



ADP® Connector Guide

Automated Profile Updates

Your Implementations Analyst will guide you through the initial setup of the connection from ADP® to Absorb. This will involve us guiding you through the necessary steps on the ADP® Marketplace side and the Absorb side. For this purpose, we will need an ADP® admin who is also an Absorb System Admin in the call so that the connection between both systems can be authorized successfully.

Prep Work

Prior to our ADP® setup call, it would be beneficial to complete Absorb Academy to ensure you are familiar with the relevant Absorb terminology. It would also be helpful to review Departments, Custom Fields, and User Management with your Onboarding Specialist to help prepare for the call.

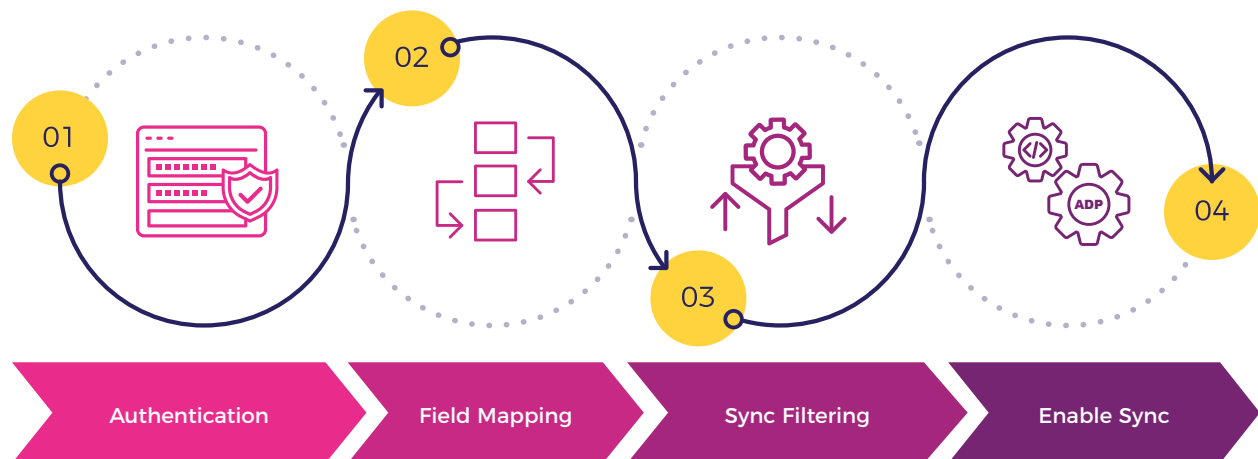
Prep Tasks

- Review [ADP® Connector Configuration & Set Up](#) Documentation
- Review [Department and Group](#) (Webinar)
- Review Department and Group Worksheet
- Review [Role](#) and [User Management](#) Articles
- Invite ADP® Administrator to Guided Set Up for Authentication
- Create any required Custom Fields



Guided Set Up

The ADP® Connector has been built to allow you to configure and update within the Absorb Portal Settings, but to ensure you are getting the most of the connector, we offer Guided Set Up with our Professional Services Implementations team.



Agenda

- Authentication
- Field Mapping
- Department Mapping
- Sync Filtering
- Admin Access Rules
- Questions
- Enable Sync

ADP® Marketplace Install

The Absorb connector for WorkforceNow or Vantage must be installed via the ADP® Marketplace. The Implementation Analyst will walk you through the process of selecting the appropriate connector and adding it to your ADP® site.

Authentication

The first step to establish the connection between Absorb and ADP® will be for an ADP® Admin to add the Absorb Connector app to your ADP® instance. This Admin will need to obtain a secret key from Absorb and then provide consent to ADP® to enable Absorb to access your user data. Once the connection is authorized, you will have access to the connector settings in Absorb.

Field Mapping

Next, our Analyst will review how to map your User Fields from ADP® into Absorb. This step will include identifying the Unique Identifier for users so that existing users (previously created manually, via Admin Import tool or other means) can be updated or new users created. We will also discuss the timing of the ADP® syncs and how often you can expect specific fields to be updated in Absorb. Before this call, your Onboarding Specialist would have reviewed how to add custom fields if they are required.

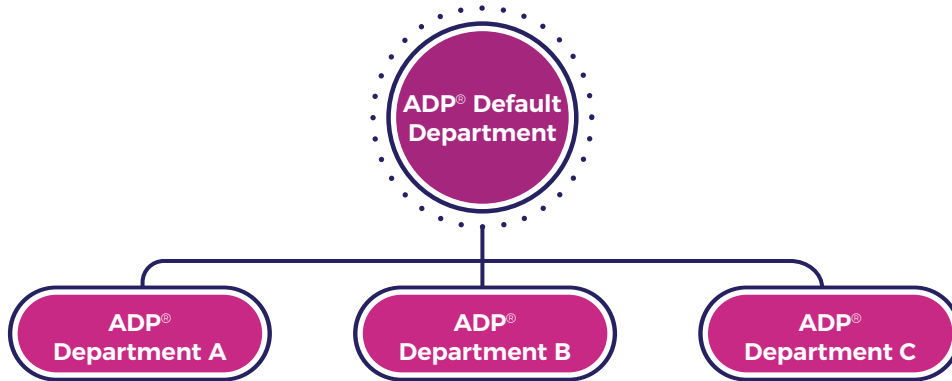
Department Mapping

Our Analyst will review our three options available to sync your Department structure from ADP® to Absorb. Below will be graphics and descriptions that demonstrate the options available to you.

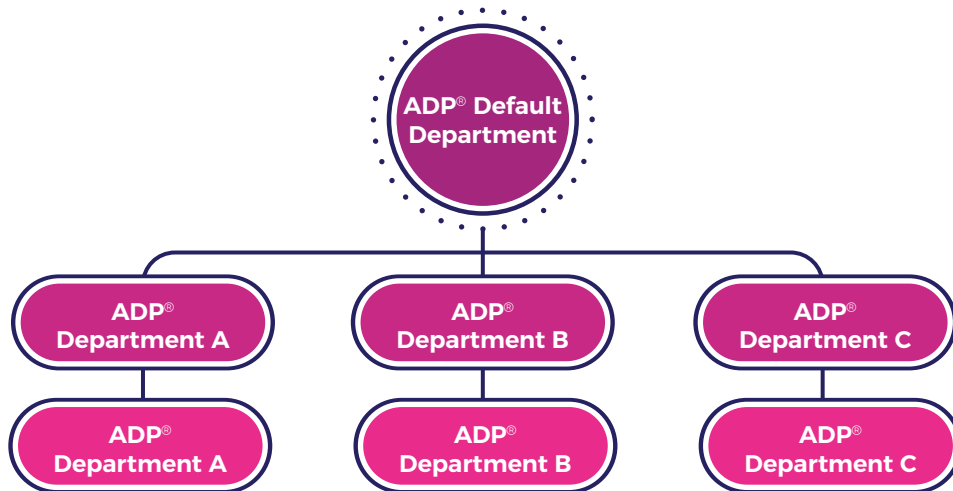
Single Department: Places all users in a separate ADP® Department. This option will have no hierarchy and no sub-departments. All users will belong to a single stand-alone department.



Flat Structure: This option will create a department structure that is a single layer deep. All departments created will be sub-departments of the ADP® Default department created by the Connector.



Hierarchy Department Mapping: This option will allow you to map your ADP® departments to a structure that you have pre-built in Absorb. This option will allow you to replicate any sophisticated department and sub-department structures you have at your Organization.



Sync Filtering

The next step will be to establish the users from ADP® who will be eligible for syncing into Absorb. You have the option to sync all of your ADP® users or create certain rules/filters to restrict your sync. For example, you can add a rule so that your sync only works for users who are Active; anyone who is Terminated/On Leave/etc. will not be synced. You can also use your Sync Rules to select a small subset of users to test your connector before you expand it to more users.

Admin Access Rules

These rules will determine which users will have access to the portal's admin interface. We will be able to apply specific rules and permissions to sets of users with this process. Your Onboarding specialist will be available to help you set up custom roles should you need them for this step.

Enable Sync

After we review all your settings one more time, we will establish who will receive the automated error emails from the connector. Afterwards, we will process your initial sync. This initial sync can take up to 15 minutes, during which our analyst will go over the Reset Sync button and how full/partial syncs work. We can also go over any further questions you may have while we wait for your initial sync to finish.

Documentation Pack

Throughout this document, we have shared some key Help Desk articles to assist with your setup process. We have linked to them below for quick access:

- [ADP® Connector Configuration & Set Up](#)
- [Department and Group](#)
- [Role](#) and [User Management](#)