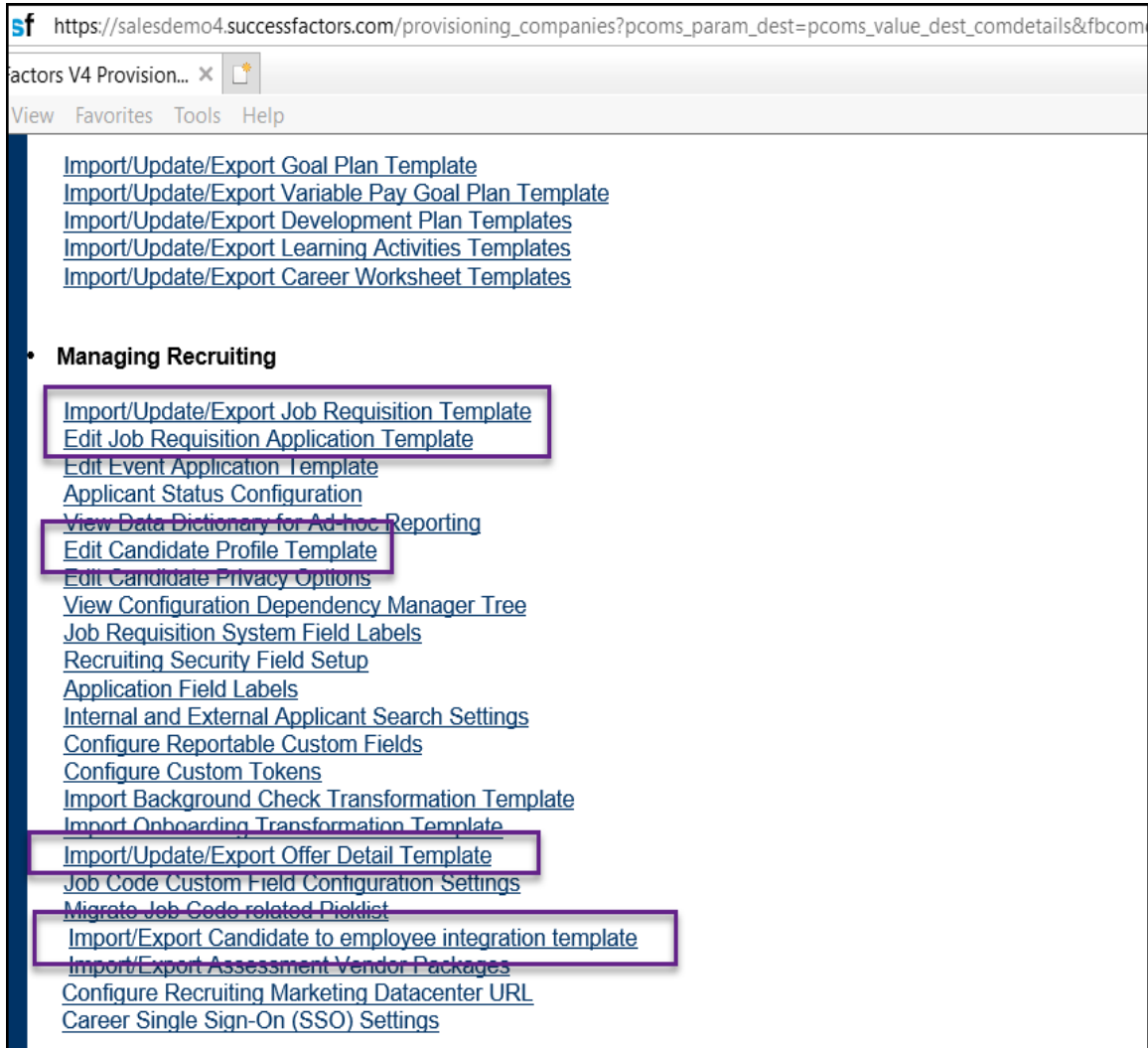
View Audit Trail

loading



Start Date		MM/DD/YYYY 
General Attachments:		 Attach a document
Hire Date		MM/DD/YYYY 
Job Offer Date		MM/DD/YYYY 
Internal Job Title		<input type="text"/>
Shortlisting Details		
Recruiter Prescreen		No Selection 
Phone Screen Date		MM/DD/YYYY 
Phone Screen Details		<input type="text"/>
Hiring Manager Short-List Rating		No Selection  
Assessment Attachments		 Attach a document
Base Salary		<input type="text"/>
Additional Candidate Profile Details		
Known As		<input type="text"/>
* Social Security Number (unsecured)		<input type="text"/>
If Other State (please specify)		<input type="text"/>
Additional Application Information		

If you cannot save the template in Admin Tools, the only option is to export the template in backend Provisioning tool, make changes and re-import in Provisioning. An example of how to do that is also available in the "Setting up Vendor as Assessment Vendor" section.



sf https://salesdemo4.successfactors.com/provisioning_companies?pcoms_param_dest=pcoms_value_dest_comdetails&fbcom

factors V4 Provision... x

View Favorites Tools Help

- [Import/Update/Export Goal Plan Template](#)
- [Import/Update/Export Variable Pay Goal Plan Template](#)
- [Import/Update/Export Development Plan Templates](#)
- [Import/Update/Export Learning Activities Templates](#)
- [Import/Update/Export Career Worksheet Templates](#)

• **Managing Recruiting**

- [Import/Update/Export Job Requisition Template](#)
- [Edit Job Requisition Application Template](#)
- [Edit Event Application Template](#)
- [Applicant Status Configuration](#)
- [View Data Dictionary for Ad-hoc Reporting](#)
- [Edit Candidate Profile Template](#)
- [Edit Candidate Privacy Options](#)
- [View Configuration Dependency Manager Tree](#)
- [Job Requisition System Field Labels](#)
- [Recruiting Security Field Setup](#)
- [Application Field Labels](#)
- [Internal and External Applicant Search Settings](#)
- [Configure Reportable Custom Fields](#)
- [Configure Custom Tokens](#)
- [Import Background Check Transformation Template](#)
- [Import Onboarding Transformation Template](#)
- [Import/Update/Export Offer Detail Template](#)
- [Job Code Custom Field Configuration Settings](#)
- [Migrate Job Code related Picklist](#)
- [Import/Export Candidate to employee integration template](#)
- [Import/Export Assessment Vendor Packages](#)
- [Configure Recruiting Marketing Datacenter URL](#)
- [Career Single Sign-On \(SSO\) Settings](#)

If you're making changes in Manage Templates UI, ensure that you save your draft first and clear out any errors before publishing. If you wish to revert to an earlier version, click on the audit trail and download the relevant version.

Note: If you're making changes to Job Application templates, remember to add the permission sections as well.

Configure Intelligent Services: External Connector

Follow the steps below to include a call to the connector on the event of a hire.

1. Log into the SAP SuccessFactors tenant
2. Navigate to *Admin Center*
3. Access the *Intelligent Services Center (ISC)* screen
4. Search for the *Update of Job Application Status* event
5. Click on the event name
6. Click on *Event Connector*
7. Click on *New Event Connector*
8. Enter the following information:
 - a. Name: ADP Hire Notification Connector
 - b. Description: Notifies ADP when a Job Application Status is changed to "Ready for Hire"
 - c. Endpoint URL: <the URL of the SAP Cloud Platform Integration tenant>/cxf/ws/vendor/NotifyHire

Example of an URL: https://p*****-iflmap.*****.us3.hana.ondemand.com/cxf/ws/vendor/NotifyHire

- d. External Event Version: External Event Alert
- e. Authentication: Basic
- f. Username: <the username of the SAP Cloud Platform Integration account to be used>
- g. Password: <the password of the SAP Cloud Platform Integration account to be used >
9. Click on the *Add* button
10. Click on the *Save Flow* button

Please note that the actual URL will be generated after the *ADP Tax Credits SAP SuccessFactors Connector Notify Hire* Integration Flow is deployed to SAP Cloud Platform Integration, so you may have to alter it later.

Example:



ADP Logo Admin Center Search for actions or people Ananya Singh (Admin)

Intelligent Connects Events

Filter: Past 7 days Search events ...

Event	Publisher	Events Raised
Update of Candidate Profile This event is raised when update is made to Candidate Profile.	Recruiting	30
Update of Job Application This event is raised when an application is updated and the applicant is in an applied state.	Recruiting	12
Update of Job Application Status This event is raised when an application status is changed.	Recruiting	8
Initiate Performance Form This event is raised after job information changed to initiate a new performance management form.	Employee Central	4

Support

ADP Admin Center Search for actions or people Ananya Singh (Admin)

Employee Central: Employee Hire

Event Details: Flow 1

Publishing Rule: Last saved Tue, Apr 9, 2019 at 3:25 PM by Ananya Singh. Last published Tue, Apr 9, 2019 at 3:25 PM by Ananya Singh.

Event Monitoring: There are no rules set for this flow.

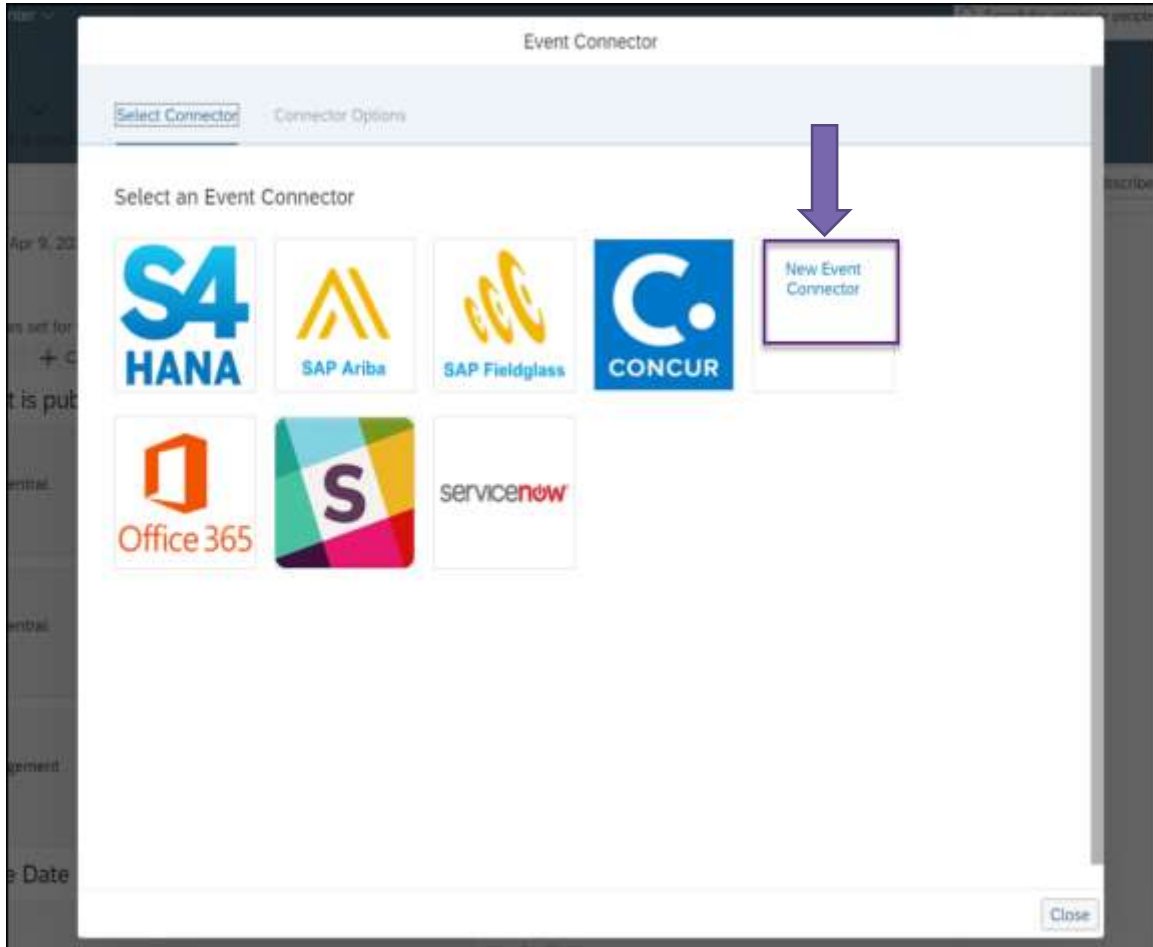
Flows (1): Flow 1

PUBLISHER	WEB NOTIFICATIONS	RECIPIENT	THING
Employee Central	HR Manager notification: A new employee has been hired	Not Applicable	When event is published
Employee Central	Manager notification: Manager has a new direct report	Not Applicable	When event is published
Goals Management	Goal Management New Hire (X) Web Notifications (X) Email Notifications	Not Applicable	When event is published

Integration: Event Connector

Employee Central: Benefits New Hire Event Subscriber, HR Manager notification: A new employee has been..., Manager notification: Manager has a new direct...

Goals Management: Goal Management New Hire



Event Connector

Select Connector: Connector Options

*Name:

Description:

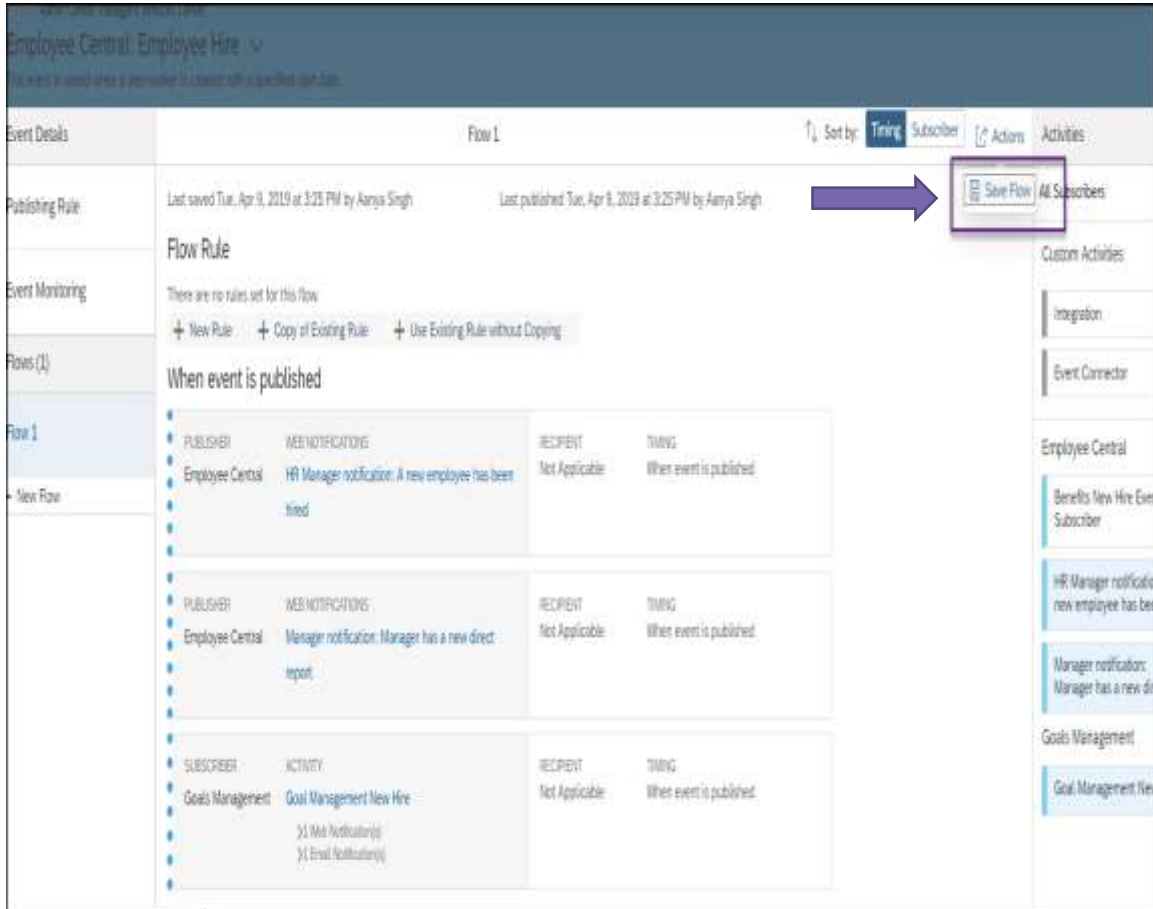
*EndPoint URL:

External Event Version:

Background Image:

Image Preview:

Authentication:



Configure the Hire Notification in Employee Central

Manage Business Configuration

Follow the steps below to configure the Recruiting Templates.

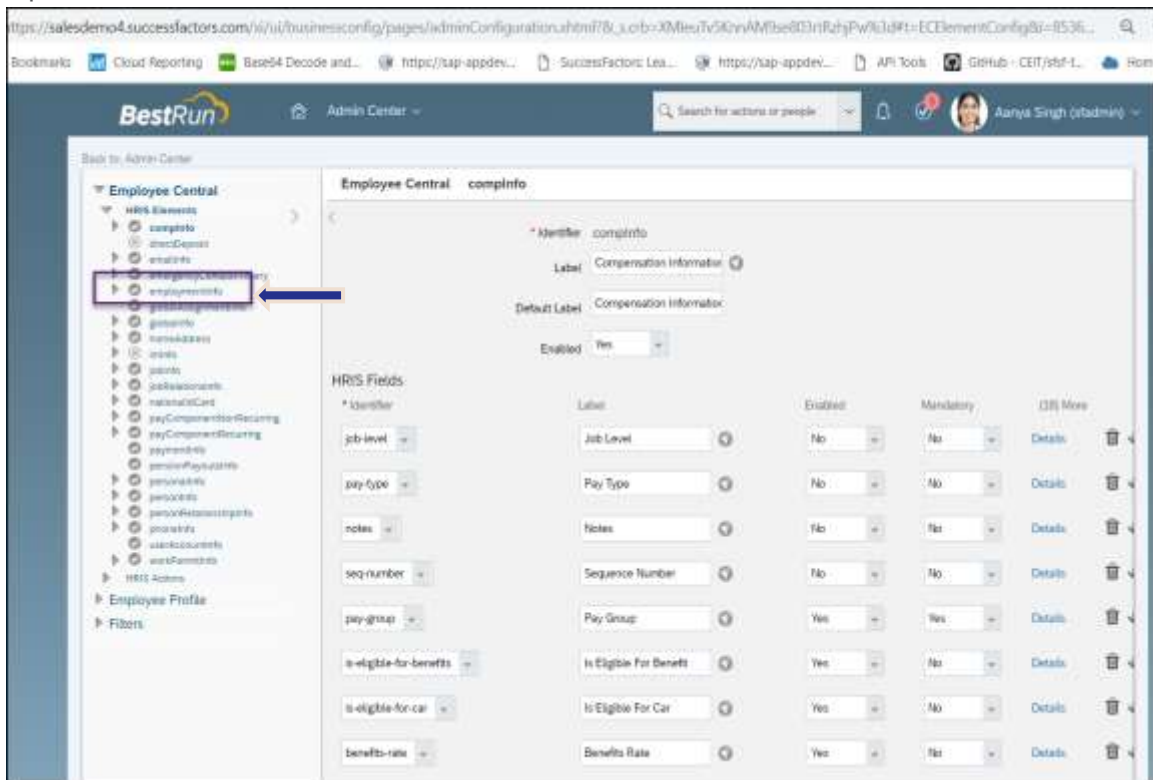
1. Log into the SAP SuccessFactors tenant
2. Access the *Manage Business Configuration* screen
3. Click on the *employmentinfo* entity
4. Scroll to the bottom of the field list
5. Add 2 fields with the following information:
 - a. Field 1:
 - i. Identifier: <select an identifier that is not already in use. Example: *custom-date1*>

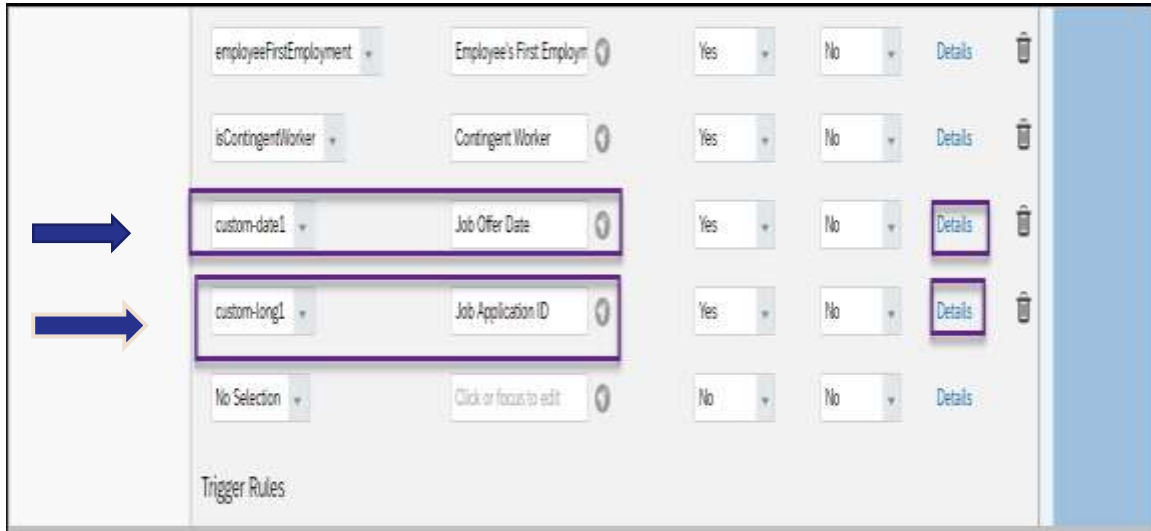


- ii. Label: Job Offer Date
- iii. Enabled: Yes
- iv. Mandatory: No
- b. Field 2:
 - i. Identifier: <select an identifier that is not already in use. Example: *custom-long1*>
 - ii. Label: Job Application ID
 - iii. Enabled: Yes
 - iv. Mandatory: No
- 6. Click on the Save button

The value of the 2 identifiers will be needed on section *Deploy the ADP Tax Credits SuccessFactors Connector Notifier Hire Integration Flow*.

Example:





Permission the newly created fields

Follow the steps below to grant permission to the newly created fields.

1. Log into the SAP SuccessFactors tenant
2. Access the *Manage Permission Roles* screen, under *Admin Center*
3. Choose the Account who has permissions to Access "Manage Pending Hires" in SAP SuccessFactors
4. Click on the *Permission* button
5. On the popup, click on *Employee Data*
6. Make sure fields *Job Offer Date* and *Job Application ID* are checked on the *Edit* column
7. Click on the *Done* button
8. Click on the *Save Changes* button

Example:



Always Designing
for People™



Admin Center

Back to [Admin Center](#)

Permission Role List

Define a set of user-defined roles for permission in the application. A role controls the access rights a user or a group has to the applications or employee data. Each role has its own set of system permissions that you define. You can also test exactly what a group can access.

Type role name:

[Create New](#)

System Role	Role Type	Description	Status	Created From	Last Modified	Action
System Admin	System Admin		ACTIVE		2019-04-18	View Edit Delete
all access	all access		ACTIVE		2019-04-02	View Edit Delete
POC_Recruit_Admin	POC_Recruit_Admin		ACTIVE		2019-03-18	View Edit Delete
System - System Admin	System Admin		INACTIVE		2019-04-02	View Edit Delete
System - Employee Self Service		Users can view and modify their employee and development info	ACTIVE		2019-04-18	View Edit Delete
System - HRBP		Managing HR Processes and User Info	ACTIVE		2019-03-08	View Edit Delete
System - HRG		Manager Self Service	ACTIVE		2019-03-08	View Edit Delete
HR Admin for Employees		Managing HR Processes and User Info	ACTIVE		2019-03-08	View Edit Delete
Recruit		This role grants access to RCH processes and related recruiting system administration permissions. Includes permission for OAS process integration	ACTIVE		2019-01-07	View Edit Delete
HRG		Manager Self Service	ACTIVE		2019-03-08	View Edit Delete

Admin Center

Back to [Admin Center](#)

Permission Role Detail

1. Name and description

Role Name:

Description:

2. Permission settings

Specify what permissions users in this role should have.

[Permission...](#)

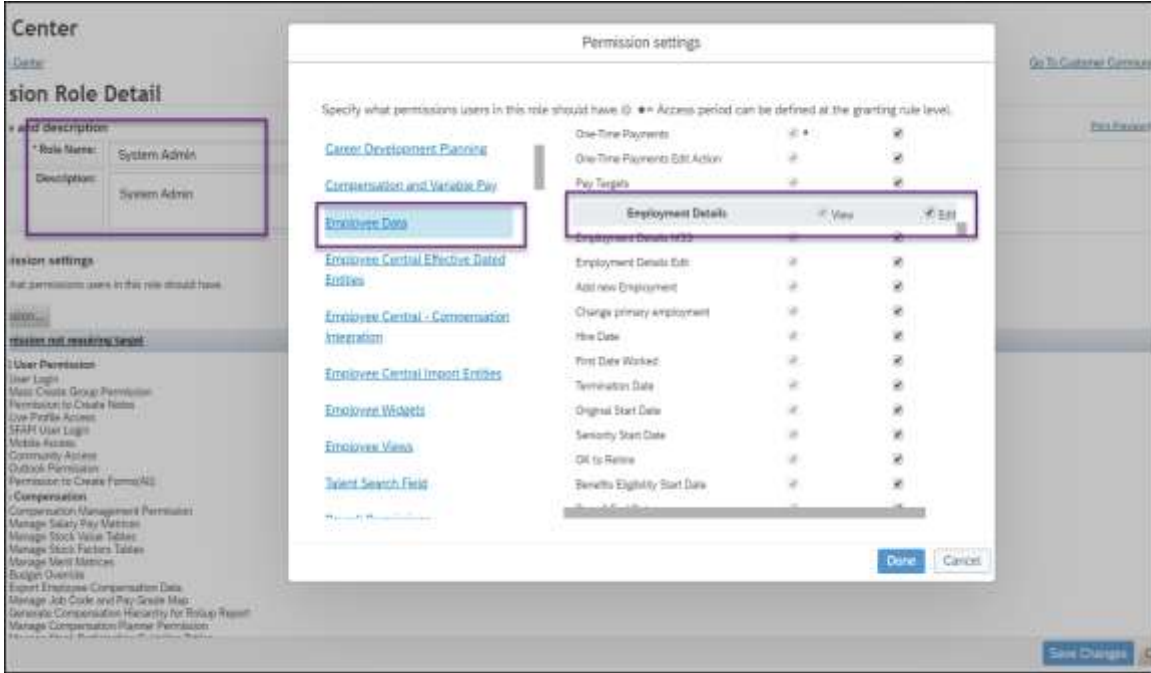
Permission not requiring target

General User Permission

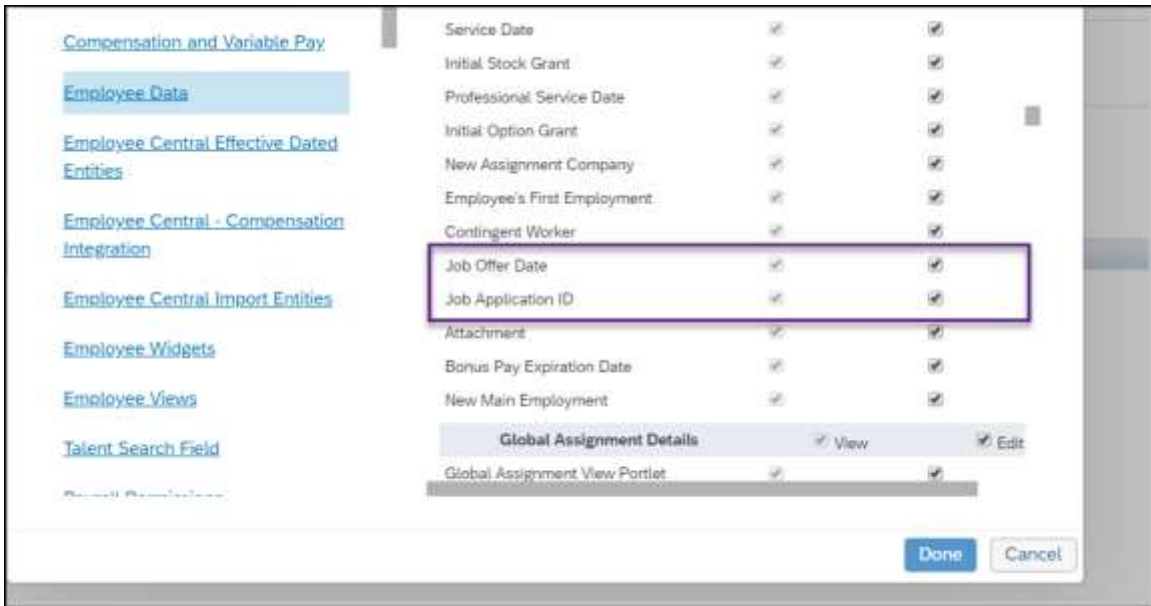
- User Login
- Mass Create Group Permission
- Permission to Create Notes
- Live Profile Access
- SFAPI User Login
- Mobile Access
- Community Access
- Outlook Permission
- Permission to Create Forms(All)

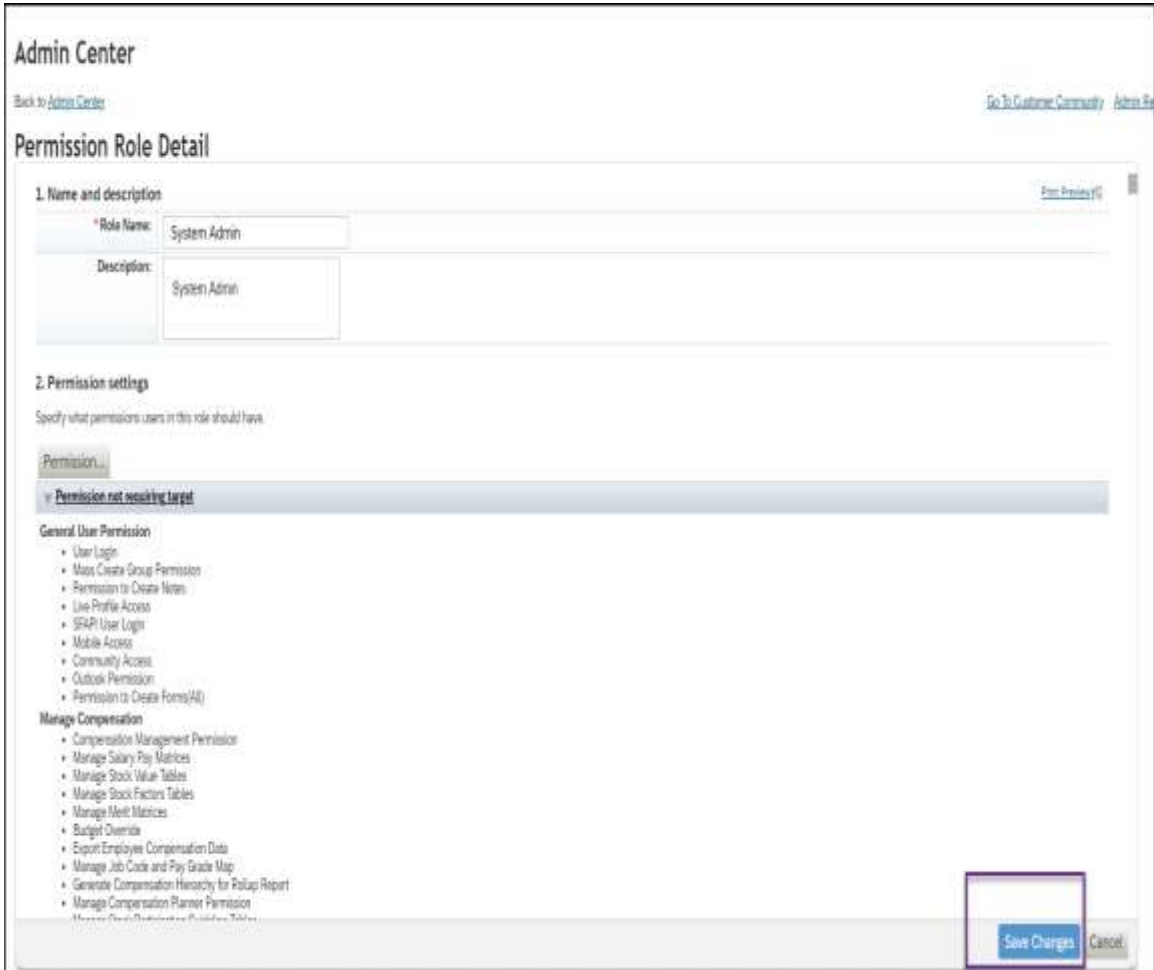
Manage Compensation

- Compensation Management Permission
- Manage Salary Pay Matrices
- Manage Stock Value Tables
- Manage Stock Factors Tables
- Manage Merit Matrices
- Budget Override
- Export Employee Compensation Data



The two new fields – Job Offer Date and Job Application ID, added are shown below.





Admin Center

Back to Admin Center Go To Custom Community Admin Center

Permission Role Detail

1. Name and description Print Preview

*** Role Name:** System Admin

Description: System Admin

2. Permission settings

Specify what permissions users in this role should have.

Permission

Permission not seeking target

General User Permission

- User Login
- Mass Create Group Permission
- Permission to Create Notes
- Live Profile Access
- SAP User Login
- Mobile Access
- Community Access
- Outlook Permission
- Permission to Create Forms(AI)

Manage Compensation

- Compensation Management Permission
- Manage Salary Pay Matrices
- Manage Stock Value Tables
- Manage Stock Factors Tables
- Manage Merit Matrices
- Budget Overview
- Export Employee Compensation Data
- Manage Job Code and Pay Grade Map
- Generate Compensation Hierarchy for Rollup Report
- Manage Compensation Planner Permission
- Manage Cash Distribution Position Tables

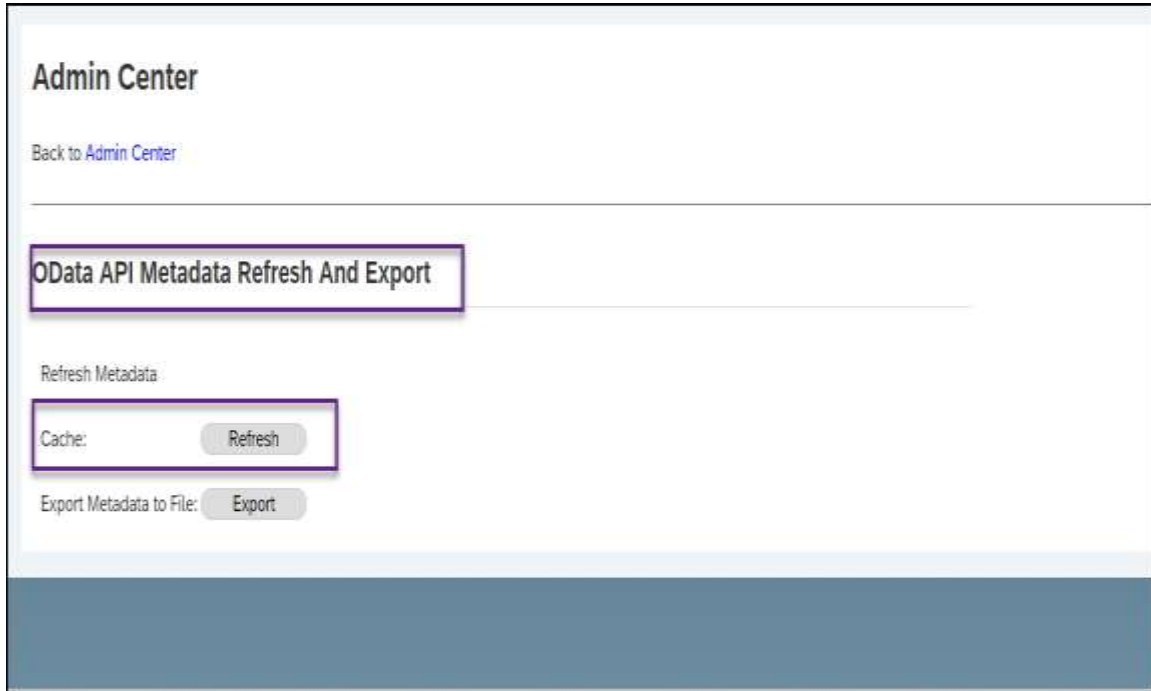
Save Changes Cancel

Refresh OData Metadata

Follow these steps to refresh the OData Metadata and make the new fields available for API interaction.

1. Log into the SAP SuccessFactors tenant
2. Access the *OData API Metadata Refresh* screen, under *Admin Center*
3. Click on the *Refresh* button

Example:



Configure Intelligent Services: External Connector

Follow the steps below to include a call to the connector on the event of a hire.

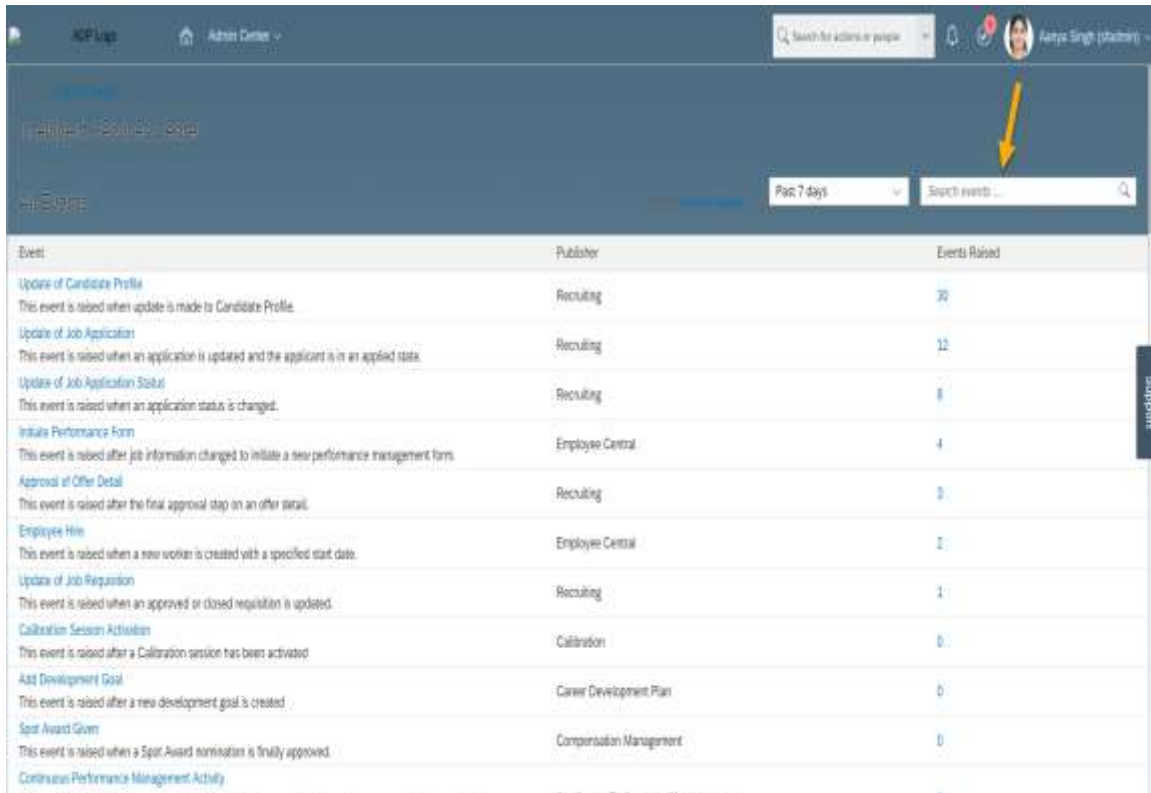
1. Log into the SAP SuccessFactors tenant
2. Navigate to *Admin Center*
3. Access the *Intelligent Services Center (ISC)* screen
4. Search for the *Employee Hire* event
5. Click on the event name
6. Click on *Event Connector*
7. Click on *New Event Connector*
8. Enter the following information:
 - a. Name: ADP Hire Notification Connector
 - b. Description: Notifies ADP when a Job Application Status is changed to "Ready for Hire"
 - c. Endpoint URL: <the URL of the SAP Cloud Platform Integration tenant>/cxf/ws/vendor/NotifyHire

Example of an URL: https://p*****-iflmap.*****.us3.hana.ondemand.com/cxf/ws/vendor/NotifyHire

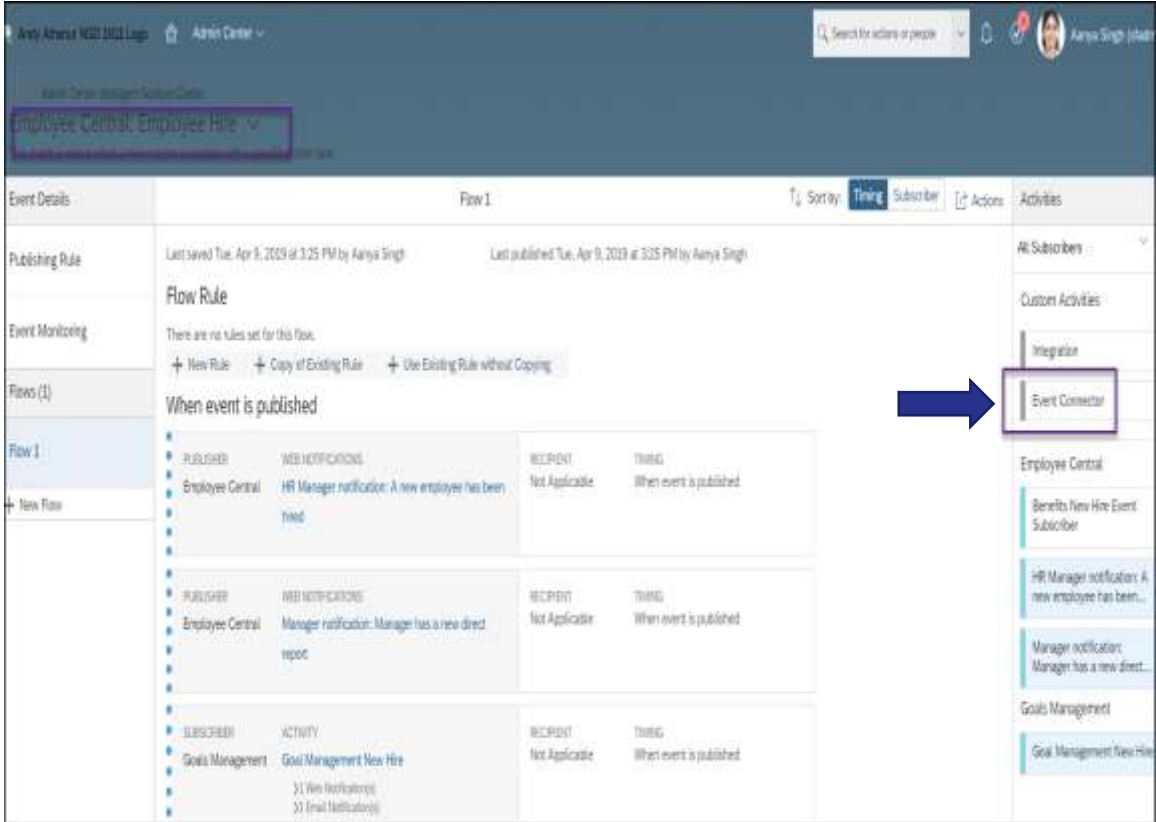
- d. External Event Version: External Event Alert
 - e. Authentication: Basic
 - f. Username: <the username of the SAP Cloud Platform Integration account to be used>
 - g. Password: <the password of the SAP Cloud Platform Integration account to be used >
9. Click on the Add button
 10. Click on the Save Flow button

Please note that the actual URL will be generated after the ADP Tax Credits SAP SuccessFactors Connector Notify Hire Integration Flow is deployed to SAP Cloud Platform Integration, so you may have to alter it later.

Example:



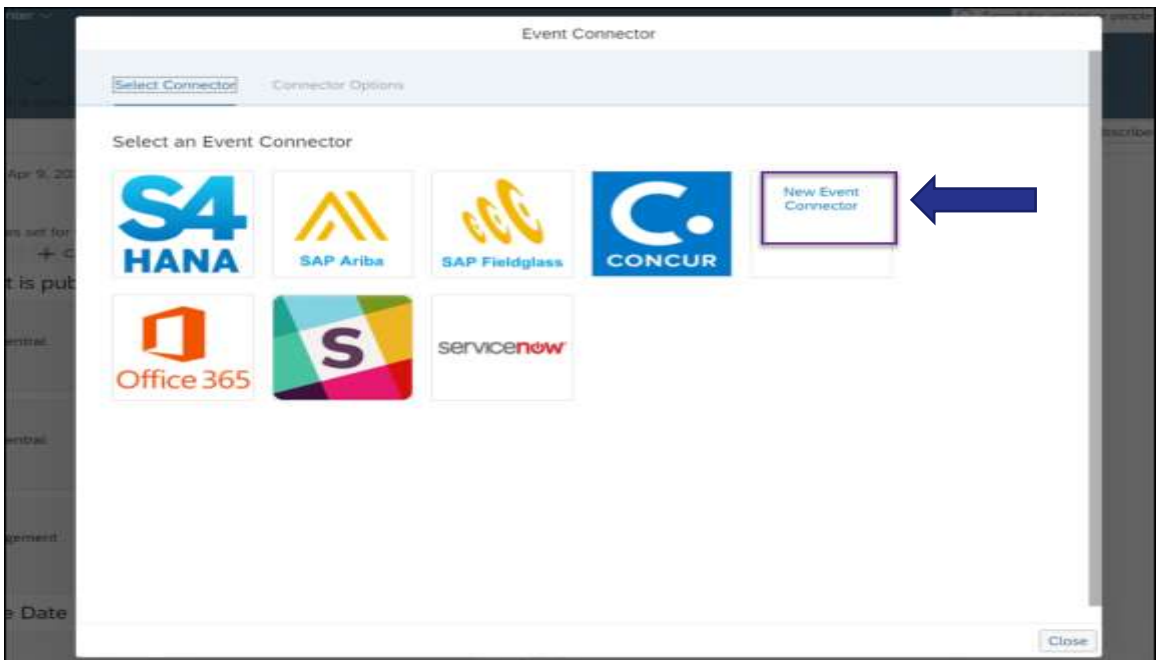
Event	Publisher	Events Raised
Update of Candidate Profile This event is raised when update is made to Candidate Profile.	Recruiting	30
Update of Job Application This event is raised when an application is updated and the applicant is in an applied state.	Recruiting	12
Update of Job Application Status This event is raised when an application status is changed.	Recruiting	8
Initiate Performance Form This event is raised after job information changed to initiate a new performance management form.	Employee Central	4
Approval of Offer Detail This event is raised after the final approval step on an offer detail.	Recruiting	3
Employee Hire This event is raised when a new worker is created with a specified start date.	Employee Central	2
Update of Job Requisition This event is raised when an approved or closed requisition is updated.	Recruiting	1
Calibration Session Activation This event is raised after a Calibration session has been activated.	Calibration	0
Add Development Goal This event is raised after a new development goal is created.	Career Development Plan	0
Spot Award Given This event is raised when a Spot Award nomination is finally approved.	Compensation Management	0
Continuous Performance Management Activity	Performance Management	0



The screenshot shows the 'Flow Rule' configuration page in the ADP Admin Center. The breadcrumb trail is 'Employee Central: Employee Hire'. The page title is 'Flow 1'. The 'Publishing Rule' section shows it was last saved on Tue, Apr 9, 2019 at 3:25 PM and last published on Tue, Apr 9, 2019 at 3:35 PM by Ananya Singh. The 'Event Monitoring' section indicates there are no rules set for this flow, with options to '+ New Rule', '+ Copy of Existing Rule', and '+ Use Existing Rule without Copying'. The 'Flows (1)' section shows 'Flow 1' with a '+ New Flow' option. The 'When event is published' section contains three rows of configuration:

Publisher	Web Notifications	Recipient	Thing
Employee Central	HR Manager notification: A new employee has been hired	Not Applicable	When event is published
Employee Central	Manager notification: Manager has a new direct report	Not Applicable	When event is published
Goals Management	Goal Management New Hire (X) Web Notifications (X) Email Notifications	Not Applicable	When event is published

A blue arrow points to the 'Event Connector' option in the right-hand 'Activities' sidebar.



The screenshot shows the 'Event Connector' dialog box with the 'Select Connector' tab active. The title is 'Event Connector' and the subtitle is 'Connector Options'. The main heading is 'Select an Event Connector'. There are seven connector options displayed as cards:

- S4 HANA
- SAP Ariba
- SAP Fieldglass
- CONCUR
- New Event Connector (highlighted with a blue arrow)
- Office 365
- servicenow

A 'Close' button is located at the bottom right of the dialog box.

Event Connector

Select Connector: Connector Options

*Name:

Description:

*EndPoint URL:

External Event Version:

Background image:

Image Preview:

Authentication:

Employee Central: Employee Hire

This event is used when a person is hired with a specified job date.

Event Details

Flow 1

Sort by: Timing Subscriber Actions Activities

Publishing Rule: Last saved Tue, Apr 9, 2019 at 3:25 PM by Anvya Singh | Last published Tue, Apr 9, 2019 at 3:25 PM by Anvya Singh

Event Monitoring

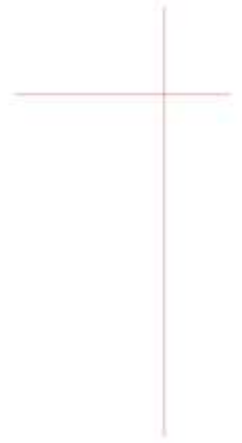
Flows (1)

Flow 1

When event is published

PUBLISHER	WEB NOTIFICATIONS	RECIPIENT	TIMING
Employee Central	HR Manager notification: A new employee has been hired	Not Applicable	When event is published
Employee Central	Manager notification: Manager has a new direct report	Not Applicable	When event is published
Goals Management	Goal Management New Hire	Not Applicable	When event is published

Save Flow



SAP Cloud Platform Integration Configuration

Configure SAP Cloud Platform Integration to Trust ADP's Certificate

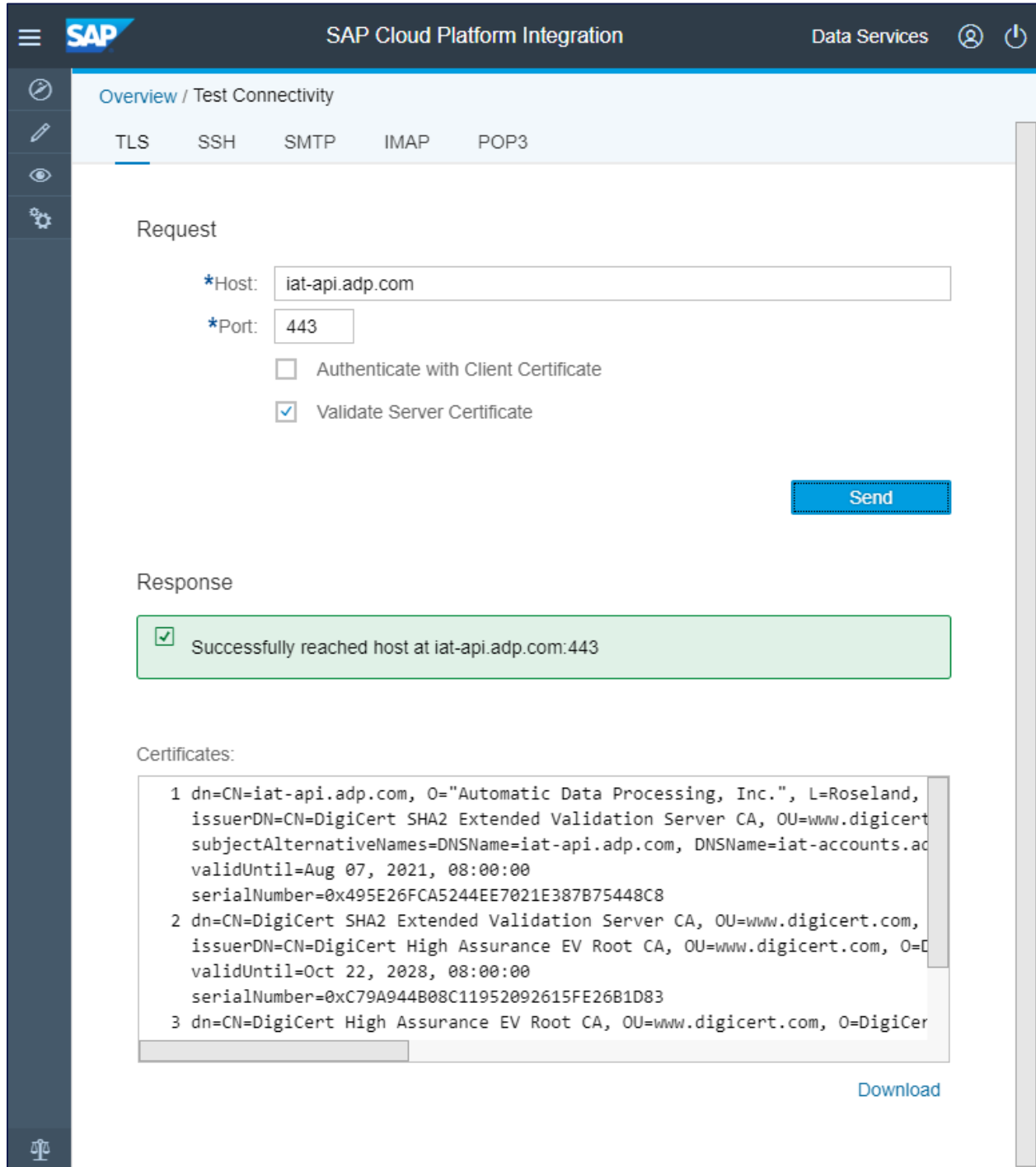
Before SAP Cloud Platform Integration can connect to ADP and consume its services, it must trust the certificate that the ADP server presents. The trust store of your tenant may already contain the root certificate that ADP uses, so first check the connectivity using the *Connectivity Tests* functionality of SAP Cloud Platform Integration.

Check Connectivity with ADP

Follow these steps to test the connectivity from your tenant to ADP:

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on *Monitor*
3. Under *Manage Security*, click on the *Connectivity Tests* tile
4. Enter the following information:
 - a. Host: `iat-api.adp.com`
 - b. Port: `443`
 - c. Authenticate with Client Certificate: leave unchecked
 - d. Validate Server Certificate: make sure it is checked
5. Click on *Send*
6. Repeat the test for host `api.adp.com`

Example:



The screenshot shows the SAP Cloud Platform Integration 'Test Connectivity' interface. The page title is 'SAP Cloud Platform Integration' and the breadcrumb is 'Data Services'. The main heading is 'Overview / Test Connectivity'. There are tabs for 'TLS', 'SSH', 'SMTP', 'IMAP', and 'POP3', with 'TLS' selected. Under the 'Request' section, the host is 'iat-api.adp.com' and the port is '443'. There are two checkboxes: 'Authenticate with Client Certificate' (unchecked) and 'Validate Server Certificate' (checked). A 'Send' button is located to the right. The 'Response' section shows a green box with a checkmark and the text 'Successfully reached host at iat-api.adp.com:443'. Below this, the 'Certificates:' section displays a list of three certificates with their details, including DN, issuerDN, subjectAlternativeNames, validUntil, and serialNumber. A 'Download' button is at the bottom right of the certificate list.

SAP Cloud Platform Integration

Data Services

Overview / Test Connectivity

TLS SSH SMTP IMAP POP3

Request

*Host: iat-api.adp.com

*Port: 443

Authenticate with Client Certificate

Validate Server Certificate

Send

Response

✓ Successfully reached host at iat-api.adp.com:443

Certificates:

```
1 dn=CN=iat-api.adp.com, O="Automatic Data Processing, Inc.", L=Roseland, issuerDN=CN=DigiCert SHA2 Extended Validation Server CA, OU=www.digicert.com, subjectAlternativeNames=DNSName=iat-api.adp.com, DNSName=iat-accounts.adp.com, validUntil=Aug 07, 2021, 08:00:00, serialNumber=0x495E26FCA5244EE7021E387B75448C8
2 dn=CN=DigiCert SHA2 Extended Validation Server CA, OU=www.digicert.com, issuerDN=CN=DigiCert High Assurance EV Root CA, OU=www.digicert.com, O=DigiCert, validUntil=Oct 22, 2028, 08:00:00, serialNumber=0xC79A944B08C11952092615FE26B1D83
3 dn=CN=DigiCert High Assurance EV Root CA, OU=www.digicert.com, O=DigiCert
```

Download

If both hosts are successfully reached, then your SAP Cloud Platform Integration tenant already trusts ADP's root certificate and you can skip the next section. If the test fails, then you will have to import ADP's root certificate into the Trust Store by following the steps in the next section. ADP's root certificate is usually valid for both test (iat-api.adp.com) and production servers (api.adp.com), so importing the certificate from one site should resolve for the other.

Import the ADP Root Certificate into Trust Store

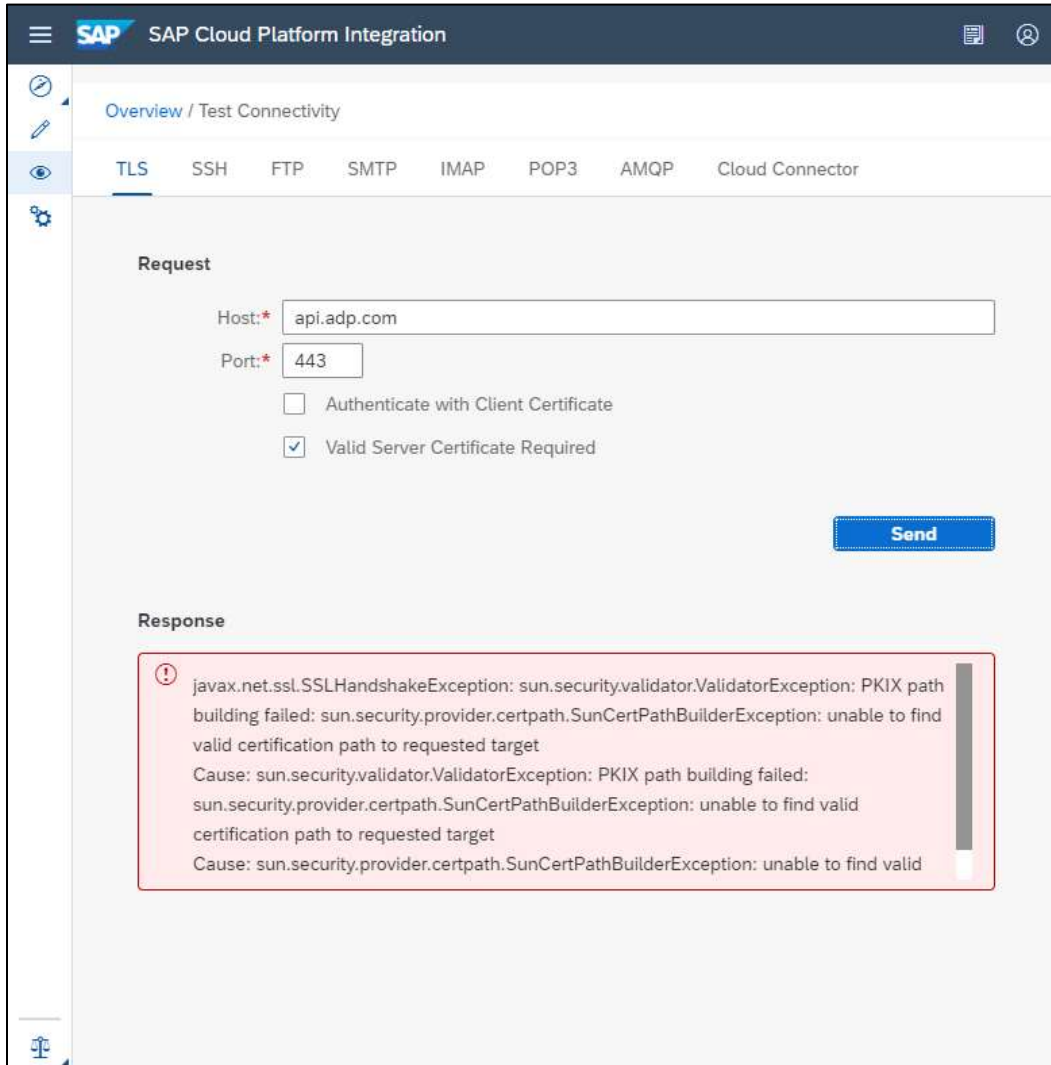
If any of the tests on the previous section failed, then you will have to import ADP's root certificate into the SAP Cloud Platform Integration trust store.

Export the root certificate to a file

Follow these steps to export ADP's root certificate to a file.

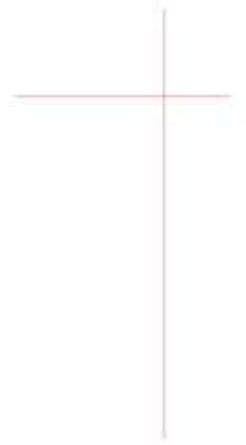
1. From the failed connectivity test, uncheck the *Valid Server Certificate Required* checkbox
2. Click on *Send*
3. Click on the *Download Server Certificates* button, located on the right hand side of *Server Certificate Chain*
4. Extract the files in the zip archive to your local computer
5. Determine the root certificate by double clicking each file and verifying which one has only one entry in the certification path. Currently, ADP uses *DigiCert High Assurance EV Root CA* as the root certificate.

Example:



The screenshot shows the SAP Cloud Platform Integration Test Connectivity interface. The 'Request' section is configured with Host: * api.adp.com and Port: * 443. The 'Valid Server Certificate Required' checkbox is checked. A 'Send' button is visible. The 'Response' section displays a red error message:

```
! javax.net.ssl.SSLHandshakeException: sun.security.validator.ValidatorException: PKIX path building failed: sun.security.provider.certpath.SunCertPathBuilderException: unable to find valid certification path to requested target
Cause: sun.security.validator.ValidatorException: PKIX path building failed: sun.security.provider.certpath.SunCertPathBuilderException: unable to find valid certification path to requested target
Cause: sun.security.provider.certpath.SunCertPathBuilderException: unable to find valid
```



SAP Cloud Platform Integration

Overview / Test Connectivity

TLS SSH FTP SMTP IMAP POP3 AMQP Cloud Connector

Request

Host:*

Port:*

Authenticate with Client Certificate


Valid Server Certificate Required

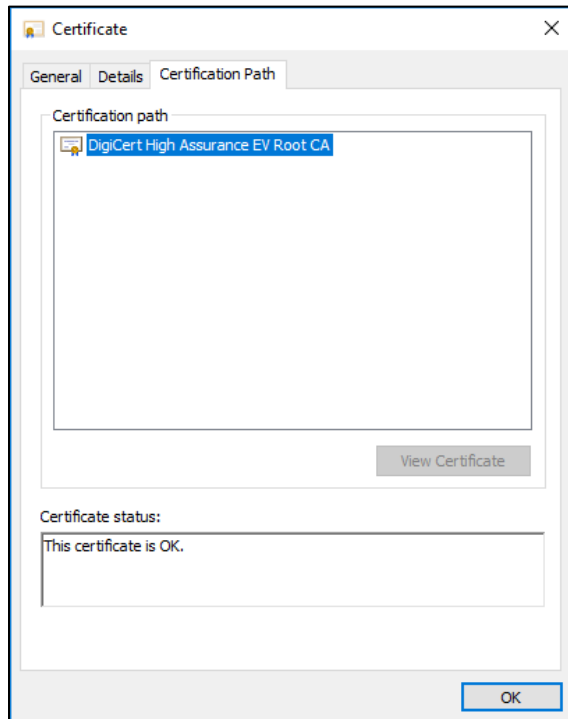
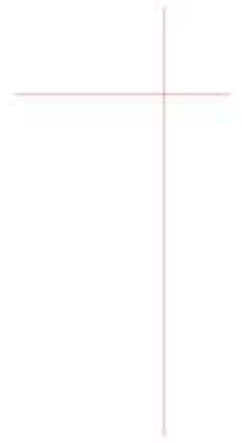
Send

Response

Successfully reached host at api.adp.com:443

Server Certificate: Invalid

> Server Certificate Chain 



Import ADP's root certificate into SAP Cloud Platform Integration

Follow these steps to import ADP's root certificate into the SAP Cloud Platform Integration tenant:

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on *Monitor*
3. Under *Manage Security*, click on the *Keystore* tile
4. Click on the *Add* button and select *Certificate*
5. Enter the following information:
 - a. Alias: *ADP Root Certificate*
 - b. File: select the root certificate file exported on the previous section
6. Click on *Add*
7. Click on *Confirm*
8. Repeat the *Connectivity Test* to ensure the certificate solved the connectivity issue

Example:

SAP Cloud Platform Integration Data Services

Overview / Manage Keystore

Current Backup New SAP keys SAP Key History

Entries (12) Back Up Add Download Refresh Settings

Alias	Actions
<p>adp root</p> <p>Type: Certificate Owner: Tenant Administrator Valid Until: Nov 09, 2031, 19:00:00 Last Modified At: Feb 28, 2019, 10:28:53</p>	
<p>apigeneric</p> <p>Type: Key Pair Owner: Tenant Administrator Valid Until: Mar 03, 2021, 18:59:59 Last Modified At: Apr 15, 2019, 10:27:13</p>	
<p>google internet authority g3</p> <p>Type: Certificate Owner: Tenant Administrator Valid Until: Dec 14, 2021, 19:00:42 Last Modified At: Mar 08, 2019, 04:56:35</p>	
<p>smtp.gmail.com</p> <p>Type: Certificate Owner: Tenant Administrator</p>	


Add Certificate

Alias:

File:



Current | Previous | New SAP Issues | SAP Key History

 **Confirm Certificate**

Could not establish trust to the certificates in the keystore.
You may confirm that you trust the certificate 'adp root certificate' by checking the fingerprint.

Certificate Details

Owner: Tenant Administrator
Key Type: RSA
Key Size: 2048
Signature Algorithm: SHA1withRSA
Subject DN: CN=DigiCert High Assurance EV Root CA,OU=www.digicert.com,O=DigiCert Inc,C=US
Issuer DN: CN=DigiCert High Assurance EV Root CA,OU=www.digicert.com,O=DigiCert Inc,C=US
Serial Number: 0x2AC5C266A0B409B8F0B79F2AE462577
Version: 3
Valid From: Nov 09, 2006, 19:00:00
Valid Until: Nov 09, 2031, 19:00:00

Fingerprints

SHA-1:
5F:B7:EE:06:33:E2:59:DB:AD:0C:4C:9A:E6:D3:8F:1A:61:C7:DC:25

SHA-256:
74:31:E5:F4:C3:C1:CE:46:90:77:4F:0B:61:E0:54:40:88:3B:A9:A0:1E:D0:0B:A6:AB:D7:80:6E:D3:B1:18:CF

SHA-512:
7B:9C:F0:79:B9:76:9D:FA:9E:B2:E2:8C:F5:A4:DA:99:22:B0:F8:0E:41:50:97:D3:26:BF:20:54:75:05:A6:AB:
1B:7A:C6:A8:38:46:D0:B8:25:3E:91:68:B1:F9:15:B8:97:4A:EC:84:4A:9B:31:C3:AD:CA:B3:AE:C8:9F:CD:07

Confirm Cancel



SAP Cloud Platform Integration

Overview / Manage Keystore / adp root certificate

Certification Path Rename Update Download Delete

adp root certificate

General

Alias:
adp root certificate

Keystore:
Current

Type:
Certificate

Owner:
Tenant Administrator

Version:
3

Serial Number:
0x2ac5c266a0b409b8f0b79f2ae462577

Subject DN:
CN=DigiCert High Assurance EV Root CA,
OU=www.digicert.com, O=DigiCert Inc, C=US

Issuer DN:
CN=DigiCert High Assurance EV Root CA,
OU=www.digicert.com, O=DigiCert Inc, C=US

Key Type:
RSA

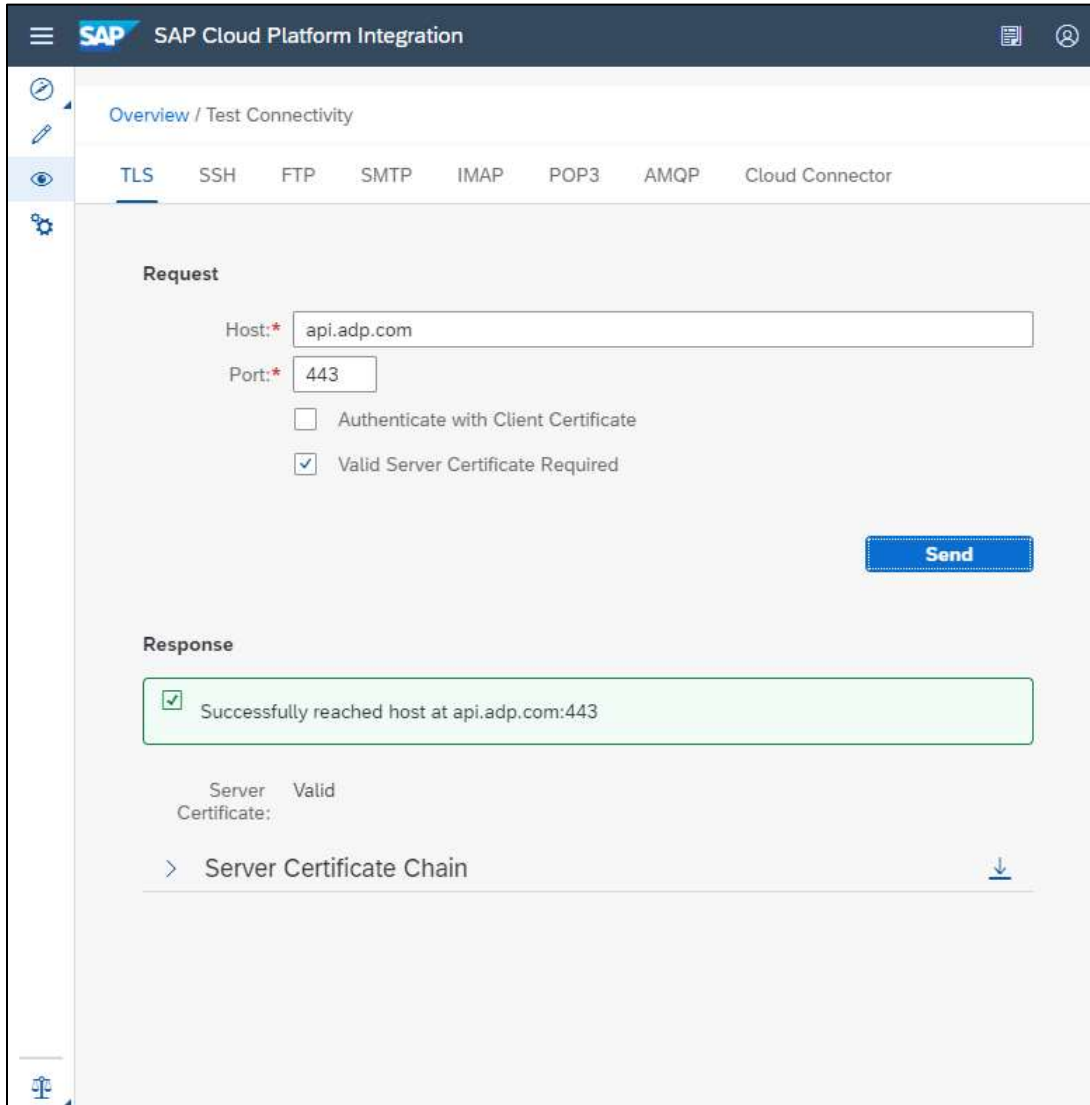
Key Size:
2048

Signature Algorithm:
SHA1withRSA

Valid From:
Nov 09, 2006, 19:00:00

Valid Until:
Nov 09, 2031, 19:00:00

Fingerprints



Obtain the ADP Signed Client Certificate

Follow the steps below to obtain the ADP Signed Client Certificate. Please note that, although SAP Cloud Platform Integration offers functionality to generate key pairs, it does not allow private keys to be exported and therefore they can't be copied from one SAP Cloud Platform Integration tenant to another (from a test tenant to a production one, for instance). ADP recommends using an external tool like KeyStore Explorer to generate the key pair and then

import the key pair into SAP Cloud Platform Integration and avoid having to go through a Certificate Signing Request (CSR) process more than once.

1. Install the **KeyStore Explorer** application, which can be downloaded from the address <https://keystore-explorer.org/>
2. Open KeyStore Explorer
3. Click on **Create a new KeyStore**; alternatively, you can choose **File** and then **New** from the menu
4. Choose "PKCS #12" for the type of the new key store and click "OK"
5. From the menu, choose **File** and then **Save**
6. On the 2 fields shown, enter a password of your choice and click "OK" (make note of the password)
7. Choose the location where the key store should be saved, name it **keystore.pfx** and click "OK"
8. From the menu, choose **Tools** and then **Generate Key Pair**
9. Choose "RSA" for the algorithm and 2,048 for the key size and click "OK"
10. Change the validity period for 2 years and click "Apply"
11. Click on "Edit Name", located on the bottom right
12. Enter the following information:
 - a. Common Name (CN): the name of your organization
 - b. Organization Name (O): SAP Cloud Platform Integration Connector for ADP

The value for field **Organization Name (O)** must match exactly the value shown above, so copying and pasting is recommended. The other fields are not required and can be deleted by clicking on the minus ("-") button besides each field.

13. Click "OK" and then "OK" again
14. Accept the alias for the new key pair and click "OK" (make note of the alias)
15. On the 2 fields shown, enter the same password chosen on the previous step and click "OK"
16. Click "OK" on the confirmation message
17. From the menu, choose **File** and then **Save**
18. Log into your organization's SAP Cloud Platform Integration tenant
19. Click on *Monitor*
20. Under *Manage Security*, click on *Keystore*
21. Click on the *Add* button and select *Key Pair*
22. Enter the following information:
 - a. Alias: the alias that was generated on step 14

- b. File: the key store file created on step 7
- c. Password: the password chosen on step 6
- 23. Click on the *Deploy* button
- 24. Click on *Confirm*
- 25. Click on the newly created key pair
- 26. Click on the *Download* button, select *Signing Request* and save the .CSR file to your computer
- 27. Email the .CSR file to ADPTaxCreditsIntegrationSupport@adp.com, informing:
 - a. The individual email address to which the resulting signed certificate will be sent

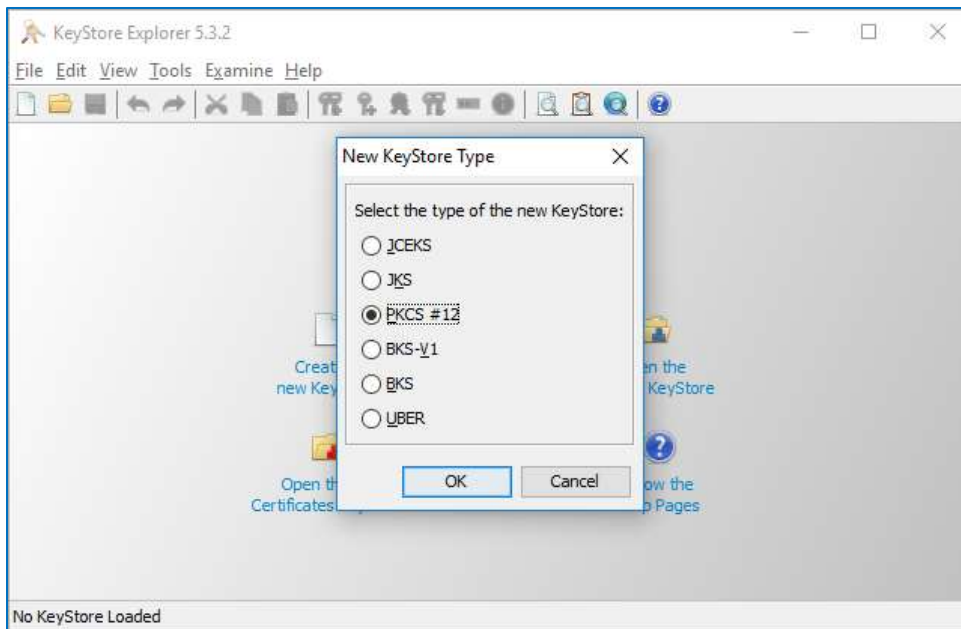
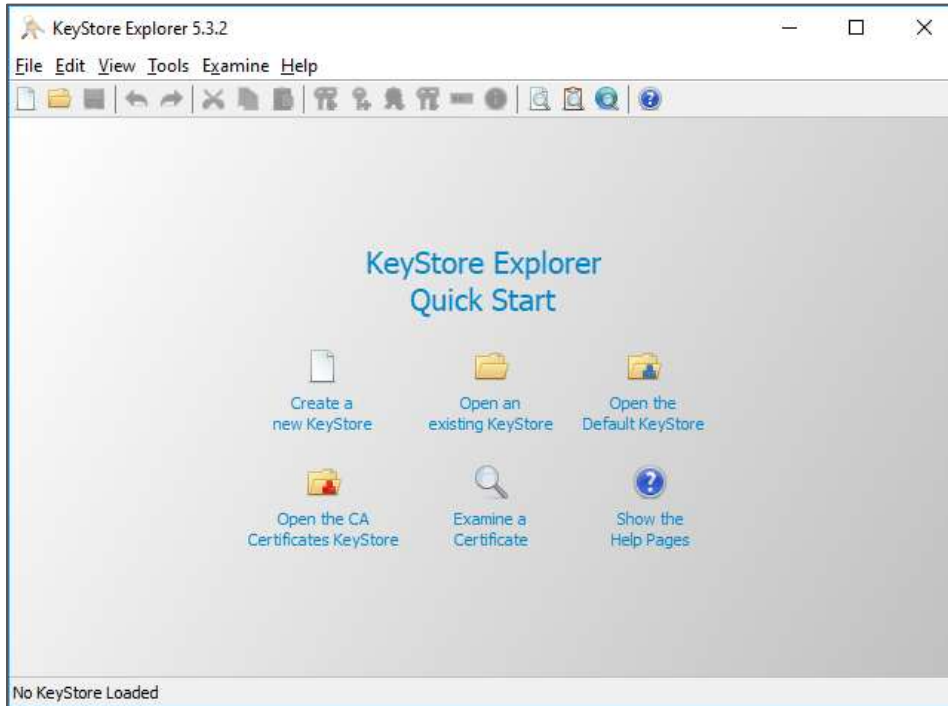
An individual's email address is preferred for security purposes.

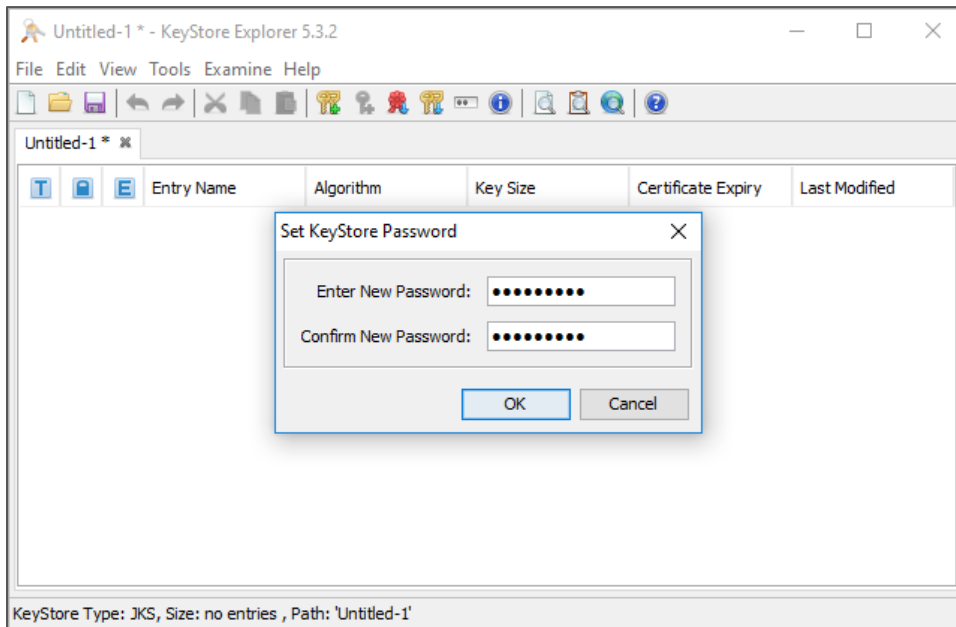
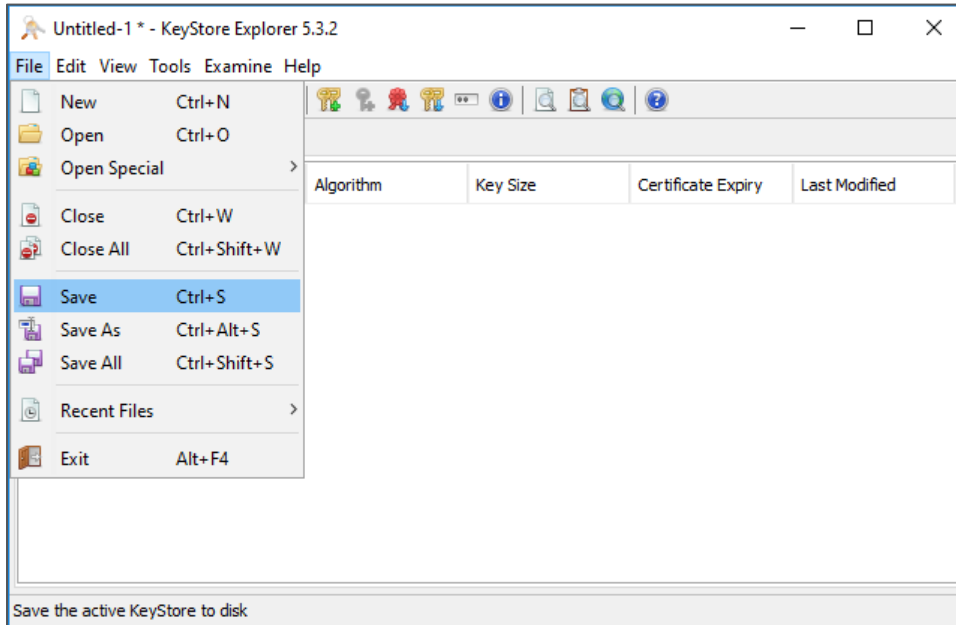
- b. An email distribution list (one email address with multiple recipients) that will be used to receive reminders when the certificate is about to expire

A group email address is preferred so that future notifications will reach the correct recipients regardless of personnel changes.

- 28. The address provided will receive an email with subject *Your Device Certificate for <Organization> is enrolled*. Download the signed certificate using not the link labeled "as PKCS#7", which the email indicates as preferred, but from the one labeled "as Certificate only, PEM encoded"
- 29. Back in SAP Cloud Platform Integration, click on the key pair again
- 30. Click on the *Update* button and select *Signing Response*
- 31. Select the file you downloaded and click *Update*
- 32. Click on *Confirm*

Example:







Generate Key Pair

Algorithm Selection

RSA Key Size: 2,048

DSA Key Size: 2,048

EC Set: ANSI X9.62

Named Curve: c2tnb191v1

OK Cancel

Generate Key Pair Certificate

Version: Version 1 Version 3

Signature Algorithm: SHA-256 with RSA

Validity Start: 2/19/2020 6:04:34 PM EST

Validity Period: 2 Year(s) Apply

Validity End: 2/19/2022 6:04:34 PM EST

Serial Number: 1582153474

Name:

Edit Name

Add Extensions

OK Cancel

Name

Common Name (CN): Example, Inc.

Organization Name (O): SAP Cloud Platform Integration Connector for ADP

OK Cancel



Generate Key Pair Certificate

Version: Version 1 Version 3

Signature Algorithm: SHA-256 with RSA

Validity Start: 2/19/2020 6:04:34 PM EST

Validity Period: 2 Year(s) Apply

Validity End: 2/19/2022 6:04:34 PM EST

Serial Number: 1582153474

Name: CN=Example\, Inc.,O=SAP Cloud Platform Integre

Add Extensions

OK Cancel

New Key Pair Entry Alias

Enter Alias: Example, Inc.

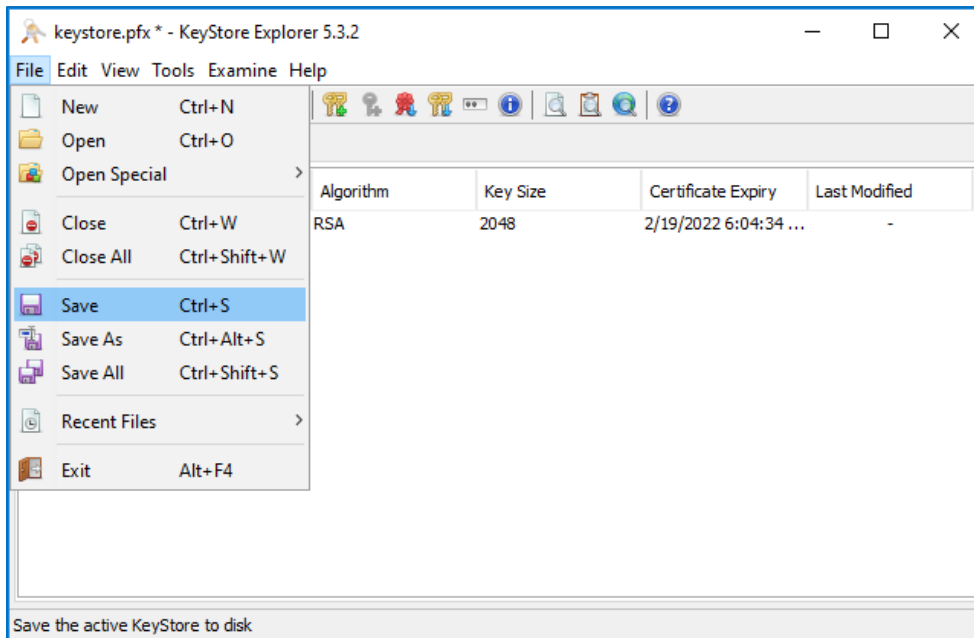
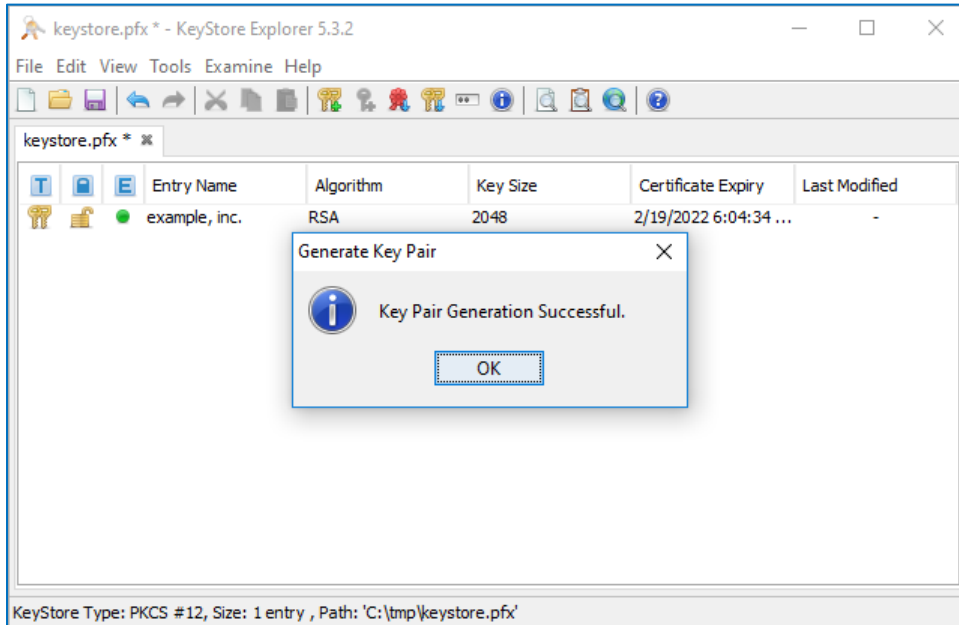
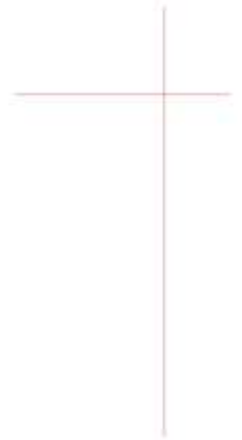
OK Cancel

New Key Pair Entry Password

Enter New Password: *****

Confirm New Password: *****

OK Cancel



SAP Cloud Platform Integration

Overview / Manage Keystore

Current Backup New SAP keys SAP Key History

Entries (13) Back Up

Alias	Type	Actions
adp root certificate Owner: Tenant Administrator Valid Until: Nov 09, 2031, 19:00:00 Last Modified At: Sep 03, 2019, 19:10:06	Certificate	<input type="button" value="↗"/>
adp signed client certificate Owner: Tenant Administrator Valid Until: Sep 03, 2021, 19:59:59 Last Modified At: Sep 04, 2019, 18:06:19	Key Pair	<input type="button" value="↗"/>
apigeneric Owner: Tenant Administrator Valid Until: Mar 03, 2021, 18:59:59 Last Modified At: Apr 15, 2019, 10:27:13	Key Pair	<input type="button" value="↗"/>
google internet authority g3 Owner: Tenant Administrator Valid Until: Dec 14, 2021, 19:00:42 Last Modified At: Mar 08, 2019, 04:56:35	Certificate	<input type="button" value="↗"/>
smtp.gmail.com Owner: Tenant Administrator Valid Until: Dec 14, 2021, 19:00:42 Last Modified At: Mar 08, 2019, 04:56:35	Certificate	<input type="button" value="↗"/>

Add Key Pair

*Alias:


*File:

*Password:



Always Designing
for People™



 Confirm Key Pair

Could not establish trust to the key pair by the certificates contained in the keystore.
You may confirm that you trust the key pair 'example, inc' by checking the fingerprint.

Certificate Details

Owner: Tenant Administrator
Key Type: RSA
Key Size: 2048
Signature Algorithm: SHA256withRSA
Subject DN: CN=Example\, Inc.,O=SAP Cloud Platform Integration Connector for ADP
Issuer DN: CN=Example\, Inc.,O=SAP Cloud Platform Integration Connector for ADP
Serial Number: 0x5E4DBF02
Version: 3
Valid From: Feb 19, 2020, 18:04:34
Valid Until: Feb 19, 2022, 18:04:34

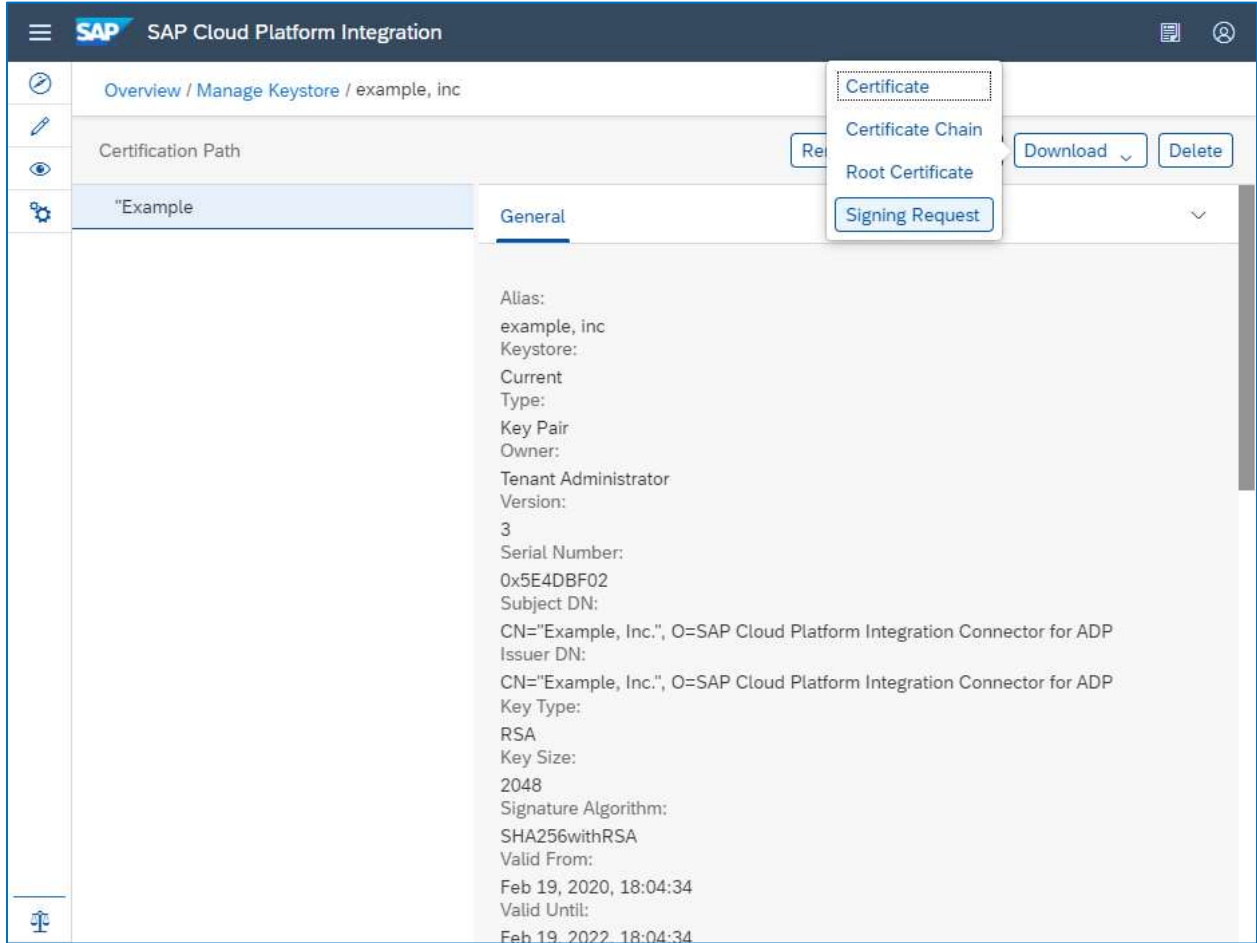
Fingerprints

SHA-1:
18:9D:CE:94:65:9F:C5:64:85:F0:F1:32:B9:BA:3C:A7:70:25:C3:DE

SHA-256:
4B:2D:A1:83:5A:FC:A0:94:5E:DE:67:4C:E7:1A:93:A1:51:E2:CF:A2:82:18:E2:0D:82:03:06:33:38:94:B4:DE

SHA-512:
21:07:90:69:2C:B3:49:8B:58:87:32:04:D3:71:02:FB:C0:82:AD:98:4E:49:85:5B:8F:55:57:48:58:48:34:37:
6E:60:02:2C:D2:2D:CF:28:2F:90:AB:08:03:F3:D6:02:2F:4B:D1:FA:47:1B:57:FF:07:F5:03:11:2A:21:38:E2

Confirm Cancel



The screenshot shows the SAP Cloud Platform Integration 'Manage Keystore' interface. The breadcrumb path is 'Overview / Manage Keystore / example, inc'. The selected keystore is 'Example', and the 'General' tab is active. A context menu is open over the keystore entry, showing options: Certificate, Certificate Chain, Root Certificate, and Signing Request. The 'Download' button has a dropdown arrow, and a 'Delete' button is also present. The certificate details are as follows:

Alias:	example, inc
Keystore:	Current
Type:	Key Pair
Owner:	Tenant Administrator
Version:	3
Serial Number:	0x5E4DBF02
Subject DN:	CN="Example, Inc.", O=SAP Cloud Platform Integration Connector for ADP
Issuer DN:	CN="Example, Inc.", O=SAP Cloud Platform Integration Connector for ADP
Key Type:	RSA
Key Size:	2048
Signature Algorithm:	SHA256withRSA
Valid From:	Feb 19, 2020, 18:04:34
Valid Until:	Feb 19, 2022, 18:04:34



Always Designing
for People™

Mon 4/13/2020 5:07 PM
CS Certificate Services Manager <support@cert-manager.com>
Your Device Certificate for [redacted] is enrolled.
To [redacted]
Retention Policy Delete Emails Older Than 10 Years (10 years) Expires 4/11/2030

The Device Certificate for [redacted] has been enrolled.

Please download it using the link below (preferred):

as PKCS#7: [https://\[redacted\]](https://[redacted])

You also have other options as given below:

as Certificate (w/ chain), PEM encoded: [https://\[redacted\]](https://[redacted])

as Certificate only, PEM encoded: [https://\[redacted\]](https://[redacted])

as PKCS#7, PEM encoded: [https://\[redacted\]](https://[redacted])

as PKCS#7: [https://\[redacted\]](https://[redacted])

Ignore the preferred option (with red arrow pointing to the PKCS#7 link)

Download from this link (with green arrow pointing to the Certificate only link)

SAP Cloud Platform Integration

Overview / Manage Keystore / example, inc

Certification Path

"Example" **General**

Key Pair

Update Download Delete


Signing Response

Alias:
example, inc
Keystore:
Current
Type:
Key Pair
Owner:
Tenant Administrator
Version:
3
Serial Number:
0x5E4DBF02
Subject DN:
CN="Example, Inc.", O=SAP Cloud Platform Integration Connector for ADP
Issuer DN:
CN="Example, Inc.", O=SAP Cloud Platform Integration Connector for ADP
Key Type:
RSA
Key Size:
2048
Signature Algorithm:
SHA256withRSA
Valid From:

Upload Signing Response for Alias example, inc

*File: Example Organization.cer Browse...

Update Cancel

 Confirm Signing Response for this Alias

Could not establish trust to the signing response by the certificates contained in the keystore.
You may confirm that you trust the signing response by checking the fingerprint.

Certificate Details

Owner: Tenant Administrator
Key Type: RSA
Key Size: 2048
Signature Algorithm: SHA256withRSA
Subject DN: OU=Example Organizational Unit,ST=Georgia,C=US,O=SAP Cloud Platform Integration Connector for ADP,CN=Example Organization,L=Atlanta
Issuer DN: CN=Automatic Data Processing Application Services CA - G3,OU=(C) 2016 ADP\, Inc. - For authorized use only,OU=Web Tier Group,O=Automatic Data Processing\, Inc.,C=US
Serial Number: 0x1D1B9B8077583578CC873D38B289B533
Version: 3
Valid From: Sep 03, 2019, 20:00:00
Valid Until: Sep 03, 2021, 19:59:59

Fingerprints

SHA-1:
9B:91:80:D9:E6:DF:58:44:F9:B3:7A:71:AA:DA:75:29:84:29:58:78

SHA-256:
54:DD:03:84:3A:24:73:F4:9E:40:78:62:09:19:33:BA:3E:37:85:8C:44:F7:58:75:EA:77:98:72:DC:24:7F:09

SHA-512:
27:58:5E:B1:B8:B6:1B:5C:A1:74:16:38:E7:9C:35:32:47:58:C9:74:E2:AF:40:1B:61:44:57:2D:34:2D:91:62:
EA:F9:C3:E1:A2:93:A4:C7:46:AD:FE:24:D8:67:84:FE:84:92:54:DA:73:76:03:FC:DC:65:7D:8E:BB:03:F2:E1

Confirm Cancel

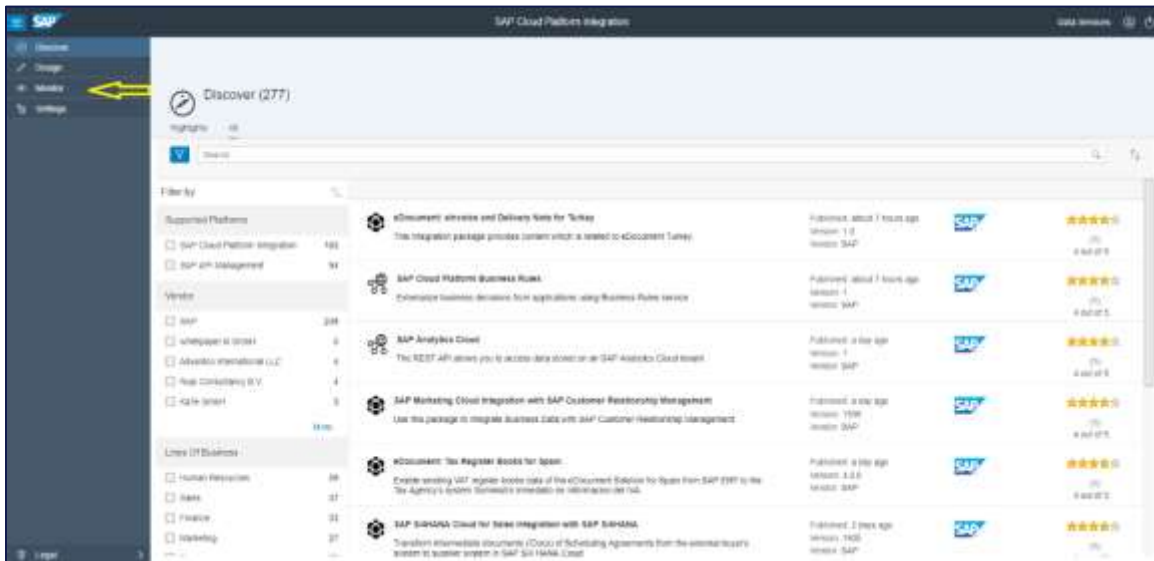
Deploy SAP SuccessFactors Credentials

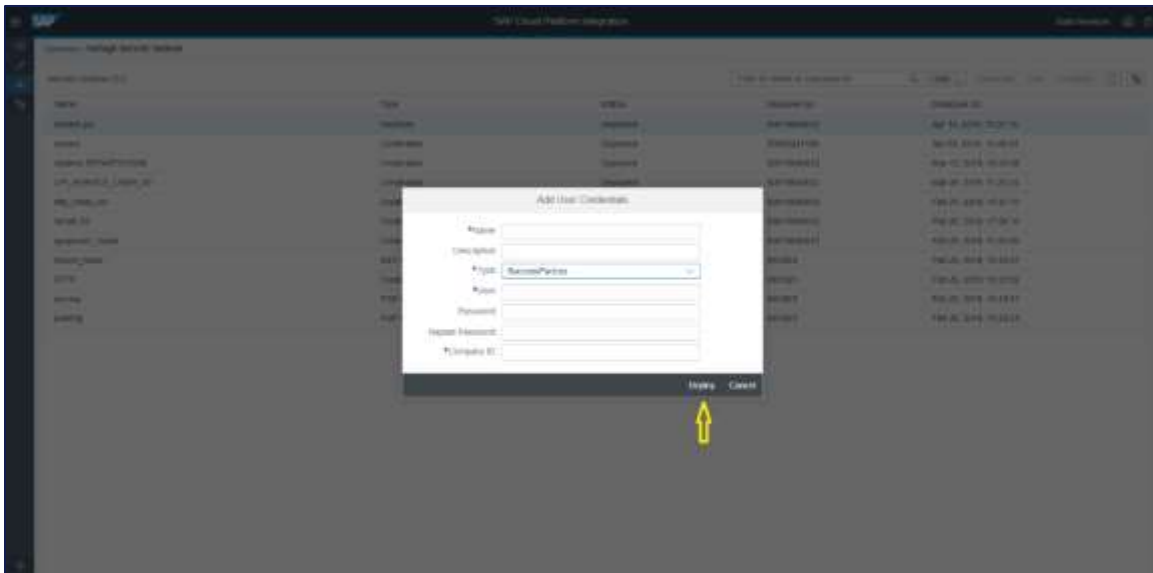
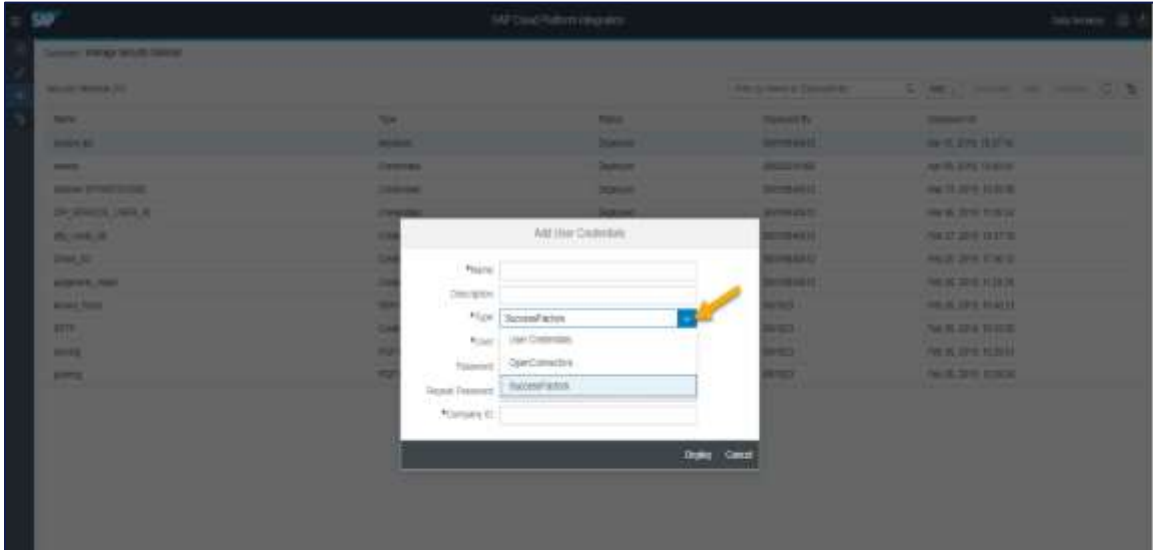
Follow these steps to deploy the credentials of the security user created on section *SAP SuccessFactors Configuration*.

1. Log into SAP Cloud Platform Integration
2. Click on *Monitor*
3. Click on the *Security Material* tile under the *Manage Security* section
4. Click on the *Add* button and select *User Credentials*
5. Enter the following information:
 - a. Name: <Choose any name>
 - b. Description: <leave blank>

- c. Type: *SAP SuccessFactors*
 - d. User: <the user name for the security user created in the *SAP SuccessFactors Configuration* section>
 - e. Password: <the password for the security user created in the *SAP SuccessFactors Configuration* section>
 - f. Repeat Password: <the password for the security user created in the *SAP SuccessFactors Configuration* section>
 - g. Company ID: <the ID of your organization; for example, "SFPART037006">
6. Click on the *Deploy* button

Example:





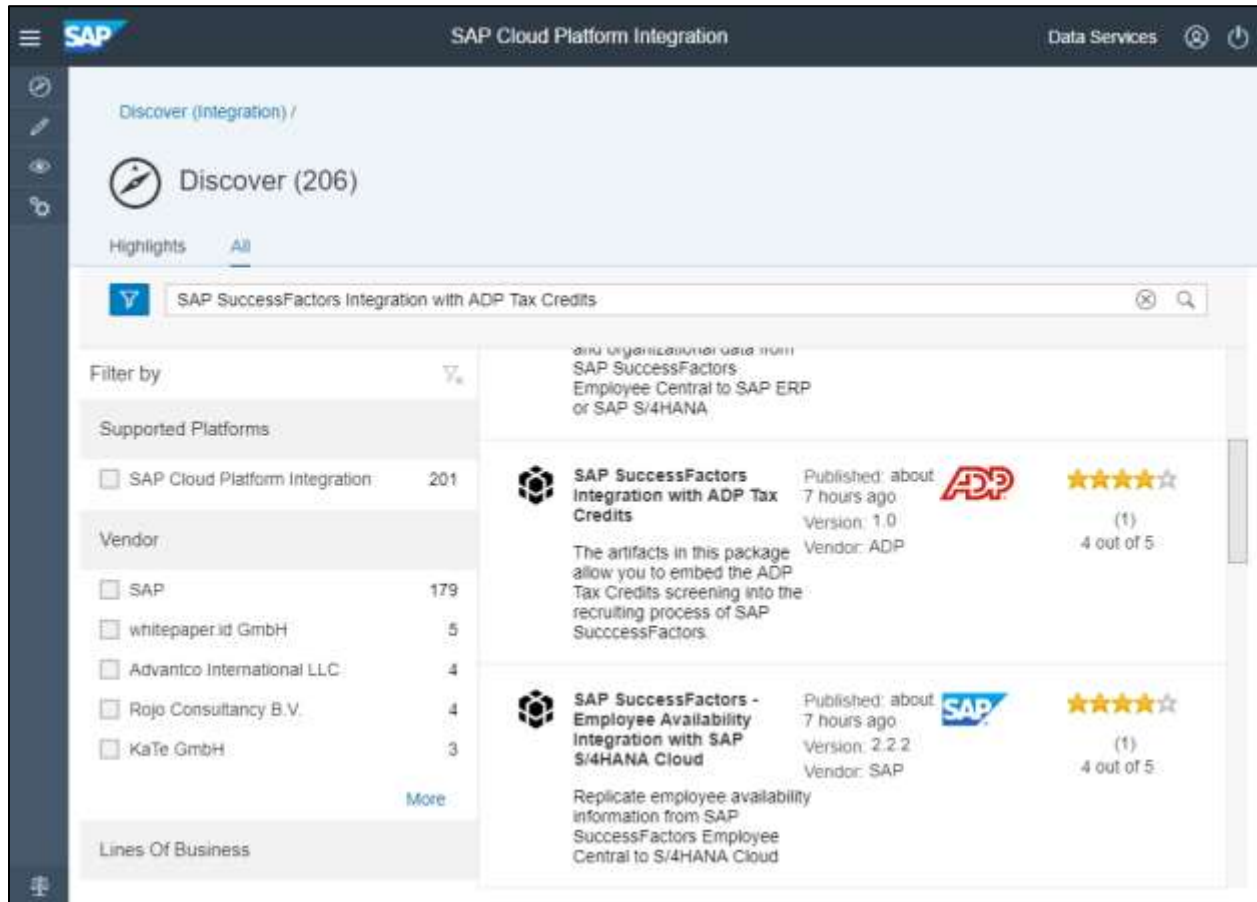
Import the Connector Package

Follow these steps to import the Connector Package from the API Hub into your SAP Cloud Platform Integration tenant.

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on *Discovery* button and select *Integration*
3. Search for *SAP SuccessFactors Integration with ADP Tax Credits*

4. Click on the package name
5. Click on the Copy link.

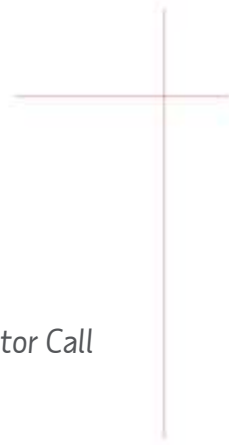
Example:



Deploy the ADP Tax Credits SAP SuccessFactors Connector Call ADP API Integration Flow

Follow these steps to deploy the ADP Tax Credits SAP SuccessFactors Connector Call ADP API Integration Flow into your tenant.

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on the Design button
3. Click on the SAP SuccessFactors Integration with ADP Tax Credits package



4. Click on *Artifacts*
5. Click on the *Actions* button of the *ADP Tax Credits SAP SuccessFactors Connector Call ADP API Integration Flow* and select *Configure*
6. Click on *Receiver*
7. Enter the following information:
 - a. ADP Marketplace API root:

Staging	https://iat-api.adp.com
Production	https://api.adp.com
 - b. ADP Client Certificate Alias: <the name of the alias that you created on section *Deploy Key Store*>
 - c. Timeout (in ms): <the desired timeout value, in milliseconds, for communications with ADP. The default value is 120000>
8. Click on *More*
9. Enter the following information:
 - a. OAuth 2.0 ADP Client ID: <value provided by ADP>
 - b. OAuth 2.0 ADP Client Secret: <value provided by ADP>
10. Click on *Deploy*

Example:



SAP Cloud Platform Integration | Data Services

Design / SAP SuccessFactors Integration with ADP Tax Credits / Edit Export Delete Package

SAP SuccessFactors Integration with ADP Tax Credits

The artifacts in this package allow you to embed the ADP Tax Credits screening into the recruiting process of SAP SuccessFactors. Vendor: ADP LLC, Version: 1.0, Mode: Editable

Overview **Artifacts (4)** Documents (1) Tags

Name	Type	Version	Actions
ADP Tax Credits SuccessFactors Connector Assessment Status Update <small>This iFlow enables SAP SuccessFactors to receive notifications of completed assessments from ADP Tax Credits. Created</small>	Integration Flow	1.0	<ul style="list-style-type: none"> Copy View metadata Download Configure Deploy
ADP Tax Credits SuccessFactors Connector Call ADP API <small>This iFlow enables other iFlows to call ADP APIs. It encapsulates the logic that is common to any ADP API call. Created</small>	Integration Flow	1.0	<ul style="list-style-type: none"> Deploy
ADP Tax Credits SuccessFactors Connector Notify Hire <small>This iFlow enables SAP SuccessFactors to send notification to ADP that a candidate was hired. Created</small>	Integration Flow	1.0	<ul style="list-style-type: none"> Deploy
ADP Tax Credits SuccessFactors Connector Order Assessment <small>This iFlow enables SAP SuccessFactors to initialize assessments on ADP Tax Credit systems. Created</small>	Integration Flow	1.0	<ul style="list-style-type: none"> Deploy

Configure "ADP Tax Credits SuccessFactors Connector Call ADP API"

Receiver: ADP
Adapter Type: HTTP

Connection

Address: `[[ADP Marketplace API root]]$header.adpMethod`

ADP Marketplace...: `https://at-api.adp.com`

Private Key Alias: `*****`

Timeout (in ms): `120000`

Save Deploy Close



Deploy the ADP Tax Credits SAP SuccessFactors Connector Assessment Status Update Integration Flow

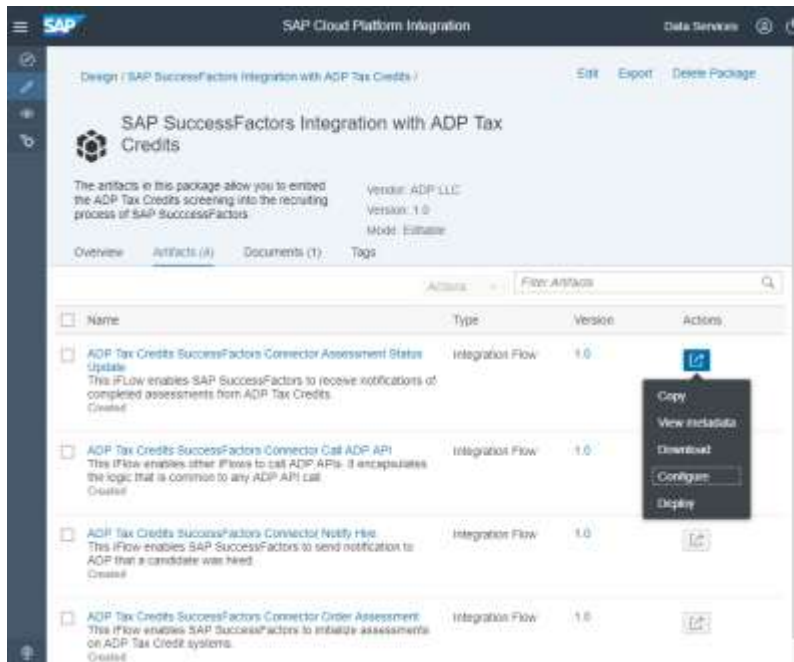
Follow these steps to deploy the ADP Tax Credits SAP SuccessFactors Connector Assessment Status Update Integration Flow into your tenant.

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on the *Design* button
3. Click on the *SAP SuccessFactors Integration with ADP Tax Credits* package
4. Click on *Artifacts*
5. Click on the *Actions* button of the *ADP Tax Credits SAP SuccessFactors Connector Assessment Status Update* Integration Flow and select *Configure*
6. Click on *Timer*
7. Make sure you select "Schedule to Recur"
8. Schedule for every one second between "00:00 and 24:00" and select the Time Zone
9. Click on *Receiver*
10. Enter the following information:
 - a. Address: <the address to your organization's SAP SuccessFactors tenant APIs>
 - b. Credential Name: <enter the name of the credential you created on the *Deploy SAP SuccessFactors Credentials* section
 - c. Timeout (in min): <the desired timeout value, in minutes, for communications with SAP SuccessFactors. The default value is 2>
11. Click on *More*
12. Enter the following information:
 - a. Display Eligibility: Enter one of the following options:

- i. "Show Eligibility" (or leave it blank): enter this value to display the status of the assessment and whether the candidate was eligible or not
 - ii. "Show Eligibility and Potential Tax Credit": enter this value to display the status of the assessment, whether the candidate was eligible or not and what's the potential credit amount
 - iii. "Do not show": enter this value to display only the status of the assessment
- b. Number of Days Between Assessments: enter the number of days an assessment is considered valid (usually 15). After a candidate completes an assessment, they will not be asked to complete another assessment for additional job applications within that period. Enter 0 (zero) to ask for candidates to complete a new assessment for every job application.

13. Click on Deploy

Example:





Configure "ADP Tax Credits SuccessFactors Connector Assessment Status Update"

Timer Receiver More

Timer: Start Timer [StartEvent_49376468]

Run Once
 Schedule on Day
 Schedule to Recur

Schedule to Recur: Daily

On Time
 Every

Time Zone: [UTC 0:00] Greenwich Mean Time(Africa/Accra)

Between 00:00 and 24:00

Save Deploy Close

Configure "ADP Tax Credits SuccessFactors Connector Assessment Status Update"

Timer Receiver More

Receiver: SF_API

Adapter Type: SuccessFactors

Connection

Address: https://apisalesdemo4.successfactors.com Select

Credential Name: *****

Processing

Timeout (in min): 2

Save Deploy Close

Configure "ADP Tax Credits SuccessFactors Connector Assessment Status Update"

Timer Receiver More

Type: All Parameters

Display Eligibility: Show Eligibility and Potential Tax Credit

Number of Days Between Assess... : 15

SuccessFactors Address: https://apisalesdemo4.successfactors.com

SuccessFactors Credentials: *****

Save Deploy Close

Deploy the *ADP Tax Credits SAP SuccessFactors Connector Notify Hire Integration Flow*

Follow these steps to deploy the *ADP Tax Credits SAP SuccessFactors Connector Notify Hire Integration Flow* into your tenant.

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on the *Design* button
3. Click on the *SAP SuccessFactors Integration with ADP Tax Credits* package
4. Click on *Artifacts*
5. Click on the *Actions* button of the *ADP Tax Credits SAP SuccessFactors Connector Notify Hire Integration Flow* and select *Configure*
6. Click on *Receiver*
7. Enter the following information:
 - a. Address: <the address to your organization's SAP SuccessFactors tenant APIs>
 - b. Credential Name: <enter the name of the credential you created on the *Deploy SAP SuccessFactors Credentials* section
 - c. Timeout (in min): <the desired timeout value, in minutes, for communications with SAP SuccessFactors. The default value is 2>
8. Click on *More*
9. If the company **does not have the Employee Central module configured**, enter the following information:
 - a. Hire Date Field Name: enter the name of the field of the JobApplication entity that holds the hire date (example: "hireDate")
 - b. Job Offer Date Field Name: enter the name of the field of the JobApplication entity that holds the job offer date (example: "jobofferdate")
 - c. Job Title Field Name: enter the name of the field of either the JobApplication or the JobRequisition entity that holds the job title (example: "jobTitle"). If the value is stored in the JobRequisition, then enter the field name in the form "jobRequisition/jobTitle"
 - d. Name of Status for Hire: enter the status in the Job Application process where hire should happen (example: "Hireable")
 - e. Social Security Number Field Name: enter the name of the field of the JobApplication entity that holds the social security number of the candidate (example: "ssn")
 - f. Start Date Field Name: enter the name of the field of the JobApplication entity that holds the start date (example: "startDate")

- g. SuccessFactors Base Salary Field Name: enter the name of the field of either the JobApplication or the JobRequisition entity that holds the annual salary base. If the value is stored in the JobRequisition entity, then enter the field name in the form "jobRequisition/baseSalary"
 - h. Work Location Field Name: enter the name of the field of either the JobApplication or the JobRequisition entity that holds the work location. If the value is stored in the JobRequisition entity, then enter the field name in the form "jobRequisition/workLocation"
10. If the company **does have the Employee Central module configured**, enter the following information:
 - a. Job Application ID Field Name: Enter the name of the custom field of type Long that was used in section *Configure the Hire Notification in Employee Central*. If left blank, the field name used will be "customLong1". Please note that dashes must be removed from the field name, and the letter L must be capitalized (example: field custom-long3 must be entered as customLong3)
 - b. Job Offer Date Field Name: Enter the name of the custom field of type Date that use used in section *Configure the Hire Notification in Employee Central*. If left blank, the field name used will be "customDate1". Please note that dashes must be removed from the field name, and the letter D must be capitalized (example: field custom-date3 must be entered as customDate3)
11. Click on *Deploy*
12. Click on the *Monitoring* button
13. Under *Manage Integration Content*, click on the *All* tile
14. Click on the *ADP Tax Credits SAP SuccessFactors Connector Notify Hire Integration Flow*
15. Check if the generated URL matches what was entered into SAP SuccessFactors on the *Configure Intelligent Services: External Connector* section. If it does not, you will have to update the External Connector in SAP SuccessFactors

Example:



SAP Cloud Platform Integration

Design / SAP SuccessFactors Integration with ADP Tax Credits /

SAP SuccessFactors Integration with ADP Tax Credits

The artifacts in this package allow you to embed the ADP Tax Credits screening into the recruiting process of SAP SuccessFactors.

Vendor: ADP LLC
Version: 1.0
Mode: Editable

Overview Artifacts (4) Documents (1) Tags

Name	Type	Version	Actions
ADP Tax Credits SuccessFactors Connector Assessment Status Update This iFlow enables SAP SuccessFactors to receive notifications of completed assessments from ADP Tax Credits. Created	Integration Flow	1.0	Copy View metadata Download Configure Deploy
ADP Tax Credits SuccessFactors Connector Call ADP API This iFlow enables other iFlows to call ADP APIs. It encapsulates the logic that is common to any ADP API call. Created	Integration Flow	1.0	
ADP Tax Credits SuccessFactors Connector Notify Hire This iFlow enables SAP SuccessFactors to send notification to ADP that a candidate was hired. Created	Integration Flow	1.0	
ADP Tax Credits SuccessFactors Connector Order Assessment This iFlow enables SAP SuccessFactors to initialize assessments on ADP Tax Credit systems. Created	Integration Flow	1.0	

Configure "ADP Tax Credits SuccessFactors Connector Notify Hire"

Receiver More

Receiver: SFODATA

Adapter Type: SuccessFactors

Connection

Address: https://apisalesdemo4.successfactors... [Select](#)

Credential Name: *****

Processing

Timeout (in min): 2

[Save](#) [Deploy](#) [Close](#)

Configure "ADP Tax Credits SuccessFactors Connector Notify Hire"

Receiver **More**

Type:	All Parameters
Hire Date Field Name:	hireDate
Job Application ID Field Name:	customLong1
Job Offer Date Field Name:	jobofferdate
Job Title Field Name:	jobRequisition/jobTitle
Name of Status for Hire:	Hireable
Social Security Number Field Name:	ssn
Start Date Field Name:	startDate
SuccessFactors Address:	https://apisalesdemo4.successfactors.com
SuccessFactors Base Salary Field ...:	jobRequisition/salaryBase
SuccessFactors Credential Name:	*****
Work Location Field Name:	currentLocation

Save Deploy Close

Deploy the ADP Tax Credits SAP SuccessFactors Connector Order Assessment Integration Flow

Follow these steps to deploy the ADP Tax Credits SAP SuccessFactors Connector Order Assessment Integration Flow into your tenant.

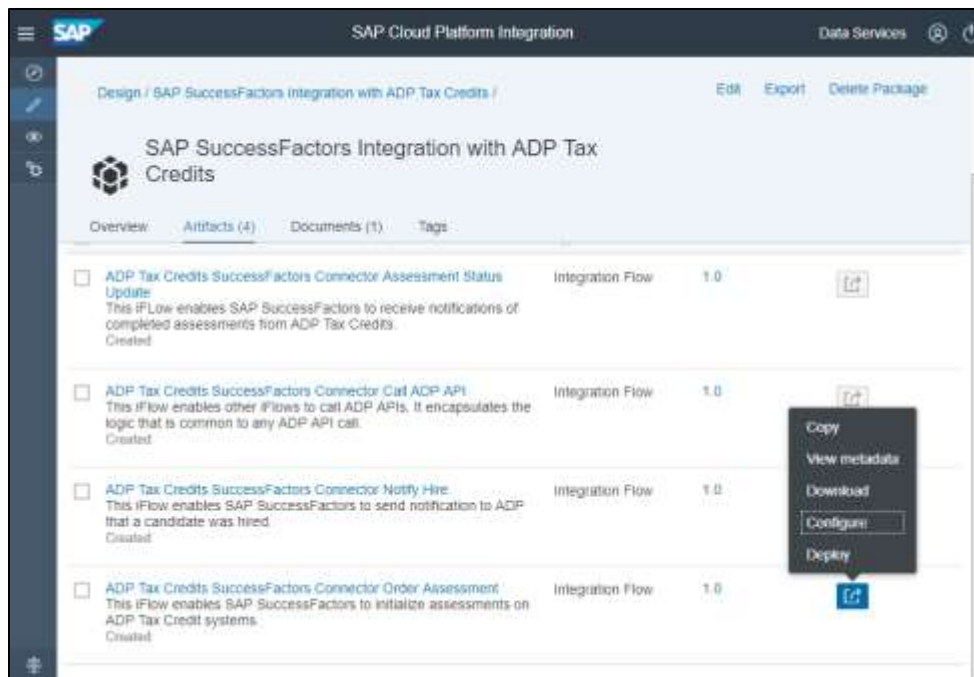
1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on the *Design* button
3. Click on the *SAP SuccessFactors Integration with ADP Tax Credits* package
4. Click on *Artifacts*
5. Click on the *Actions* button of the *ADP Tax Credits SAP SuccessFactors Connector Order Assessment Integration Flow* and select *Configure*
6. Click on *Receiver*
7. Enter the following information:
 - a. Address: <the address to your organization's SAP SuccessFactors tenant APIs>

- b. Credential Name: <enter the name of the credential you created on the *Deploy SAP SuccessFactors Credentials* section
- c. Timeout (in min): <the desired timeout value, in minutes, for communications with SAP SuccessFactors. The default value is 2>
8. Click on *More*
9. Enter the following information:
 - a. Cell Phone Field Name: enter the name of the field of the JobApplication entity that holds the cell phone number of the candidate (example: "cellPhone"). Leave it blank if that information is not available in the JobApplication entity
 - b. Company URL Suffix: <value provided by ADP>
 - c. Date of Birth Field Name: enter the name of the field of the JobApplication entity that holds the date of birth of the candidate (example: "dateOfBirth"). Leave it blank if that information is not available in the JobApplication entity
 - d. First Name Field Name: enter the name of the field of the JobApplication entity that holds the first name of the candidate (example: "firstName"). Leave it blank if that information is not available in the JobApplication entity
 - e. Home Phone Field Name: enter the name of the field of the JobApplication entity that holds the home phone number of the candidate (example: "homePhone"). Leave it blank if that information is not available in the JobApplication entity
 - f. Last Name Field Name: enter the name of the field of the JobApplication entity that holds the last name of the candidate (example: "lastName"). Leave it blank if that information is not available in the JobApplication entity
 - g. Middle Name Field Name: enter the name of the field of the JobApplication entity that holds the middle name of the candidate (example: "middleName"). Leave it blank if that information is not available in the JobApplication entity
 - h. Number of Days Between Assessments: enter the number of days an assessment is considered valid (usually 15). After a candidate completes an assessment, they will not be asked to complete another assessment for additional job applications within that period. Enter 0 (zero) to ask for candidates to complete a new assessment for every job application
 - i. Redirect URL: <enter the URL to the SAP SuccessFactors career site; this URL will be where the candidate is redirected to after the assessment is completed on ADP side>
 - j. Street Address Field Name: enter the name of the field of the JobApplication entity that holds the home address of the candidate (example: "address"). Leave it blank if that information is not available in the JobApplication entity
 - k. Zip Field Name: enter the name of the field of the JobApplication entity that holds the zip code of the home of the candidate (example: "zip"). Leave it blank if that information is not available in the JobApplication entity



10. Click on Deploy
11. Click on the *Monitoring* button
12. Under *Manage Integration Content*, click on the *All* tile
13. Click on the *ADP Tax Credits SAP SuccessFactors Connector Order Assessment Integration Flow*
14. Check if the generated URL matches what was entered into SAP SuccessFactors on the *Configure the Event Notification Subscription* section. If it does not, you will have to update the Event Notification Subscription in SAP SuccessFactors

Example:





Configure "ADP Tax Credits SuccessFactors Connector Order Assessment"

Receiver More

Receiver: SFRECEIVER

Adapter Type: SuccessFactors

Connection

Address: https://apisalesdemo4.successfactors... [Select](#)

Credential Name: *****

Processing

Timeout (in min): 2

Save Deploy Close

Configure "ADP Tax Credits SuccessFactors Connector Order Assessment"

Receiver **More**

Type: All Parameters

Cell Phone Field Name: cellPhone

Company URL Suffix: sfdemo2

Date of Birth Field Name: dateOfBirth

First Name Field Name: firstName

Home Phone Field Na... : homePhone

Last Name Field Name: lastName

Middle Name Field Na... : middleName

Number of Days Betw... : 15

Redirect URL: https://careersd4.successfactors.com/portalcareer?company=SF...

Street Address Field N... : address

SuccessFactors Address: https://apisalesdemo4.successfactors.com

SuccessFactors Crede... : *****

ZIP Field Name: zip

Save Deploy Close

Deploy the *ADP Tax Credits SAP SuccessFactors Connector Report Errors Integration Flow (Optional)*

There is optional error reporting that can be configured for clients that wish to receive notification reports of errors received in the integration. This requires deployment of the integration flow and configuration.

Follow these steps to deploy the *ADP Tax Credits SAP SuccessFactors Connector Report Errors Integration Flow* into your tenant.

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Create the email server credentials
 - a. Click on *Monitor*
 - b. Click on the *Security Material* tile under the *Manage Security* section
 - c. Click on the *Add* button and select *User Credentials*
 - d. Enter the following information:
 - e. Name: <Choose a name>
 - f. Description: <leave blank>
 - g. Type: *User Credentials*
 - h. User: <the user name to be used to authenticate with the email server>
 - i. Password: <the password to be used to authenticate with the email server>
 - j. Repeat Password: <the password to be used to authenticate with the email server>
 - k. Click on the *Deploy* button
3. Click on the *Design* button
4. Click on the *SAP SuccessFactors Integration with ADP Tax Credits* package
5. Click on *Artifacts*
6. Click on the *Actions* button of the *ADP Tax Credits SAP SuccessFactors Connector Report Errors Integration Flow* and select *Configure*
7. Click on *Timer*
8. Make sure you select "Schedule to Recur"
9. Schedule to recur daily or weekly at 6 AM or at the most convenient time
10. Click on *Receiver*
11. Make sure that *SuccessFactors* is selected on the *Receiver* field
12. Enter the following information:
 - a. Address: <the address to your organization's SAP SuccessFactors tenant APIs>
 - b. Credential Name: <enter the name of the credential you created on the *Deploy SAP SuccessFactors Credentials* section

- c. Timeout (in min): <the desired timeout value, in minutes, for communications with SAP SuccessFactors. The default value is 2>
13. Change the value on the *Receiver* field to *SMTPServer*
14. Enter the following information:
- a. Under *Connection*
 - i. Address: <the SMTP address of the email server that will be used to send emails>
 - ii. Proxy Type: Internet
 - iii. Timeout (in ms): <the desired timeout value, in milliseconds, for communications with the email server. The default is 120000>
 - iv. Protection: <choose the protection used by the email server>
 - v. Authentication: <choose the authentication method used by the email server>
 - vi. Credential Name: <the name of the user credential created for the email server>
 - b. Under *Processing*
 - i. From: <enter the email address that will be shown as the sender of the email>
 - ii. To: <enter the address that will receive the email, or a list of emails separated by comma>
 - iii. Cc: <enter the address that will receive a copy of the email, or a list of emails separated by comma>
 - iv. Bcc: <enter the address that will receive the email but will not appear in the email, or a list of emails separated by comma>
 - v. Subject: <enter the subject that the email should have>
 - vi. Email Recipient Name: <enter the name that will be shown in the salutation of the email>
 - vii. Email Sender Name: <enter the name that will used in the signature of the email>
 - c. Under *Security*
 - i. Signature and Encryption Type: <select the signature and encryption methods used by the email server>
15. Click on *Save* and then *Deploy*

Example:



SAP Cloud Platform Integration

Overview / Manage Security Material

Security Material (14)

Name	Status	Deployed On
email	Stored	Aug 03, 2020, 15:28:47
Credentials		

- Known Hosts (SSH)
- OAuth2 Credentials
- PGP Public Keying
- PGP Secret Keying
- Secure Parameter
- User Credentials

Buttons: Add, Download, ...

Add User Credentials

Name: *

Description:

Type: *

User: *

Password:

Repeat Password:

Buttons: Deploy, Cancel

Configure "ADP Tax Credits SuccessFactors Connector Report_Errors"

Timer Receiver

Timer [StartEvent_4]

Run Once Schedule to Recur

Schedule on Day

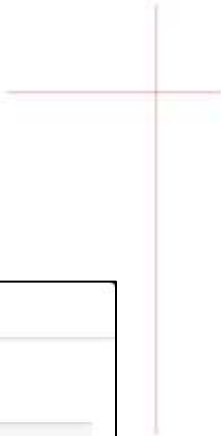
Schedule to Recur

On Time

Every Between and

Time Zone

Buttons: Save, Deploy, Close



Configure "ADP Tax Credits SuccessFactors Connector Report_Errors"

Timer **Receiver**

Receiver: SMTPServer

Adapter Type: Mail

Connection

Address: *****

Proxy Type: Internet

Timeout (in ms): 120000

Protection: STARTTLS Mandatory

Authentication: Encrypted User/Password

Credential Name: *****

Processing

From: do.not.reply@yourorganization.com

To: *****

Cc:

Bcc:

Subject: Error messages on the integration between SAP ...

Mail Body: <html><body><p>Dear {{Email Recipient Name}},</p><p>Please find attached the latest report on

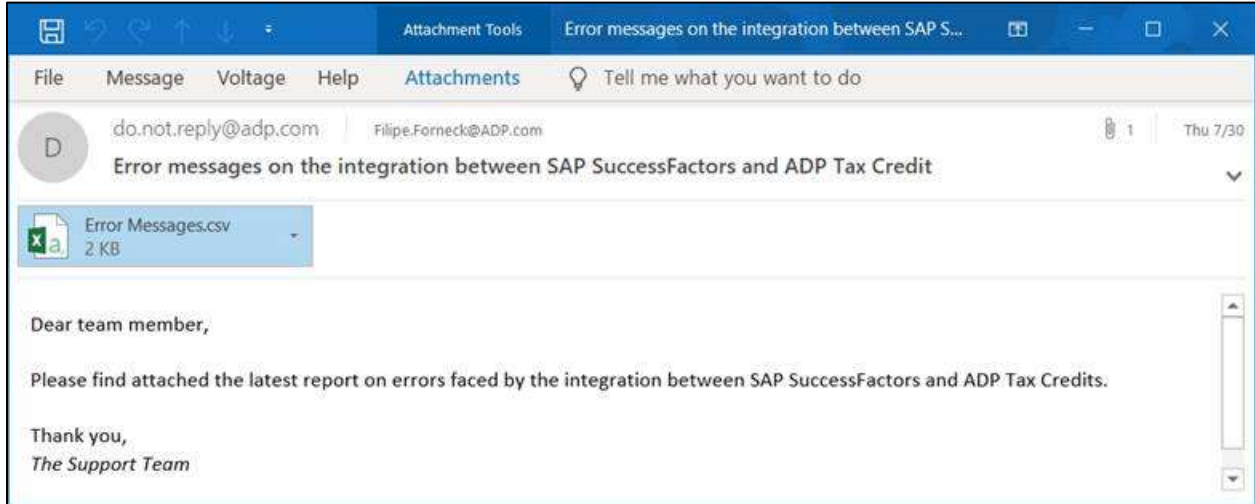
Email Recipient ... : team member

Email Sender Na...: The Support Team

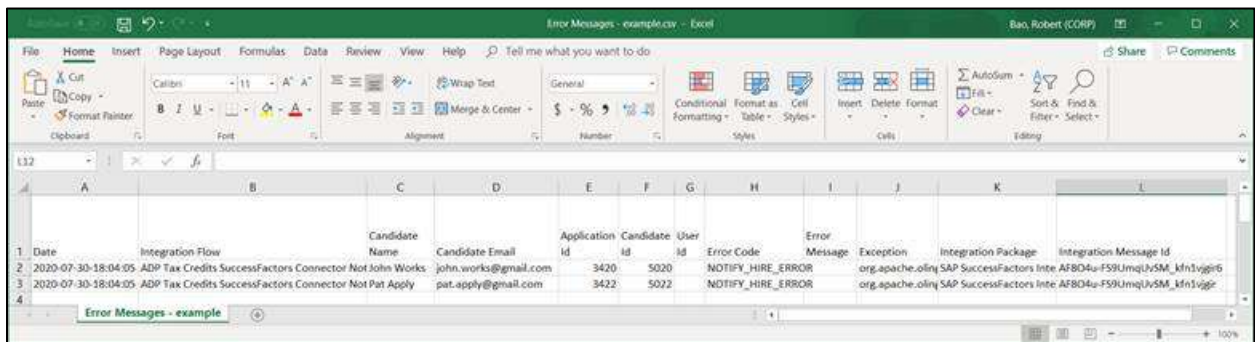
Security

Signature and Encryption Type: None

Save Deploy Close



Example of received errors email notification

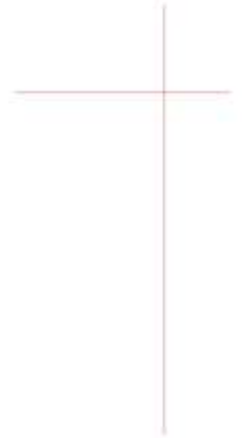


Example of received errors email notification errors report attachment

Configure log levels

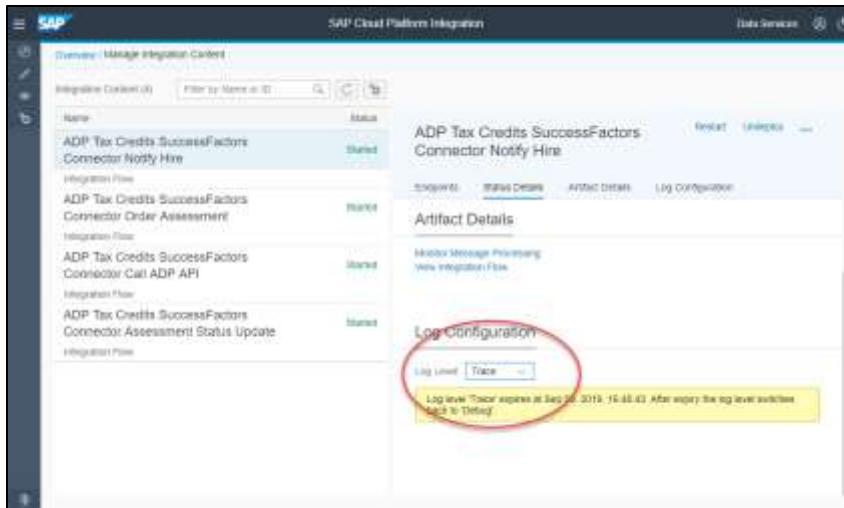
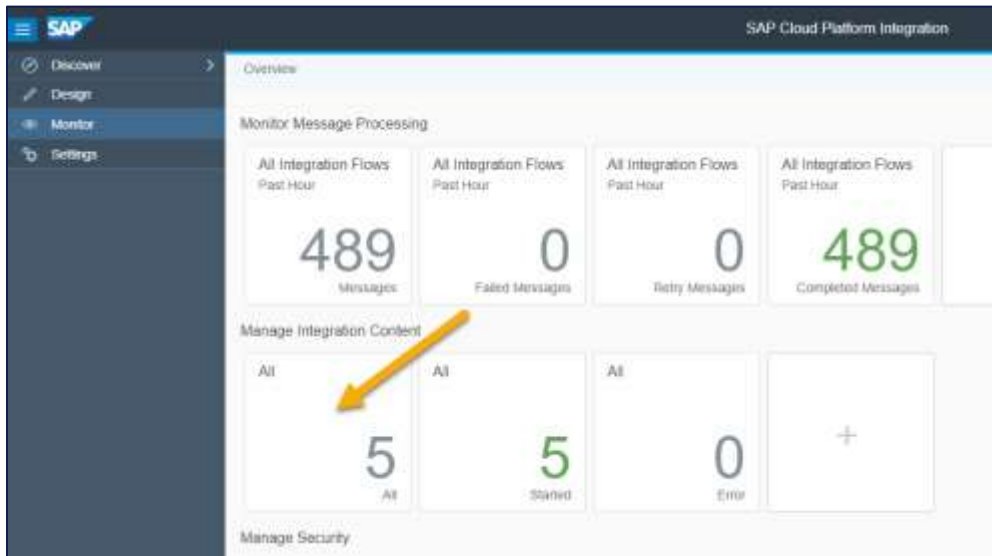
Follow these steps to set the log level of each of the Integration Flows. Setting log levels to Trace will only be effective for a few minutes, reverting to the previous level after expiration.

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on the *Monitoring* button
3. Click on the *All* tile under *Manage Integration Content* section
4. Repeat these steps for each of the Integration Flows:
 - a. Click on the Integration Flow
 - b. Click on *Log Configuration*

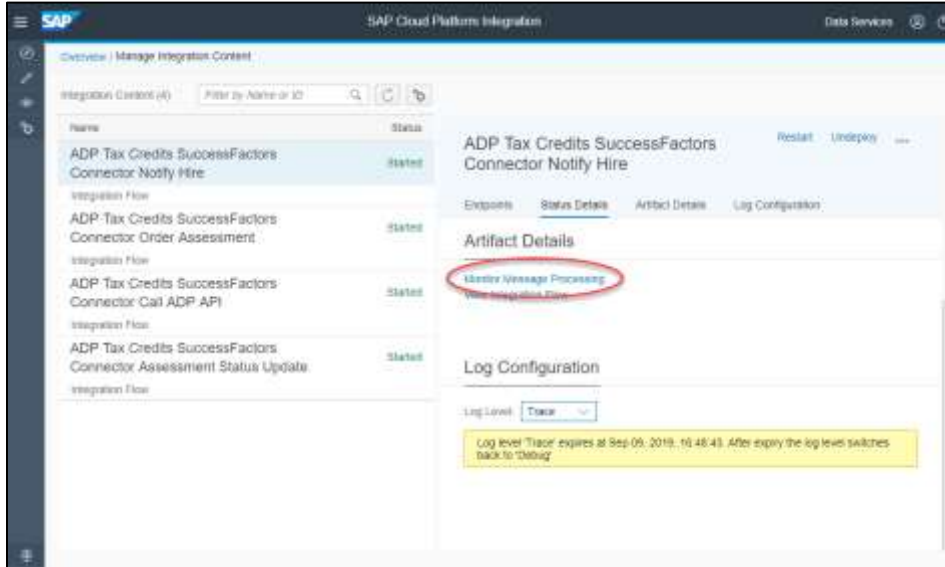


- c. Select the desired log level
- d. Confirm the change when prompted

Example:



Once the integration is triggered, the log of the execution can be examined by selecting the iFlow, clicking on *Monitor Message Processing*, selecting the message and clicking on *Trace*.

SAP Cloud Platform Integration

Overview | Manage Integration Content

Integration Content (4) Filter by Name or ID

Name	Status
ADP Tax Credits SuccessFactors Connector Notify Hire	Started
ADP Tax Credits SuccessFactors Connector Order Assessment	Started
ADP Tax Credits SuccessFactors Connector Call ADP API	Started
ADP Tax Credits SuccessFactors Connector Assessment Status Update	Started

ADP Tax Credits SuccessFactors Connector Notify Hire Restart Undeploy

Endpoints Status Details Artifact Details Log Configuration

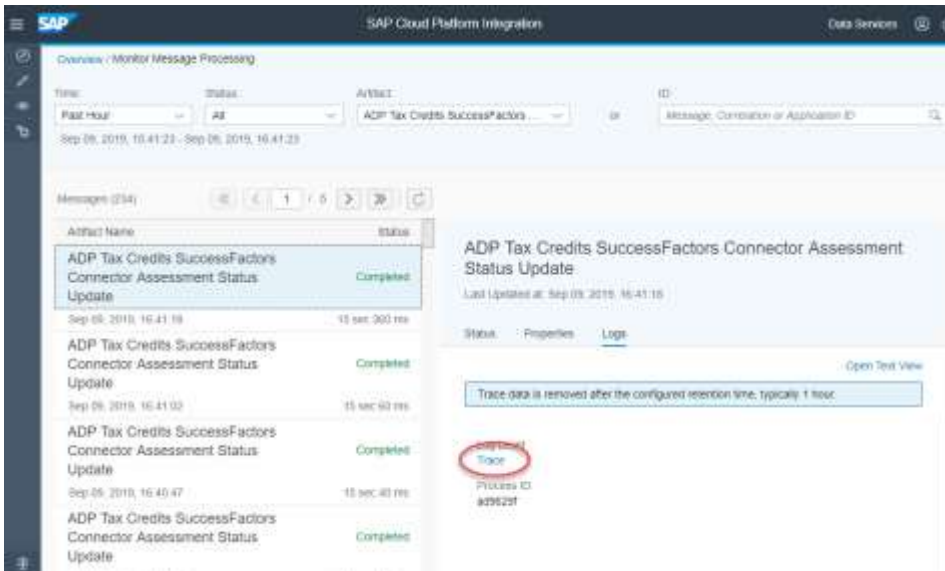
Artifact Details

Monitor Message Processing

Log Configuration

Log Level: Trace

Log level Trace expires at Sep 09, 2019, 16:48:43. After expiry the log level switches back to 'Debug'.



SAP Cloud Platform Integration

Overview | Monitor Message Processing

Time: Start Hour: All Artifact: ADP Tax Credits SuccessFactors ID: Message, Correlation or Association ID

Sep 09, 2019, 16:41:22 - Sep 09, 2019, 16:41:23

Messages (234)

Artifact Name	Status
ADP Tax Credits SuccessFactors Connector Assessment Status Update	Completed
ADP Tax Credits SuccessFactors Connector Assessment Status Update	Completed
ADP Tax Credits SuccessFactors Connector Assessment Status Update	Completed
ADP Tax Credits SuccessFactors Connector Assessment Status Update	Completed

ADP Tax Credits SuccessFactors Connector Assessment Status Update

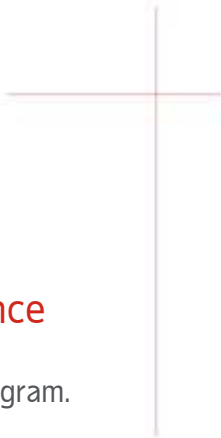
Last Updated at: Sep 09, 2019, 16:41:16

Status Properties Logs

Trace data is removed after the configured retention time, typically 1 hour.

Trace

Process ID: 8296251



ADP recommendations to maximize tax credits program performance

ADP recommends taking the following actions to maximize the return for the WOTC program.

- Make sure all job requisitions have the ADP WOTC Assessment configured to ensure all job applications are screened by ADP for tax credit

Assessment association	Status*	Vendor*	Assessment*	Email Template*	Action
	New Application	ADP	WOTC Screening	D6: Assessment details needed	

- Configure a hard stop before Offer

Assessment association	Status*	Vendor*	Assessment*	Email Template*	Action
	New Application	ADP	WOTC Screening	D6: Assessment details needed	
Add more assessments					
Hardstop Status	Background Check (29) ←				

Move Candidate

⚠ One or more Assessment(s) undertaken by the applicant(s), have not been completed. Please ensure that the applicant(s) complete the assessment(s), before proceeding with this status update.

Candidates

Aanya Singh	Select status to move candidate(s) to: <div style="border: 1px solid #007bff; padding: 2px; display: inline-block;">Background Check ▾</div>
Please comment on the status change (optional): <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>	

Cancel
Apply Updates

- Make sure Job Title, Job Offer Date, Hire Date, Start Date and SSN are sent as part of all Hire events.
- For a streamlined candidate experience, define a value between 1 and 30 for the *Number of Days Between Assessments* field in both the *ADP Tax Credits SAP SuccessFactors Connector Order Assessment* and *ADP Tax Credits SAP SuccessFactors Connector Assessment Status Update* Integration Flows as candidates applying to multiple jobs within that number of days would be asked to provide information to ADP only on the first application and would not be prompted to take the assessment on subsequent applications within that period.

Customer/User Acceptance Testing

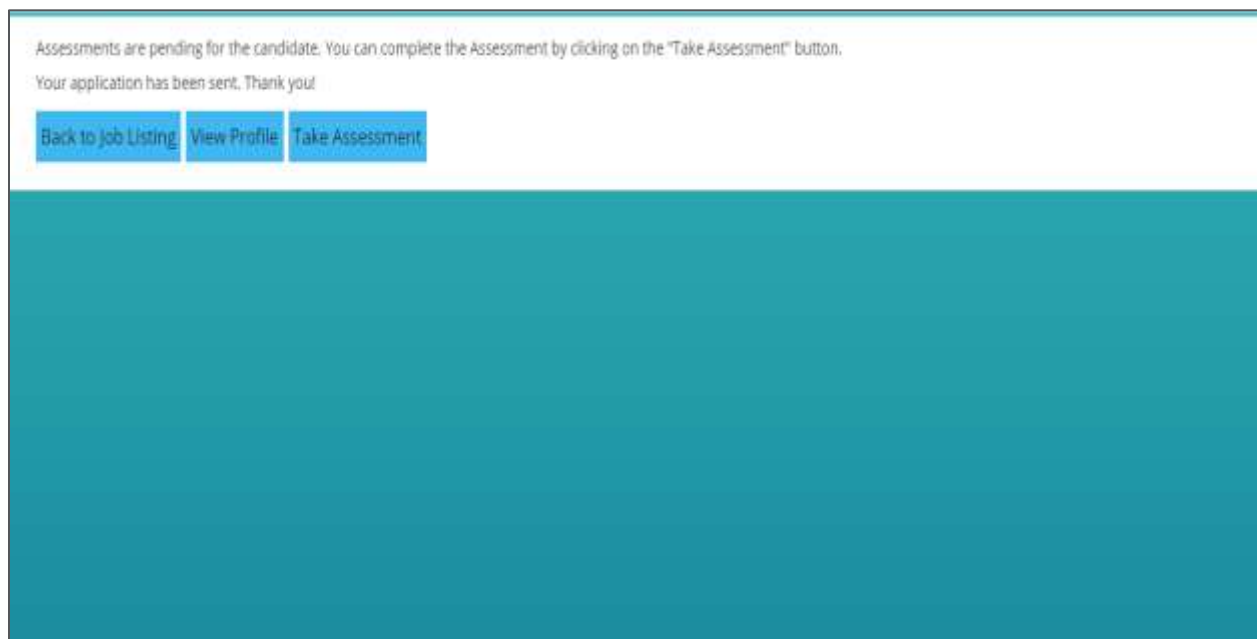
After the configuration is complete, all aspects of the integration should be tested. The full integration can be tested using the following steps:

1. Test the WOTC screening
 - a. Configure a job requisition to use "ADP_WOTC" as Assessment Test
 - b. Ensure the job has been posted to an external site, and apply for the job
 - c. Verify that the WOTC screening is presented as the last step in the job application process
 - d. Complete the WOTC screening and submit the completed job application
2. Verify the results of the WOTC screening are shown in the hiring manager console
 - a. Acting as the Hiring manager, view the "Screening" details for the candidate on the newly completed job application
 - b. Verify that the "ADP_WOTC" assessment test is shown with a completed status (Status will show either "Complete Eligible" or "Complete Ineligible")
3. Verify that the hire notification is being provided to ADP
 - a. Hire a candidate, and ensure that all approvals are completed so that candidate is fully hired
 - b. View Integration System for the "ADP Tax Credits SAP SuccessFactors Connector Notify Hire" integration system
 - c. Verify the success of the hire notification by viewing log details

Apply for the Job



Verify that the Take Assessment button Appears in the Application Flow

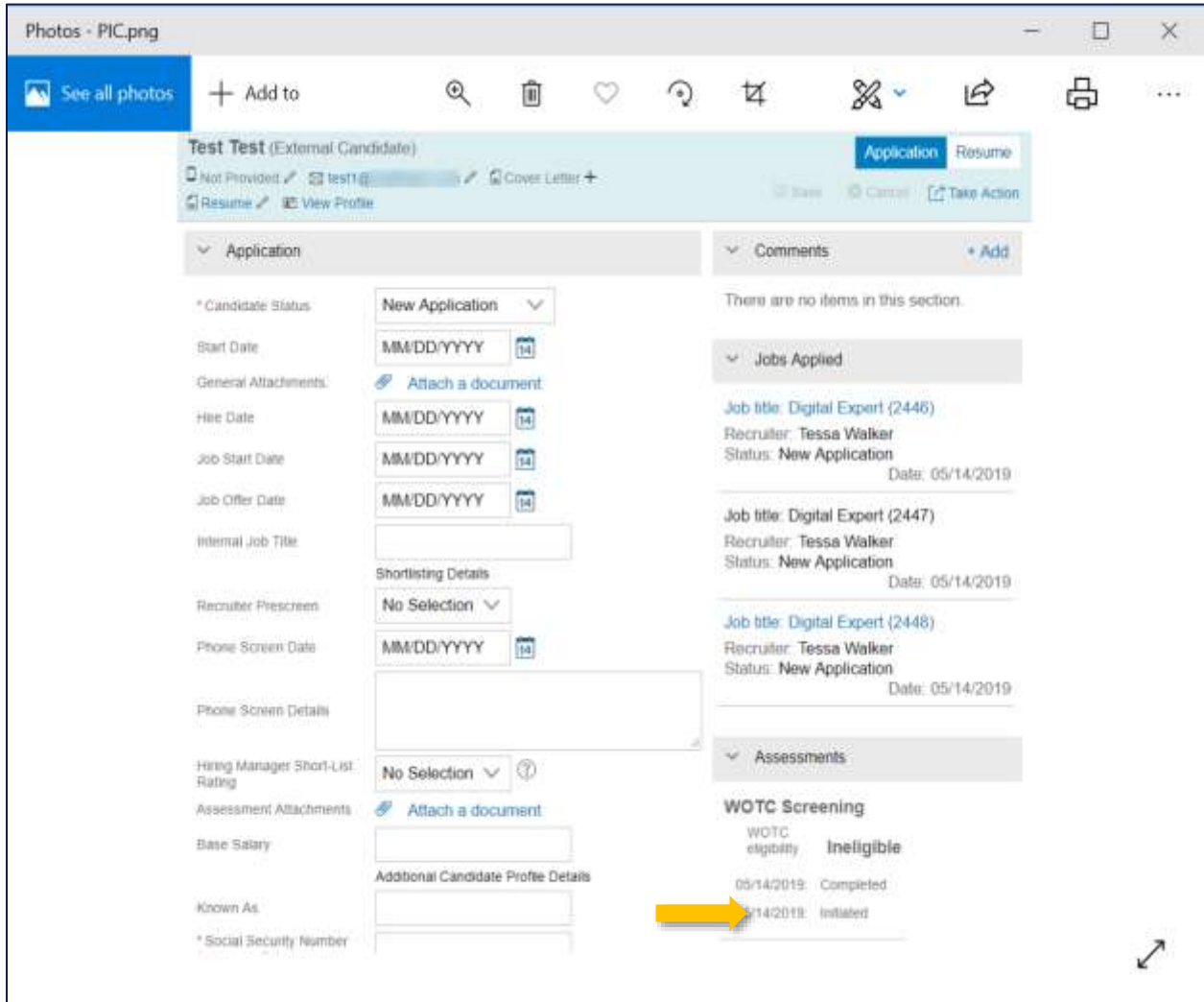


Complete the WOTC Screening



The screenshot shows a web interface for the BestRun Work Opportunity Tax Credit Questionnaire. The header is teal with the BestRun logo and the title "Work Opportunity Tax Credit Questionnaire". Below the header is a light blue navigation bar with two links: "ABOUT" (with a question mark icon) and "SECURED BY ADP" (with a lock icon). The main content area is white and contains the message "Congratulations on completing the Work Opportunity Tax Credit Questionnaire. Thank you!" centered above a blue "DONE" button.

View Candidate Assessment Results



Photos - PIC.png

See all photos + Add to [Icons]

Test Test (External Candidate) Application Resume

Not Provided test1@ Cover Letter + Save Cancel Take Action

Resume View Profile

Application Comments + Add

* Candidate Status: **New Application**

Start Date: MM/DD/YYYY

General Attachments: Attach a document

Hire Date: MM/DD/YYYY

Job Start Date: MM/DD/YYYY

Job Offer Date: MM/DD/YYYY

Internal Job Title: [Text Field]

Shortlisting Details

Recruiter Prescreen: **No Selection**

Phone Screen Date: MM/DD/YYYY

Phone Screen Details: [Text Field]

Hiring Manager Short-List Rating: **No Selection**

Assessment Attachments: Attach a document

Base Salary: [Text Field]

Additional Candidate Profile Details

Known As: [Text Field]

* Social Security Number: [Text Field]

Comments: There are no items in this section.

Jobs Applied

Job title: Digital Expert (2446)
Recruiter: Tessa Walker
Status: New Application
Date: 05/14/2019

Job title: Digital Expert (2447)
Recruiter: Tessa Walker
Status: New Application
Date: 05/14/2019

Job title: Digital Expert (2448)
Recruiter: Tessa Walker
Status: New Application
Date: 05/14/2019

Assessments

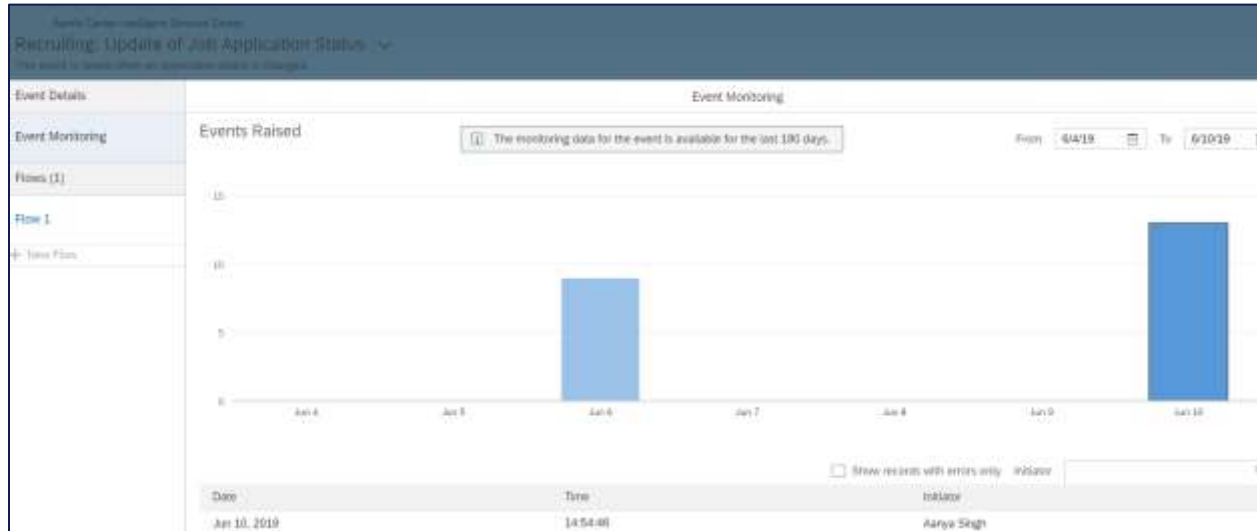
WOTC Screening

WOTC eligibility: **Ineligible**

05/14/2019: Completed

05/14/2019: **Initiated** (Yellow arrow points here)

View the Integration Events for the Hire



Verify Successful Hire Notification to ADP

The actual steps to hire a candidate will vary from organization to organization, depending on how the SAP SuccessFactors is configured. Extra steps must be taken for organizations using the Employee Central module, but after the integration is triggered the steps to verify the integration are the same, regardless of which SAP SuccessFactors modules are being used.

Set logging level to Trace

Refer to section *Configure log levels* to set the logging level of the Hire Integration Flow to *Trace*. If your test takes longer than the Trace logging level expiration, make sure you set it again before completing the hire.

Hire a Candidate using Recruiting Module only

If your SAP SuccessFactors tenant does not have the Employee Central Module configured, then follow the steps below. If your tenant is in fact configured to use the Employee Central Module, then refer to the section *Hire a Candidate using Recruiting and Employee Central Modules*.

1. On the candidate page, enter the information about the candidate being hired
2. Change the status of the candidate to *Ready for Hire*
3. Save your changes



Always Designing for People™



JOB PROFILE CANDIDATES JOB POSTINGS (2) CANDIDATE SEARCH MARKET JOB Status: Open Hiring Manager: Tessa Walker Age: 35

Candidates (2) View all candidates (2)

1 New Application 0 Phone Screen 0 Short List 0 Interview One 0 Interview Two 0 Interview 0 Background Check 0 Assessments 0 Offer 0 Post-WOTC 0 Pre-WOTC 0 Ready for Hire 0 Hold

Daenerys Targaryan (External Candidate) Application Resume

330-555-1213 ricky@adp.com Close Links Resume View Profile Save Contact Contact Candidate View Action

Application

Date of Birth: 05/22/1981

* Candidate Status: New Application

Start Date for Offer: 05/01/2019

General Attachments Attach a document

New Date: 05/03/2019

JOB START DATE: 05/10/2019

JOB OFFER DATE: 05/01/2019

Shortlisting Details

Recruiter Preference: No Selection

Hiring Manager Short-List Rating: No Selection

Comments

There are no items in this section.

Jobs Applied

Job Title: Craft Worker WOTC (2581) Date: 05/03/2019

Recruiter: Tessa Walker

Status: New Application

Assessments

WOTC Screening

WOTC eligibility: Eligible

Potential WOTC Credit Amount: USD 2,486.00

WOTC019 - Completed

WOTC019 - Incomplete

Correspondence Send Email

Server: System System Date: 05/03/2019

Known As: Ruler of the Seven Kingdoms

* Social Security Number (unsecured): ***** [Click to Edit]

Address Line 2: []

If Other State (please specify): []

* Country: United States

Additional Application Information

Are you an Citizen of the country for the job that you are applying to? Yes

If you do not have Citizenship do you have a Visa Approved? NA

What is your Visa Number (if applicable)? []

Select this box if you have been employed with our company previously? No

May we contact your current employer? No Selection

What date are you available? 05/03/2019

Internal Emp Current Position Title: []

Current location

Gender: Female

Application Documents

Additional Documents: Attach a document

Application Status Audit Trail

Date: 05/03/2019

User: System System

Tags

Favorite

Ads

More Information

Secondary Phone: []

Country of Residence: United States

Address line 1: 876 Pirates Bay

Address line 2: []

City: Mercen

State: Illinois

Zip Code: 60512

External candidate email address: []

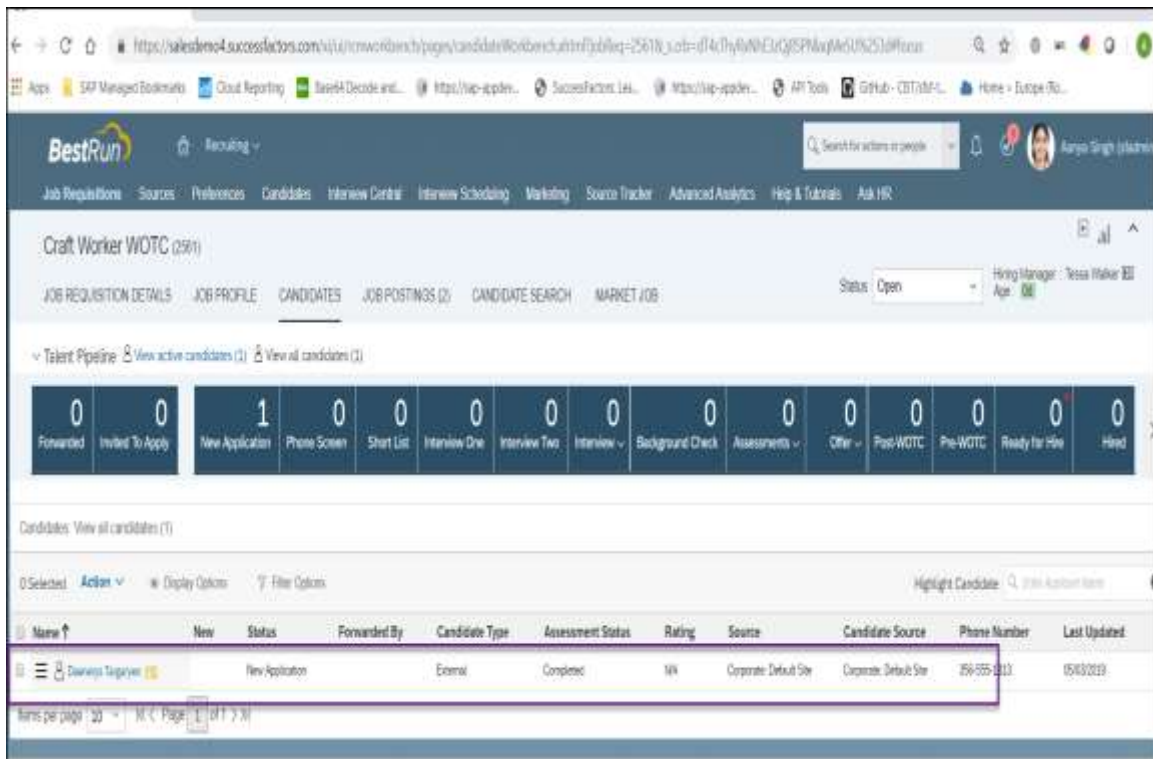
Candidate Profile Extension

Candidate History Document

Hire a Candidate using Recruiting and Employee Central Modules

If your SAP SuccessFactors tenant is in fact configured to use the Employee Central Module, then follow the steps below. If your tenant does not have the Employee Central Module configured, then refer to the section *Hire a Candidate using Recruiting Module only*.

1. Move the candidate being hired to the *Offer* status
2. Click on the *Take Action* link and select *Offer Approval*
3. Generate the offer and approve it
4. Change the status of the candidate to *Ready for Hire*
5. Access the *Manage Pending Hires* screen, under *Admin Center*
6. Locate the Candidate and click on the *Hire* button (the candidate must have an approved offer to appear on this screen)
7. Enter the information about the new employment and submit the hire



The screenshot shows the SAP SuccessFactors Recruiting interface for a job requisition titled "Craft Worker WOTC (2511)". The candidate pipeline is visible, showing the following stages and counts: Forwarded (0), Invited To Apply (0), New Application (1), Phone Screen (0), Short List (0), Interview One (0), Interview Two (0), Interview (0), Background Check (0), Assessments (0), Offer (0), Post-WOTC (0), Pre-WOTC (0), Ready for Hire (0), and Hired (0). Below the pipeline, there is a table of candidates. The table has columns for Name, New, Status, Forwarded By, Candidate Type, Assessment Status, Rating, Source, Candidate Source, Phone Number, and Last Updated. One candidate is listed: Dhanraj Tejasvi, with a status of "New Application", candidate type of "External", assessment status of "Completed", rating of "NA", source of "Corporate Default Site", candidate source of "Corporate Default Site", phone number of "256-555-0113", and last updated on "05/03/2019".

Name	New	Status	Forwarded By	Candidate Type	Assessment Status	Rating	Source	Candidate Source	Phone Number	Last Updated
Dhanraj Tejasvi		New Application		External	Completed	NA	Corporate Default Site	Corporate Default Site	256-555-0113	05/03/2019

Move Candidate

Candidates

Daenerys Targaryen

Select status to move candidate(s) to:

Offer

Sub item:

Created

Please comment on the status change (optional):

Cancel
Apply Updates

Craft Worker WOTC (2581)

JOB REQUISITION DETAILS | JOB PROFILE | CANDIDATES | JOB POSTINGS (0) | CANDIDATE SEARCH | MARKET JOB

Status: Open | Hiring Manager: Tessa Walker | Age: 25

Talent Pipeline: View active candidates (1) | View all candidates (0)

0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Forwarded	Invited To Apply	New Application	Phone Screen	Short List	Interviewed Onsite	Interview Text	Interview	Background Check	Assessments	Offer	Post-WOTC	Pre-WOTC	Ready for Hire	Hired		

Candidates: View Multiple Application Status (1)

Daenerys Targaryen (External Candidate)

Application: 05/22/2019

Candidate Status: Offer

Start Date for Offer: 05/03/2019

Offer Letter: Offer Approval

Offer Letter: Offer Letter

Offer Approval: Daenerys Targaryen for Craft Worker WOTC

Save

Offer Details

Language: English US (English US)

Select Offer Template: Standard Offer Details

Requisition ID: 2561

Title: Craft Worker WOTC

Position Number: 1235566

Hiring Manager: Tessa Walker

Division: Corporate Services (CORP_SVCS)

Department: Human Resources US (50150001)

Location of Position: Corporate - US Philadelphia (1)



Always Designing
for People™

∨ Approvers: Version 1

Status Draft

* Ad hoc approver 1 Find User... ⊕ Add Another

Comment



Always Designing
for People™

or Vehicle: No Selection

Accommodation: No Selection

Location Package: No Selection

Update Justification:

rovers: Version 1

Draft

Primary Approver 1: Aanya Singh Find User... Add Another

Comment:

Go Candidate Back to Candidate List Save Send For Approval

Confirmation

This offer detail is being sent for approval. Do you want to continue?

No Yes



Always Designing
for People™

Job Requisitions Sources Preferences Candidates Interview Central Interview Scheduling Marketing Source Tracker Advanced Analytics Help & Tutorials Ask HR

Job Requisitions

Create New Reports Offer Approval HRK Dashboard

Requisition Statistics

12 Candidates Forwarded 85 New Candidates 49 Current External Requisitions 49 Current Internal Requisitions Average Days Open 0/0

Items per page 50 Page 1 of 2

Filter Job Requisitions All job requisitions Filter Options Display Options Highlight Job Title

Select All	Job Title	Req ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
	Craft Worker WOTC	2561	Tessa Walker	06/02/2019	1	<div style="width: 100%;"></div>	05/09/2019	-
	Retail - Store Manager - WOTC	2560	Tessa Walker	05/15/2019	4	<div style="width: 100%;"></div>	04/15/2019	-
	Digital Consultant	2544	Tessa Walker	04/18/2019	1	<div style="width: 100%;"></div>	04/09/2019	0
	Administrative Support - NO WOTC	2543	Tessa Walker	04/18/2019	1	<div style="width: 100%;"></div>	03/20/2019	0
	Administrative Support - WOTC	2542	Tessa Walker	04/18/2019	2	<div style="width: 100%;"></div>	04/08/2019	-
	Digital Expert	2448	Paulo Moreira	01/04/2019	-	<div style="width: 100%;"></div>	12/05/2018	36
	Digital Expert	2447	Paul Atkins	01/04/2019	-	<div style="width: 100%;"></div>	12/05/2018	36
	Digital Expert	2446	Jeffery	01/04/2019	-	<div style="width: 100%;"></div>	12/05/2018	36
	Digital Expert	2445	Ralph Brunner	01/04/2019	-	<div style="width: 100%;"></div>	12/05/2018	36
	Digital Expert	2444	Hubert Maigne	01/04/2019	-	<div style="width: 100%;"></div>	12/05/2018	36

Job Requisitions Sources Preferences Candidates Interview Central Interview Scheduling Marketing Source Tracker Advanced Analytics Help & Tutorials Ask HR

Candidate Offer Approvals

Status Pending Offer Approvals All (4) With me (1)

Candidate Offers	Job Title	Location	Location	Offer Status	Currently With	Job Start Date	Last Modified Date	Recruiter	Req ID
Sylvia Janovitz	QA Testing	Los Angeles (1710-0014)		Pending Approval	Joe Flores	08/01/2017	06/21/2017	Aanya Singh	1243
Rogelio Matafey	Programmer	Corporate - US-Philadelphia (1710-0001)		Pending Approval	Joe Flores	08/01/2017	06/21/2017	Aanya Singh	1241
Daerensy Targanjen	Craft Worker WOTC		Corporate - US-Philadelphia (1710-0001)	Pending Approval	Aanya Singh	05/01/2019	05/03/2019	Tessa Walker	2561
Angeline Jones	UX Designer	Los Angeles (1710-0014)		Pending Approval	Joe Flores	08/01/2017	06/21/2017	Aanya Singh	1244

Items per page 10 Page 1 of 1

BestRun Home Search for actions or people Aanya Singh (admin)

Offer Approval: Daenerys Targaryen for Craft Worker WOTC (2561)

Print Preview

> Offer Details: Version 1

▼ Approvers: Version 1

Status: Pending Approval

Current Approver: Aanya Singh

Comment:

Job Requisitions Sources Preferences Candidates Interview Central Interview Scheduling Marketing Source Tracker Advanced Analytics Help & Tutorials Ask HR

Craft Worker WOTC (2561)

Status: Open Hiring Manager: Tessa Walker Age: 00

▼ Talent Pipeline View active candidates (1) View all candidates (2)

0	0	0	0	0	0	0	0	0	0	0	1	0	0	0*	0
Forwarded	Invited To Apply	New Application	Phone Screen	Short List	Interview One	Interview Two	Interview	Background Check	Assessments	Offer	Post-WOTC	Pre-WOTC	Ready for Hire	Hired	

Candidates: View Multiple Application Status (1)

1 Selected Action Display Options Filter Options Highlight Candidate Enter Applicant Name

Name	Status	Forwarded By	Candidate Type	Assessment Status	Rating	Source	Candidate Source	Phone Number	Last Updated
	Created		External	Completed	NA	Corporate Default Site	Corporate Default Site	256-585-1323	05/03/2019

Items per page:

Move Candidate

Candidates

Daenerys Targaryen

Select status to move candidate(s) to:

Ready for Hire

Please comment on the status change (optional):

Cancel Apply Updates

Job Requisitions Sources Preferences Candidates Interview Central Interview Scheduling Marketing Source Tracker Advanced Analytics Help & Tutorials Ask HR

Craft Worker WOTC (2661) Last Saved: May 03, 2019 2:08PM

JOB REQUISITION DETAILS JOB PROFILE CANDIDATES JOB POSTINGS (2) CANDIDATE SEARCH MARKET JOB

Status: Open Hiring Manager: Tessa Walker Age: 00

▼ Talent Pipeline [View active candidates \(1\)](#) [View all candidates \(1\)](#)

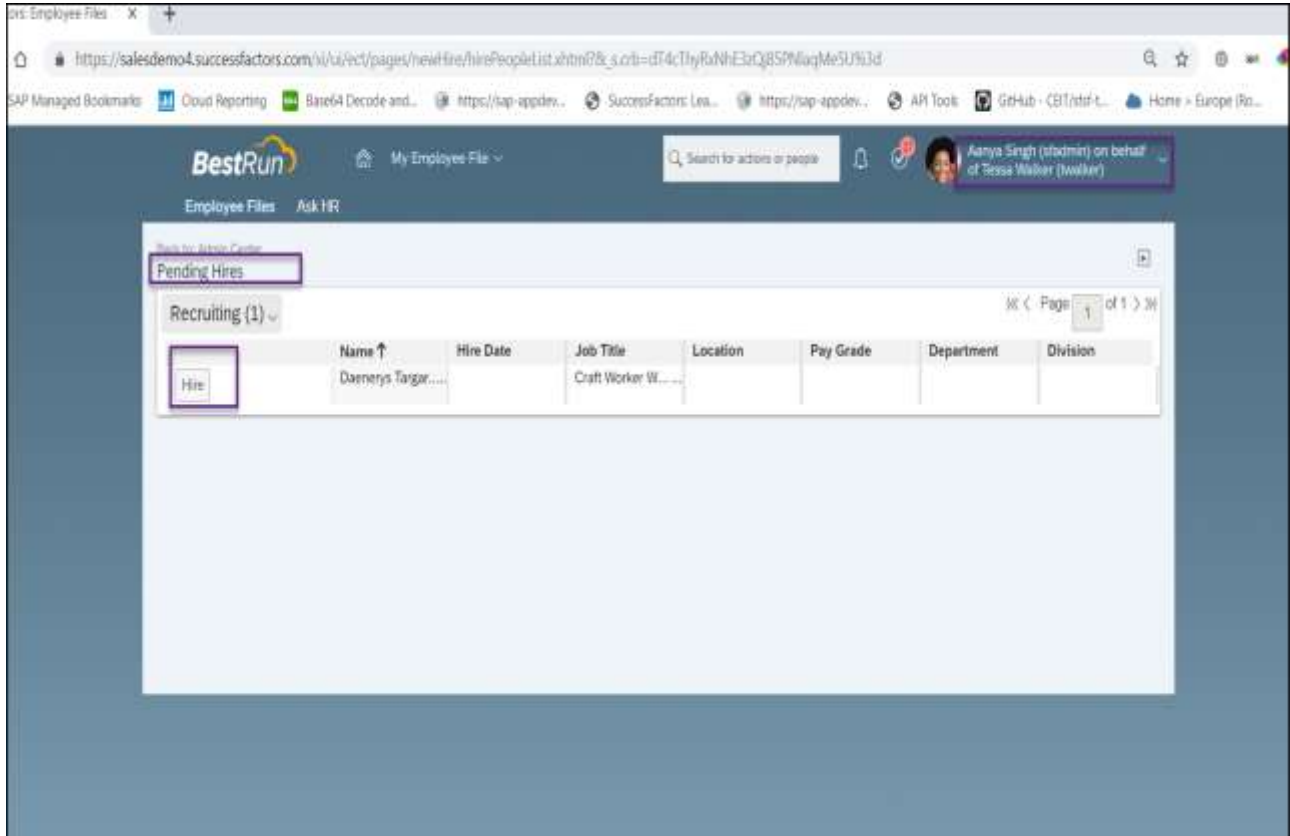
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Forwarded	Invited To Apply	New Application	Phone Screen	Short List	Interview One	Interview Two	Interview	Background Check	Assessments	Offer	Post-WOTC	Pre-WOTC	Ready for Hire	Hired			

Candidates: View Ready for Hire (1)

0 Selected Action Display Options Filter Options Highlight Candidate Enter Applicant Name

Name ↑	New	Status	Forwarded By	Candidate Type	Assessment Status	Rating	Source	Candidate Source	Phone Number	Last Updated
Deenys Tegarjen		Ready for Hire		External	Completed	NA	Corporate Default Site	Corporate Default Site	356-995-1313	05/03/2019

Items per page 10 Page 1 of 1



The screenshot shows a web browser window displaying the SAP Employee Files interface. The browser's address bar shows the URL: `https://salesdemo4.successfactors.com/xi/ui/rect/pages/newHire/hirePeopleList.xhtml?&s_crb=dT4cThyRuNHE3zQ85PNlqgMe5U9j3d`. The page header includes the BestRun logo, a search bar, and a user profile for Aanya Singh. The main content area is titled "Pending Hires" and features a table with one row of data. The table has columns for Name, Hire Date, Job Title, Location, Pay Grade, Department, and Division. A "Hire" button is visible in the first column of the row.

	Name ↑	Hire Date	Job Title	Location	Pay Grade	Department	Division
Hire	Daemerys Targar....		Craft Worker W....				



Always Designing
for People™

BestRun My Employee File

Search for actions or people

Amya Singh (Admin) on behalf of Tessa Walker (walker)

Employee Files Ack HR

Back to Admin Center

Add New Employee

Identity

*Hire Date: May 03, 2019

*Company: BestRun (10...)

Event Reason: **New Hire (HIR)**

- Acquired employee (HIRACQRE)
- Additional Job (CONCRJOB)
- Hired from Affiliate (HIRAFFL)
- Internal International Transfer (HIRINTL)
- Loan from Parent Company (HIRPART)
- New Hire (HIRNEW)**

Middle Name: _____

*Last Name: Targaryen

Business Last Name: _____

Language Script: No Selection

Biographical Information

*Date Of Birth: May 22, 1981

*Country Of Birth: United States

Employee Information

Person Id: _____

National ID Information

*Country: United States	*National Id Card Type: Social Security Number	*National Id: 678-90-1234	*Is Primary: No
-------------------------	--	---------------------------	-----------------

⊕ Add

Continue

Personal Information

Email Information

*Email Type	*Email Address	*Is Primary
Personal	ricky7	No
Business	test@bestrun.sap.com	Yes

+ Add

Phone Information

*Phone Type	Country Code	Area Code	*Phone Number	Extension	*Is Primary
Business			415-555-1212		Yes

+ Add

vr - Home

Address Information

*Address Type	Home				
*Country	United States				
Address Line 1	876 Pirates Bay				
Address Line 2					
City	State	ZIP			
Mereen	Illinois	60512			
County					

defaulted from Job Application

added new

defaulted from Job Application

Job Information

Supervisor: Lan Chung (lchung)

*Job Classification: Administrative Support (50070968)

*Job Title: *****

Pay Grade: Hourly Grade 09 (H-09)

Regular/Temporary: Regular

Standard Weekly Hours: 40

Working Days Per Week: 0

FTE: 1

Is Fulltime Employee: Yes

Employee Class: Active

Employment Type: No Selection

Pay Scale Type: No Selection

Pay Scale Area: No Selection

Country: United States

EEO Job Group: No Selection

FLSA Status: No Selection

Employment Details

* Hire Date
Mar 03, 2014

Original Start Date Seniority Start Date
Mar 03, 2014 Mar 03, 2014

Eligible for Stock
No

* First Date Worked Contingent Worker Job Offer date Job Application ID Candidate Id
MMM dd, yyyy No MMM dd, yyyy

▼ Compensation Information ⓘ

Compensation Information

Range Penetration Compa Ratio *Pay Group

Bonus Target Is Highly Compensated Employee Current Salary New Salary

Change % Pay Grade

Compensation

*Pay Component	*Amount	*Currency	*Frequency
No data			

Recurring Payments and Deductions

*Pay Component	*Amount	*Currency	*Frequency
No data			

Recurring Payments and Deductions

*Pay Component	*Amount	*Currency	*Frequency
No data			

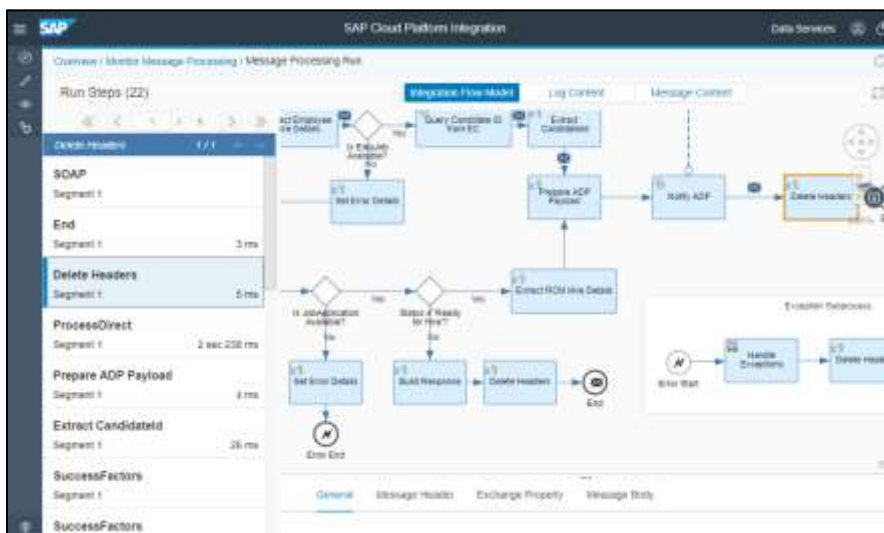
Payment Information

Verify SAP Cloud Platform Integration logs

Follow these steps to verify logs in your organization's Cloud Platform tenant. These steps are common for organizations using any combination of SAP SuccessFactors modules.

1. Log into your organization's SAP Cloud Platform Integration tenant
2. Click on the *Monitor* button
3. Click on the *All* tile under the *Manage Integration Content* section
4. Click on the *ADP Tax Credits SAP SuccessFactors Connector Notify Hire* integration flow
5. Click on *Monitor Message Processing* link
6. Click on the latest message
7. Click on the *Trace* link
8. Click on the *Delete Headers* step
9. Click on *Message Content*
10. Click on *Header* and verify that header *CamelHttpResponseCode* has value of 200, which indicates that the data was successfully posted to ADP

Examples:





SAP Cloud Platform Integration

Operations / Monitor Message Processing / Message Processing Run

Run Steps (22) Integration Flow Model Log Content Message Content Download

Delete Headers 1/7

SOAP
Segment 1

End
Segment 1 3 ms

Delete Headers
Segment 1 5 ms

ProcessDirect
Segment 1 2 sec 239 ms

Prepare ADP Payload
Segment 1 4 ms

Extract CandidateId
Segment 1 26 ms

SuccessFactors
Segment 1

SuccessFactors

Message before Step

Name	Value
ADP_API_Access_Token	3a5a2f14-4432-479a-820f-0d472019a5ff
ADP_API_Token_Expiration_Time	2019-09-09T21:01:33.701
ADP_API_Token_Type	Bearer
apiMethod	/events/txv1/fac-credit-screening subject fba
cache-control	no-cache, no-store, proxy-revalidate
Content-Type	application/json
Content-Type	OK
content-language	en-US
Content-Length	2409
Content-Type	application/json
Date	Mon, 09 Sep 2019 20:43:47 GMT
apiMethod	POST



Frequently Asked Questions

For any questions regarding SAP SuccessFactors functionality or configuration, refer to the SAP SuccessFactors Community at <https://community.SAP SuccessFactors.com>.

For questions regarding SAP Cloud Platform functionality or configuration, refer to the SAP Cloud Platform Integration Community at <https://www.sap.com/community/topics/cloud-platform.html>.

For questions regarding how to obtain your client certificate for connecting to ADP Marketplace APIs, refer to <https://developers.adp.com/articles/general/generate-certificate-signing-request>.

ADP support Contacts

ADP is the first level of support for customer integration issues. Support contact information is below:

- For questions or issues related to the completion of the WOTC screening, contact the ADP Helpdesk for technical support:

Phone: (866) 767-8326

Email: tcs_support@adp.com

- For general questions about the WOTC program, contact the ADP Tax Credits Customer Service:

Phone: (866) 436-0273

- For questions regarding the ADP Tax Credits Connector for SAP SuccessFactors, please contact the ADP Tax Credits Integration team:

Email: ADPTaxCredits Integration Support@ADP.com