Integrations

Product Summary

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workday.

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Setup Considerations: Integrations

You can use this topic to help make decisions when planning your configuration and use of Workday integrations. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Workday integrations enable you to exchange data efficiently between Workday and an external endpoint. Examples:

- Export payroll data from Workday to a third-party payroll provider.
- Import data for employee hires into Workday using Enterprise Interface Builder (EIB).

You can use Workday integrations to:

- Efficiently export and import large volumes of data.
- Initiate integrations ad hoc or on schedule.
- Complete most tasks in bulk that you can perform in Workday.

Business Benefits

Workday integrations make some tasks easier and other tasks possible. Example, an integration:

- Can save you time and effort when transferring data from other applications into Workday.
- Is necessary to send large volumes of payroll results regularly to a third-party payroll service in the format they require.

When you need to exchange large volumes of data in a specific format with an external endpoint, Workday integrations are a good choice. With Workday integrations, you can avoid manual re-entry of data between Workday and an external application.

Use Cases

Use case	Description
Account provisioning	With Workday integrations, you can send records of hires and terminations to other internal applications, including Active Directory. Account provisioning enables you to synchronize updates in Workday with related external accounts automatically.
Payroll, tax, and benefits processing	You can use Workday integrations to send worker data on a schedule to external payroll processing services and benefits providers.
Bulk import tasks	Workday integrations enable you to load data for large numbers of objects into Workday. Example:

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Use case	Description
	You can change manager assignments for a large number of workers.

Questions to Consider

Question	Considerations
Does a Workday-delivered integration template support your use case?	If a Workday-delivered integration template supports your use case, using that template can simplify building the integration.
Do you need to import and export data regularly, or infrequently?	You can configure most Workday integrations to run on a schedule.
Can workers at your organization build the integrations using the technology approach that you select?	Workday provides customer training for EIB, some Workday Connectors, and Workday Studio.

Recommendations

Workday provides several integration technologies. The best technology for your use case varies depending on the use case.

Integration Technology	Description	Advantages
Inbound Enterprise Interface Builder (EIB)	A tool for building simple integrations that load data into Workday.	• Available in Workday tenant. • Simpler to use than other Workday integration technologies. • Can use an inbound web service as a data source. • Can generate spreadsheet for data entry by workers who don't have access to Workday. • Enables automation of multistep data entry in Workday (Example: Hire business process). • Best for one-time bulk data loads.
Outbound Enterprise Interface Builder (EIB)	A tool for building simple integrations that export data from Workday.	• Available in Workday tenant. • Relatively simple to use. • Can use 1 Workday Custom Report or outbound web service as a data source. • Can run on schedule or launch from business process step.

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Integration Technology	Description	Advantages
Template-Based Integrations (for specific endpoints)	Tools for building integrations to specific services and vendors (Example: Salesforce.com). These integrations support file formats that are specific to the service.	• Available in Workday tenant. • Workday preconfigures much of the template for the specific endpoint it supports. • Integration supports vendor file format without additional configuration required. • Can run on schedule or launch from business process step. • Simpler than Workday Studio or WWS API. • Best solution if you have to integrate with the endpoint that the integration template supports.
Template-Based Connectors	Tools for building integrations that export data of a specific type (Example: Worker, Organization) and export or import data in a Workday-defined XML format.	• Available in Workday tenant. • Provides a broad range of data fields. • Can run on schedule or launch from business process step. • Some Connectors can export additional report field output if the Connector doesn't already include a field for that data. • Outbound Connectors can use Document Transformation Connector to convert Workday XML into the file format used by the external endpoint. • Best solution when Workday doesn't provide an integration template for your specific endpoint.
Orchestrate for Integrations	A web-based, low-code, drag-and-drop development environment. Available from the Workday Developer Site at https://developer.workday.com.	• The central Orchestrate for Integrations tool is Orchestration Builder, a drag-and-drop development environment that enables you to create complex workflows called orchestrations without writing code.

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Integration Technology	Description	Advantages
		• Orchestrations can automate business processes, transform data, and facilitate real-time, event-driven interactions with third-party services. • Entirely web-based. No downloads required. • Data is encrypted in transit and at rest. • Designed to handle high volumes of data and complex integration patterns. • Extensible through the use of custom logic, third-party APIs, and Workday's extensive library of Orchestrate Expression Language global functions and member functions.
Workday Studio	An Eclipse-based Integrated Development Environment (IDE). You can build custom integrations that follow the same template-based model as Workday Connectors.	• Flexible developer tool available from Workday. • Enables you to build custom integrations that reside in your Workday tenant. • Studio integrations can access data from any Workday Web Service operation. • Can run on schedule or launch from business process step. • Best solution if your developers have completed Workday Studio training.
Workday Web Services (WWS) API	This Simple Object Access Protocol (SOAP) API supports several thousand Workday operations. The API provides programmatic access to most Workday functionality through exchange of XML documents.	• API provides access to Workday data from outside of Workday. • API supports almost all operations available in Workday. • Enables you to use developers trained on non-Workday development tools. • Enables you to use any development tool.

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Integration Technology	Description	Advantages
Workday REST API	This API provides access to a limited number of Workday operations.	• API provides access to a limited set of Workday operations from external applications. • API supports smaller transactions than WWS API. • Enables you to use developers trained on non-Workday development tools. • Enables you to use any development tool.

Requirements

No impact.

Limitations

Integration Technology	Limitations
Inbound EIB	Supports only 1 data source per EIB.
Outbound EIB	Supports only 1 data source (Custom Report or web service) per EIB.
Template-Based Integration (specific vendor)	• Can be more difficult to configure than EIB. • Each template supports a single, dedicated vendor that you can't change. Integration templates can't support any other endpoint, even if use case is similar.
Template-Based Connector	• Can be more difficult to configure than EIB. • The only additional data sources you can add are report fields.
Orchestrate for Integrations	• Orchestrate for Integrations is separate from your Workday tenant. • Requires Orchestrate-specific training for developers.
Workday Studio	• Studio is separate from your Workday tenant. • Requires Studio-specific training for developers. • Studio integrations generally take longer to build than template-based integrations, orchestrations, or connectors. Note: Custom Reports can only be linked to an integration system directly in Workday Studio. If you attempt to link a custom report to an integration using the **Configure Integration Reports** related action on the integration system,

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Integration Technology	Limitations
	the custom report does not display on the integration.
Workday Web Services (WWS) API	Requires non-Workday development expertise and infrastructure.
Workday REST API	Requires non-Workday development expertise and infrastructure.

Tenant Setup

The **Edit Tenant Setup - Integrations** task enables you to:

- Disable integration subscription notifications for all integrations in your tenant.
- Require that Studio integrations include source code.

Security

Security setup varies between integration types and specific integrations. Non-EIB integrations require an associated *Integration System User* (ISU) account. ISUs enable you to give an integration *Get* and *Put* access to only the domains it needs to run the integration.

Business Processes

Workday provides 1 business process and 1 type of business process step for all integrations except EIBs:

- You can configure the *Integration Process Event* business process definition in the Integration functional area to control how an integration runs. Examples:

Inbound integration	1. Initiate. 2. Retrieve file from external endpoint. 3. Fire (load data into Workday).
Outbound integration	1. Initiate. 2. Send approval request to the worker you designate. 3. After approval, fire (extract data from Workday). 4. Send data file to external endpoint.

- The *Integration* business process step enables you to launch an integration from any business process that supports this step type. View the business process definition to see if the business process supports an Integration step. Example: You can add an integration step to the *Complete Form I-9* business process. This step launches an E-Verify integration to send data for the worker.

Reporting

Workday provides these reports for integrations:

Report	Description
View Integration System	Displays all integration systems (EIB, Connector, Orchestrate for Integrations, Studio, and so on) that you've created.
View Integration Template	Displays all integration templates that Workday provides, enabling you to find the template you need efficiently.

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Report	Description
Integration Events	Displays: • A summary of integration events that are in process or completed. • Details about the status for each integration event.
Integration Exception Audit	Displays: • Critical errors and warnings. • Suggestions to resolve problems.

Connections and Touchpoints

Workday integrations interact with various parts of Workday, depending on the product area, purpose, and data sources for the integration:

- Outbound integrations extract data from Workday, but don't change the data in Workday.
- Inbound integrations add and update data in Workday.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships across your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Launch and Manage Integrations

Launch an Integration

Prerequisites

- Security: *Integration Event* domain in the Integration functional area.

Context

You can run integrations:

- Immediately.
- One time.
- Regularly on a schedule.

This can help you to exchange large volumes of data in a specific format with an external endpoint. Example: You can send large volumes of payroll results regularly to a third-party payroll service in the format they require. You can also import external data in bulk and process it in Workday.

When you configure multiple integrations with the same run schedule time, Workday prioritizes them based on the priority configuration on the **Edit Tenant Setup - Integrations** task.

To avoid bottlenecks and performance issues for scheduled integrations, Workday recommends that you use start times beyond the beginning of the hour.

Steps

1. Access the **Launch / Schedule Integration** task.
   You can't select an integration system with critical errors.

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2. (Optional) Select the **Organization** for manual launches. The contents of the prompt vary depending on the *Integration Process Event* and on your security access:

Option	Description
Owning Organization	Displays when you associate the integration with an organization. You can select the organization or its subordinate organizations when: • You're a member of the organization. • You have an organizational role in the organization.
Organization By Type	Displays when the integration has no associated organization. You can select any organization and subordinate organization that you're a member of or have an organizational role in.

   For scheduled integrations, Workday ignores the **Organization** field value and bases the organization on the *Integration Process Event* of the integration.

   You can also select an organization through the **Integration System Context** field.

   The **Integration System Context** field enables you to limit access to your integration based on either organization or academic unit. This does not override any preexisting security prerequisites.
3. (Optional) Specify a **Request Name**.

   Workday uses the **Request Name** field as the **Integration Name**.
4. Specify any required launch parameter values on the **Integration Criteria** tab. To configure a launch parameter based on a report or calculated field, specify a **Value Type** of *Determine Value at Runtime*.

Result

When you schedule the integration, you own the schedule.

The integration background process performs required transformations and displays the appropriate files or web service messages on the **Process Monitor** report. When the integration runs for a specific organization, the organization displays on the business process event of the integration run.

Related Information
Tasks
Manage Scheduled Future Processes
Create Calculated Fields

Cancel an In-Progress Integration

Prerequisites

Security: *Integration Event*, *Integration Build*, or *Integration Debug* domains in the Integration functional area.

Context

You can cancel these types of integrations while they are in progress:

- *Core Connector: Global Worker*
- *Core Connector: Worker*
- Integrations that use Data Initialization Service (DIS)
- Inbound EIBs (except on the *Data Load* step).

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- *Kenexa Foundation Data*
- Outbound EIBs
- *WPN - ACH IAT Payment (Enhanced Performance)*
- Consolidated Business Forms Printing
- DocuSign
- EIB Generate Spreadsheet
- Workday E-Signature

Steps

1. Access the **Integration Events** or **Process Monitor** report and find the integration event for your integration.
2. From the related actions menu of the integration event, select **Background Process > Abort**.
3. Confirm that you wish to cancel the event. Integrations that finish quickly can invalidate your cancellation request.

Result

Workday:

- Changes the background process status to *Aborted*.
- Changes the status of associated business process events to *Failed*.
- Attaches an integration message to the event, which explains that the current user aborted the integration for auditing purposes.

Relaunch an Integration

Prerequisites

Security: *Integration Event*, *Integration Build*, or *Integration Debug* domains in the Integration functional area.

Context

You can relaunch an integration event with the same launch parameters. Workday sets the launch parameters and Organization automatically based on the previous integration event. Workday sets the **Run Frequency** to *Run Now*.

You can't relaunch an integration event when:

- The event is more than 30 days old.
- You deleted the associated integration system.
- The integration system has *Critical* errors.
- You don't have security permissions to launch the integration system.
- You can't run the integration using the **Launch/Schedule Integration** task.

Steps

1. Access the **Integration Events** or **Process Monitor** report and find the integration event for your integration.
2. From the related actions menu of the integration event, select **Integration Event > Relaunch Integration Event**.
3. Confirm or modify the **Request Name**, **Organization** (or Academic Unit in the **Integration System Context** field), and **Integration Criteria**.

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Rerun Integration Document Delivery

Prerequisites

Security: *Integration Event*, *Integration Build*, or *Integration Debug* domains in the Integration functional area.

Context

You can redeliver the integration output document without rerunning the integration if:

- Your integration runs successfully but document delivery fails.
- You need to redeliver the document for any reason.

Document redelivery uses the same transport settings as the current document delivery configuration, and you can't override the delivery configuration. Workday appends the subsequent processes of the integration event, and doesn't update the event status.

You can't redeliver a document when:

- The event is more than 30 days old.
- The files you want to redeliver no longer exist.
- You've deleted the EIB configuration or document delivery configuration.
- The EIB configuration or document delivery configuration has critical exceptions.
- You don’t have security permissions to redeliver the document.

Steps

1. Access the **View Integration Events** report and find the integration event for your integration.
2. From the related actions menu of the integration event, select **Integration Event > Redeliver Document**.

View Integration Events

Prerequisites

Security: *Integration Event* domain in the Integration functional area.

Context

View a summary of integration events that are in process or completed and see details about the integration status, including log files whose contents:

- Vary by integration system.
- Include integration data.
- Are useful for troubleshooting.

Note: Workday provides a tenanted ISU account called *Verify Status*. This ISU account verifies the status of an integration event in the background at regular intervals. ISUs have inherent permissions to the *Integration Process* security domain. You can access the **Do Not Allow UI Sessions** option when editing the Workday account associated with the ISU. Enable this option to prevent the ISU account from signing in to Workday through the interface.

Steps

1. Access the **Integration Events** report.

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2. Narrow your selection by specifying the **Integration System**, **by Person**, **Status**, **Sent After** or **Sent Before** dates.
3. To open the **View Background Request** report and view details about the background process and related messages, select a request.
4. To see more details in the **View Background Request** about the integration event, select a tab:

Option	Description
Integration Details	Displays information specific to the integration event. Example: The parent business process event, integration system, initiator, and initiation time. Select **View Consolidated Report and Logs** or **View Performance Logs** to view additional details about the integration event. These tasks aren't available when: • The consolidated report has expired. • The consolidated report is larger than 10 MB. • The consolidated report doesn't exist. • You deleted the integration.
Process Info	The **Technical Details** area displays a table of Process IDs for each child process in the integration event. These Process IDs enable Workday Support to troubleshoot integrations.
Output Files	Displays any output and audit files generated by the event.
Messages	Displays messages details generated by the integration during the integration event.
Child Processes	Displays details about each child process in the event.

5. If the integration event status has been processing for hours or days, as a related action on the integration event, select **Integration Event > Verify Status**.

   Workday refreshes the integration status:

   - If the event failed, Workday displays a message and changes the status to Failed. Workday also changes the status to Failed if the integration event is in progress for more than 7 days. You can optionally select **Integration System > Delete** as a related action on the event to delete the associated integration system.
   - If the event is:
     - Still in progress.
     - Queued.
     - Temporarily suspended during a tenant Service Update.

     Workday displays a message and doesn't change the status.
   - If Workday can't locate the integration, Workday displays a message and doesn't change the status.
   - If the verification feature isn't running, Workday displays a message and doesn't change the status.

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Next Steps

To rerun the document delivery for an EIB, access the integration event for the EIB and select **Integration Event > Re-Deliver Document** as a related action.

To rerun the document delivery of an Integration Process Event, access the integration event for the Document Delivery and select **Integration Event > Re-Deliver Document** as a related action.

Re-Deliver Document is available regardless of the status of the integration event. (Examples: Failed, Processing). When you confirm the task, Workday uses the transport settings from the current Document Delivery configuration. You can't override the configuration. Workday appends a subordinate process for EIBs or a subsequent process for Integration Process Events. Workday doesn't update the status of the integration event or Integration Process Event for the EIB, and Workday doesn't restart any subsequent business process steps.

The *Re-Deliver Document* option isn't available if:

- The event is more than 30 days old.
- The file that you want to redeliver no longer exists.
- You've deleted the EIB configuration or Document Delivery configuration.
- The EIB configuration or Document Delivery configuration has critical exceptions.

To relaunch an integration with the same launch parameters as a previous integration run, access the integration event and select **Integration Event > Re-Launch Integration** as a related action.

Re-Launch Integration is available regardless of the event status of the integration. Examples: Completed, Failed, or Processing. When you use this task, Workday sets the Run Frequency to Run Now, and uses the Launch Parameter values and Organization from the integration event. You can't change the launch parameters of subsequent integration BP steps.

Re-Launch Integration isn't available if:

- The event is more than 30 days old.
- You deleted the associated integration system.
- The integration system now has critical exceptions.

Re-Launch Integration is available only for integration systems that you can launch with the **Launch / Schedule Integration** task.

Audit Integration Events

Prerequisites

Security: *Integration Build* domain in the Integration functional area

Context

You can audit outbound integrations to view the transmission data for troubleshooting and general reporting. Workday stores the output data in 2 formats:

- The original transmission format, such as XML, CSV, or fixed-width flat files.
- A readable version that displays data in a tabular format for functional users.

Workday enables auditing based on the retention period configuration for the integration. Audit files are available after you launch an integration and the integration extracts and transforms data. Anyone with security permission to view integration event data can view the files. Workday automatically deletes the audit files at the end of the retention period.

Steps

1. Access the **Integration Events** report.

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2. Narrow your selection by specifying the **Integration System**, **by Person**, **Status**, **Sent After** or **Sent Before** dates.
3. In the **Integration Events** report, select an integration event by selecting the event link.
4. On the View Background Process page, select the **Output Files** tab.
5. To open the original transmission file and the readable HTML version to view the data, select the links.

Retrieve Technical Files for Integration Events

Prerequisites

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Event*

Context

You can asynchronously retrieve technical files for your integration events to identify and troubleshoot issues.

Steps

1. Access the **Integration Events** report.
2. Select an integration event for retrieving technical files.
3. On the related actions menu of the integration event, select **Integration Event > Retrieve Technical Files**.

   As you retrieve technical files for your integration event, consider:

Technical File Type	Description
Get Event Document Files	Retrieves data for any documents available to the integration event. Workday displays these files in the **Messages** tab of the integration event.
Other Technical Files	Retrieves documents that belong to the reference ID of the parent integration event. When you retrieve these files, Workday sorts them in a zip folder by document tag and sends them to **My Tasks**.
Static Schema Files	Retrieves the versioned static schema files for DIS. Workday displays these files in the **Messages** tab of the integration event.

Concept: Mass Actions on Integration Events

You can relaunch, redeliver, or abort multiple integration events in the **Mass Action on Integration Events** report.

You can relaunch an event if:

- The associated integration system doesn't have error messages.
- The current user can launch or schedule the integration.

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- The integration system of the event can't be run using the **Launch/Schedule Integration** task.
- A user relaunched the integration before or is a relaunch event itself.

You can redeliver an integration event if:

- The event is less than 30 days old.
- The integration system of the event or delivery configuration of the business process don't exist or has critical exceptions.
- You have security permissions to redeliver.
- The file exists.
- You delivered the event less than 5 times.

You can abort:

- A processing integration event.
- An integration event that supports cancellation.

You can use the **Force Failure** button to remove an integration from the processing queue and mark as it failed when it completes. The integration must have been running for at least 2 hours.

Note: The **Force Failure** button only partially fails the integration process and not the whole process. This will mark the integration as failed but will not stop any jobs currently running in the runtime.

When you relaunch or redeliver an integration, Workday doesn't launch all the integrations at the same time. Workday gradually retriggers integration events in the background.

Use the **View Mass Actions on Integration Events** report to filter to when someone made the relaunch or redelivery. You can't add a filter for when the relaunch or redeliver occurred.

You can review integrations that you:

- Redelivered, are waiting to redeliver, and events that Workday couldn't redeliver.
- Relaunched, waiting for relaunch, and events that Workday couldn't relaunch.

Related Information
Reference
Workday 33 What's New Post: Mass Actions on Integration Events

Create Integration Notifications

Prerequisites

Security: *Integration Build* domain in Integration functional area.

Context

You can configure notifications that Workday sends to specified groups for integration events, such as launch, completion, or failure. You can send these notifications to Workday **My Tasks**, an email address, or both.

Note: If your integration is connected to a business process, we recommend that you configure business process notifications instead of integration notifications when possible to avoid potential duplicate notification messages.

Steps

1. Access the **View Integration System** report.
2. Select **Integration System > Configure Integration Notifications** from the related actions menu of the integration.

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3. As you complete the **Trigger(s)** section, consider:

Option	Description
Trigger on Launch	Triggers when the integration launches.
Trigger on Status	Triggers on the selected integration status. You can select 1 or more of these statuses: • *Aborted* • *Completed* • *Completed With Errors* • *Completed With Warnings* • *Failed* • *Not Run due to Exceptions on Future Process* • *Processing* This task also displays additional statuses that don't apply to integrations. Don't select these statuses: • *Initiated* • *Purged* • *Queued* • *Skipped* • *Throttled*

   Note: Workday sends a notification after the service update completes for your tenant when:
   - You configure a notification to trigger on launch for an outbound EIB integration.
   - You schedule the integration to launch during the weekly service update window.
4. (Optional) In the **Conditions and Rules** section, select a rule from the list or configure a new rule.

   Example: You can configure a rule to notify the integration administrator when an event fails, launches, or terminates.
5. (Optional) In the **Repeat On** section, select a related instance. Workday generates separate notifications for each instance of that field.

   Example: You select *Launch Parameters* from the prompt. Workday generates 1 notification for each launch parameter of the integration system.
6. As you complete the **Recipient(s)** section, consider:

Option	Description
Recipients	Select *by Person* to send a notification message to the worker who launches the integration.
Groups	Select the active user-based security group that receives the notification in Workday.
Email Addresses	To send email notifications outside of Workday, enter 1 or more target email addresses.

7. Configure the **Message Content** section. The **External Field** can be a report field or a calculated field. Workday automatically includes a link to the integration event in the notification. If you have

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a custom email template for integration event emails, Workday creates the message using the **Message Content** that you configure here.

Example: To configure a notification that displays *Wanda Smith launched an Integration Event for the System: Production*, configure these Subject elements:

Option	Description
Text	Event
External Field	*Integration Event*
Text	Was Launched.

Configure these Body elements:

Option	Description
Field	*by Person*
Text	launched an Integration Event for the System:
Field	*Integration System*
Text	.

8. (Optional) To configure email notifications with attachments using the *Output Documents* option in the **External Field** prompt for these integrations:
   - Payroll Effective Change Interface
   - Payroll Interface Connector
   - Worker Effective Change Interface

   Ensure that users running the integration have View access to these additional security domains, as applicable:
   - Reports: Pay Calculation Results for Pay Group (Results) - CAN.
   - Reports: Pay Calculation Results for Pay Group (Results) - FRA.
   - Reports: Pay Calculation Results for Pay Group (Results) - UK.
   - Reports: Pay Calculation Results for Pay Group (Results) - USA.
9. (Optional) Click **Preview** to send a sample notification.

   The sample notification contains field names, not values. Workday sends this notification using the routing rule for general notifications that you configure in the **Alerts** section on the **Edit Tenant Setup - Notifications** task.

Result

Workday sends the notifications when both the **Trigger(s)** and **Conditions and Rules** that you configure occur.

Next Steps

To add links to output files, create an Integration Event Email template and select *Attachment Links* from the **Dynamic Content** prompt.

Related Information

Concepts

Concept: Email Templates

Tasks

Create Business Process Condition Rules

Create Email Templates

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Delete Integrations and EIBs

Prerequisites

- (Delete a Connector or Studio integration) Security: *Integration Build* domain in the Integration functional area. You also need access to the integration domain within the functional area for the integration (such as Integrations: Cash Management).
- (Delete an EIB) Security: *Integrations: EIBs* domain in the Integration functional area.

Context

You can delete any type of integration or EIB.

Steps

1. Access the **View Integration System** report.
2. From the related actions menu of the integration system, select **Integration System > Delete.**
3. Select the **Confirm Delete** check box.

Result

When you delete an integration, Workday deletes any scheduled future processes for that integration system.

Concept: Integration Schedules and Weekly Service Updates

Workday integrations can perform differently than expected when your tenant enters service update mode 30 minutes before the Weekly Service Update. The behavior of your integrations differs based on when the process starts.

Consider these scenarios when you run integrations during the Weekly Service Update:

Scenario	Impact
The integration starts before the tenant enters service update mode and completes in the 30-minute window before the Weekly Service Update.	There's no impact to the integration.
The integration starts before the tenant enters service update mode, but doesn't complete before the Weekly Service Update begins.	When the Weekly Service Update completes, Workday restarts the integration. Workday won't restart the integration when your integration: • Encounters one of these errors after the Service Update completes. • *Your job has been Terminated automatically by Workday as it couldn't finish by the start of our maintenance window.* • 529 error code. • Had the integration schedule run frequency set to *Run Once in the Future*.

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Scenario	Impact
	• Uses 1 of these integration templates: • ADP PayForce • Daily Digest • DocuSign • EBICS Configuration and Transmission - For Business Process or For EBICS Configuration • ESignature • Google Spreadsheet Export • Professional Profile Resume Parsing • WPN - AMEX Remittance v2 - CANADA, EMEA, JAPAN, or US
You schedule the integration to start after the tenant enters the service update mode.	The integration doesn't start at the scheduled time, but will start after the Weekly Service Update.

Workday recommends that you schedule your integrations to run outside of the Weekly Service Update when:

- An inbound integration updates data in Workday. The integration might attempt to reload the data on completion of the Weekly Service Update.
- The integration uses dynamic date fields that rely on the integration running on a specific day. The integration might use a different date when it restarts.
- Your integration creates a file for an external process that expects a file at a certain time. The integration might not create those files in the timeframe expected.
- The integration updates data outside of Workday. The integration might attempt to reupdate the data on completion of the Weekly Service Update.
- Your integration sends a file outside of Workday. The integration might attempt to resend the data on completion of the Weekly Service Update.

New inbound API calls to Workday fail when you request them during the Weekly Service Update. In-process inbound API requests fail when the Weekly Service Update begins.

Workday fails these requests with an HTTP response code of 503 Service Unavailable or 500 Internal Server Error.

Note: During the maintenance window, we patch our infrastructure components. As we patch our infrastructure, we can’t guarantee which HTTP response code you will receive in a given moment – if any. For Soap and RaaS protocols, the 500 response code is standard for most failures. Some possible responses you can receive during the maintenance window are:

Request Type	HTTP Resonse Code	Response Body Text
SOAP	500	Service unavailable
RaaS	500 (relabelled to 503 in response body)	503: Service unavailable

When you encounter these response codes, we recommend that you:

- Implement caching.
- Rerun the API call after the Weekly Service Update completes.
- Configure an exponential back-off retry mechanism for the process that generates your API requests.

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Related Information

Reference

Amazon - What is Caching and How it Works
Google - Implementing Exponential Backoff
Amazon - Error Retries and Exponential Backoff in AWS
Microsoft - Implement Retries with Exponential Backoff

Reference: Integration Message Components and Error Handling

Message Severity

Integration messages have these severity levels and processing behavior:

Severity	Message Example	Processing Behavior	Integration Event Status
INFO	*Initiated process.*	Processing continues.	Completed.
WARNING	*Ann Smith has missing or invalid data. The value 123-456-78910 is too long for Phone Number and is truncated in the output. Phone Number should have length equal to or shorter than 12.*	Processing continues.	Completed with warnings.
ERROR	*Errors during data load. See report for details.*	Processing continues unless the integration reaches the maximum number of allowable errors.	Completed with errors.
CRITICAL	*Unable to complete integration processing.*	Processing stops.	Failed.

Message Components

Error messages provide information to help you determine the cause and solution for integration errors:

Context	Identifies the source of the problem, such as the name of the worker or integration map that caused an error.
Condition	Describes the error condition. Examples: invalid data or empty map values.
Requirement	Specifies the valid values or conditions that the integration must meet.
Response	Provides a suggested resolution to the problem.

Field Truncation

Workday truncates fields when the field size in the endpoint is smaller than the corresponding fields in Workday. If Workday finds no other errors, Workday reports the issue as a warning when field truncation occurs, continues processing, and transmits the data.

Inbound and Outbound Integration Error Processing

Workday processes inbound and outbound integrations differently when errors occur:

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Type	Processing
Inbound Integrations	Workday processes the entire batch of transactions in inbound integrations. If an error occurs, Workday generates an error message, skips the transaction that caused the error, and continues to process the other transactions in the batch. Transactions without errors execute successfully.
Outbound Integrations	When an error occurs in an outbound integration, Workday doesn't transmit any data but fully processes the file to produce a comprehensive error report.

Message Limits

An integration event can generate up to 500 error messages before processing stops. Although warnings don't affect integration processing, Workday generates a maximum of 500 warnings. At 500 warnings, Workday issues a final warning.

Related Information
Concepts
Concept: Workday Scheduled Processes

Reference: Integration Event Statuses

Integration events can have these statuses:

Status	Description
Aborted	An integration administrator stopped the integration event.
Completed	The background process completed with no warning or error messages.
Completed with errors	The background process completed with 1 or more error messages, but no critical messages. This status indicates an issue that you can troubleshoot.
Completed with warnings	The background process completed with 1 or more warning messages, but no critical or error messages.
Failed	The background process had a nonrecoverable critical error that prevented its completion and caused it to abort. For Workday-delivered integrations, this status can indicate a product defect or service issue.
Not Run due to Exceptions on Future Process	Workday couldn't run the background process because the integration has critical exceptions. Example: the EIB or schedule owner has insufficient security.
Processing	The background process is running.

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Example: Schedule Integration for Last Day of Each Calendar Quarter

This example illustrates how to schedule an integration to run on the last day of each calendar quarter for 1 year.

Context

Your organization includes several legal entities. You use an external system to manage the accounting for these entities and consolidate their data in Workday. You need to schedule an integration to import financial results into Workday on the last day of each quarter so that you can approve the journals in Workday. To avoid interruptions from the Weekly Service Update, you schedule the integration to run outside of business hours.

Prerequisites

- Set up accounting journal connector named *Quarterly Accounting Journal Results*.
- Security: *Integration Event* domain in the Integration functional area.

Steps

1. Access the **Launch / Schedule Integration** task.
2. Specify these values:

Field	Enter
Integration	*Quarterly Accounting Journal Results*
Organization	Leave blank.
Run Frequency	*Monthly Recurrence*

3. Specify any required **Integration Criteria**.
4. On the **Schedule** tab, in the **Monthly Recurrence Criteria** section, specify these values:

Field	Enter
Months	• *March* • *June* • *September* • *December*
Day(s) of the Month	*Last Day of the Month*
Start Time	A time outside of business hours. Example: *11:55 PM* PST. If you've opted in to the Workday 32 - Time Zones feature and don't use an ISU, then Workday uses the user's local time zone.

5. In the **Range of Recurrence** section, specify these values:

Field	Enter
Start Date	Last day of this quarter
End Date	1 year from the end of this quarter

6. Click **OK**.

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Result

We deliver accounting data from your legal entities to your accounting journals in Workday on schedule for your approval.

Related Information

Concepts

Concept: Integration Schedules and Weekly Service Updates

Concept: Accounting Journal Connector

Tasks

Steps: Set Up Accounting Journal Connector

Enterprise Interface Builder (EIB)

Setup Considerations: Enterprise Interface Builder

You can use this topic to help make decisions when planning your configuration and use of Enterprise Interface Builder (EIB). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

EIB is an integration tool that enables you to build simple inbound and outbound integrations between Workday and external endpoints.

Business Benefits

EIB gives you a framework to build integrations based on your unique business needs. EIB enables you to import and export Workday data in bulk, saving you time and effort when you:

- Hire a large number of workers at the same time.
- Regularly send large volumes of data to a third party in the format that they require.

With EIB, you can avoid manual re-entry of data between Workday and an external application.

You can create an inbound EIB, then generate a spreadsheet based on that EIB. You can add data to the spreadsheet, then load the spreadsheet into Workday. You can also generate a spreadsheet with prepopulated rows, enabling you to understand the data requirements for each field more easily.

For EIBs based on web service operations that use Workday business processes, you can configure the level of automation for the business process.

Use Cases

- Import accounting journals into Workday from a spreadsheet that you provide as an attachment.
- Import data into Workday from a spreadsheet to perform a bulk business process. Example: Hiring a group of employees or requesting mass compensation changes.
- Import transactions for expense credit cards from a card issuer to process the transactions in Workday Expenses.

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- Import payroll data from external providers, such as absence or time off data, to process in Workday.
- Import off-cycle payments from external providers, such as end-of-year bonuses, to perform bulk payments.
- Import payroll history from multiple external sources by consolidating into a spreadsheet before importing into Workday.
- Load supplier invoices from a spreadsheet in Google Drive to process in Workday.
- Export active employee data from Workday in XML format and send it to an external endpoint with SFTP.
- Export employee hours and billing rates from Workday in CSV format and send it to an external Amazon Simple Storage Service bucket.
- Export employee headcount and contribution data from Workday in JSON format and send it to a life insurance provider by email.

Questions to Consider

Questions	Considerations
What data source should you use?	EIB uses custom report and web service data sources. Web services data sources retrieve data from Workday using a *Get* or *Find* operation from the Workday public API. Custom report data sources are more flexible but they require some more setup effort. Workday requires that you specify a value for many of the fields that custom reports and web services provide. When the report or web service that you select includes many unneeded fields, use a different data source.
How should you send the data to the external endpoint of an outbound EIB?	Ensure that your external endpoint is compatible with the transport protocol of your EIB. Example: HTTPS, SFTP.

Recommendations

- Use the Workday Web Service API documentation to review available inbound and outbound web service operations.
- For outbound EIBs, review available Workday reports and report data sources to find reports that match your data needs.
- Determine the type of external endpoint for outbound EIBs, such as email server or SFTP server, and use the corresponding transport.
- When the web service operation of an inbound EIB is based on a Workday business process, review the business process definition. In your EIB spreadsheet, configure the processing rules of the business process to suit your business needs.

Requirements

No impact.

Limitations

EIBs can only use 1 data source:

- Inbound EIBs can use only 1 Workday Web Service operation as a data source.
- Outbound EIBs can use only 1 custom report or Workday Web Service operation.

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EIBs include all fields from the web service operation or custom report. You can't select which fields to include or exclude.

Outbound EIBs can’t export data in XSLX format. You can export data in CSV format, then import the CSV file into Microsoft Excel.

Tenant Setup

No impact.

Security

These domains in the Integration functional area:

Domains	Considerations
Integration Build	Enables you to: • Create or edit an EIB. • View an integration system or EIB.
Integration Configure	Enables you to configure an EIB.
Integration Event	Enables you to: • Launch an EIB. • View resulting integration events for the EIB, including integration output documents.
Integration Reports	Enables you to view integration reports, including reports for integration events, exception audits, messages, and integration IDs.
Integrations: EIBs	Enables you to set up and launch an EIB.

To schedule and launch an EIB, you must have:

- Access to a custom report that an outbound integration uses as a data source, unless you use a security proxy to run the report from another account.
- Get permission on a Workday Web Service operation that an outbound integration uses as a data source.
- Put permission on a Workday Web Service operation that an inbound integration uses as a transport protocol.

Business Processes

Inbound EIBs can use Workday business processes, by using the corresponding web service operation, to enter data into Workday.

Reporting

Report or Dashboard	Description
Integration Events	Displays: • A summary of events that are in process or completed. • Details about the status for each integration event.

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Report or Dashboard	Description
Public Web Services	To verify that you have access permission, select **Security > View Web Service Operations Security Groups** from the related actions menu of a web service.
Supported Inbound EIB Operations	Displays: • Available web service operations, excluding Get operations. • The parent Workday Web Service for each operation. • Available web service operations for generating a spreadsheet with data. The report also indicates whether the web service operation enables you to rescind business processes in bulk.
View Integration System	Displays all EIBs that you create.
EIB Dashboard	Displays worklets for: • EIB integration events by EIB type. • Success metrics. • Success metrics by EIB type. You can set up the dashboard and add the worklets using the **Maintain Dashboards** report.
Scheduled Future EIBs Exception Audit	Displays: • EIBs that the owner can't launch due to insufficient security. • EIBs that business process steps can't trigger due to insufficient security. Modify the security of the worker specified in the workflow step or assign a different worker to the business process step. When you don't modify the security permissions of the scheduled owner or transfer ownership of an EIB with exceptions, the integration fails with a process status of *Not Run due to Exceptions on Process Definition*.

Connections and Touchpoints

Workday integrations interact with various parts of Workday, depending on the product area, purpose, and data sources for the integration:

- Outbound EIBs extract data from Workday but don't change the data in Workday.
- Inbound EIBs add and update data in Workday.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships across your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

Concept: EIB Template Models and Spreadsheet Templates

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Enterprise Interface Builder (EIB)
2022R2 What's New Post: EIB Dashboard
Tasks
Steps: Set Up EIBs Using Templates from Web Service Organizations
Steps: Set Up Outbound EIB
Steps: Set Up Dashboards and Landing Pages

Concept: Enterprise Interface Builder

You can use Enterprise Interface Builder (EIB) to build simple inbound and outbound integrations between Workday and external endpoints. EIB gives you a framework to build your own integrations based on your unique business needs.

EIB Type	Description
Inbound	You can upload data into Workday using: • An attachment. • A REST-based URL. • A file transfer from an external SFTP, FTP/SSL, or FTP endpoint.
Outbound	You can export data from Workday in various formats, such as: • CSV • Google Data (*GData*) • JavaScript Object Notation (JSON) • Really Simple Syndication (RSS) • Text files • Workday XML You can then send the data to an external endpoint using various protocols, such as: • AS2 • Email • SFTP, FTP/SSL, or FTP • HTTPS

You can design EIBs with the **Create EIB** task, which guides your configuration with appropriate options based on the data flow. You can launch EIBs using the **Launch / Schedule Integration** task.

EIB Components

An EIB has 3 components:

Get Data	This component can indicate: • The data Workday receives from an external source (example: a spreadsheet of budget data) and the location of that data (example: a specific URL or FTP site). • The data that the integration extracts from Workday. Example: a specific custom report.
Transform	This component converts the data into a format that Workday or the receiving external endpoint can understand. You can use a transformation

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	that Workday delivers or create your own custom transformation.
Deliver	This component defines how Workday imports data from or exports data to an external endpoint. Example: email, SFTP, or web service.

Related Information
Reference
Workday 32 What's New Post: Enterprise Interface Builder

Inbound EIBs

Steps: Set Up EIBs Using Templates from Web Service Operations

Prerequisites

- Access the **Supported Inbound EIB Operations** report to see:
  - All available web service operations, excludes Get operations.
  - The parent Workday Web Service for each operation.
  - The web service operations available for generating a spreadsheet with data, if any.
  - If the web service operation supports mass rescinding of business processes.
- Review the Workday Web Service API documentation and familiarize yourself with the details of the web service operation.
- Review the Public Web Services report to verify that you have access permission. Select **Security > View Web Service Operations Security Groups** from the related actions menu of a web service.

Context

To load large amounts of data into Workday in bulk, create an Enterprise Interface Builder integration.

Steps

1. Set Up Inbound EIB .
   Create an EIB based on an inbound, public Workday Web Service operation.
2. (Optional) Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.
   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. From the related actions menu of the integration system for the upload, select **Template Model > Generate Spreadsheet Template**.
   To maintain the correct spreadsheet format, don't change the .xml or .xlsx file extension.
   Security: these domains in the Integration functional area:
   - *Integrations: EIBs*
   - *Integration Configure* (including *Get* and *Put*)
   - *Integration Event*
4. Customize EIB Spreadsheet Template .
   To customize the template, edit the EIB template model.
5. Generate EIB Spreadsheet Template .
6. Set Up EIB Spreadsheet .
   Enter business data into the spreadsheet.
7. Launch EIB Spreadsheet Upload .

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Set Up Inbound EIB

Prerequisites

Security:

- *Integration Build* domain in the Integration functional area.
- *Integration Process* domain in the Integration functional area.
- *Put* access to the domain that secures the web service operation or custom report that your EIB uses.

Context

You can import data into Workday in bulk by creating an inbound EIB. You can import data using these external sources:

- A custom object spreadsheet.
- A spreadsheet based on a Workday Web Service operation.

Steps

1. Access the **Create EIB** task.
2. As you complete the **Get Data** page, consider:

Option	Description
Retrieval Method	When you select: • **Amazon Simple Storage Service**, enter your S3 bucket name in the **Bucket** field. You can't specify a folder in this field. • **FTP/SSL**, enter the address using 1 of these formats: • Implicit SSL: *ftpse://x.x.x.x:port-number* • Explicit SSL: *ftpse://x.x.x.x:port-number* When you don’t specify a port number, Workday uses port 990 for implicit SSL and port 21 for explicit SSL. • **Google Drive**, select a web service spreadsheet template in the **Data Format** section. Decompression, decryption, and delete after retrieval aren't available with this option. • **SFTP**, enter the address using this format (when you don’t specify a port number, Workday uses the default): • *sftp://x.x.x.x:port-number* • **REST URL**, enter the host name or server address in *http://www.example.com/rest* format for the **REST Endpoint**.

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Option	Description
Directory	(FTP/SSL and SFTP only) Name is case-sensitive. Include a leading slash (/) only for a full path, not a relative path.
Fast File Transfer Mode	(SFTP only) To significantly reduce the total processing time for your inbound EIB, select *Yes* in this drop-down.
Use Temp File	(FTP/SSL and SFTP only) Select this check box to write the output to a randomly named file. Workday renames the file to the correct name when it completes the data transfer. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes.
File Name	Enter the name or regular expression (regex) pattern for the file to upload into Workday. This field is case-sensitive. Workday doesn't support full regex syntax for file retrieval. Workday only supports (*) and (?) characters as wild cards in the filename pattern. For SFTP and FTP/SSL transport protocols, entering an asterisk (*) character at the start of this field isn't valid for regular expressions. For Amazon Simple Storage, you can retrieve files from folders using this format: *folder1/folderN/filename.format*.
Decrypt Using	(FTP/SSL and SFTP only) To decrypt the uploaded file using Pretty Good Privacy (PGP), select the PGP private key of the key pair you generated to decrypt the inbound integration file.
Restricted To	Select the target environment for this transport protocol. When you don't select an environment, Workday applies the retrieval method to each environment in which the integration runs. Each environment can have only 1 transport protocol. To ensure that you don't exchange data between test and nontest endpoints, create a separate transport for each environment.
File Type	Select: • *Web Service Spreadsheet Template* to import data into a web service using a spreadsheet. Select a public, inbound web service operation from the **Web Service Operation** prompt. • *Custom Object Spreadsheet Template* to import data into a custom object. Select an active custom object definition from

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Option	Description
	the **Custom Object** prompt. These items aren't available: • Custom object definitions that you haven't activated yet. • Custom objects that use instance references. • Effective-dated custom objects. • Multi-instance custom objects that don't have their Reference ID set.

3. (Optional) As you configure the **Details** section for your delivery method, consider:

Option	Description
Decrypt Using	(FTP/SSL and SFTP only) Select a PGP private key of the key pair that you generated to decrypt the inbound integration file. When you decrypt an inbound integration file, you can also: • Include an integrity check of the data in the file. • Digitally sign the file.
Force Integrity Check	(FTP/SSL and SFTP only) To verify that the encrypted file didn’t become altered or corrupt during transport, select this check box.
Digital Signature Validation Using	(FTP/SSL and SFTP only) To verify the origin of the encrypted inbound file, select a PGP public key provided by your trading partner.

4. As you complete the **Transform** page, consider:

Option	Description
Transformation Type	Select from: • *Custom Transformation*: Select a custom transformation that you created on the **Create XSLT Attachment Transformation** task. • *Template Model*: Only applicable if the format of the data source is a spreadsheet template. • *Delivered Transformation:* Don’t use.

5. As you complete the **Deliver** page, consider:

Option	Description
Delivery Method	Select a method to define the destination of the inbound data.

Next Steps

When your data source is a spreadsheet template based on a web service operation:

- Generate a spreadsheet template.
- Generate a spreadsheet template populated with Workday data.

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When your EIB uses the **Google Drive** retrieval method:

- Select **Enterprise Interface > Authorize for Google Drive** from the related actions menu to authenticate with Google.
- Select a Google account to store and retrieve EIB spreadsheets. Grant permission for Workday to manage Google Drive files that you've created with Workday.
- Use the **Workday Account > Edit** related action to assign an integration system user to run the EIB.
- Use the **Enterprise Interface > Assign Google OAuth Token to Workday Account** related action to assign the Google Drive OAuth Token you created to the integration system user you assigned.

Launch or schedule the integration to upload data into Workday.

Related Information
Reference
2020R2 What's New Post: Google Drive Support in Inbound EIBs
Bucket Restrictions and Limitations

Customize EIB Spreadsheet Template

Prerequisites

- Generate a baseline EIB spreadsheet template and review the spreadsheet details.
- Security: These domains in the Integration functional area:
  - *Integrations: EIBs*
  - *Integration Configure*
  - *Integration Event*

Context

You can customize EIB spreadsheets to meet business requirements by modifying the worksheets, areas, and columns of the template model.

You can create multiple versions of a template model for the same data source type, but each version requires its own EIB definition. However, when you populate multiple spreadsheets based on the same template model, you can use the same EIB for each upload.

Steps

1. Select **Template Model > View** as a related action on the integration system.
2. (Optional) To hide an area, select **Template Model Area > Hide** from the related actions menu on the section.
3. (Optional) To edit column values, select **Template Model Column > Edit Details** from the related actions menu on the column.

   The combined list of reference IDs for permitted values must not exceed 255 characters to ensure that the spreadsheet displays the permitted values.

   Note: Shortening reference IDs can cause other integrations to fail.
4. As you complete the **Edit Template Model Sheet** or **Edit Template Model Area** task, consider:

Option	Description
Separate Type Column	Select this check box to ensure that each cell in the ID Value column provides a prompt listing all valid ID values.
Value Override	Workday adds this value to the spreadsheet when the integration runs.

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Option	Description
Reference ID Type	When more than 1 reference ID type is available, Workday populates the first type alphabetically. You can select a different type from the prompt.

5. (Optional) To insert columns for fields that accept multiple values, such as worktags, select **Template Model Column > Maintain Additional Columns** from the related actions menu of a column.

   Example: You can create additional worktag columns in a financial spreadsheet and assign multiple worktags to a single entry line.
6. (Optional) To customize the template for a web service operation based on a business process, select **Edit Business Processes for Template Model** on the **Business Process** tab.

Next Steps
Generate an EIB spreadsheet template.
Related Information
Reference
Reference: Integrations and Web Service Limits

Generate EIB Spreadsheet Template

Prerequisites

- Customize your EIB Spreadsheet Template.
- Security: These domains in the Integration functional area:
  - *Integration Configure*
  - *Integration Event*
  - *Integrations: EIBs*

Context

You can generate an EIB spreadsheet template to populate with data from an external source. You can either:

- Generate an empty spreadsheet. This action is available for any inbound web service operation.
- Generate a spreadsheet with data. This option generates a spreadsheet with several rows of data extracted from your tenant. You can use this data to determine how the spreadsheet maps data when loading data into your tenant. This action is available for a subset of inbound web service operations.

Generating a spreadsheet with data enables you to understand the data requirements more easily by showing current Workday data along with the column labels. You can use the **Supported Inbound EIB Operations** report to identify which web service operations support generation with data.

When you generate a spreadsheet using the **Web Service Spreadsheet Template** file type, Workday displays the web service version on the generated spreadsheet.

Steps

1. Access the **View Integration System** report.

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2. From the **Integrations System** prompt, select your EIB.

   You can enter the name of the EIB or search alphabetically or by template category.

   To filter by a list of mostly EIBs, select **By Template Category > Integration**.

   To determine whether an integration system is an EIB:

   a. Access the related action menu of the integration system.
   b. Verify that Enterprise Interface Builder displays in the **Integration Template** field.

   If you don't find the EIB you need, you can select *Create*. You must have access to create integration systems.
3. Select **Template Model > Edit** from the related actions menu of the EIB.
4. (Optional) To generate a spreadsheet with data, select **Edit Template with Data Options**.
   Configure a **Filter** for your template:

Option	Description
Reference ID	Specify 1 or more **ID** and **ID Type** pairs.
Condition Rule	Specify 1 or more rule conditions. If Workday displays an error message, use a reference ID filter instead.
Use Indexed Fields Only for Rule Conditions	If selected, Workday displays only indexed fields in the **Source External Field or Condition Rule** prompt. Using only indexed fields in EIB rule conditions provides improved performance when loading data into Workday. The amount of performance improvement varies depending on several factors, including web service processing, data volume, and overall tenant activity.

   Workday doesn't require a filter for EIBs created before v28.2 that have support for spreadsheet generation.
5. From the related actions menu of the EIB, select 1 of:

   - **Template Model > Generate Spreadsheet Template**

     You can generate XLSX spreadsheets in Google Drive when you configure your EIB with the Google Drive retrieval method and a Google OAuth Token. Workday uses the token linked to the EIB that you selected on the **Integration System configured for Template Model** field to generate a spreadsheet in the associated Google Drive. To avoid formatting errors, we recommend not converting the spreadsheet into a Google Sheet.
   - **Template Model > Generate Spreadsheet with Data**

     When you open and save an XML spreadsheet, Excel truncates fields with base64 data or other long text fields that exceed 32,767 characters.

     For XLSX spreadsheets, Workday requires that you edit the template model to hide any columns with base64 or other long text fields that exceed the 32,767 character limit.

Related Information
Tasks
Create Integration System

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Set Up EIB Spreadsheet

Prerequisites

- Generate an Enterprise Interface Builder (EIB) spreadsheet template in Workday.
- Retrieve the required reference IDs using the **Integration IDs** report. Spreadsheet columns with a format of Lookup must be populated with a reference ID.
- Security: *Business Process Administration* domain in the System functional area.

Context

You can save time when transferring data in bulk from other applications into Workday by entering reference IDs and business data into an EIB spreadsheet. For business processes, you can select processing options in your spreadsheet to trigger review and approval workflow, or automatically complete workflow steps. You can also process and perform actions in Workday with the data you upload.

Steps

1. (Optional) For high-volume business process EIBs, run the **Business Process Configuration Options** report to identify allowed subprocesses for your business process.

   When your business process configuration includes subprocesses that have no corresponding spreadsheet section, you can run the spreadsheet upload for the supported subprocesses. However, you must complete the unsupported subprocesses in Workday.

   When the spreadsheet is based on an Import Web Service operation with multiple business subprocesses, Workday displays separate sheets for each subprocess and for the:

   - Header sheet.
   - Line sheet for the business process. Line keys must be unique across header keys.
   - Overview sheet for business processes and subprocesses.
2. Open your empty spreadsheet template.
3. (Optional) For high-volume business processes, select an option in the **Processing Instruction** prompt to specify the level of workflow automation for the main process and each supported subprocess.

Option	Description
Manual Processing	When you select this option for a subprocess, you can enter partial data in the corresponding spreadsheet section and the remaining data in Workday. Provide all required data for the main process, even when the automation level for this process is manual.
Automatic Processing	When available on a business process, Workday automatically completes workflow steps for a process or subprocess and bypasses: • Approvals • Document reviews • Questionnaires • Notifications • To do tasks Enter data in all of the fields marked Required in the related worksheet. These fields

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Option	Description
	represent the minimum amount of data required to automate the business process fully. Your business process configuration might require other fields. The EIB load initiates the event and finishes. Workday processes the workflow steps and subprocesses of the event asynchronously. The EIB can complete quickly but the overall business process can take longer to complete in the background.
Skip Processing when Step is marked Optional	This option is only available on subprocesses.
Run Now Run Now with Automatic Processing	Select to complete the business process before the EIB finishes loading. Although this option causes the business process to complete more quickly, it affects the performance of the EIB load. Example: Select when you want to chain together: • An EIB and a Studio integration and the subsequent integration depends on the EIB completing. • Multiple EIBs.

Note: Workday recommends selecting a **Processing Instruction** for each subprocess row.

You can also enter an optional **Processing Comment** that Workday adds to the business process event for each worker.

4. Manually populate the spreadsheet with the required reference IDs to protect cell formatting.

   Note: When you copy and paste reference IDs from the **Integration IDs** report, you can overwrite the data type format of the spreadsheet cells.

   Columns that contain reference IDs enable you to select a specific reference ID type.
5. Provide any other necessary information.

Related Information
Concepts
Concept: Inbound EIB Template Guidelines

Set Up Business Process Security for EIB Upload

Prerequisites

Security: *Security Configuration* domain in the System functional area.

Context

Before you upload data into a high-volume business process with the Enterprise Interface Builder (EIB), configure security for the web service that initiates the business process.

Steps

1. Access the **View Security for Securable Item** report.

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2. In the **Domain Item** field, search for the business process that receives data from the spreadsheet upload.

   Note: Due to naming differences in the time off business processes and web services, use the web service name to find the correct domain item. Search for *Adjust Time Off* rather than *Correct Time Off* and *Enter Time Off* instead of *Request Time Off*.
3. From the search results, select the web service task that corresponds to the business process.
4. Select **Business Process Policy > Edit** from the related actions menu of the applicable business process listed in the Initiating Action for Business Process column.
5. Under **Who Can Start the Business Process**, find the web service initiating action for the business process. Example: *Request One-Time Payment (Web Service)*.
6. Select 1 or more **Security Groups** that can launch the business process through the web service. Example: Select *Compensation Administrator* for a one-time payment upload.

Next Steps

Enable the new security policy using the **Activate Pending Security Policy Changes** task.

Launch EIB Spreadsheet Upload

Prerequisites

- Set up your inbound Enterprise Integration Builder (EIB) integration.
- Generate a spreadsheet template in Workday and populate it with data.
- Security:
  - *Put* permission on the Workday Web Service that your EIB uses as a transport protocol.
  - *Integrations: EIBs* domain in the Integration functional area.
  - *Integration Event* domain in the Integration functional area.

Context

To import spreadsheet data into Workday, launch an EIB upload. Run every EIB upload process in a sandbox environment before uploading data into your production environment. To troubleshoot errors before you run a full upload, select these launch options:

- **Validate Only Load**
- **Add Errors to Attachment**

Steps

1. Access the **Launch / Schedule Integration** task.
2. On the **Integration** prompt, select the EIB to launch.

   Workday doesn't display EIBs in this prompt when 1 of these conditions is true:
   - The EIB contains *Critical*-level errors.
   - You don’t have the security permissions required to launch the EIB.
3. (Optional) To schedule an integration for later, select another frequency on the **Run Frequency** prompt.
4. As you configure the **Integration Criteria**, consider:

Option	Description
Integration Attachment	Select an existing file or create a new attachment.
Load Error Limit	The default **Load Error Limit** is *Unlimited*, which sets the limit to 10000 errors before

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Option	Description
	Workday stops processing the upload. To change the limit, select an option between 1 and 10000. **Load Error Limit** isn't available to EIBs that use: • Web services that use custom objects. • Import web services.
Validate Only Load	(Not available for EIBs that use custom objects based on custom object v1 web service operations.) Select this check box to create a trial run before performing an actual upload. Workday validates the data until it reaches the **Load Error Limit**, after which it attaches a failure report to the integration event. **Validate Only Load** applies only to validations that Workday documents in the Workday API documentation. Documented validations include line level validations but don't include: • Custom validations or validations that occur postprocessing. • Validations that occur at the operation level after Workday persists data.
Add Errors to Attachment	(Not available for EIBs that use Import web services. Use the **Errors & Warnings Spreadsheet** instead.) Select this check box to create an Excel spreadsheet attachment in the **Integration Events** report. Workday inserts comments in the *key* fields of rows that have errors.
Errors & Warnings Spreadsheet	(Available only for EIBs that use Import web services.) Select this check box to create an Excel spreadsheet attachment in the **View Background Process** report for the EIB upload. The spreadsheet includes only headers and lines that have standard and custom validation errors and warnings. The integration generates messages after completing the Import Web Service requests. Workday inserts comments about these errors and warnings in the *Header Key* field of each row.
Handle Import Processing Errors	(Available only for EIBs that use Import web services v43.0 or greater.) Selected by default.

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Option	Description
	Enables Workday to report on these types of import processing errors: • Update conflict errors. Example: Duplicate record inserts. • Custom validation errors. When Workday encounters these types of errors, it reports them on the View Background Process page. If the EIB fails to load, you can view the error and address the issue. When you clear the check box, Workday no longer reports these types of errors on the View Background Process page.
Google Drive File	(Only available for EIBs that use the Google Drive retrieval method.) Select a file to retrieve from Google Drive. Workday retrieves the spreadsheet based on the unique Google Drive File ID assigned when you generate the spreadsheet.

Result
The integration runs at the scheduled time, uploading the data as if you entered it manually.
Related Information
Concepts
Concept: Import Web Service Pattern
Tasks
Cancel an In-Progress Integration
Reference
Reference: Common Workday Web Service Operation Types
API Documentation: Workday REST Services Directory
API Documentation: Workday Web Services Directory

Concept: EIB Template Models and Spreadsheet Templates

To load data into Workday using Workday Web Services, Workday provides template models and corresponding spreadsheet templates. The template model:

- Represents the columns associated with a particular Workday Web Service definition.
- Provides the basis for both generating a spreadsheet template and transforming spreadsheet data during an upload.

Generating Template Models

Each spreadsheet template is based on a template model that defines the column information for an upload. When you generate a spreadsheet using the **Web Services Spreadsheet Template** file type, Workday displays the web service version on the generated template. To simplify data entry and streamline the upload process, you can edit the template model. Examples:

- Override column values.
- Provide your own labels and cell comments.
- Reorder worksheets.
- Hide unwanted items to customize the template for a specific purpose.

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To update the web service version of your template model without losing customizations, you can use the **Generate Merged Template Model** related action.

To configure a spreadsheet upload, use the **Create EIB** task. When you select a spreadsheet template as a data source, Workday completes the EIB configuration by:

- Creating a template model.
- Selecting a data transformation.
- Selecting a Workday Web Service.

From the related actions menu of the EIB, you can view and edit the template model and generate your own spreadsheet template for data entry.

You can create multiple template models for different purposes. Example: To upload annual compensation changes into several plan types, you can create separate template models for:

- Base pay.
- Bonus plan data.
- Allowance plan data.

For each template model, you can hide the columns that aren't relevant to that compensation plan. Each version of a template model requires a separate EIB.

Spreadsheet Templates Based on Business Processes

Some spreadsheet templates load data into Workday business processes. To manage the online workflow that an upload triggers, you can:

- Enforce or bypass certain business processes when you prepare the spreadsheet.
- Specify whether Workday performs a business process automatically or manually.
- Cancel or rescind certain business processes to undo the results of an upload.

Generating Spreadsheets with Data

For some web service operations, you can generate a spreadsheet with existing data from your Workday tenant. By using this option, you can make the data entry process easier by showing current Workday data along with the column labels.

Don't generate a spreadsheet with data:

- As a means of sending data to an external endpoint, such as payroll processing.
- For validation of loaded data.
- To receive setup data or functionality.
- To learn how to populate EIB spreadsheets.

Workday orders the data in the prepopulated spreadsheet by WIDs of the filter criteria. Workday prepopulates a maximum of 50,000 items matching the filter criteria.

If you configure a Reference ID with an invalid ID value, you won't be able to generate a spreadsheet with data.

Concept: EIB Spreadsheet Data Entry Guidelines

For troubleshooting information and examples of how to populate the spreadsheet for common EIBs, see: Concept: Inbound EIB Template Guidelines

Note: Additional restrictions apply when using spreadsheets with custom object data.

Template

- Always generate a spreadsheet template in Workday for the upload.

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- Keep the template in its original *XML Spreadsheet 2003* or XLSX format. Don't save a template to any other format.
- Add only data values to the generated spreadsheet. Don't make formatting changes, introduce hard breaks or returns, use formulas, rearrange rows or columns, or add new rows and columns. Doing so can cause the upload to fail. When adding data to an XLSX spreadsheet, ensure that there are no whitespace characters. XLSX treats whitespace characters, such as spaces, as values. To prevent translation issues:
    - Avoid using multiple fonts in XML spreadsheets.
    - Use XSLX spreadsheets if you require multiple fonts for your data.

  You can make a limited number of spreadsheet changes by editing the template model associated with your EIB. Example: you can customize the template for a specific purpose by:
    - Overriding column values.
    - Providing your own labels and cell comments.
    - Reordering worksheets.
    - Hiding unwanted items.

Editing or Deleting Data

For some web services, you can use an EIB spreadsheet to update or delete existing data in Workday. You can enter new values in spreadsheet cells to replace existing values.

Note: Some web services don't support partial updates. To avoid unintentionally deleting data, Workday recommends that you populate the spreadsheet with all existing data.

For some web service that supports updating data, you can delete data by entering *{empty}* in spreadsheet cells. You can only delete values in these field types:

- Boolean
- Date
- Lookup
- Number
- Text

Example: To replace or delete position data in Workday, enter these values in your EIB spreadsheet:

Spreadsheet Column (Field)	Current Data in Workday	Inbound Spreadsheet Data	Result in Workday
Updated Position ID **Employee Type** **Job Profile**	388.8 Regular Staff Recruiter	*{empty}* Regular 30350 (Workday reference ID for Senior Recruiter)	No value in field. Regular Senior Recruiter

Updating Records

Some EIB templates enable you to update an existing record in Workday. To update an existing record, specify its Reference ID.

This example displays how to change the staffing model for the Information Technology department from Job Management to Position Management:

Spreadsheet Column (Field)	Current Data in Workday	Inbound Spreadsheet Data	Result in Workday
Organization Name	Information Technology	Information Technology	Information Technology

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Spreadsheet Column (Field)	Current Data in Workday	Inbound Spreadsheet Data	Result in Workday
Organization Reference ID	2500.5	*2500.5*	Identifies all other entries in spreadsheet row as updates to existing organization.
Job Management Enabled	Y	N	Disables Job Management for the organization.
Position Management Enabled	N	Y	Enables Position Management for the organization.

Loading Multiple Values

You can enter multiple values in multiselect fields by adding rows immediately after the first row for the multiselect field. Only enter data in key and multiselect fields. Workday ignores values that you enter beyond the key and multiselect fields.

When a spreadsheet template has multiple key fields, specify values for each on the additional rows.

Example: The **Cost Center** field accepts more than 1 value. To add multiple cost centers, specify only the **Employee ID** key field in the additional rows. Specify a reference ID for each **Cost Center**:

Employee ID	Employee Name	Company	Cost Center	Region
E01032	Julie Smith	2501.21	61200	2503.42
E01032			61210	

Multi-Instance Custom Objects with Custom Object v2 Web Service Operations

You can create, update, and delete existing data for multi-instance custom objects in Workday using an EIB spreadsheet.

The Action column cells in the spreadsheet include a dropdown with Create, Update, and Delete options. To update existing data for a multi-instance custom object, specify its Reference ID. Ensure reference ID values are unique. Subsequent rows in the EIB with duplicate reference ID values overwrite previous rows.

Each multi-instance item must be on a separate row, with the spreadsheet key repeated on each row. Workday ignores records with comma-separated multi-instance items in a single cell.

Workday recommends that you populate the spreadsheet with all existing data to prevent data override if:

- You don't specify a reference ID.
- The web service for the EIB doesn’t support partial updates.

To preserve historical changes in effective-dated custom object data, Workday recommends that you load data from oldest to most recent effective date.

Multi-Instance Custom Objects with Custom Object v1 Web Service Operations

You can update existing data for multi-instance custom objects in Workday using an EIB spreadsheet based on one of these web services:

- *Edit Job Requisition Additional Data*
- *Edit Position Restrictions Additional Data*
- *Edit Worker Additional Data*
- *Put Job Application Additional Data*

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To update existing data for a multi-instance custom object, specify its Reference ID. Ensure reference ID values are unique. Subsequent rows in the EIB with duplicate reference ID values overwrite previous rows. Workday recommends that you populate the spreadsheet with all existing data to prevent data override if:

- You don't specify a reference ID.
- The web service for the EIB doesn’t support partial updates.

To preserve historical changes in effective-dated custom object data, Workday recommends that you load data from oldest to most recent effective date.

You can enter data for:

- Multi-instance reference fields by specifying a comma-separated list of reference IDs.
- Multi-instance custom list fields by specifying a comma-separated list of web service alias list values.

Required Data

- Each worksheet section, or area, indicates whether an element is optional or required.
- Each column in the spreadsheet indicates whether a field is optional or required.

Note:

Workday displays *Optional* in the Restrictions row and doesn't display an asterisk or multi-occurs (+) next to the field name for:

- Required single- and multi-instance reference fields.
- Reference fields that you don't configure as single- or multi-instance.
- Required single- and multi-instance custom list fields.

Default Data

- Some fields have default values. If the spreadsheet requires a field, and you want to use the default value, leave the field blank in the spreadsheet. EIB inserts default values before checking required fields for a value.
- To override a default value, enter *{empty}* in the spreadsheet cell.
- Use the spreadsheet key to coordinate the header information throughout the tabs of the spreadsheet. Keep the same spreadsheet key for each row as you add information in the subsequent tabs. Workday requires the spreadsheet key to coordinate multiple child rows that roll up to the same parent row.

Data Types

- Each column in the spreadsheet indicates the data type.
- Columns with formats such as *YYYY-MM-DD*, *Y/N*, *Text*, or *Number* accept data only in the specified format.
- Dates must always be in *YYYY-MM-DD* format.
- Spreadsheet cells provide basic data validation for text, date, numeric, and currency formats only.
- To protect cell formatting, enter values manually or reapply the correct formats if you paste data from another spreadsheet or report.
- For rich text fields, ensure that you enter data that is valid HTML markup. Example: to enter *Sales Goal < $4000*, enter *Sales Goal < $4000* in the spreadsheet cell. To enter line breaks, enter *
* in the spreadsheet cell.

ID Type Columns

- For any Reference ID column, you can select the Reference ID Type from a drop-down list. This action applies the selected Reference ID Type to all row of data in the column.

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- Columns identified as holding *ID Type* values enable you to select a Reference ID Type for each row of data. Example: if you're loading employees and contingent workers in a single EIB, select the Reference ID Type for each person/row.
- If Reference ID values are empty in Workday, assign values with the **Maintain Reference IDs** task. Assign Reference IDs before you can upload data.

  You can also assign Reference IDs using the *Put Reference* web service operation or EIB.

ID Columns

When left blank, some ID columns trigger the Workday ID generator to assign new ID values during the upload. To find out if Workday generates IDs automatically, refer to the spreadsheet comments in ID columns.

Formatting Reference IDs

Workday formats Reference ID fields as text fields to retain trailing zeros. If the spreadsheet upload process fails to recognize a reference ID, enable trailing zeros for the field formatting.

Example: The spreadsheet converts the ID to 345.45 by dropping the zero under these conditions:

- The reference ID for a company insider type is 345.450.
- The **Company Insider Types** field has a format of *General* which doesn't support trailing zeros.

Note: To prevent XML-formatted spreadsheets from rounding numbers in text fields, add an apostrophe before the numerical value in each field.

Related Information

Concepts

Concept: Custom Objects in Solutions and Integrations

The Next Level: Writing Spreadsheet Formulas

Tasks

Set Up Reference IDs

Concept: Guidelines for Spreadsheets That Launch a Business Process

Data Entry	• Most spreadsheets have separate tabs for the main business process and each supported subprocess. Within each tab, Workday groups columns of related data into sections that correspond to the process elements. • Workday always marks the main business process *Required*. Include all required data for this process; subprocesses can include full or partial data. • Workday disregards data in the spreadsheet for a subprocess that has no business process configuration for the worker. Workday continues processing the transaction as long as the automation level is set to *Skip* or *Manual*. • An *Optional* subprocess can contain required fields (columns). If you provide data for this subprocess, all fields are required if you set the processing level to *Automatic*.

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	• Set a Processing Instruction value for each subprocess row in the Overview tab. Don't leave this field blank for any row.
Automation	• The fields (columns) marked *Required* represent the minimum amount of data required to automate a process or subprocess fully. Depending on your configuration, the spreadsheet can require additional fields. • *Automatic* processing triggers data validation that produces errors when no data is provided. Set the automation level to *Skip* for any subprocess that isn't included in your business process configuration. Set the automation level to *Skip* for any subprocess for which there's no data to update. • If you specify full automation for a subprocess but don't provide all required data, Workday automatically populates the data where possible. If automatic population isn't possible, Workday carries forward existing data without changes. • If you specify full automation for any of these subprocesses but don't provide all required data, Workday generates an error. Workday doesn't initiate the inbound EIB request for that worker: • *Assign Matrix Organization* • *Assign Organizations* (Create Position and Edit Position templates only) • *Assign Pay Group* • *Create Benefit Life Event* • *Create Workday Account* • *Request One-Time Payment* • *Request Stock Option Grant* • For fully automated business processes, Workday automatically skips: • Steps that require action or approvals. • Steps that are both not configurable within the web service and not a subprocess on the EIB. Workday continues to evaluate entry condition rules for *Integration* steps, *Service* steps, and *Action* steps that initiate subevents. • The process history for an automated process displays only the completion step in the **Process Monitor** and **Integration Events** reports. It doesn't display the individual process steps. Workday identifies the person who launched the process and

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	indicates that an external load triggered the event.
Included Employees	• You can include employees from multiple supervisory organizations in the same spreadsheet. Workday processes each employee using the business process configured for their supervisory organization. The business process definition used by the EIB upload process is the same one used when a business process runs online. • Include each employee included in a subprocess in the main process. However, a subprocess can include all or only a portion of the employees in the main process under these circumstances: • For leave of absence uploads. The list of workers submitted for a subprocess can be a subset of the workers in the main process. • For hire, terminate, and edit position uploads. The list of workers submitted for a subprocess doesn't have to match the workers in the main process. This option is available as long as the subprocess uses manual processing. If you want to automate the upload fully, all workers in the spreadsheet must have identical processing requirements. If you have data for some processes and not others, set the automation level to *Automatic* for processes with data. Set the automation level to *Skip* for subprocesses without data (or *Manual* for required subprocesses without data). If some employees skip a subprocess and others require an auto-process update for the same subprocess, perform separate spreadsheet uploads.

Reference: Inbound Transport Protocol Types for EIBs

Overview

An inbound transport protocol tells Workday how to load data into Workday. When creating an integration transport protocol for an EIB, Workday supports these transport protocol types to import data:

Custom Object	Imports data into Workday by using a Custom Object definition. You can create an inbound integration that has a spreadsheet template as a data source. Workday selects the correct Custom Object transformation to deliver the data.

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Workday Web Service	Imports data into Workday using a Workday Web Service.

Reference: Inbound Integration Transformations for EIBs

An integration transformation defines how Workday converts inbound data between Workday and external endpoints. Workday supports these transformations:

- Template model.
- Delivered transformations:
  - *ACH Returns Inbound File Upload Service*
  - *AMEX Credit Card KR1025 Transformation Inbound*
  - *Currency Conversion Rates from Foreign Exchange Site*
  - *Schwab 401K Spreadsheet Upload*
  - *VISA BofA SBF Transformation*
- XSLT attachment transformations. XSLT attachment transformations are custom transformations that you create using Extensible Stylesheet Language Transformations (XSLT).

Reference: Inbound Integration Data Sources

An integration data source tells Workday how to retrieve data from an external endpoint. If you're uploading a file in Workday XML format, place each web service request in the file in a *<root>* element. Since your file can include an arbitrary number of web service requests, Workday identifies each *<root>* element and its contents as a separate web service request. Workday supports these types of integration data sources.

Attachment	Attaches a file during upload.
FTP/SSL	Exchanges data with external endpoints using an FTP server over a Secure Sockets Layer (SSL). Workday supports FTP with passive mode; Workday doesn't support active mode. Workday supports implicit and explicit SSL. Active and Passive Mode: • Workday doesn't support Active mode processing for FTP/SSL or FTP. • Passive mode enables Workday to use a random unprivileged port for communication. This mode doesn't require the server to establish a connection to the client. Implicit and Explicit SSL: • Implicit SSL automatically encrypts connections between FTP clients and servers. For implicit SSL, the FTP server defines a specific port for the client (990). The address string format for implicit SSL is ftpsi://x.x.x.x. • Explicit SSL enables FTP clients to explicitly activate encryption on connections. Explicit SSL connections use port 21. If Workday is unable to establish a secure connection, it transfers the data using the basic

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	unencrypted FTP protocol. The address string format for explicit SSL is ftpse://x.x.x.x.
REST URL	Workday can: • Provide the results of a custom report by using REST-based web services. • Upload the data found at the REST-enabled URL.
SFTP	Retrieves a file from the specified SFTP endpoint.

Reference: EIB Upload Reports

Workday records the data upload as an integration event. You can configure notification messages for integration events. To view EIB process details and integration messages, access these reports:

Report	Security Domain	Purpose
Process Monitor	*My Reports*	View status of background processes that are currently running or completed. Report displays: • The start date and time. • The process type and name. • The request name. • Status of the process. • Who started the process. • Percent complete. View process messages by drilling down on the numbers in the *Errors & Warnings* column.
Integration Events	*Integration Event*	View status of EIB upload process. Report displays: • The date and time that you launched the upload. • Who started the upload. • The status of the upload. • The event response message. To open the **View Background Process** report, select a specific integration event. The **View Background Process** report summarizes the data load results on the **Integration Details** tab. Verify the number of uploaded records, failed records, and the completion percentage.

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Report	Security Domain	Purpose
		Access a failure report if the upload was unsuccessful. If you selected the **Add Errors to Attachment** launch option, you can access the spreadsheet under *Attachment With Failure Details*. Select **View Consolidated Report and Logs** or **View Performance Logs** to view additional details about the integration event. These tasks aren't available when: • The consolidated report has expired. • The consolidated report is larger than 10MB. • The consolidated report doesn't exist. • You deleted the integration system.
Integration Messages	*Integration Event*	View status summary and details of the EIB upload. Report includes links to the **View Integration System** and **View Background Process** report for the EIB upload.

Example: Generate EIB Spreadsheet Template with Data

This example illustrates how to generate an EIB spreadsheet template with data.

Context

You set up an EIB to bulk import supplier invoices into Workday. You want to populate the EIB spreadsheet with data in the correct format. To guide your data entry, you generate a spreadsheet template with data from your tenant. Workday requires you to configure a filter to generate a spreadsheet with data.

Prerequisites

- Set up an inbound EIB named *Submit Supplier Invoice EIB* using the *Submit Supplier Invoice* web service.
- Security:
  - *Integration Build* domain in the Integration functional area.
  - *Set Up: System* domain in the System functional area.

Steps

1. Access the **View Reference IDs** report.
2. From the **Business Object** prompt, select *Supplier Invoice*.

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3. Click **OK**.
4. Note the first 5 reference ID values on the grid.
5. Access the **View Integration System** report.
6. Select *Submit Supplier Invoice EIB* from the **Integration System** prompt.
7. Click **OK**.
8. Select **Template Model > Edit** from the related actions menu of the EIB.
9. Click **Edit Template with Data Options**.
10. In the **Filter** section, add 4 rows to the grid.
11. In the **ID** column on each row, specify the reference ID values you noted.
12. Click **OK**.
13. On the **Edit Generate Spreadsheet Template with Data Options** page, click **Generate Spreadsheet Template with Data**.
14. Select the **Generate Spreadsheet with Data** check box.
15. Click **Submit**.
16. Click **Refresh** until the generation completes.
17. To download the spreadsheet, select the file in the **Output Files** section.

Next Steps

Open the spreadsheet and note the formatting requirements of the supplier invoice data for the reference IDs you entered.

FAQ: EIB Spreadsheet Templates

Can I use the same spreadsheet to load data with different reference IDs?	Yes. You can modify the spreadsheet template model to split a column into: • ID type, a lookup column where you select the type of reference id. • ID value, a column where you enter the reference id. Example: To upload data for both employees and contingent workers, you can add an Employee Type ID column that enables you to select Contingent_Worker_Type_ID, WID, or Employee_Type_ID. 1. Select **Template Model > View** from the related actions menu of the integration system. 2. In the right pane, navigate to the template model area and select **Edit Template Model Area**. 3. In the **Area Details** grid, access the row for the data you want to load and select **Separate Type Column**. 4. Select **Template Model > Generate Spreadsheet Template** from the related actions of the template model.
How can I find reference IDs?	Access the **Integration IDs** report and specify the appropriate **Business Object** at the prompt. Each lookup column in the spreadsheet contains a

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	comment that identifies the relevant business object and reference ID type.
Where is there a list of EIB templates to select from?	Access the **Supported Inbound EIB Operations** report to see a list of templates for Workday Web Services. You can use these templates to set up EIB integrations. The report lists: • All available web service operations that Workday makes available for inbound EIB integrations, excluding Get operations. • The parent Workday Web Service for each operation. • If the web service operation supports mass rescinding of business processes. • The web service operations available for generating a spreadsheet with data, if any. Run the report for all web services to see which operations can generate a spreadsheet with data.
How can I use more than 1 ID type per column?	Access the Template Model for your EIB. In the **Edit Template Model Sheet** or **Edit Template Model Area** tasks, select the **Separate Type Column** check box. Then, generate a spreadsheet from the EIB template. Each cell in the ID Type column provides a drop-down listing all valid ID values.

Outbound EIBs

Steps: Set Up Outbound EIB

Prerequisites

Determine the data source (web service or custom report) that best fits your needs.

Context

You can export Workday data in bulk to an external endpoint using an outbound EIB. You can configure your EIB to get data from 1 of these data sources:

- Web service. You can select a public, outbound Workday Web Service operation.
- Custom report. You can select (or create and select) a custom report.

Steps

1. (Optional) For custom report EIBs, select the **Enable As Web Service** check box when you create the custom report.
2. Create a data source for the outbound EIB:
    - (Web service) Create Web Service Data Source .
    - (Custom report) Steps: Create Advanced Reports.
3. (Custom report) Create Security Proxy to Grant Report Access .
4. (Web service) Set Up Launch Parameters for Web Service Data Source .
5. Set Up Outbound EIB .

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6. Grant the Integration System User *Get* and *Put* access to the *Integration Event* domain.
   See: Steps: Grant Integration or External Endpoint Access to Workday.

Set Up Outbound EIB

Prerequisites

- Security: *Integration Build* domain in the Integration functional area.
- Create a security proxy to grant report access when:
  - Your integration uses a custom report data source.
  - The integration owner doesn't have permission to run the report.

Context

To export data from Workday to an external endpoint, you can create an outbound Enterprise Interface Builder (EIB) integration. You can export data from Workday using these data sources:

- Custom reports.
- Web services.

If you plan to use a web service as your data source, you must first create the web service data source using the **Create Web Service Data Source** task.

Steps

1. Access the **Create EIB** task.
2. As you complete the **Get Data** page, consider:

Option	Description
Custom Report	Select a custom report definition. Displays only custom reports that you enable for web services.
Web Service	Select the web service data source that you created using the **Create Web Service Data Source** task. See Create Web Service Data Source .

3. As you complete the **Details** section, consider:

Option	Description
Alternate Output Format	Select an alternate output format to generate custom reports in a format other than Workday XML. Workday removes Workday IDs and reference IDs from these alternate formats.
Run As System User	When the integration owner doesn't have permission to run the report, select a Workday account with the appropriate permissions. Only lists Workday users that have a security proxy.

4. As you complete the **Transform** page, consider:

Option	Description
Custom Report Transformation	Select to format the output of custom reports.
Custom Transformation	Select a custom transformation that you created on the **Create XSLT Attachment**

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Option	Description
	Transformation task. You can only use custom transformations for these data sources: • Custom reports that don't have an **Alternate Output Format** or have an **Alternate Output Format** of Simple XML. • Web services.
New Custom Report Transformation	When you select this option, Workday creates a new custom report transformation.

5. As you configure a **Delivery Method**, consider:

Delivery Method	Description
Amazon Simple Storage Service	Note: For S3 transports, add a tag to your IAM user with a key of *workday-type* and a value of *integration*. This tag is case sensitive and doesn't ignore whitespace. • Enter your S3 bucket name in the **Bucket** field. You can't specify a folder in this field. • Enter a key alias for AWS KMS client-side encryption. • Pretty Good Privacy (PGP) encryption isn't configurable for EIBs using Amazon Simple Storage. • Select the **Enable Transfer Acceleration** check box to increase transfer speeds. • When you select an option from the **Storage Class** prompt, you don't need to update the storage class manually in Amazon Simple Storage Service. • To deliver files to a specific folder, enter a **File Name** using this format: *folder1/folderN/filename.format*.
AS2	To specify a port number, add it to the end of the URL in the **AS2 Endpoint** field. When you don't specify a port number, Workday uses the default.
Email	• Separate multiple email addresses with semicolons. • This transport protocol requires you to encrypt the outbound file by selecting a PGP public key certificate in the **Encrypt Using** prompt. When you don't encrypt the output, you can save the EIB but need approval from your security administrator to run it. When your security administrator overrides this requirement, you can run the EIB an unlimited number of times. If you edit

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Delivery Method	Description
	the EIB later, your security administrator must approve the override again.
FTP	• To specify a port number, add it to the end of the URL in the **FTP Address** field. When you don't specify a port number, Workday uses the default. • This transport protocol requires you to encrypt the outbound file by selecting a PGP public key certificate in the **Encrypt Using** prompt. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file. Workday renames the file to the correct name when it completes the data transfer. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes.
FTP/SSL	• Use these formats: • Implicit SSL: *ftpsi://x.x.x.x:port-number* • Explicit SSL: *ftpse://x.x.x.x:port-number* • When you don’t specify a port number, Workday uses port 990 for implicit SSL and port 21 for explicit SSL. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file. Workday renames the file to the correct name when it completes the data transfer. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes.
HTTPS	• To specify a port number, add it to the end of the URL in the **HTTP Address** field. When you don't specify a port number, Workday uses the default.

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Delivery Method	Description
	• Types of web service invocation: • *Basic Auth*: Basic access authentication that encodes the user name and password. • *No Security*: Indicates that you trust the connection and that the connection doesn't need security. • *OAuth 2.0*: Authorizes access using Bearer tokens. Contact your OAuth service provider to obtain token values. When the **Access Token** expires, Workday uses the **Client ID**, **Client Secret**, and **Refresh Token** values to reach your **Refresh Token URL** and generates a new access token. Workday then uses the new access token to deliver the files. • *WS-Security User Id/Password*: Applies security to web service messages through the Web Services Security protocol. • When you use an Outbound EIB with HTTP and select *WS-Security User Id/Password* or *No Security*, consider: • When you configure an XSLT transformation, the XSLT must wrap the payload using a SOAP envelope. • When you use a custom report and the output isn't XML, add an XSLT transformation to wrap the payload using a SOAP envelope.
SFTP	• To specify a port number, add it to the end of the URL in the **SFTP Address** field. When you don't specify a port number, Workday uses the default. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file. Workday renames the file to the correct name when it completes the data transfer is complete. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes.

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6. Specify how long Workday retains the EIB output file in the **Document Retention Policy (in Days)** field.

   Workday requires a retention period when you send an output file back to Workday as an attachment. Workday recommends retaining files for audit purposes when you send an output file to an external endpoint.

7. As you configure the **Details** section for your delivery method, consider:

Option	Description
Sequence Generator for Filename	Select a sequence generator to create output files with unique filenames. The initiating user account that launches or schedules the integration must have security access to the sequence generator you select. Verify that the user has access to the sequence generator.
Dynamic Filename	Select this check box to enable you to configure dynamic filenames for output files for EIBs based on custom report data sources.
MIME Type	Select a Multipurpose Internet Mail Extensions (MIME) type for the output file. This option doesn't change the actual file format. To change the file format, select an alternate output format or modify your transformation.
Compressed	Select to compress the output file in ZIP format. Workday adds a .zip file extension to your output file. Workday compresses files delivered to external endpoints only. Workday ignores this check box for output files attached to the integration event.
Encrypt using	Select a PGP public key to encrypt the file. Workday ignores the **Encrypt using** setting for output files attached to the integration event. When you use FTP, FTP/SSL, or SFTP protocols to encrypt an outbound integration file, you can also: • Include an integrity check of the data in the file. • Digitally sign the file.
Containing Integrity Check	(FTP, FTP/SSL, and SFTP only) Select to verify that the outbound file doesn't become altered or corrupt during transport.
Digitally Sign Using	(FTP, FTP/SSL, and SFTP only) Select a PGP private key of the key pair that you generated to sign the outbound file digitally.
Restricted To	Select a target environment for this transport protocol. When you leave this field empty, Workday applies the delivery method to every environment in which the integration

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Option	Description
	runs. Each environment can have only 1 transport protocol. To ensure that you don't exchange data between test and nontest endpoints, create a separate transport for each environment.

Next Steps

- When you create a custom report data source that uses a custom report transformation, configure the transformation.
- When you create a web service data source, define the launch parameters for the XML request message.

Launch or schedule the integration.

Related Information
Tasks
Create HTTPS Transport Protocol
Create an X.509 Public Key
Create an X.509 Private Key Pair
Create a PGP Public Key
Set Up Dynamic File Name Definition
Reference
2020R2 What's New Post: Explicit FTPS Support

Create Web Service Data Source

Prerequisites

Security: *Integrations: EIBs* domain in the Integration functional area

Context

You must first create a web service data source if you plan to use a web service as your data retrieval method in an outbound Enterprise Interface Builder (EIB) integration. The data source tells Workday how and from where to access and export the data.

Steps

1. Access the **Create Web Service Data Source** task.
2. As you specify details about the web service data source, consider:

Field	Description/Notes
Web Service Operation	You can continue to use this web service data source with subsequent Workday releases. However, if you edit the data source, Workday updates the version number to the current version number.
Version	Keep the default setting. The initial version of a web service data source defaults to the current version of the public API.

Next Steps
Define launch parameters for the XML request message.

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Related Information
Concepts
Concept: EIB Template Models and Spreadsheet Templates

Create Security Proxy to Grant Report Access

Prerequisites

Security: *Security Administration* domain in the System functional area

Context

In an Enterprise Interface Builder integration that uses a custom report, the Workday account that launches the integration sometimes doesn't have security privileges to run the report. You can create a security proxy to grant report access.

This feature only grants access through web services. By creating a security proxy, you ensure that the integration user can access only the report, not other items that the report owner can also access.

You can specify 1 or more user accounts to access the report.

Steps

1. Access the **Create Security Proxy** task.
2. Configure the proxy:

Option	Description
For Report Definition	Don't select any reports under the *Standard Reports by Action* filter. You can't use standard reports as a data source.
Expiration Date	If you leave this field blank, the proxy doesn't expire until you delete or edit the proxy.
Proxied Workday Account	Select a proxied account that has permission to access the specified report.
Authorized Workday Accounts	The authorized accounts access the report by using the credentials of the proxied account. However, the accounts can't access any other data to which the accounts wouldn't otherwise have access. Example: If the report has other ways to see data that the Workday account would ordinarily not see, the account doesn't have access to those actions.

Result

You can now select one or more authorized Workday accounts to run the custom report in your integration. When you create the custom report data source using these tasks, the **Run as System User** prompt lists authorized users:

- **Create Custom Report Data Source**
- **Create EIB**

Next Steps

To change or delete a security proxy, use the related actions menu for the proxy or access the **Edit Security Proxy** or **Delete Security Proxy** task.

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Set Up Launch Parameters for Web Service Data Source

Prerequisites

- Create a web service data source (WSDS).
- Security: *Security Administration* domain in the System functional area.

Context

You can define the launch parameters for a WSDS in outbound Enterprise Interface Builder (EIB) integrations. When you launch the EIB, you can specify parameter values to define what data Workday retrieves for the EIB.

Workday provides a prepopulated XML request that includes tokens you can use as input parameters. The request contains all subelements, including subelements that are optional or mutually exclusive to other subelements. You can edit the prepopulated request XML to remove unwanted tokens and subelements. You can create launch parameters for the tokens that you keep.

The XML request and launch parameters for a particular WSDS apply to all integration systems that use that data source. However, you can specify different values for the parameters at each launch. Workday appends integration system IDs to the data source name to differentiate each launch, and the **View Web Service Data Source** report also displays usage details.

Steps

1. Access the **View Web Service Data Source** report.
2. From the related actions menu of the data source that you want to create launch parameters for, select **Web Service Data Source > Edit**.
3. As you edit the prepopulated XML request message in the **Request XML** field, consider:

Option	Description
Token	• Tokens have the format `%Token%`. • Remove tokens that you don't want to use as input parameters. • Assign each token a unique name. Example: When 2 subelements have an `%Effective Date%` token, rename them `%Effective Date1%` and `%Effective Date2%`.
Subelement	• Subelements have the format `<Element_Tag>...</Element_Tag>`. • Remove unwanted subelements and subelements from which you remove tokens. • When you add multiple occurrences of a particular subelement, give the related tokens a unique name.

To revert to the prepopulated request XML after you create launch parameters for a WSDS, you can select **Edit** from the related actions menu of the WSDS.

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4. Create a launch parameter for each token in the **Request XML** field.
   As you complete the **Launch Parameters** grid, consider:

Option	Description
Name	Enter the parameter exactly as it displays in the **Request XML** field, excluding the % delimiters.
Launch Parameter Type	Select the parameter **Data Type**, or select **Enumeration** to define your own web service enumeration. Example: When you select a report field for a parameter that represents an instance set from the **Data Type** prompt, Workday prompts you to select the instance when you launch the integration.
Default Processing	Specify default parameter behavior at launch. Example: By selecting *Determine Value at Runtime*, you can specify that Workday automatically populates the current date when you launch the integration.

5. (Optional) When your WSDS supports paging, maintain the `%WWS Page%` and `%WWS Count%` tokens in the prepopulated message and create corresponding launch parameters to limit data retrieval. As you complete the task consider:

Option	Description
`%WWS Page%`	Retrieves a single page of data. Create a numeric launch parameter and specify the number of the page that you want to retrieve. To retrieve all pages, remove the token from the request message. If you specify a page that doesn't exist, Workday retrieves no data.
`%WWS Count%`	Only applies to the page returned by the `%WWS Page%` parameter. Create a numeric launch parameter to specify the number of records per page, up to a maximum of 999. When you remove the token, Workday sets the number of records per page to 100.

Result

When you launch or schedule the integration, Workday prompts you to specify values for all parameters, excluding parameters set to *Do Not Show*.

Example

This is an example of a prepopulated XML request message for an EIB using the Get_Compensation_Grades web service operation as a data source:

```
<wd:Get_Compensation_Grades_Request xmlns:wd="urn:com.workday/bsvc">
  <wd:Request_References>
    <wd:Compensation_Grade_Reference>
      %Compensation Grade Instances%
    </wd:Compensation_Grade_Reference>
```

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```
  </wd:Request_References>
  <wd:Response_Filter>
    <wd:As_Of_Effective_Date>
      %Effective Date%
    </wd:As_Of_Effective_Date>
    <wd:As_Of_Entry_DateTime>
      %Entry Moment%
    </wd:As_Of_Entry_DateTime>
    <wd:Page>
      %WWS Page%
    </wd:Page>
    <wd:Count>
      %WWS Count%
    </wd:Count>
  </wd:Response_Filter>
  <wd:Response_Group>
    <wd:Include_Reference>
      %Include Reference%
    </wd:Include_Reference>
  </wd:Response_Group>
</wd:Get_Compensation_Grades_Request>
```

To retrieve information about a particular compensation grade based on an effective date, remove these tokens from the prepopulated request message:

- `<wd:As_Of_Entry_DateTime >%Entry Moment%</wd:As_Of_Entry_DateTime>`
- `<wd:Page >%WWS Page%</wd:Page>`
- `<wd:Count >%WWS Count%</wd:Count>`

You only use these tokens to retrieve data based on the moment of entry in Workday or limit the response size.

Create launch parameters for the remaining tokens:

Name	Data Type	Option(s)	Default Processing
Compensation Grade Instances	*Compensation Grades*	*Required*	Leave blank.
Effective Date	*Date*	*Required*	• Select the **Default at Launch** check box. • Select *Determine Value at Runtime* from the **Value Type** prompt. • Select *Current Effective Date* from the **External Field used as Default for Launch Parameter** prompt.
Include Reference	*Boolean*	*Do Not Show*	• Select the **Default at Launch** check box.

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Name	Data Type	Option(s)	Default Processing
			• Select *Specify Value* from the **Value Type** prompt. • Select the **Boolean** check box.

When you launch the integration, Workday prompts you to select the compensation grade instances. The *Effective Date* parameter automatically populates to the current date when you run the web service operation. You can view the launch parameters and values on the **View Background Process** page.

Related Information
Tasks
Launch an Integration

Create HTTPS Transport Protocol

Prerequisites
Security: *Integrations: EIBs* domain in the Integration functional area.

Context

You can create an HTTPS transport protocol to use in Enterprise Interface Builder (EIB) integrations. Use this option only if you need to configure HTTP headers.

Note: Outbound EIB and Document Delivery use only refresh token URLs and will append grant_type: refresh_token to the endpoint. Workday doesn't support other grant types (Example: grant_type: client_credentials). If the Access Token expires, Workday uses the Client ID, Client Secret, and Refresh Token values to reach your Refresh Token URL and generate a new access token. Workday then uses the new access token to deliver the files.

Steps

1. Access the **Create HTTPS Transport Protocol** task.
2. Specify details about the transport protocol:

Option	Description
HTTP Address	Use this format: *https://x.x.x.x:port-number* . If you don't specify a port number, Workday automatically selects the port number.
Web Service Invocation Type	• *Basic Auth*: Basic access authentication that encodes the account name and password. • *No Security*: Indicates that you trust the connection, and that the connection doesn't need security. • *OAuth 2.0*: Authorizes access using Bearer tokens. Contact your OAuth service provider to obtain token values. When the Access Token expires, Workday uses the **Client ID**, **Client Secret**, and **Refresh Token** values to

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Option	Description
	reach your **Refresh Token URL** and generates a new access token. Workday then uses the new access token to deliver the files. • *WS-Security User Id/Password*: Applies security to web service messages through the Web Services Security protocol.
User ID, **New Password**, and **Verify Password**	Required if you select: • *Basic Auth*. • *WS-Security*.
Header Name and **Header Value**	Add one or more HTTP request fields. Workday adds the headers to each HTTP request. The HTTP requests must be valid for the endpoint.

Next Steps

When you set up your outbound EIB, select *Use Existing Delivery Method* from the **Delivery Method** field. Select the HTTPS transport protocol you created.

Create Integration Transformation

Prerequisites

- Determine which type of integration transformation you need (custom report, delivered, or XSLT attachment) to convert the source data to a format that the target endpoint can read.
- Security: *Integrations: EIBs* domain in the Integration functional area.

Context

Create a transformation associated with an Enterprise Interface Builder (EIB) integration in your tenant. You can use a Workday-delivered transformation or your own custom transformation.

Steps

1. Access the task for the type of transformation that you want to create:
    - **Create Custom Report Transformation**
    - **Create XSLT Attachment Transformation**
2. Configure the transformation:

Option	Description
Custom Report Transformation	Select the source **Custom Report** from the prompt. To customize the report transformation, access the EIB and select **Enterprise Interface > Configure Transformation** from the related actions menu.
XSLT Attachment Transformation	From the **XSLT Version Used in Attachment** prompt, select the version of the XSLT file you're uploading. Workday recommends that

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Option	Description
	you upload version *3.0* files. Workday displays this version when you view an inbound or outbound integration system. Select **Browse** and upload your XSLT file.

Next Steps
If you created a Custom Report Transformation, configure the transformation to specify how the Custom Report formats the output.
Related Information
Tasks
Set Up Custom Report Transformation

Manage Outbound EIBs with Custom XSLTs

Prerequisites
Security:

- *Integrations: EIBs* domain in the Integration functional area
- *My Reports* domain in the System functional area

Context

Outbound EIBs with custom XSLT transformations use as much as 10 times the amount of memory that the source data requires. Workday recommends that you transform no more than 100 MB of data. Although EIBs that transform more than 400 MB of data have a high risk of malfunctioning, Workday still attempts to complete all EIBs.

Steps

Workday strongly recommends that you take these steps to avoid failed data loads:

1. Monitor the data source size of your outbound EIBs that use custom XSLT transformations.

   To find the related EIB requests, use the Process Monitor report. If you transformed more than 400 MB, the Messages tab displays the actual data source size transformed, as well as a warning message.
2. Filter the data source by running the EIB with either:
   - Custom report filters.
   - Web service data source launch parameters.
3. Use Studio with splitter and aggregator components.
4. Test your XSLT for infinite loops using an XML editor.

Related Information
Concepts
Concept: Components

Set Up Custom Report Transformation

Prerequisites

- Create an outbound EIB that uses a:
  - Custom report data source.
  - Custom report transformation.

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- Security: *Integrations: EIBs* domain in the Integration functional area.

Context

You can configure how an EIB formats the output file for the custom report it uses. When configuring the custom report transformation:

- Configure as much as you can in the custom report, rather than in the transformation.
- Use a custom report that already has the fields you want in the order that you want. You can't add or remove fields in the Custom Report Transformation.
- If you add or remove report fields from the custom report definition, Workday updates the corresponding columns in the transformation. Workday performs this action when you select **Enterprise Interface > Configure Transformation**.
- If you make other changes to the custom report after creating the transformation, edit the transformation to accommodate these changes. When you change a custom report, Workday recommends that you test any EIBs or Studio integrations that depend on it.
- Ensure that report fields in the custom report are in Text or Numeric format. Create a calculated field to transform report fields that are of a different type into Text or Numeric format.

Steps

1. Access the EIB that includes the Custom Report Transformation.
2. From the related actions menu of the EIB, select **Enterprise Interface > Configure Transformation**.
3. Specify the **Delimiter** character such as (,) or (;) to separate the columns in the output file.
   Enter *\t* for tab or *\b* for space. Workday disables the **Delimiter** when you select *Fixed Width* mode.
4. Select any row and specify formatting options for the column. As you complete the task, consider:

Option	Description
Source Column	Select a new Source Column if you want to place that column at the selected position in the grid.
Column Width	Enter a numeral to set the column width or zero for no limit.
Column Heading Override	(Optional) Enter a custom column heading for the Target Column or leave empty for a blank heading. Workday trims starting spaces for any Column Heading Overrides that start with a space.
Pad Character	If you specified a column width, enter a character that pads the report field content. Enter *\s* to pad with spaces.
Left Padding / Right Padding	Select whether the column is left- or right-justified.
Target Column	Previews the formatting options that you configured using the **Column Heading Override**.

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5. (Optional) Select the **Header** tab and configure an **Optional Report Header**.
   This text displays at the top of the output file. Enter plain text or select 1 of:
   - *Actual Start Date and Time* for the date and time the background process began. You can't configure the format of this field.
   - *Row Count* for the number of rows in the custom report data. Each row of a custom report can have multiple lines.
   - *Line Count* for the number of lines in the output file, excluding the header and footer.
   - *File Name* for the name of the output file.
6. (Optional) Select the **Footer** tab and enter plain text or select a tag for the **Optional Report Footer**.

Result

Workday performs the transformation, populating dynamic report fields with the corresponding values at that moment. Examples:

- If you later alter the sort order of the columns in the custom report definition, Workday doesn’t update the column sort in the transformation. If you change the order of the columns in your report, Workday might require you to delete the existing transformation and create a new custom report transformation for the column sort to match.
- If you delete a column in the custom report definition, Workday doesn’t update the transformation. Reconfigure the transformation in order to accept the changes to the custom report definition.

Next Steps

To delete your custom report transformation, select **Custom Report Transformation > Delete** from the related actions menu of the transformation. When you run the EIB, Workday doesn't transform the output file. When you delete a custom report transformation, Workday doesn't delete the custom report itself.

Set Up Dynamic Filename Definition

Prerequisites

Create an outbound EIB with a custom report data source and a dynamic filename.

Security: *Integrations: EIBs* domain in the Integration functional area.

Context

You can configure dynamic filenames for the output files of your EIB. You can base these filenames on:

- Report prompts.
- External report fields.

Filenames can only be between 1-255 characters long and can’t be more than 1 line.

Steps

1. Select **Enterprise Interface > Configure Dynamic Filename Definition** as a related action on your EIB.
2. On the **Tags** grid, assign report prompts or external report fields to tags 1 to 5, then insert the tags into the **Filename Definition**.
   Workday doesn't support optional prompts or prompts configured with *Do Not Prompt at Runtime*. When you change or delete the report prompts used in tags, you must also update the filename definition.

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Result

Workday converts report prompts and external report fields into the filename:

- Boolean: Zero or 1.
- Currency: Display ID.
- Date: Display ID.
- Instance: Display ID.
- Numeric: The number value.
- Multi-instance: Comma-separated display IDs.

Next Steps

When you launch the EIB, select *Use System Default* for the Filename integration criteria to use the configured dynamic filename definition.

Reference: Outbound Transport Protocol Types for EIBs

Overview

An outbound transport protocol tells Workday how to deliver data to an external endpoint. When creating an integration transport protocol for an EIB, Workday supports these transport protocol types to export data:

AS2	Exports data from Workday by using the Applicability Statement 2 (AS2) protocol. Workday requires that you encrypt and digitally sign AS2 data using an X.509 public key and X.509 private key pair.
Amazon Simple Storage Service	Exports data from Workday using the Amazon Simple Storage Service (s3) protocol. Workday requires **Bucket** and **Access Key ID** values. Workday requires a **Secret Key ID** value when you select **Access Key ID**.
Email	Exports data from Workday using email. Delivers data to multiple email addresses, including carbon copy (cc and bcc) recipients. Supports custom messages for the email body.
FTP	Exchanges data with external endpoints using FTP in passive mode. Workday doesn't support FTP with active mode. FTP requires PGP encryption.
FTP/SSL	Exchanges data with external endpoints using an FTP server over a Secure Sockets Layer (SSL). Workday supports FTP with passive mode; Workday doesn't support active mode. Workday supports implicit and explicit SSL. Active and Passive Mode: • Workday doesn't support Active mode processing for FTP/SSL or FTP.

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	• Passive mode enables Workday to use a random unprivileged port for communication. This mode doesn't require the server to establish a connection to the client. Implicit and Explicit SSL: • Implicit SSL automatically encrypts connections between FTP clients and servers. For implicit SSL, the FTP server defines a specific port for the client (990). The address string format for implicit SSL is ftpsi://x.x.x.x. • Explicit SSL enables FTP clients to explicitly activate encryption on connections. Explicit SSL connections use port 21. If Workday is unable to establish a secure connection, it transfers the data using the basic unencrypted FTP protocol. The address string format for explicit SSL is ftpse://x.x.x.x.
HTTPS	Exports data from Workday by using Hypertext Transfer Protocol Secure (HTTPS).
SFTP	Exchanges data with external endpoints using Secure File Transfer Protocol (SFTP).
Workday Attachment	Exports data from Workday by creating a Workday attachment. Create this transport protocol once and then reuse it as needed.

Related Information
Reference
2020R2 What's New Post: Explicit FTPS Support

Reference: Outbound Integration Transformations

Integration Transformations Overview

An integration transformation defines how Workday converts outbound data between Workday and external endpoints. Workday supports these types of integration transformations:

- Custom report transformations.
- XSLT attachment transformations.

Custom Report Transformations

Custom report transformations are custom transformations that you define in Workday. Custom report transformations enable you to:

- Include or exclude report fields.
- Define output order.
- Format individual report fields.
- Add headers and footers to output files.

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XSLT Transformations

XSLT attachment transformations are custom transformations that you create using Extensible Stylesheet Language Transformations (XSLT).

Reference: Outbound Integration Data Sources

An integration data source tells Workday what sort of data it can export to an external endpoint. Workday supports these types of integration data sources.

Custom Report	Workday runs the custom report and gathers the results for export. You can optionally generate the report data in a format other than Workday XML. Alternate output options include: • CSV (comma-separated values). • GData (Google data). • JSON (JavaScript Object Notation). • RSS (Really Simple Syndication). • Simple XML. Workday removes Workday IDs and reference IDs from these alternate formats. Before you can use custom reports in integrations, enable the reports for web services. This step enforces additional validations that stabilize the report structure. When you transform a report to CSV format, the report columns in the integration output files sometimes don't match the columns that Workday displays: • If you set the display option for a column as **Do Not Show If Empty**, Workday still includes the column in integration output files. Field display options only apply to the report output in Workday, not to integration output. Workday always includes empty columns in outbound EIB integration files. • If a column name starts with a number or a punctuation character, Workday adds a *XMLNAME* prefix to the name in the transformed spreadsheet.
Web Service	Retrieves data from Workday by using a *Get* or *Find* web service operation from the Workday public API. The initial version of a web service data source defaults to the current Workday version number. You can continue to use this version of the data source with subsequent Workday releases. However, if you edit the data source, Workday updates the version number to the current version of the public API.

Related Information

Concepts

Concept: EIB Template Models and Spreadsheet Templates

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EIB General Errors and Guidelines

View Error Messages for an EIB

Prerequisites

Security: *My Reports* domain in the System functional area

Context

View error messages for EIBs that didn't complete successfully.

Steps

1. Access the **Process Monitor** report and run the report with these filters:

Option	Description
From Date and Time and **To Date and Time**	Select a date and time range for the integration.
Process Type	Select *Integration*.

2. Find the integration event in the list and note the Correlation ID for that integration in the **Integration Event Correlation ID** column.
   When you open a support case to resolve an integration issue, Workday Support asks you for this Correlation ID.
3. Select the event link in the **Integration Event** column, then select the **Messages** tab.
   The Severity column displays icons for each message.
4. Select the message link in the **Message** column.

Result

Workday displays the error message in the **Detail** field.

Next Steps

Depending on the type of error:

- Resolve the error condition and run the EIB again.
- View the consolidated report for the EIB for more detailed information about why Workday returned errors and warnings for the EIB.
- See if your error and the required resolution display in the Common EIB Issues FAQ.
- Open a case with Workday Support if you can't resolve the error condition. Provide the Correlation ID for the EIB when you contact Workday Support.

Troubleshooting: Enterprise Interface Builder

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- Troubleshooting: Enterprise Interface Builder
- Troubleshooting: Enterprise Interface Builder
- Troubleshooting: Enterprise Interface Builder
- Can't recover an XSLT transformation file

Integration prompt on the Launch / Schedule Integration task doesn't display the EIB.

Cause	Solution
You don’t have the security permissions required to launch the EIB.	Verify the security configuration of your EIB. Ask your security administrator to grant you access.
The EIB contains critical errors.	Security: These domains in the Integration functional area: • *Integration Build* • *Integration Configure* Use the **Edit EIB** task to resolve any critical errors.

Characters display incorrectly in Microsoft Excel when you open a CSV output file.

Cause: The CSV file encoding doesn't use UTF-8 encoding.

Solution: Use any of these workarounds.

- Before you open the CSV file in Excel, open it in Notepad and save with UTF-8 encoding.
- Import the CSV file into Excel.
- Load the CSV file into Google Docs.

EIB output is missing data and spreadsheet column headings display Instance# instead of the configured column heading.

Cause: The web service version of the underlying custom report is V8 or lower.

Solution:

Steps

1. Select **Custom Report > Edit** from the related actions menu of the custom report.
   Security: *Manage: All Custom Reports* domain in the System functional area.
2. In the **Advanced** tab, select the latest **Web Service API Version**.
3. Delete the existing EIB.
   See Delete Integrations and EIBs .
4. Create a new EIB based on the same custom report.
   See Set Up Outbound EIB .

Filename doesn't include the date and time variables configured on the sequence generator.

Cause: The **File Name** launch parameter isn’t configured to use the sequence generator.

Solution:

Steps

Security: *Integration Event* domain in the Integration functional area.

1. Access the **Launch / Schedule Integration** task and select your EIB from the **Integration** prompt.

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2. For the **File Name** integration criteria, select:

Option	Description
Value Type	*Determine Value at Runtime*
Value	*Next Sequence for Integration File Utility*

Workday doesn’t use a configured sequence generator for Filename.

Cause: You configure a segment-based security group with:

- A constrained integration system security group.
- An integration system security segment.

Solution:

Steps

Security: *Security Configuration* domain in the System functional area.

1. Access the **Create Security Group** task.
2. From the **Security Groups** prompt, select an unconstrained security group.

   Ensure that you don’t grant the unconstrained security group access to other domains, such as *Integration Build* or *Integration Event*.
3. From the **Access to Segments** prompt, select an integration system security segment.

Workday doesn't generate a sequenced filename for an outbound EIB integration.

Cause: The account for the initiating user of the outbound EIB integration doesn't have permissions to the sequence generator that you selected.

Solution:

Steps

Security: *Integration Event* domain in the Integration functional area.

1. Look up the security group for the sequence generator that you selected for the outbound EIB integration.
2. Add the initiating user account to the security group for the sequence generator.
3. Relaunch or reschedule the outbound EIB integration.

Workday displays a BadRequestException error message.

Cause: You haven't set a value for a required prompt on the report for your EIB.

Solution: Ensure that Workday completes all required prompts when the EIB launches. When the scheduler launches the EIB, edit the scheduler.

Workday displays a transform failed error message.

Cause: The encoding used in the custom XSLT transformation doesn't support a character in the report output.

Solution:

Steps

1. Open the XSLT transformation file in a text editor.
2. Set the `encoding=` value for the `<xsl:output>` element to `UTF-8` .
3. When the recipient of the EIB can’t accept UTF-8-encoded files, change the source data in Workday to exclude unsupported characters.

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Workday displays an Invalid Subelement error.

Cause: There are missing processing instructions for business processes on the Overview tab of the spreadsheet.

Solution: Select a **Processing Instruction** for all business processes on the Overview tab of the spreadsheet. If you're not uploading data for a specific sheet, select **Skip Processing when Step is marked Optional**.

Numbers with leading zeros don't display correctly in Microsoft Excel.

Cause: Excel changes the data type of cells in the spreadsheet.

Solution:

Steps

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

1. Access the **Edit EIB** task and select your EIB.
2. In the **Get Data** section, select *CSV* from the **Alternate Output Format** prompt.
3. Launch the EIB.
   See Launch an Integration .
4. Import the CSV output file into Excel.
5. For dates, change the format of the column to Date.
6. For numeric values with leading zeros, change the format of the column to Text.

Microsoft Excel for Mac crashes when you copy a spreadsheet cell.

Cause: The spreadsheet contains comments on each column header cell.

Solution: Clear comments from column header cells.

Microsoft Excel for Mac returns a stylesheet error when you save the XML spreadsheet file.

Cause: Excel for Mac corrupts the spreadsheet file when you save more than 1 stylesheet.

Solution: Select the sheet, then select **Edit > Clear > Formats**.

Can't recover an XSLT transformation file

An Enterprise Interface Builder (EIB) outbound integration system has an incorrect XSLT transformation file attached to it. You need to replace it with the correct file, but you don’t have it.

Cause: Unavailability of the correct XSLT transformation file.

If the correct file was originally attached to the EIB but then removed using the Trash icon in **Edit the XSLT Attachment Transformation** task, the removal also unlinked the correct file from the EIB. Although you can see the correct file as the **Prior Value** in the **View Instance Viewer by ID or WID** report, you can’t click the filename to access it.

Solution: If the correct XSLT transformation file is already used in a previous EIB integration event, you can access it through the EIB for that integration event.

Steps

Security: *Integration Event* domain in the Integration functional area.

1. From the related actions menu of the EIB for the integration event, select **Integration System > Integration Events**.

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2. Select a date range that includes the time when the integration event occurred using the XSLT transformation file that you want to recover.

   Ensure the date range is before the incorrect file was uploaded.
3. On the integration event, click the XSLT file in the **Transformation** field on the **Enterprise Interface Event** section.

Cause: The correct XSLT transformation file was never used in an integration event.

Solution: Contact your Named Support Contact. Provide them with the filename of the XSLT transformation file that you need from the **View Instance Viewer by ID or WID** report.

Related Information

Tasks

Launch EIB Spreadsheet Upload

Reference

Handling Accent Characters and Changing Character Encodings

Inbound EIB Template Guidelines and Troubleshooting

Concept: Inbound EIB Template Guidelines

This section provides topics for widely used inbound Enterprise Interface Builders (EIBs). Each topic includes:

- A description of the web service operation, including alternate web service operations to use.
- The equivalent Workday task for the EIB.
- Template-specific guidance for filling out the EIB spreadsheet.
- Common issues and errors for the EIB.
- The business process type used by the EIB, if any.
- Details about the add, update, and delete capabilities of the EIB.
- Details about how to recover from a bad EIB upload.
- A link to a sample EIB spreadsheet for the web service operation.

Absence Management EIBs

Concept: Adjust Time Off EIB

Background

You can use this EIB to adjust an existing time off entry. The adjusted units must be passed in (and not the corrected units).

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. From the related actions menu of the worker profile, select **Time and Leave > Manage Absence** to edit the time off.

You can also use these EIBs:

EIB Name	Purpose
Enter Time Off and Import Time Off Request Event Batch	Use to submit new time off entries.

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EIB Name	Purpose
Put Absence Input	Use to add or update an accrual or time off adjustment/override for a worker.
Put Override Balance	Use to add or update a new time off plan override balance record for a given worker and time off plan.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB: 1. From the related actions of the EIB, by selecting **Template Model > View**. 2. On the **View Template Model** page, by checking the **Version** field to verify you're using the latest web service version. 3. When you're using an older web service version, by creating a new EIB to get the latest version. • You must have access to the *Correct Time Off* business process type in the Time Off and Leave functional area to run this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. As you populate these fields in the input file, consider:

Field	Considerations
Spreadsheet Key	Specify a unique value for each worker.
Run Time Off Validations	Turn this flag on when you're validating time off entries for a time off request. If this flag is turned on and any time off entries fail validation for a time off request, it will reject the entire time off request.
Worker	This section is required. Update the reference in row 4 from Contingent_Worker_ID to Employee_ID.

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Field	Considerations
Row ID	This is typically 1 value for each entry, unless you have multiple row entries for the same worker.
Time Off Entry ID	Leave blank if you want the EIB to autoassign reference ID values. You can specify a value here if you want to assign your own ID values. If you specify a value, verify it's not already in use.
Time Off Entry	Specify the reference ID of the time off entry that you're adjusting. To find the reference ID value, access the **View Reference IDs** report and search for the *Time Off Entry* business object.
Adjustment to Requested	Specify the number of units to add or remove from the time off entry. Example: if you want to adjust the time off from 8 hours to 6 hours, specify -2.
Comments	Optional. You can add comments for your entries if needed.

Common Issues and Errors

Issue	Cause and Solution
EIB issues error *Validation error occurred. Invalid ID value. 'xxxxx is not a valid ID value for type = 'Contingent_Worker_ID'*	This usually occurs if the reference id type is set to contingent worker instead of employee ID. If you're attempting to adjust time for employees, check the value in cell D4 and ensure it's *Employee_ID*.
Slow Performance	This issue can be caused by how you store balances. Workday recommends that you store balances for 91 days or more. For more details, see Concept: Guidelines for Storing Time Off Balances.

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Use Cases and Guidelines for Recovering from a Bad Load

- This EIB only adjusts existing time off entries. You can't delete entries.
- There's no Mass Rescind option for this EIB. If you've uploaded incorrect entries, you can update the original EIB input file and reverse the **Adjustment to Requested** values for each row. Example: if **Adjustment to Requested** is *-2*, you can change it to *2*. Then reload the EIB. This will negate the original entries that you loaded.
- The Correct Time Off event has a cancel option. If the business process events are still in progress, you can run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to back them out if needed.
- For reference documentation for all web services including *Adjust Time Off*, see Operation Directory.

Sample EIB Input File

Adjust_Time_Off-WD32

Concept: Enter Time Off EIB

Background

You can use this EIB to load new time off entries.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. From the related actions menu of the worker profile, select **Time and Absence**. Then depending on your configuration, select either **Manage Absence** or **Request Absence**.

You can also use these EIBs:

EIB Name	Purpose
Adjust Time Off	Use to adjust an existing time off entry.
Import Time Off Request Event Batch	Use to load large volumes of new time off entries. For performant data loads, we recommend using this EIB when the batch exceeds either: • 100 requests against an absence table. • 1,000 requests directly against a time off type or plan.
Put Absence Input	Use to create or update time off adjustments or overrides for a worker.
Put Override Balance	Use to create or update a time off override balance for an employee.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB: 1. From the related actions of the EIB, by selecting **Template Model > View**. 2. On the **View Template Model** page, by checking the **Version** field to verify you're using the latest web service version. 3. When you're using an older web service version, by creating a new EIB to get the latest version. • You must have access to the *Request Time Off* business process type in the Time Off and Leave functional area to run this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. As you populate these fields in the input file, consider:

Field	Considerations
Spreadsheet Key	Use a unique value for each worker.
Row ID	Use a unique value for each time entry for a given worker.

Common Issues and Errors

Issue	Cause and Solution
After uploading historical time offs to an absence table via EIB, the time offs aren't deducted from the correct tier.	Workday doesn't automatically reevaluate absence table tiers in response to changes, such as historical data loads or adjustments. After you bulk load historical time off data to an absence table, run the **Reevaluate Absence Table Time Off Entries** task. Select an **As Of** date that captures all the historical time data. This reprocesses the loaded time off entries against the absence table. As a best practice, ensure the **Enable Reevaluation** checkbox is selected in the absence table definition.
Slow performance	• This issue can occur depending on how you store balances. Workday recommends that you persist balances for 91 days or more.

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Issue	Cause and Solution
	• If you have to load time offs for terminated employees, load the time offs before completing the termination. • If you're loading large volumes of new time off requests, consider using the Import Time Off Request Event Batch EIB instead. For performant data loads, we recommend using the Import Time Off Request Event Batch EIB when the batch exceeds either: • 100 requests against an absence table. • 1,000 requests directly against a time off type or plan. This EIB is designed to process large volumes of data. To determine which web service performs best for your EIB, test these EIBs in a nonproduction tenant.

Business Processes

Request Time Off.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service is add-only. It doesn't support deletions or updates.
- The *Request Time Off* business process doesn’t enable you to rescind. If you inadvertently upload incorrect entries and they're still in progress, you can use mass cancel; otherwise, use the Adjust Time Off EIB to reverse the incorrect entries.

For reference documentation for all web services including *Enter Time Off*, see Operation Directory.

Sample EIB Input File

Enter_Time_Off-WD31

Concept: Import Time Off Request Event Batch EIB

Background

You can use this EIB to load large volumes of new time off entries. For performant data loads, we recommend using this EIB when you bulk upload new time off entries that exceed either:

- 100 requests against an absence table.
- 1,000 requests directly against a time off type or plan.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. From the related actions menu of the worker profile, select **Time and Absence**. Then depending on your configuration, select either **Manage Absence** or **Request Absence**.

You can also use these EIBs:

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EIB Name	Purpose
Enter Time Off	Use to submit new time off entries.
Put Absence Input	Use to add or update an accrual or time off adjustment/override for a worker.
Put Override Balance	Use to add or update a new time off plan override balance record for a given worker and time off plan.

EIB Input File Guidelines

<table>
<tr><td>Web Service Version and Security Configuration Guidelines</td><td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB:

From the related actions of the EIB, by selecting Template Model > View.
On the View Template Model page, by checking the Version field to verify you’re using the latest web service version.
When you're using an older web service version, by creating a new EIB to get the latest version.

You must have access to the Import Time Off Request Event Batch business process in the Time Off and Leave functional area.

</td></tr>
<tr><td>Additional Input File Guidelines</td><td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Header Key</td><td>Determines the batch for a leave event. Use the same header key to group all events in a batch.

Example: To load events in 2 batches, use 1 for the first 5,000 rows and 2 for the next 5,000 rows.</td></tr>
<tr><td>Line Key</td><td>An incremental value for each row within a header key batch.</td></tr>
</table>

</td></tr>
</table>

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Field	Considerations
	Example: Use 1 for the first row, 2 for the second row, 3 for the third row, and so on. Each worker should have only 1 line key value. Restart the numbering at 1 for new header key value.
Row ID	You need a unique row ID for each time off entry.
Turn Off Run Time Calculations with Time Off Approval	Set to *Y* to turn OFF Run Time Calculations with Time Off Approvals. Setting to Y will improve performance. Set to N to turn ON calculations. If you set to Y, you can find instructions to run calculations after the import in Manually Run Time Calculations.
Run Time Off Validations	Set to *Y* if you DO want to validate Time Off Entries. Set to *N* if you do NOT want to validate them. Setting to N will improve performance.

- Below are other considerations to take when preparing the EIB file and loading the data. We recommend you abide by these recommendations to obtain optimal performance:
    - **Preparing the EIB**
        - You can use multiple header keys. All Time Off requests for

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	the same worker must be under the same header key. • Each worker should have only 1 line key value. • Each Time Off request in the same Time Off Type has only 1 unit for the same date per row. Example: A worker requests 3 hours time off and 2 hours time off, of the same type and on the same date. Include these requests as 5 hours on the same row. If you're loading requests with Start and End Times, you can use multiple rows. • Each row has a unique ID in the tenant. • Don't split workers across files. All entries for a worker should be in the same file. • Order requests chronologically, from oldest to most recent. • Consider not entering a Time Off request before the latest persisted balance date. • Consider entering an optional Time Entry ID to help manage requests by batch. • **Loading Data** • Don't split workers across files. All entries for a worker should be in the same file. • Order requests chronologically, from oldest to most recent. • For manageable high volume of data, load the data in 1 file. • For extremely high volume of data, you could split the data across multiple files, but this option introduces risk. • Loading multiple files in parallel doesn't give a performance improvement and also introduces risk. • Re-evaluation should always remain on. Turning it off can create invalid data that impacts workers' balances and downstream payroll.

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Common Issues and Errors

Issue	Cause and Solution
No option to launch the EIB	This issue is security-related. Check the Request Time Off business process security policy and ensure you have access to the *Import Time Off Request Event Batch (WS Background Process)* initiating action.
After uploading historical time offs to an absence table via EIB, the time offs aren't deducted from the correct tier.	Workday doesn't automatically reevaluate absence table tiers in response to changes, such as historical data loads or adjustments. After you bulk load historical time off data to an absence table, run the **Reevaluate Absence Table Time Off Entries** task. Select an **As Of** date that captures all the historical time data. This reprocesses the loaded time off entries against the absence table. As a best practice, ensure the **Enable Reevaluation** checkbox is selected in the absence table definition.
Slow performance	Consider these options: 1. Persist balances up to just before the earliest data. Example: If your earliest data is in January 2020, persist up to December 2019. Don't enter a time off entry before the latest persisted balance date. 2. If you must load time offs for terminated employees, load the time offs before completing the termination.

Business Processes

Request Time Off.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service is add-only. It doesn't support deleting or updates.
- Note that the *Request Time Off* business process doesn't allow you to rescind. If you've inadvertently uploaded incorrect time off entries, rescind isn't an option. Therefore, you would need to use the Adjust Time Off EIB to reverse the incorrect entries unless the entries are still in-progress. In that case, you could use the *Mass Cancel* business process.

For reference documentation for all web services including *Import Time Off Request Event Batch*, see Operation Directory.

Sample EIB Input File

Import_Time_Off_Request_Event_Batch_v46.2

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Concept: Put Absence Input EIB

Background

You can use this EIB to add or update time off adjustments/overrides for a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The **Maintain Accrual and Time Off Adjustments/Overrides** is the equivalent task.

You can also use these EIBs:

EIB Name	Purpose
Adjust Time Off	Use to adjust an existing time off entry.
Enter Time Off	Use to submit new time off entries.
Import Time Off Request Event Batch	Use to load large volumes of new time off entries (approximately 2,000 requests or more).
Put Override Balance	Use to create or update a time off override balance for an employee.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From related actions of the EIB, select **Template Model > View**. 2. You can view the version on this page. Verify you're using a newer version. 3. If using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Worker Data: Time Off (Accrual and Time Off Adjustments/ Overrides by Batch ID)* domain in the Time Off and Leave functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • This EIB has a **Generate Spreadsheet with Data** option, which is very helpful to use

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when you aren't certain how to populate the input file. To use it:

- First manually enter an adjustment or override like the ones you wish to load.
- Then, from related actions of your EIB, select **Template Model -> View**.
- Go to bottom of page and select **Edit Template with Data Options**.
- Set filter to *Condition Rule Filter*.
- Go to the *Rule Conditions Filter* and add conditions to retrieve the information you entered. Note that the conditions you need to enter will vary based on the information you wish to retrieve. Below are some sample conditions that you could enter:
  - *Comment is not blank*
  - *Comment contains 2019*
  - *Unit of Time not in the Selection List Months* (if you have no absence inputs that use months, then this option would be a way to extract all entries)
- If you regenerate the template and select the **Generate Spreadsheet with Data** option, you can view how the EIB populates the file for the existing absence input entries.
- Refer to Customize EIB Spreadsheet Template for more details.

- After you load the file, you can use 1 of these standard reports to validate the loaded data:
  - **Accrual and Time Off Adjustments/ Overrides**: Is a standard report, so you also have the option of making a copy if you wish to add additional fields.
  - **Accrual and Time Off Adjustments/ Overrides by Batch ID**.
- As you populate these fields in the input file, consider:

Field	Considerations
Spreadsheet Key	Specify a unique value for each entry.
Absence Input	Populate this field only if updating an existing absence input. Note that if there's no **Absence_Input_ID**

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Field	Considerations
	value assigned to the absence input that you wish to update, then you can use the Workday ID (aka WID). Change the reference id type (in cell C4) from *Absence_Input_ID* to *WID*. You can find the Absence_Input_ID or WID value that you need to populate by making a copy of the standard report **Accrual and Time Off Adjustments/ Overrides** report and add fields **Workday ID and/ or Reference ID.**
Batch ID	Optional field. We highly recommend you provide a value as it enables you to easily remove the entry in the event you make an error and need to back out your changes. Typically you would use the same batch id value for all entries in the input file.
Worker	Workday requires a Worker ID.
Position	Typically optional unless using a position-based plan.
Absence Component	Can refer to an accrual or time off. Make certain you specify the appropriate reference id in row 4 (Typically you use this EIB to

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Field	Considerations
	make adjustments or overrides to accruals. Therefore the reference id type would be **Accrual_Code**)
Start Date	The start date of start period. Workday requires the field.
End Date	The end date of End Period. The field is optional for overrides but required for adjustments.
Reference Date	Used to determine the effective date to retrieve the snapshot for the absence component for the input. For Accruals, set the reference date to start date
Hours	Optional field. Specify the units for the absence input.
Adjustment	Enter Y for Adjustment or N if Override.
Comment	Optional field. We recommended including a comment.

Common Issues and Errors

Issue	Cause and Solution
The EIB successfully completes, but the worker's accrual/time off values haven't changed.	You can start by checking what happens if you manually make the same change with the User Interface. This check will help you determine whether its an issue with the EIB or a configuration issue. If that doesn't help, below are a few other items to check: 1. Make certain you didn't run the EIB in validation mode.

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Issue	Cause and Solution
	2. Verify that the worker is eligible for the adjustment. 3. Enable the absence component (accrual or time off) that you're using to allow for adjustments and overrides. 4. Make certain the worker hasn't reached the upper limit for the accrual.
EIB issues error: *Validation error occurred. Start Period must equal End Period when Adjustment is true.*	Check the start and end dates that you select and make certain they're valid. Note that for adjustments, you can specify only 1 period. If everything looks ok, then you can test entering the adjustment with the User Interface to see if you can enter the same values specified in the EIB input file. If there's no issue manually entering the values, then generate spreadsheet with data to verify how to populate the input file.
Slow Performance	Refer to the suggestions on the EIB page for Enter Time Off EIB – Inbound.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries using the web service.
- This web service doesn't use a business process, therefore there's no **rescind** option. However, if you have inadvertently uploaded incorrect entries, use can use task **Delete Accrual and Time Off Adjustments/Overrides by Batch ID** to remove the entries. If you didn't specify a batch id when you loaded the entries, then the solution becomes a bit more involved: but 1 option would be to:
    - Get the *WID* (Workday ID) for all the bad entries. To obtain the ID, make a copy of the standard report **Accrual and Time Off Adjustments/Overrides** and add field *workday id* to the report definition. This action would then get you the WID.
    - Then, rerun the original load and:
        - Add the Workday ID value (from above report) in column C (and change C4 to *WID*)
        - Add a batch id
    - You can then use task **Delete Accrual and Time Off Adjustments/Overrides by Batch ID** to remove the absence input entries.

For reference documentation for all web services including Put Absence Input, see Operation Directory.

Sample EIB Input File

Put_Absence_Input-WD32

Concept: Put Override Balance EIB

Background

You can use this EIB to add or update a time off override balance for an employee.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

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Equivalent Workday Task

The **Maintain Time Off Plan Override Balances** is the equivalent task.

You can also use these EIBs:

EIB Name	Purpose
Adjust Time Off	Use to adjust an existing time off entry.
Enter Time Off	Use to load new time off entries.
Import Time Off Request Event Batch	Use to load large volumes of new time off entries (approximately 2,000 requests or more).
Put Absence Input	Use to add or update time off adjustments/ overrides for a worker.

EIB Input File Guidelines

<table>
<tr>
<td>Web Service Version and Security Configuration Guidelines</td>
<td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by

From related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you’re using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Worker Data: Time Off (Time Off Balances) domain in the Time Off and Leave functional area to run this EIB.

</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
After you load the file, you can run the Time Off Plan Override Balances by Batch ID report to validate the data.
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Specify a unique value for each override balance entry.</td></tr>
<tr><td>Override Balance</td><td>Leave empty.</td></tr>
<tr><td>ID</td><td>Populate this field if you want to assign reference ID values</td></tr>
</table>

</td>
</tr>
</table>

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Field	Considerations
	to new entries that you're uploading. You need a unique value for each override balance entry.
Batch ID	Although optional, we highly recommend you provide a value. By providing a value, you can easily remove the entry if you made an error and need to back out your changes. Typically you would use the same batch ID value for all entries in the input file.
Worker	Workday requires an ID. Most likely, you'll need to change the reference ID type (cell F4) from *Contingent_Worker_ID to Employee_ID*
Position	Typically only needed when using a position-based plan.
Time Off Plan Name	Enter the time off plan. To identify the reference ID value, run **Integration IDs** report and search for business object *Absence Plan*.
Override Balance Date	Effective date for the balance override.
Override Balance Units	Enter the new balance value

- Only populate these fields if the time off plan has a carryover expiration date. To help you determine how to populate these fields (and how many entries to add for the worker), run task **Maintain Time Off Plan Override**

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Balances. Enter the time off plan for one of the employees that you're updating:

Field	Considerations
Row ID	There might be multiple carryover periods (if the expiration time spans multiple balance periods). Enter a unique row ID value for each carryover period for a given employee/ time off plan. Keep in mind that you should populate only the number of carryover periods that are applicable based on the employee's hire date.
Carryover Date	Date the amount carries over.
Carryover Expiration Date	Enter expiration date of each carryover period.
Carryover Override Balance Units	Enter any applicable override balance units.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues an error like this: *Override Balance needs exactly 5 carryover components*	This error will occur if the plan permits carryover balances for multiple periods. In this case, you need to populate an entry in the input file for each carryover period.
The EIB issues an error like this: *Processing error occurred. Duplicate insert on index: Time Off Plan Balance-ID-Calculated and Override Balance Index (95$2026),value: 1, new instance: id=2161$48673967 wid=e6328055bc6201f7df8bbcb686428dfc disp=2161$48673967, existing: id=2161$4104 wid=c2544f9572a81055cf9a7f107bcfab7fdisp=2161$4104*	This type of error indicates that the load contains duplicate information. This duplication will occur if **ID** (column D) doesn't contain unique values—you need to either specify a unique value for each employee/time off plan, or leave it blank.
Slow Performance	Refer to the suggestions in Future: Concept: Enter Time Off EIB.
The EIB issues an error like this:	1. Make certain you're using the latest web service version. If you're not sure what

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Issue	Cause and Solution
Carryover Expiration Date for XXXXX with an Override Balance Date of MM/DD/YYYY must be a valid date (MM/DD/YYYY) that the Carryover Balance expires for XXX	version you're using, create a new EIB to uptake the latest version. 2. If the latest web service version doesn't resolve it, test adding a 12-month expiry date to the plan. This option should open up the desired field.
EIB issues an error like this: *Error Message: Validation error occurred. The value specified for Time Off Hours, 1215.000000, must be less than 1000.*	Time Off balance design currently doesn't permit a value higher than 3 digits. If over 999 hours, you'll need to split into multiple entries.
There's no option to launch the EIB.	This problem is most likely security-related. When running the Report *View Security for Securable Item* and specifying securable item *Put Override Balance*, you'll see that you need access to domain *Worker Data: Time Off (Time Off Balances)*. To change the security, complete these steps: 1. Edit the domain security policy for *Worker Data: Time Off (Time Off Balances)*. 2. Go to the Integration Permissions Section and add the appropriate security groups. Ideally you should have access through an unconstrained security group so you can add entries for any worker. 3. Check the box for *Put* access. 4. Activate the security change.
EIB issues an error like this: *The entered information does not meet the restrictions defined for this field. (Employee_Reference).*	Make certain you aren't performing an override on your own employee ID. If you are, then have someone else enter the override value for you, or configure the Integration System User (ISU) to run the EIB.

Business Processes

None.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries using the web service.
- To update existing override balances, just populate the input file with the employee/time off plan/balance date that you wish to update (no need to supply a reference ID). The web service will then update the entry if it exists for that employee/time off plan/balance date combination. Otherwise, it will add a new entry.
- This web service doesn't use a business process, therefore there's no rescind option. However, if you have inadvertently uploaded incorrect entries, you can use task **Delete Override Balances**

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by Batch ID to remove the entries. If you didn't specify a batch ID when you loaded the entries, do these steps:

- Edit the EIB input file that you originally loaded and add a batch ID value for each entry.
- Rerun the EIB to add the batch ID value to the override entries that you previously loaded.
- After completing these steps, you can use task **Delete Override Balances by Batch ID** to remove the balance overrides.

For reference documentation for all web services including Put Override Balance, see Operation Directory.

Sample EIB Input File

Put_Override_Balance-WD36_0

Concept: Request Leave of Absence EIB

Background

You can use this EIB to create or update leave of absence events.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

If you want to create return from leave of absence requests, we recommend that you use a Request Return from Leave of Absence EIB.

Equivalent Workday Task

Examples of equivalent Workday tasks include:

- From the related actions menu of the worker profile, select **Time and Absence > Manage Absence**.
- The **Manage Absence** report.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by 1. From related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Request Leave of Absence* business process in the Time Off and Leave functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • **IMPORTANT NOTE regarding Canadian Workers:** if you're loading Leave of Absence Events for Canadian workers, you must first edit the leave type and configure the **Last**

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Date for Which Paid field to be a required field. If you don't do this task, the date won't load, even if you populate the date in the EIB input file. See the first entry in the *Common Issues and Errors* section for more details on how to configure the leave type so that the EIB properly loads the data.

- **IMPORTANT NOTE regarding Notifications for Corrections:** The Correction functionality doesn't support suppression of notifications, even if you use the Automatic Processing processing instruction. If you have a business requirement not to send notifications for corrections, we recommend you:
    1. Add a condition to the business process notifications, such as, External Load is blank, to prevent them from firing when making corrections use the EIB.
    2. Also note that for any changes to the notifications, Workday only honors for newly initiated Request Leave of Absence events. If you need to correct leaves already initiated (before making the change in item#1 above), then you might want to temporarily disable all notifications in the tenant, using task Edit Tenant Setup - Notifications, while you run the EIB.
- As you populate these fields in the input file, consider:
    - **Overview** worksheet in the EIB input file:

Field	Considerations
Processing Instructions	Set to *Automatic Processing* if you want to bypass all approvals, review steps, to do steps and notifications. Set to *Manual Processing* if you want to manually process the approval/review/to do steps (and the notifications sent).

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Field	Considerations
Discard on Exit Validation Error	As of November 2022, this field isn't yet available for use. Leave blank.
Comment	You'll need to enter a comment if you're correcting any Leave of Absence Entries.

- **Request Leave of Absence** worksheet in the EIB input file:

Field	Considerations
Spreadsheet Key	(Required) Specify a unique value for each Leave of Absence Event.
Worker	(Required) Most likely, you'll need to change the reference ID in Cell C4 from *Contingent_Worker_ID* to *Employee_ID*.
Request Leave of Absence ID	A required field only if you're correcting an existing Leave of Absence Request. See the*Use Cases and Guidelines for Recovering from a Bad Load* section, which demonstrates how to identify the values for Request Leave of Absence ID. Note that if correcting a Leave of Absence request, you

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Field	Considerations
	also need to set the **Correction** field to *Y*.
Correction	Set this field to *Y* to correct an existing Leave of Absence Request. You'll also need to populate the **Request Leave of Absence ID** field.
Leave of Absence Type	(Required) To determine the reference ID type value needed to populate this field, run the **View Reference IDs** report and search business object *Event Classification Subcategory*. You can then filter the **Business Object Instance** column (such as, search Leave or Disability) to find the reference ID value for the leave types you wish to use.
First Day of Leave	(Required) Date for first day of leave. Enter using format YYYY-MM-DD.
Last Day of Work	Date for last day of work. Enter using format YYYY-MM-DD.
Estimated Last Day of Leave	(Required) Date value for estimated last day of leave.

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Field	Considerations
	Enter using format YYYY-MM-DD.
Last Date for Which Paid	Workday requires this field for Canada. In addition, be sure to configure the leave type in your tenant, so that this field becomes a required field. Refer to the first entry in the *Common Issues and Errors* section for more details.

Common Issues and Errors

Issue	Cause and Solution
The EIB doesn't load the **Last Day for Which Paid** (LDFWP) field even though it's populated in the EIB input file. Workday requires this field to submit an ROE for Canada.	When using the EIB, you must make certain to configure the Leave Type so that Last Date for Which Paid (LDFWP) is a required field. Resolve as follows: 1. Run task *Edit Leave Type*. 2. Select the **Leave Type** that you're referencing in the EIB input file. 3. Click **OK**. 4. Go to the **Additional Field** tab. 5. Select the **+** in the *Additional Fields* section. 6. In the **Additional Field**, select **Last Date for Which Paid**. 7. Check the **Required** check box. 8. You might see a warning that there are Pending requests that need corrected or canceled. Go ahead and click **OK**. 9. If you've already loaded Leave of Absence events where the LDFWP is missing, then you'll need to do one of these options: • Option 1: Mass Rescind the Events and reload them. • Option 2: Correct the existing events by rerunning the EIB and populating the Request Leave of Absence ID and Correction fields.

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Issue	Cause and Solution
Unable to launch the EIB	This issue is most likely security-related. When running report View Security for Securable Item for securable item Request Leave of Absence (Web Service), you'll see that you need access to business process **Request Leave of Absence**. To change the security, you can: 1. Edit the business process security policy for Request Leave of Absence. 2. Go to the section for Initiating Action Request Leave of Absence (Web Service). 3. Make certain you have access (ideally you should have access through an unconstrained security group so that you can load Leaves for any worker). 4. Activate the change.
EIB issues an error like this: *Invalid ID value. '21133' isn't a valid ID value for type = 'Contingent_Worker_ID'.*	Verify that the reference ID type in cell C4 of your EIB input file is *Employee_ID*.
EIB issues errors like this: • *Invalid format for date text=3/1/2020 on attr Event Effective Date* • *Invalid format for date text=02/29/2020 on attr Last Day of Work.* • *Invalid format for date text=02/29/2020 on attr Estimated Last Day of Leave.* • *Invalid format for date text=02/29/2020 on attr Last Day for which Paid.*	Enter the dates in your EIB input file with format YYYY-MM-DD.
EIB issues error: *Each correction must have a comment. Add comments for each correction that you're processing..*	If you're making any corrections, you must: 1. Edit the EIB input file. 2. In the **Overview** tab, add a value for Processing Comment for the *Request Leave of Absence* business process.
When submitting corrections, notifications occur even though I specified processing instruction Automatic Processing.	The Correction functionality doesn't support suppression of notifications. See the *EIB Input File Guidelines* section for tips on working around this restriction.

Business Processes

Request Leave of Absence.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add new entries or correct existing entries. You can't delete entries. However there are options to rescind or cancel the Business Process event.

If you've inadvertently uploaded incorrect entries, there are a couple options to recover.

- **Option 1**: Cancel or rescind the incorrect entries. Run task **Mass Cancel Business Processes** or **Mass Rescind Business Processes** (depending on whether the business process event completed

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or in progress). You can then select **Business Processes Loaded by EIB** to find the integration event that you wish to cancel or rescind. Or the other method is to enter Request Leave of Absence at the Business Process Types prompt; then enter a date range that you ran the EIB.

- **Option 2:** Correct the existing entries by rerunning the EIB with the correct values. To correct the data:
  - Edit the EIB input file.
  - Set the **Correction** field to **Y** for entries that need corrected.
  - Populate the **Request Leave of Absence ID** field with the Leave of Absence event that needs corrected. You can create a custom report to identify the values to populate in the Request Leave of Absence ID field.
  - Change any fields that have incorrect values before reloading.

For reference documentation for all web services including Request Leave of Absence, see Operation Directory.

Sample EIB Input File

Request_Leave_of_Absence-v39

Concept: Request Return from Leave of Absence EIB

Background

You can use this EIB to create return from leave of absence requests.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

If you want to create new leave of absence requests or correct existing leave of absence events, we recommend that you use a Return from Leave of Absence EIB.

Equivalent Workday Task

The **Return Worker from Leave** task is the equivalent task.

See also Concept: Importing Leave of Absence Events for more information.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB using these methods: 1. From related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Request Return from Leave of Absence* business process in the Time Off and Leave functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines

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, which provides a general overview for populating EIB files.

- As you populate the EIB input file, consider:
  - **Overview** worksheet in the input file:

Field	Considerations
Processing Instructions	Set to *Automatic Processing* if you want Workday to bypass all approvals, review steps, to-do steps and notifications. Set to *Manual Processing* If you want to manually process the approvals, review, and to-do steps and send notifications.
Comment	You need to enter a comment if you're correcting any Return from Leave of Absence Entries.

  - **Request Return from Leave of Absence** worksheet in the input file:

Field	Considerations
Spreadsheet Key	(Required) Specify a unique value for each worker.
Worker	(Required) Most likely, you need to change the reference id in Cell C4 from *Contingent_Worker_ID* to *Employee_ID*
First Day Back at Work	(Optional) Enter using format MMM-YY-DD.

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Field	Considerations
Row ID	(Required) Enter a unique Row ID value for each leave of absence event for a given worker. Most likely, there is just 1 return per worker, so the Row ID value is always 1.
Request Leave of Absence	(Required) Refer to the sample report below, which demonstrates how to identify the values for this field.
Correction	Set to *Y* to correct an existing Return from Leave of Absence entry.
Actual Last Day of Leave	(Required) Enter using format MMM-YY-DD.

- Make certain that the steps on the *Request Return from Leave of Absence* business process definition align to what you're populating in the EIB input file. Example: If the business process has an *Assign Roles to Worker* step, you need to either populate the role information in the EIB input file or add a condition rule to skip the step in the business process. Example: Add condition rule *External Load = N*.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but the workers remain on leave	This issue might occur because the business process events are still in progress. Check the worker history for one of the workers and verify that the *Return from Leave of Absence* event successfully completed. If not, you can:

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Issue	Cause and Solution
	1. Check why the business process event is still in progress. Then make appropriate changes to the*Request Return from Leave of Absence* business process definition. Example: You might need to remove steps or add a condition rule such as *External Load is not blank* so that Workday skips the steps. 2. Use **Mass Cancel Business Process** task to cancel the business process events. 3. Rerun the EIB. The other reason that the workers might still display as being on leave is that the return date is in the future.
Unable to launch the EIB	This issue is most likely security-related. When running the **View Security for Securable Item** report for securable item *Request Return from Leave of Absence (Web Service)*, you can see that you need access to the *Request Return from Leave of Absence* business process. To change the security: 1. Edit the business process security policy for *Request Return for Leave of Absence*. 2. Go to the section for Initiating Action on*Request Return from Leave of Absence (Web Service)*. 3. Make certain you have access. Ideally, you have access through an unconstrained security group so that you can load Returns for any worker. 4. Activate the security change.
EIB issues an error like this: *Validation error occurred. Invalid ID value. '21001' is not a valid ID value for type = 'Contingent_Worker_ID'.*	Make certain that the reference ID type in cell C4 of your EIB input file is Employee_ID.
EIB issues errors like this: *The "Request Leave of Absence Reference" must be for the employee specified in the "Employee Reference".* *Return from Leave of Absence Requests can only be made to "Successfully Completed" but not yet returned from Request Leave of Absence Events.*	Make certain that you specified the correct **Employee ID** and **Request Leave of Absence** ID in the EIB input file. Also, if making a correction to an existing Return, set the **Correction** field to *Y*.
EIB issues error: *Validation error occurred. A correction cannot be processed without a comment.*	Enter a comment if correcting a return from leave of absence event. You can: 1. Edit the EIB input file. 2. Go to the **Overview** tab. 3. Enter a value in the **Processing Comment** field for the *Request Return from Leave of Absence* business process.

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Issue	Cause and Solution
EIB issues error: *Validation error occurred. Element Content 'Leaves_Returning_from_Data' is required, on internal element 'Request Return from Leave of Absence Data'.*	Make certain you include a value for Row ID in the EIB input file.
When running the *Request Return from Leave of Absence* EIB, it triggers the Compensation subprocess (which is an optional step) despite setting processing instruction as *Skip when marked optional*.	Workday is looking into this issue. For now, you can work around the problem using these steps: 1. Go to the business process definition for **Request Return from Leave of Absence**. 2. Either remove the compensation step or add a condition step to the compensation step, such as *External Load is Blank*. If the workaround isn't acceptable to your organization, open a case with Workday Support and reference ticket HRCOMPROC-184.

Business Processes

Request Return from Leave of Absence.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or correct existing entries. You can't delete entries, but you have options to rescind or cancel the Business Process event.
- When you inadvertently upload incorrect entries, you have a couple of options:
    - **Option 1:** Cancel or rescind the incorrect entries. Run the **Mass Rescind Business Processes** task. You can also run the **Mass Cancel Business Processes** task when the business process event is in progress. You can then select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind. The other method is to enter *Request Return from Leave of Absence* in the **Business Process Types** prompt; then enter a date range that you ran the EIB.
    - **Option 2:** Correct the existing entries by rerunning the EIB with the correct values. To correct the data:
        - Edit the EIB input file.
        - Set the **Correction** field in the EIB input file to *Y*.
        - Change any fields that have incorrect values before reloading.
        - If you need a report to get the reference ID values for the Request Leave of Absence events, you can create a custom report.

For reference documentation for all web services including Request Return from Leave of Absence, see Operation Directory.

Sample EIB Input File

Request_Return_from_Leave_of_Absence-WD34

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Benefits Administration EIBs

Concept: Add Dependent EIB

Background

You can use this EIB to add new dependents in Workday. For updating existing dependents, you can use the Edit Dependent EIB.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

See **Benefits > View Dependents** from the related actions of the worker's profile.

EIB Input File Guidelines

<table>
<tr><td>Web Service Version and Security Configuration Guidelines</td><td>Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by:
From the related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you’re using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.
You must have access to the Dependent Event business process type in the Benefits functional area to run this EIB.</td></tr>
<tr><td>Additional Input File Guidelines</td><td>We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate these fields in the input file, consider:<table><tr><th>Fields</th><th>Consideration</th></tr><tr><td>Spreadsheet Key</td><td>Specify a unique value for each dependent, even if multiple dependents are associated with the same employee.</td></tr><tr><td>Dependent ID</td><td>If you leave this blank, the EIB automatically assigns an ID value at launch. Alternatively, you can assign your own ID by entering a value. If you enter a value, it must be</td></tr></table></td></tr>
</table>

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Fields	Consideration
	unique and not already in use.
Employee	Update cell F4 to Employee_ID.
Related Person Relationship	You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Related Person Relationship* business object.
Use Employee Address	If set to *Y*, then the dependent shares the same primary home address as the employee.
Use Employee Phone	If set to *Y*, then the dependent shares the same primary home phone data as the employee.
Country	The country of the dependent. If you click the down arrow in cell M4, you'll see 3 different reference ID types that you can use for the country: • *ISO_3166-1_Alpha-2_Code* • *ISO_3166-1_Alpha-3_Code* • *ISO_3166-1_Numeric-3_Code* You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Country* business object.
Address Data	If you set the **Use Employee Address** field to *N*, then you must enter an address.
Date of Birth	Use format YYYY-MM-DD.
Gender	You can find a list of reference ID values by running the **View**

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Fields	Consideration
	Reference IDs report and searching for the *Gender* business object.

Common Issues and Errors

Issue	Cause and Solution
Failure to load Add Dependent EIB data after completion.	1. Verify that you ran the EIB in live mode and not validate only mode. 2. Verify that the business process successfully completed. If it's still in progress, take the necessary actions to ensure it processes or skips all steps. 3. Mass cancel the dependent events that you loaded using the **Mass Cancel Business Processes** task and rerun the EIB.
EIB issues an error like this: *Invalid ID value. '21001' is not a valid ID value for type = 'Contingent_Worker_ID'*	Check the reference ID type specified in the **Employee** field. You need to change cell F4 to *Employee_ID*.
EIB issues an error like this: *Validation error occurred. At least one address is required for beneficiaries or dependents. Please enter an address for the beneficiary or dependent.*	Specify an address for the beneficiary. • If you want to use the same address as the employee, enter *Y* in the **Use Employee Address** field. • If you aren't using the same address as the employee, then you must enter an address.
EIB issues an error like this: *Country Reference is required unless address is being deleted*.	Verify that you've populated the country in the address data section.
EIB issues an error like this: *Validation error occurred. Instance ID cannot be parsed*.	You're populating a field that has reference ID type IID (Instance ID). Check for any government or national IDs that populate in the EIB input file, and confirm that you're populating the correct field.
Unable to launch the EIB.	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Dependent Event* business process type in the Benefits functional are.

Business Processes

Dependent Event.

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Use Cases and Guidelines for Recovering from a Bad Load

This EIB only adds dependents. It can't update or delete existing dependents. If you've uploaded incorrect entries, you can:

- Option 1: Use the Edit Dependent EIB to update the entries with the correct information.
- Option 2: Use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Dependent Event* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Add Dependent, see Operation Directory.

Sample EIB Input File

Add_Dependent-v37_0

Concept: Change Benefits EIB

Background

You can use this EIB to change benefit elections for an employee.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

See **Benefits > Change Benefits** from the related actions of a worker profile.

Note:

The Change Benefits EIB has some differences from the user interface (UI) task.

Example: The UI task has additional functionality that the EIB doesn't support, such as: coordination of events, calculation of FSA and HSA per pay periods and benefit defaulting.

We recommend using the EIB only to mass load new employees during initial setup, or to support the acquisition of a large volume of new employees.

For this reason, we don't recommend using the Change Benefits EIB for loading ongoing benefit enrollments from third-party systems.

EIB Input File Guidelines

We recommend that you:

- Review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
- Submit a test benefit event in a nonproduction tenant using the information that you intend to specify in the EIB input file.
    - This enables you to test your configuration in Workday and identify what information you want to supply in the EIB input file.
- Specify each benefit plan on a separate row in the EIB input file. Example: if you want to add a health plan and an HSA for an employee, put each of them on a separate row.
    - Specify each dependent on a separate row as well.

If you want to:

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- Submit additional coverage for an existing benefit event type, then populate the EIB input file with all the plans that the worker already has for that benefit event type - not just the new coverage you're adding. We recommend creating a specific benefit event type that only contains the coverage types that you want to change.
- Remove an existing plan, then specify the event type in the input file and include no other information regarding the plan. This is equivalent to waiving the plan. You can't waive autoenroll plans. To remove workers from autoenroll plans, change the eligibility rule to make the workers ineligible for the plan.

As you populate these fields in the input file, consider:

Field	Considerations
Spreadsheet Key	Specify a unique value for each combination of worker and benefit event type.
Coverage Begin Date	(Required) Specify a Coverage Begin Date that's on or after the benefit event date. Workday bypasses the **Coverage Begin Date** value in the input file and instead calculates the Coverage Begin Date based on the Start or Waive Coverage tab of the Enrollment Event Rule. We also calculate the Deduction Begin Date based on the Enrollment Event Rule.
Original Coverage Begin Date	Leave blank. Avoid populating this field. If you include this data on the file, it displays as the Coverage Begin Date for the election. There's no way to edit or correct this date in the user interface.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but there's no benefit information added or updated.	Check if the employee is eligible for any plans: 1. From the related actions menu of the worker profile, click **Worker History > View Worker History by Category**. 2. Select the **Benefits** tab and check the business process event that you loaded with the EIB. 3. Check the **Details** tab. If you see a message stating that there are no elected benefit plans, then it's likely that the employee wasn't eligible for the plans listed in the input file. You can manually submit the same benefit changes in Workday to determine the employee's plan eligibility. Remove any ineligible plans from the input file and resubmit the EIB.
The EIB is wiping out existing benefit plans for the worker.	If you want to add or update coverage for an existing benefit event type, include all existing plans for the worker. Otherwise, Workday removes any existing plans that weren't included.

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Issue	Cause and Solution
Even when setting the EIB processing instructions to Manual Processing, the EIB skips notifications and bypasses all approval steps, document review steps, and so on.	This is working as we would expect. This EIB is intended for administrators to load data without any employee actions. It was specifically designed to finalize the events, bypassing any steps in the business process.

Business Processes

This EIB uses the *Change Benefits for Life Event* business process. The parent business process is *Change Benefits*.

Use Cases and Guidelines for Recovering from a Bad Load

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes task** (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. Enter *Change Benefits* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Change Benefits, see Operation Directory..

Sample EIB Input File

Change_Benefits-WD30_0

Concept: Edit Dependent EIB

Background

You can use this EIB to update a dependent.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

Select **Benefits > Dependents** from the related actions of the worker's profile.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Dependent Event* business process type in the Benefits and Personal Data functional areas to run this EIB.

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<table>
<tr>
<td>Guidelines for Creating a Custom Report for the EIB Input File</td>
<td>To get information needed to populate the EIB input file, you might find it helpful to create a custom report using the All Dependents data source and the Dependent primary business object. This table lists a sampling of the business objects and report fields that you can select. You'll need to make some modifications based on the type of information you're loading.
<table>
<tr><th>Business Object</th><th>Field</th></tr>
<tr><td>Dependent</td><td>Dependent</td></tr>
<tr><td>Dependent</td><td>Reference ID</td></tr>
<tr><td>Worker</td><td>Employee ID</td></tr>
<tr><td>Dependent</td><td>Legal Name</td></tr>
<tr><td>Dependent</td><td>Relationship</td></tr>
<tr><td>Dependent</td><td>Date of Birth</td></tr>
<tr><td>Dependent</td><td>Uses Tobacco</td></tr>
<tr><td>Dependent</td><td>Phone Number - Primary with Country Code</td></tr>
<tr><td>Dependent</td><td>Primary Address - Full</td></tr>
<tr><td>Other IDs</td><td>Custom ID</td></tr>
<tr><td>Other IDs</td><td>Workday ID</td></tr>
<tr><td>Other IDs</td><td>Custom ID Type</td></tr>
<tr><td>Government Identifiers</td><td>Identification Number</td></tr>
<tr><td>National Identifiers</td><td>National Identifier</td></tr>
<tr><td>National Identifiers</td><td>Identification Number</td></tr>
</table>
</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Specify a unique value for each dependent.</td></tr>
<tr><td>Dependent</td><td>Enter the reference id value of the dependent you wish to update. You can get the id from the report</td></tr>
</table>

</td>
</tr>
</table>

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Field	Considerations
	above or you get the ids by running the **View Reference IDs** report and enter business object *Dependent*.
Dependent ID	Enter a value here only if you wish to assign a new reference id value to the dependent. Otherwise, leave this field empty. If you wish to update the reference ID only, Workday recommends that you use Put Reference ID instead.
Reason	To view values, run the **View Reference IDs** report and select business object *Event_Classification_Subcategory*. Then filter the Business Object Instance column by searching on a string such as *Dependent* to find the relevant values.
Related Person Relationship	Reference to the relationship between the dependent and the related person. To find the reference id values, run the **View Reference IDs** report and enter business object *Related Person Relationship*.
Custom ID	If updating or deleting an existing Custom ID (aka Other ID), you must supply the Workday ID (aka

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Field	Considerations
	WID) of the ID. You can get the ID for a custom report if you created one. Note: the WID value can change each time you update the Custom ID. So make certain you check the WID value before each new EIB load.
ID Type	If providing Custom ID information, populate the ID type. To get a list of reference id values, run the **View Reference IDs** report and enter business object *Custom ID Type*.
Date of Birth	Enter the date of birth for the dependent in format YYYY-MM-DD. Workday requires this field.
Gender	Enter the gender of the dependent. Workday requires this field. For a list of reference id values, run the **View Reference IDs** report and search business object *Gender*.
Inactive Date	Enter a date if you wish to inactivate the dependent.

Common Issues and Errors

Issue	Cause and Solution
EIB issues these errors:	Workday requires **Gender** and **Date of Birth** values when updating dependents using the web service. You might want to create a custom report

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Issue	Cause and Solution
• *Element Content 'Gender_Reference' is required, on internal element 'Related Person Personal Information Data'* • *Element Content 'Date_of_Birth' is required, on internal element 'Related Person Personal Information Data'*	as described in the *Guidelines for Creating a Custom Report for the EIB Input File* section to get the Gender/Date of Birth values needed to populate the EIB.
Unable to launch the EIB.	This issue is most likely security-related.

Business Processes

Dependent Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to update existing dependents only. If you need to add or delete dependents, select 1 of these options:
    - **Add dependents**: use web service *Add Dependent*
    - **Delete dependents**: Workday doesn't support deleting dependents in bulk. If you need to delete, you must manually do so. And even if manually deleting, you can delete dependents only if they have never enrolled.
- If you have inadvertently uploaded incorrect entries, use the **Mass Cancel Business Processes** or **Mass Rescind Business Processes**. Select cancel or rescind based on whether the business process event has completed or is still in progress. You can then select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind. Or the other option is to enter *Dependent Event* at the Business Process Types prompt and enter a date range that you ran the EIB.

For reference documentation for all web services including Edit Dependent, see Operation Directory.

Sample EIB Input File

Edit_Dependent_v46.0

Concept: Import 1095-C Form Recipients Data EIB

Background

You can use this EIB to add or update 1095-C form data for a given 1095-C recipient.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version.

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<table>
<tr><td></td><td>

- You must have access to the *Process: ACA Tax Filing 1094-C/1095-C (Run) - USA* domain in the Benefits functional area to run this EIB.

</td></tr>
<tr><td>Additional Input File Guidelines</td><td>

- To ensure you're using the latest web service version, create a new EIB integration each 1095 Season.
- We suggest you start by reviewing Steps: Import ACA 1095-C Recipient Data for instructions on using this EIB.
  - Start by running the **Create ACA 1095-C/1094-C** task. Then, run the **View 1095-C Form Recipient Data. Export** report. Use the report output as input for the EIB.
- We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:
- As you populate these fields in the input file, consider:

Field	Considerations
Header Key	Specify 1 header key value for each unique combination of year and company. We recommend you load just 1 company and year within each EIB input file. Loading 1 company and year will make it easier to identify and fix any errors issued when loading the data.
Line Key	Use the same line key value for a worker and their covered individuals. Populate all covered individuals for the worker. If you don’t include all of them in the input file, they get removed.

</td></tr>
</table>

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Field	Considerations
Employee	Populate the employee ID when making updates to any worker who already exists in the Workday tenant. If you leave the field blank, a new entry gets added and you'll have duplicates. Also, note that the reference ID type (in cell D4) defaults to *Contingent_Worker_ID*. Most likely you'll want to change it to *Employee_ID*. If you make any changes to an employee, include any dependents for this employee in the EIB input file. Include the dependents even if you aren't making changes to the dependents.
Zip Code	You only need to populate this field if there's an Individual Coverage Health Reimbursement Arrangement (ICHRA).
Plan Start Month	The EIB requires this entry as of Tax Year 2020. Enter a 2-digit number from 00-12 for **Plan Start Month**. If there's no health plan under the coverage offered to the employee, enter *00*. Format this field as a text box so that the leading 0 doesn't get truncated when

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Field	Considerations
	entering a single digit value such as 01.
External 1095-C Recipient ID	If you're transmitting information for a worker who doesn't exist in Workday, specify the **External 1095-C Recipient ID** instead of employee ID. The first time you load the external recipient, leave this field blank. If you make any subsequent updates, reference the value that got assigned to the external recipient ID, so that a duplicate doesn't get created.
Generation Source	This field is for internal use, so leave it blank.
Is Transmitted	Leave this field blank.
Row ID	Use a different value for each of the covered individuals for a given worker.
Covered Individual Reference	When updating an existing Covered Individual, you can populate the Covered Individual Reference ID if the unmasked SSN isn't available. You can leave this field blank if one of these conditions exists: • You're adding a

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Field	Considerations
	new covered individual. • The entry is for an existing covered individual and you're able to supply an unmasked SSN.
SSN	When populating the worker SSN or the SSN for the covered individual • For any entry where you don't specify an employee ID/contingent worker ID (in column D), make certain all SSNs get unmasked for that entry. • **Note**: there are 2 places in each row where an SSN can get specified: **Column L** is the Employee SSN and **Column BL** is the Covered Individual SSN.

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Field	Considerations
	• If you're adding an SSN for a new covered individual, enter an unmasked SSN in column BL. • If the SSN starts with a 0, follow one of these options: • **Option 1**: Format the cell as **text** and then ensure that the leading zero is there. • **Option 2**: Format the cell as **number** and then add an apostrophe to the beginning of the number (an example would be '011223333).
DOB	If the SSN isn't available for a covered individual, then provide a Date of Birth.

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	• After you've loaded the data through EIB, you might find it helpful to rerun the **View 1095-C Form Recipient Data** report to validate that the data loaded as you expected. Also, you might find it helpful to filter by the **Generation Source** column. All recipients initially have value WG for Generation Source, but after the EIB load, you'll notice that: • The **Generation Source** column displays value WE for employees updated through EIB. • The **Generation Source** column displays value EG for any External Recipients that you uploaded through EIB.

Common Issues and Errors

NOTE: When Workday returns errors, the Line Number value in the error report isn't the line number in the Excel file. Rather, it signifies the **nth** employee in the EIB input file. Example: If the error indicates a problem for line #5, check the fifth employee in the EIB input file.

Use sequential line key values in the EIB input file. Otherwise, the line # specified in the error message might not match up to the Line Key value in the EIB input file.

Issue	Cause and Solution
The EIB issues the error *SSN of new records cannot be masked*.	• This issue occurs if the Covered Individual Reference value in the EIB input file is incorrect. • **Note**: every time you create the ACA data, the covered individual Reference IDs will get newly assigned. Also, IDs won't match up between different tenants such as Sandbox and Production. You might need to rerun the **View 1095-C Form Recipient Data** report to pick up the correct values. • This issue also occurs when the EIB input file contains masked SSN values for covered individuals, yet the Covered Individual Reference value is blank. If the Covered Individual Reference value is blank, specify unmasked SSNs in column BL. • This issue can also occur if the SSN starts with a **0**. If the SSN starts with a 0, make sure it's a **text box**, and that the 0 isn't getting dropped. Also, when entering the SSN, use dashes (such as 011-22-3333). Be sure to verify the SSN values for the employee (column L) as well as the covered individual (column BL).
The EIB issues the error *The SSN for this 1095-c is not valid. Please use the valid formatting. xxx-xx-xxxx.*	This issue can occur if the SSN starts with a **0**. If the SSN starts with a 0, make sure it's a

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Issue	Cause and Solution
	text box and that the 0 isn't getting dropped. Also, when entering the SSN, use dashes (such as 011-22-3333). Be sure to verify the SSN values for the employee (column L) as well as the covered individual (column BL).
The EIB issues these errors: • *Element Content 'Social_Security_Number' is required, on internal element 'Employee Information Data'* • *The SSN for this 1095-c is not valid. Please use the valid formatting. xxx-xx-xxxx*	For the entry where failure occurred, check that a Social Security Number gets populated in column L.
The EIB issues an error similar to *ERROR: com.workday.index.DuplicateIndexException: Duplicate insert on index: ACA Report Form Box (Dependent Month Based)-ID-Covered Individual Box ID (95$3951), value: CoveredIndividual-….*	This issue can occur if you're trying to modify the recipient name. If this error occurs, we recommend you: 1. Remove the Covered Individual Reference value in the EIB input file, for any persons where the error occurs. 2. Unmask all SSNs in the EIB input file for the individuals where error occurs. 3. Rerun the EIB.
The EIB issues an error for an entry that has no errors.	• This issue might occur if you're loading more than 1 company (and subsequently more than 1 header key value) in the same EIB input file. • If there's more than 1 header key in the input file, and you receive an error in Par Count Line Number 1, you won't know the cause of the error. The error can be the first entry for header key 1 or the first entry for header key 2. To avoid this problem, load only 1 header key per input file.
The EIB issues an error similar to *Invalid ID value.'21001' is not a valid ID value for type = 'Contingent_Worker_ID'.*	This issue usually occurs because in the input file, the reference ID for **Employee** references *Contingent_Worker_ID* instead of *Employee_ID*. Workday populates the EIB input file with the reference ID type for the first valid type that it finds. Workday selects the ID based on alphabetical order. To resolve this issue, change the value in cell D4 from *Contingent_Worker_ID* to **Employee_ID**.
The EIB issues an error *Invalid Attribute Generation_Source-urn:com.workday/bsvc for element ACA_1095-C_Form (6$89256).*	This issue occurs if there's a value in the **Generation Source** column of the EIB input file. Remove any values in this column.
The EIB issues error: *Enter a 2-digit number from 00-12 for Plan Start Month.*	This issue might occur if you're entering a 1-digit number (Example: 1) instead of a 2-digit number (01). To resolve this issue: 1. Edit the EIB input file.

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Issue	Cause and Solution
	2. Click the column for Plan Start Month (this column is column R if using the latest EIB version). 3. Format Cells and select Text. 4. Then if you're entering a single digit month, reenter it with the leading 0. Example, enter 01 instead of 1.
The EIB issues an error *Invalid boolean value=Yes for type All 12 Months Bool*.	This issue occurs if you specify the value Yes or No in the **All 12 Months** column (column BN) of the EIB input file. Instead, you need to specify *Y* or *N*.
The EIB completes successfully, however no updates got made.	1. Ensure that you didn't run the EIB in validation mode. 2. If you specified **covered individual reference** values in the EIB input file, ensure that they're correct. a. The reference IDs aren't the same across all tenants, and the IDs get regenerated each time you create the 1095 data. Use the **View 1095-C Form Recipient Data** report to validate the values. b. You don't need to supply the reference IDs if SSNs get unmasked and are for existing covered individuals. 3. Ensure that you're using the latest web service version. If you aren't certain, create a new EIB, which will pick up the latest web service version. 4. Also, note that EIB creates corrections only if there's a change in worker data to what you sent previously. If no changes get detected in the incoming record, it gets ignored.
The EIB completes with some errors. However I don't see the updates in the tenant, for the entries that got successfully processed.	For some of the Import Web Service operations, such as this operation, the load is all or nothing for each given header key value. Workday processes all the entries for a given header key in 1 batch. Therefore you must resolve all errors before the entries get loaded.
The EIB is adding duplicate entries for an employee or external recipient instead of updating the existing entries.	If you're updating an employee, ensure that the employee ID gets specified in the input file (Column D). If you're updating an external recipient, ensure that the External 1095-C Recipient ID gets specified in the input file (Column E). If these fields are empty, the web service assumes it's a new entry.

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Issue	Cause and Solution
When importing **corrections**, the EIB issues the error *This 1095-C cannot be added or updated because the Integration Event is in Processing. Please wait until all transmissions for the Integration Event are either Accepted or Accepted with Errors.*	You can't use the EIB to import 1095-C data if any of the transmissions aren't in **Accepted or Accepted with Error** status. Check the status: • Check the status of the transmission using the **ACA Transmission Status Report**. • If you think that the transmission has the incorrect status, launch the integration again in Check Status mode. This action returns the status of the transmission from the IRS. It might take 2-3 days for the IRS to process your data during busy times, so check the status every few hours. See: Concept: Affordable Care Act (ACA) Connectors
When importing **corrections**, the EIB issues an error similar to *ERROR: com.workday.index.DuplicateIndexException: Duplicate insert on index: ACA Report Form Box (Dependent Month Based)-ID-Covered Individual Box ID (95$3951), value: CoveredIndividual-….*	If this error occurs, we recommend you: 1. Remove the Covered Individual Reference values in the EIB input file. 2. Unmask all SSNs in the EIB input file for the covered individuals. 3. Rerun the EIB.
After importing **corrections**, you can't locate them in Workday.	This issue occurs if you run the **Create 1095C/1094C Data(Corrections)** task after uploading EIB corrections. The task will revert the changes created through EIB.
EIB issues these errors: • *Could not retrieve a file with the label: EIB Transformation* • **Empty message received on step id CopyInputFile.**	Check the header and line keys in the EIB input file. Some rows might not have line key or header key values. Alternately, you're specifying header key values in worksheet2 that are invalid in worksheet1(or the other way around).
There's no option to launch the EIB.	If you run the report **View Security for Securable Item** and search for securable item **import 1095-c**, it will display you that you need **Put** access to domain security policy **Process: ACA Tax Filing 1094-C/1095-C (Run)-USA)** to use the web service. To resolve the issue, add the appropriate security groups to the above domain with **Put** access. Then activate the change.
The EIB issues an error *Enter a 5-digit numerical value for zip code*.	This error is triggered by a specific 2-part check on Line 17. You can't leave this field empty, and you must enter a 5-digit numerical ZIP code. Per the IRS guidelines: • Line 17 Logic: When codes *1L*, *1M*, *1N*, *1O*, *1P*, *1Q*, *1T*, or *1U* are used, Line 17 must populate with the ZIP code used to identify the lowest cost silver plan. • ZIP Code Determination: For codes *1L*, *1M*, *1N*, or *1T*: Use the employee's residence

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Issue	Cause and Solution
	ZIP code. For codes *1O*, *1P*, *1Q*, or *1U*: Use the employee's primary site of employment ZIP code (Work Location Safe Harbor).

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries.
- If you have inadvertently uploaded incorrect entries, rerun the EIB using an input file with same workers and corrected data.
- To delete ACA data, use task **Delete ACA 1095-C/1094-C Data**. If you do so, it will delete all data. You'll need to start all over using the **Create 1094-C/1095-C** data and then use the EIB again to import any updates.

For reference documentation for all web services including Import 1095-C Form Recipients Data, see Operation Directory.

Sample EIB Input Files

Import_1095-C_Form_Recipients_Data-WD35-Example1-One-Company

Import_1095-C_Form_Recipients_Data-WD35-Example2-Multiple-Companies

Concept: Put Benefit Individual Rate EIB

Background

You can use this EIB to update benefit individual rates for employees. These rates are calculated outside of Workday.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

This EIB doesn't create benefit events. Before you use this EIB, ensure that there's a benefit event in Workday for each employee.

Equivalent Workday Task

The **Manage Individual Rates** task is the equivalent task.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Manage: Benefits for Organizations* domain in the Benefits functional area to run this EIB.

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<table>
<tr>
<td>Additional Input File Guidelines</td>
<td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Specify a unique value for each Benefit Individual Rate.</td></tr>
<tr><td>Benefit Individual Rate</td><td>Leave blank.</td></tr>
<tr><td>Benefit Individual Rate ID</td><td>Use a custom report to identify the value.</td></tr>
</table>

If you need to change the rate for existing coverage, we recommend that you first create a new benefit event for when the new rate becomes effective. Then use this EIB to update the rate associated with the new event.
Although this web service provides the ability to generate with data, this feature isn’t particularly helpful for this EIB. There’s no employee ID field populated in the EIB input file, making it difficult to identify the employee associated with each entry. Instead, there's a Benefit Individual Rate ID in the EIB input file, which links to the employee’s ID and rate. For this reason, it's better to use a custom report to help you populate the EIB input file, as it will display the Benefit Individual Rate ID in EIB input file with the employee that it belongs to. If you still choose to generate with data:

From related actions of your EIB, select Template Model > View.
Select Edit Template with Data Options.
Set the filter to Condition Rule Filter.
Add a rule condition that picks up all entries. Example: Always True (Workday Delivered) isn't blank.
Regenerate the template.
Use a custom report to identify the employees associated with each entry in the EIB input file. You can use the Excel vlookup tool to link the Benefit Individual Rate ID with the employee.

</td>
</tr>
</table>

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Common Issues and Errors

Issue	Cause and Solution
There's no column to populate Employee ID in the EIB input file.	This EIB doesn't use employee ID. Instead, populate Benefit Individual Rate ID, which is linked to the employee.
EIB issues an error like this: *Validation error occurred. This web service can only be used to update existing Individual Rates. Please make sure the Benefit Individual Rate ID is a valid one. ADDITIONAL_BENEFITS_INDIVIDUAL_RATE-1-12345.*	The reference ID value in the Benefit Individual Rate ID field is invalid. Verify the Benefit Individual Rate ID you populated in the EIB input file is correct.
Unable to launch the EIB	This issue is most likely security-related.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to update individual rates. You can't delete entries.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you've inadvertently uploaded incorrect entries, rerun the EIB with the correct amounts.

For reference documentation for all web services including Put Benefit Individual Rate, see Operation Directory.

Sample EIB Input File

Put_Benefit_Individual_Rate-WD37

Concept: Put Health Care Rate EIB

Background

You can use this EIB to add or update health care rates.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

This EIB loads calculated health care rates only. You can't use it to update rates that require configuration directly on health care plans. Those rates still require a manual update.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Health Care Rate
- Edit Health Care Rate

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EIB Input File Guidelines

<table>
<tr>
<td>Web Service Version and Security Configuration Guidelines</td>
<td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by

From related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you’re using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Set Up: Benefits domain in the Benefits functional area to run this EIB.

</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Health Care Rate EIB. See: Example: Generate EIB Spreadsheet Template with Data .
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Specify a unique value for each Health Care Rate. All entries for a given Health Care Rate should have the same spreadsheet key value.</td></tr>
<tr><td>Health Care Rate (column C)</td><td>Leave blank.</td></tr>
<tr><td>Effective Date:</td><td>Effective date of health care rate. If you want to update existing entries, populate the same effective date that the health care rate is currently using.</td></tr>
<tr><td>Health Care Rate ID (column E)</td><td>If updating an existing health care rate, enter the reference id value.</td></tr>
</table>

</td>
</tr>
</table>

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Field	Considerations
	The best way to get this information is to use the *Generate Spreadsheet with Data* functionality. If you're creating a new health care rate, you can enter a value, or else leave it blank and the EIB will automatically assign a value.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it appears that it didn't load the data.	Check and confirm: 1. You didn't run the EIB in Validate Only mode. 2. The effective date in the EIB input file is accurate.
EIB issues an error like this: *Benefit Rate Name already in use*	If loading rates for an existing Benefit Rate, it's considered an update. You'll need to populate the existing **Health Care Rate ID** in the EIB input file (column E).
Unable to launch the EIB	This issue is most likely security-related. When running the report View Security for Securable Item for securable item *Put Health Care Rate (Web Service)*, you'll see that you need Put access to domain security policy *Set Up: Benefits*. To change the security, complete these steps: 1. Edit domain security policy for *Set Up: Benefits* 2. Confirm you have Put access to the domain. Ideally you should have access through an unconstrained security group. 3. Activate the security change

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new health care rates or update existing health care rates. You can't delete the health care rates nor can you delete the rate bands.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you have inadvertently uploaded incorrect entries, there are options to correct the information:
    - Rerun the EIB and update with the corrected healthcare rate information (you might need to use the Generate Spreadsheet with Data option to populate the spreadsheet with the existing

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data). When you update the data, use the same effective date you used when you previously loaded the data to ensure that the incorrect data gets replaced.

If you can't find a way to easily correct the loaded health care rate, another option is to start fresh by:

1. Manually edit the health care rate and rename it to indicate that you shouldn't use it anymore. Example: You could add *DNU* to the beginning of the name.
2. Use the EIB to create a brand new health care rate with the correct information.
3. Edit the benefit plan that uses the health care rate and change it to use the newly created health care rate.

For reference documentation for all web services including Put Health Care Rate, see Operation Directory.

Sample EIB Input File

Put_Health_Care_Rate-WD35

Cash Management EIBs

Concept: Submit Payment Election Enrollment EIB

Background

You can use this EIB to replace a worker's current payment elections with new elections.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Maintain Payment Elections for Worker.
- On the related actions menu of the worker profile, select **Pay > Payment Elections**.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by 1. From related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version.

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	• You must have access to these domains to run this EIB: • *Manage: Payment Election* domain in the Express functional area. • *Worker Data: Payroll (Payment Elections)* domain in the Core Payroll functional area. • *Worder Data: Payroll Interface (Payment Elections)* domain in the Payroll Interface functional area.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • Important notes regarding this web service: • When you load payment elections for a given worker, the EIB is expecting the input file to include ALL elections for the worker. That is, existing elections and any new or updated elections for the worker. If you don't include existing elections, the web service assumes that you want them removed. • It's normally not possible to retain in-progress and unused bank accounts for a worker when using this EIB. • Due to the above behavior of this web service, we suggest you thoroughly test in Sandbox before loading the EIB in your Production tenant • You can distribute payments to multiple accounts by creating multiple rows for a single payment election rule. The distribution amount for the payment election rule must add up to 100 or one of the last accounts must be marked as distribution balance. Example: To distribute half of a worker's regular payments to 1 account and split the remainder evenly between 2 others, add rows to the template with **Payment Election Rule** set to *Regular Payments* to the appropriate account numbers, with a **Distribution Percentage** of *0.50* on the first, *0.25* on the second, and *Y* for **Distribution Balance** on the third. • You can use the **Integration IDs** report to help identify reference id values needed to populate the EIB input file. Example: You can search these business objects, from

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the Integration IDs report, to get a list of values and reference ids:

- *Bank Account Type*
- *Payment Type*
- *Payment Election Rule*

- As you populate these fields in the input file, consider:

Field	Considerations
Spreadsheet Key	Specify a unique value for each worker.
Row#	The row number can be tricky to populate, especially if the worker has multiple pay types and is using split distributions. You might find it helpful to review the attached sample input file to determine how to populate the row numbers.
Retain Unused Worker Bank Accounts	This field can be a bit misleading as it implies that you're able to keep the worker's unused bank accounts. However, make note of the full description for this field. While True, the request won't remove any existing and unused Worker Bank Accounts in the most recently Completed Enrollment (not including In-Progress Enrollments). If you're using the Worker Bank Account but don't reference it in the incoming

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Field	Considerations
	request, then the EIB removes the Worker Bank Account regardless of this attribute. While False, the request will remove all Worker Bank Accounts not assigned to a Payment Election.
Auto Complete	This flag controls whether the business process skips approvals, reviews, to do steps and notifications. Set to *Y* to skip.
Role ID	Specify the Employee or Contingent worker. Note that if you're adding payment elections for both employees and contingent workers, you might find it helpful to split the columns using the *Separate Type Column* option as described in Customize EIB Spreadsheet Template. By doing this, you can list both employees and contingent workers in the same input file.

- Refer to the attached sample input file for examples, as this file will help in determining how you need to populate other fields within the input file.

Common Issues and Errors

Issue	Cause and Solution
The EIB is unexpectedly removing the worker's previous payment elections.	This EIB is expecting you to include all elections (new and existing) in the input file. If you don't include existing elections, the EIB assumes you

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Issue	Cause and Solution
	want them removed. If you inadvertently remove the worker's payment elections, mass rescind the business process events. Then correct the input file and reload.
The EIB is unexpectedly removing bank accounts that aren't part of the current payment elections.	As noted in the *Additional Input File Guidelines* section, it's normally not possible to retain in-progress or unused bank accounts when using this EIB. If you inadvertently removed this information, mass rescind the business process events. Then correct the input file and reload
The EIB issues error: *You must have the balance option selected for the last election or the percentage must add up to 100%*.	There's 1 of 2 possible issues that could trigger this error: 1. The EIB input file specified percentages don't add up to 100%. 2. Or the EIB input file specified amounts but didn't select *balance* for the last entry for the worker. Check the last 3 columns in the input file to make certain the EIB properly populate Distribution Amount, Distribution Percentage, and Distribution Balance.

Business Processes

Payment Election Enrollment Event.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables only *replace all payment elections* capability for each worker, therefore, you can't selectively delete or modify specific payment elections for a worker. The only option is to reload all the worker's payment elections each time you need to make a payment election modification for a worker.

If you've inadvertently uploaded incorrect entries, an option would be to use task **Mass Rescind Business Processes** (or **Mass Cancel** if the events are still in progress), to remove the entries. There's currently no Business Processes Loaded by EIB option available when using the mass cancel or mass rescind tasks for this web service. Instead, you can:

- Make certain you have the necessary permission to cancel or rescind. If you're not certain, check the business process security policy for business process *Payment Election Enrollment Event* to make certain that rescind and cancel sections specify the appropriate security groups.
- Enter the task that you need to use. That is, **Mass Rescind Business Processes** or **Mass Cancel Business Processes**
- Go to the business process types prompt and enter *Payment Election Enrollment Event*.
- Then select the date range used for the EIB to find the events that you need to cancel or rescind.

For reference documentation for all web services including Submit Payment Election Enrollment, see Operation Directory.

Sample EIB Input File

Submit_Payment_Election_Enrollment-WD31

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Compensation EIBs

Concept: Import Eligible Earnings Override EIB

Background

You can use this EIB to add or update eligible earnings override information for an employee.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

If you have an in-progress bonus process with configured participation rules, then that process will interact with the eligible earnings in this EIB.

Equivalent Workday Task

The **Create Eligible Earnings Override** task is the equivalent task.

EIB Input File Guidelines

<table>
<tr><td>Web Service Version and Security Configuration Guidelines</td><td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by:

From the related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you're using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Set Up: Compensation Management domain in the Advanced Compensational functional area to run this EIB.

</td></tr>
<tr><td>Additional Input File Guidelines</td><td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
As you populate these fields on the Import Eligible Earnings Override worksheet in the input file, consider:

There should be just 1 entry in this worksheet.

<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td></td></tr>
<tr><td>Eligible Earnings Override Period</td><td>To find the reference id for the Eligible Earnings Override Period:</td></tr>
</table>

</td></tr>
</table>

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Field	Considerations
	1. Run the **View Eligible Earnings Override Period** report. 2. From the related actions of the period you wish to use, select **Integration IDs > View IDs**.
Eligible Earnings	Leave this field blank.
Eligible Earnings ID	This field is optional when creating a new entry. If you're creating a new earnings override, you can enter a value here if you wish to assign the ID. However, you can also leave the field blank and the web service will assign a value.When updating an existing earnings override, you must specify the **Eligible Earnings ID.**
Employee	You might want to change the value in cell F4 from **Contingent_Worker_ID** to **Employee_ID**.

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Field	Considerations
Position	Only required if the employee has multiple positions.
Apply to All Bonus Plans	Enter Y or N depending on whether it applies to all bonus plans.
Restrict to Bonus Plans	To restrict this entry to bonus plans, enter them here (enter each bonus plan on a separate line). If you enter a value in this field, then the **Apply to All Bonus Plans** field must be value N.
Amount	Enter the amount.
Currency	Enter the Currency code. To find the value, you can run the Integration IDs report and search for the **Currency** business object.

Common Issues and Errors

Issue	Cause and Solution
EIB completes successfully but no data loads, or just the first entry in the EIB input file loads.	You can: 1. Make certain there's a different line key value populated for each unique employee and position combination. If you use the same line key value for all the entries, then only the first entry in the EIB input file will get processed. 2. You can run the **Eligible Earnings Override** report to verify that the values display correctly in this report. This action

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Issue	Cause and Solution
	will verify that EIB loads the data is properly. 3. If the amounts only reflect incorrectly in the bonus process: • Verify that the compensation grid includes the **Eligible Earnings** field. • Make certain that the bonus plan specified in the EIB input file is using eligible earnings override as a compensation basis. • Verify that the correct eligible earnings period displays. 4. If the issue persists after checking steps 1 to 3, test manually by entering the eligible earnings override for one of the employees. This test will help determine whether the issue is specific to the web service.
The EIB completes with errors for just some of the eligible earnings overrides loaded. However, you find that none of the entries loaded, even the eligible earnings overrides where no errors appeared.	This issue occurs for this Import web service since a background process loads the data. Make certain all errors get addressed before you load all the eligible earnings overrides.
EIB fails with error: *The Eligible Earnings Override Period is currently in use by another Import Web Service. Please wait for that one to finish before starting another.*	You can: 1. Make certain that no one else is updating the eligible earning overrides, through User Interface or another integration, while you're running the EIB. 2. If the issue persists after checking steps 1 and 2, open a case with Workday Support.
The EIB fails with these 3 errors: • *Position submitted is not filled as of the effective date.* • *The entered information does not meet the restrictions defined for this field. (Employee_Reference).* • *The job is not valid for the employee.*	Make certain you aren't performing an override on your own employee ID. If you are, have someone else enter the override value for you, or configure the EIB to have an Integration System User (ISU) run it.
The EIB fails with these 2 errors: • *Position submitted is not filled as of the effective date.* • *The job is not valid for the employee.*	Make certain you have unconstrained access to the domain security policy that secures web service (**Set Up: Compensation Management**).
The EIB fails with these 3 errors: • *Position submitted is not filled as of the effective date.* • *The employee you have selected has more than one job. You must supply the job to which this operation applies.* • *The job is not valid for the employee*	These issues can occur if the worker has more than 1 position, but you don't populate the position value. Check the employee and if there are multiple positions, populate the appropriate position in column G.

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Issue	Cause and Solution
The EIB fails with error: *Duplicates exist for Eligible Earnings ID. Eligible Earnings IDs should be unique.*	If you specify an Eligible Earnings ID in the EIB input file, it must be unique for each worker. Otherwise you'll receive this error. Verify there's a unique value for each worker in column E (if worker has multiple positions, you need a unique eligible earnings ID for each worker/position combination).
Unable to launch the EIB	When running report **View Security for Securable Items**, you'll see that you need Put access to domain security policy **Set Up: Compensation Management** to run this EIB. Add the access and activate the change. Then retest.
The EIB fails with these 2 errors: • *Could not retrieve a file with the label: EIB Transformation* • *Empty message received on step id CopyInputFile.*	This issue occurs if the Line Key values are missing in your EIB input file. To resolve the issue, check the Line Key values in column C of the Eligible Earnings worksheet and make certain there's a value populated for each entry.
Unable to update an existing Eligible Earnings Override entry.	When updating an existing Eligible Earnings Override entry, the Eligible Earnings ID field is required.
The EIB fails with these 3 errors: • *An Eligible Earninngs Override for worker [worker_id] already exists for the selected eligible earnings period and plan.* • *A worker can have more than 1 eligible earnings override for the same period if the plans differ. Select a different plan for the worker.* • *Worker [worker_id] already has eligible earnings defined for the period (PERIOD). You may edit the eligible earnings to restrict it to specific bonus and stock plans or create new eligible earnings for a different period.*	This error occurs when you try to create a new eligible earnings override for a worker and period where one already exists. You can either update the existing eligible earnings override (using its Eligible Earnings ID) or create a new eligible earnings override for a different period.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to create or update eligible earnings overrides. You can't remove eligible earnings overrides.
- There's no rescind or cancel option since this web service doesn't use a business process.
- If you've inadvertently uploaded incorrect entries, update the entries to specify the correct information.

For reference documentation for all web services including Import Eligible Earnings Override, see Operation Directory.

Sample EIB Input File

Import_Eligible_Earnings_Override-WD33

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Concept: Put Compensation Eligibility Rule EIB

Background

You can use this EIB to create or update a compensation eligibility rule.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Compensation Eligibility Rule
- Edit Compensation Eligibility Rule

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by 1. From related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Set Up: Compensation* domain in the Core Compensation functional area to run this EIB.
Guidelines for Modifying the EIB Template	Modify the template to specify multiple types of fields in the EIB input file. 1. From the related actions of your EIB, select **Template Model > View**. 2. On the left window pane, click **Condition Item Data+**. 3. On the right window pane, locate **Source External Field**. 4. From related actions of the magnifying glass next to Source External Field select **Template Model Column Edit Details**. 5. Select the **Reference ID Type as Separate Column** check box. 6. Click **OK**. 7. Regenerate the template with data.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.

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	• To prevent data loss, we recommend that you generate your spreadsheet with data for the Put External Disability Self Identification Record EIB. See: Example: Generate EIB Spreadsheet Template with Data .

Common Issues and Errors

Issue	Cause and Solution
EIB issues this error: *Validation error occurred. The entered information does not meet the restrictions defined for this field. (Relational_Operator_Reference).*	This issue will occur if the EIB file doesn't populate the field *Source External Field*. The default reference id for this field is Calculated_Field_ID. However, the condition rule might be using a different reference ID. And if that happens, then the **Generate Spreadsheet with Data** option doesn't know how to populate Source External Field, leading to the error. To address this issue, see section *Guidelines for Modifying the EIB Template* to use the Separate Column option.
When I generate the spreadsheet with data, it's missing some information.	See the tips in the *Guidelines for Modifying the EIB Template* section about using the Separate Column option.
Unable to launch the EIB	This issue is most likely security-related. When running report **View Security for Securable Item** for securable item *Put Compensation Eligibility Rule (Web Service)*, you need Put access to the *Set Up: Compensation* domain security policy. To change the security, you can: 1. Edit the domain security policy for *Set Up: Compensation*. 2. Make sure you are in a security group that has *Put* access. Ideally, you should be in an unconstrained security group so that you can move any candidate using the web service. 3. Activate the security change.
The EIB fails with one of these errors: • *Validation error occurred. The entered information does not meet the restrictions defined for this field. (Compensation_Plan_Reference).* • *The entered information does not meet the restrictions defined for this field (Compensation_Grade_Reference)*	This issue will occur if the eligibility rule is for an inactive compensation plan or compensation grade. Proceed as follows: 1. Display the eligibility rule. 2. Go to the *Rule Usage* tab. 3. This tab will allow you to check where the rule is used, so that you can identify any inactive plans or grades. You might want to delete the inactive plans/grades or remove the eligibility rule from the plans/grades.
The EIB fails with errors indicating that certain fields can't be used in a Compensation Eligibility Rule. Examples:	This issue will occur if you're loading rules that aren't compensation eligibility rules. You can

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Issue	Cause and Solution
• *Validation error occurred. The field(s) Expense Items on Expense Report cannot be used in a Compensation Eligibility Rule.* • *Validation error occurred. The field(s) Country cannot be used in a Compensation Eligibility Rule.* • *Validation error occurred. The field(s) Status cannot be used in a Compensation Eligibility Rule.*	check if a rule is for compensation by running the Compensation Eligibility Report. If you're using the **Generate Spreadsheet with Data** option, make sure you're adding a condition to the filter to check *Used As = Compensation Eligibility Rule*.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, and delete entries.
- If you have inadvertently uploaded incorrect entries, we suggest you reload the entries with correct information.
- If you need to delete the entries, try one of these options:
    - Delete using the EIB by setting the *Delete* flag to **Y** in the EIB input file (this might not work as the EIB might perceive the rule as in use).
    - If above doesn't work, you could update the compensation eligibility rules and append zzDNU to the beginning of the description so the rules display in the bottom of list.
    - Or you could manually delete the compensation eligibility rules.

For reference documentation for all web services including Put Compensation Eligibility Rule, see Operation Directory.

Sample EIB Input File

Put_Compensation_Eligibility_Rule-WD34_0

Concept: Put Compensation Grade EIB

Background

You can use this EIB to add or update compensation grades including compensation grade profiles, pay ranges, and compensation step information.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Add Compensation Grade Profile
- Create Compensation Grade
- Edit Compensation Grade
- Edit Compensation Grade Profile
- Maintain Compensation Steps

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EIB Input File Guidelines

<table>
<tr>
<td>Web Service Version and Security Configuration Guidelines</td>
<td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by

From related actions of the EIB, select Template Model > View
On the View Template Model page, check the Version field to verify you're using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Set Up: Compensation Packages domain in the Core Compensation functional area to run this EIB.

</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Compensation Grade EIB. See: Example: Generate EIB Spreadsheet Template with Data .
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Specify a unique value for each compensation grade.</td></tr>
<tr><td>Compensation Grade ID (column E)</td><td>If updating an existing compensation grade, populate this field with the reference id of the compensation grade. If adding a new compensation grade, you can leave this field blank and the web service will autoassign the id. Or if you prefer, you can enter a value (if creating a new compensation grade, make</td></tr>
</table>

</td>
</tr>
</table>

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Field	Considerations
	certain you assign a value that isn’t already in use).
Delete	There are multiple delete fields in the EIB input file, as you can delete different components of the compensation grade such as profiles, pay ranges and steps. But note that you can delete these components only if they aren’t in use. Also, you can't delete the compensation grade through the web service. However, if you've never used the grade, you do have the option of manually deleting it.
Inactive	There are 2 inactive fields in the EIB input file since you can inactivate the compensation grade or the compensation profile.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it appears that the data wasn't loaded.	There are a few different reasons that this issue might occur. Check to make sure: 1. You populated the spreadsheet key value in the EIB input file 2. If you specified an effective date, make certain that there's not already another change for the compensation grade with a newer effective date: if so, that change will take precedence since it’s more recent. 3. You're not running the EIB in validate-only mode

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Issue	Cause and Solution
Unable to launch the EIB.	This issue is most likely security-related. When running report **View Security for Securable Item** for securable item *Put Compensation Grade (Web Service)*, you'll see that you need access to domain *Set Up: Compensation Packages*. To change the security: 1. Edit the domain security policy for *Set Up: Compensation Packages*. 2. Make certain you're in a security group that has Put access (ideally you should have access through an unconstrained security group). 3. Activate the security change.
I can't find a way to delete the compensation grade using the EIB.	You can't delete compensation grades with this EIB, but you can inactivate them. See *Use Cases and Guidelines for Recovering from a Bad Load* section.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new compensation grades or update existing compensation grades.
- You can't delete compensation grades. However, you can inactivate them. Also, you can delete and inactivate some components of the compensation grade such as profiles, pay ranges and steps.
- This EIB doesn't use a business process, therefore there's no option to rescind or cancel. If you inadvertently uploaded incorrect compensation grades that you want to delete, there are 2 options:
    - Update the compensation grades and set them to *Inactive*. You can also update the compensation name and add *zDNU* to the beginning of the name.
    - Or, manually delete the compensation grades.

For reference documentation for all web services including Put Compensation Grade, see Operation Directory.

Sample EIB Input File

Put_Compensation_Grade-WD34_0

Concept: Put EEO Data Record EIB

Background

You can use this EIB to upload W-2 Box 1 and EEO hours worked data for the Equal Employment Opportunity Commission (EEOC), helping you to meet U.S. regulatory reporting requirements.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

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EIB Input File Guidelines

<table>
<tr><td>Web Service Version and Security Configuration Guidelines</td><td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by

From related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you're using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Reports:EEO Compliance domain in the Regulatory Reporting (HCM) functional area to run this EIB.

</td></tr>
<tr><td>Additional Input File Guidelines</td><td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:
There are 3 sections below that cover creating, updating, and deleting entries. Note that if updating or deleting entries, you might find it helpful to create a custom report to help you populate the EIB input file. Refer to the Sample EIB Input File section for an example.
Creating New Entries: Spreadsheet Key, Employee ID, Calendar Year, Company, and at least W-2 Box 1 or EEO Hours Worked are required fields if your goal is to create new external EEO data records. As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Use a unique value for each EEO data record.</td></tr>
<tr><td>External EEO-1 Data</td><td>Leave blank.</td></tr>
<tr><td>Reference Record</td><td>Use a unique value for each EEO data record. You can leave this field blank if you would like Workday to automatically generate the key. However, we recommend</td></tr>
</table>

</td></tr>
</table>

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Field	Considerations
	you populate the value as it will make it easier to apply subsequent updates, if needed.
Employee ID	Enter the Employee ID.
Calendar Year	Enter 2017 or later.
Company	Enter Company_Reference_ID, Organization_Reference_ID, or WID.
W-2 Box 1	Enter an employee's W-2 Box 1 information. Workday Payroll customers don't need to enter this information.
EE Hours Worked	Enter in either the actual hours worked or proxy hours worked.

- **Updating Existing Entries:** If your goal is to update an existing external EEO data record, then *Employee ID*, *Calendar Year*, *External EEO-1 Data*, and *Company* are required fields along with the updated fields. Details are as follows:

  Note: To clear out any unwanted fields, enter zero. As you populate these fields in the input file, consider:

Field	Considerations
Spreadsheet Key	Use a unique value for each EEO data record.
External EEO-1 Data	Enter the reference record value that you used when you added the entry. If you don't know the value, you can run the Integration IDs report and search business object *External EEO-1 Data* for a list of all the existing EEO-1

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Field	Considerations
	entries and their reference IDs.
Employee ID	Enter Employee ID.
Calendar Year	Enter 2017 or later.
Company	Enter Company_Reference_ID, Organization_Reference_ID, or WID.
W-2 Box 1	Enter new value or enter zero to clear out a previous value.
EE Hours Worked	Enter new value or enter zero to clear out a previous value.

- **Deleting Existing Entries:** If your goal is to delete an existing external EEO data record, then *Spreadsheet Key*, *Delete Flag*, *External EEO-1 Data* and *Delete* are required fields. As you populate these fields in the input file, consider:

Field	Considerations
Spreadsheet Key	Use a unique value for each EEO data record.
External EEO-1 Data	Enter the reference record value that you used when you added the entry. If you don't know the value, you can run the Integration IDs report and search business object External EEO-1 Data. This search will provide a list of all the existing EEO-1 entries and their reference IDs.
Delete	Enter *Y*.

Common Issues and Errors

Issue	Cause and Solution
Unable to launch the EIB	You can:

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Issue	Cause and Solution
	• Edit **Domain Security Policy Permissions** for Report: EEO Compliance. • Add the appropriate security groups to the Integration Permissions. • Activate the change.
Receive this error when attempting to generate the template: *View your template model and configure a filter using the Edit Template with Data Options button.*	Don't check the **Generate Spreadsheet with Data** option. Note that if you check this check box, then you need to provide a filter specifying the existing data that you want populated in the EIB template.
The EIB completes successfully. However, you don't see EEO Hours Worked in reports.	This issue will occur if you don't have W-2 Box 1 data since Workday categorizes Hours Worked by pay bands. For non-Workday Payroll customers to correct the problem, you must upload W-2 Box 1 data for all employees missing from reports.
The EIB completes successfully. However, you don't see W-2 Box 1 data that the EIB uploaded.	This issue will occur if you're a Workday Payroll customer. Workday will automatically retrieve W-2 Box 1 data from the employee's profile. If no data exists in the employee's profile, then the Workday uses the external W-2 Box 1 data.
EIB issues this error: *Validation error occurred. This employee already has an EEO1 Record for that Company and Calendar Year.*	There's already an EEO entry for the employee that you're loading. If updating an existing entry, make certain you're supplying the correct *External EEO-1 Data* value that the EIB assigned when the entry initially loaded. You can try to find the entry by running the **Integration IDs** report and search business object External EEO-1 Data. This search will provide a list of all the existing EEO-1 entries and their reference IDs.

Workday Reports Used to Report Information Loaded by This EIB

1. EEO-1 Component 2 Employee Data
2. EEO-1 Component 2 Employee Data by Establishment or Location

Note: You need access to domain security policy *Reports: EEO Compliance* to access these reports.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, or delete entries.
- Note that this web service doesn't use a business process. If you inadvertently uploaded incorrect entries, rescind isn't an option. However, you have 2 options:
    - Use the *Delete* option in the EIB input.
        - Refer to the attached EIB input file for an example of how to remove an entry.
    - Update the existing entry and populate the correct values.
        - Refer to the attached EIB input file for an example of how to update an existing entry.

For reference documentation for all web services including Put EEO Data Record, see Operation Directory.

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Sample EIB Input File

Put_EEO_Data_Record-WD33

Concept: Request Compensation Change EIB

Background

You can use this EIB to request a compensation change for an employee using the *Request Compensation Change* business process. You can't use this EIB to request a compensation change for yourself.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Request Compensation Change
- From the related actions menu of the worker profile, select **Compensation > Request Compensation Change**.

You can also perform mass compensation changes through:

- Remove Compensation Plans from Employees.
- Rollout Compensation Plans to Employees.

EIB Input File Guidelines

<table>
<tr>
<td>Web Service Version and Security Configuration Guidelines</td>
<td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by:

From related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you’re using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Request Compensation Change business process in the Core Compensation functional area to run this EIB.

</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Specify a unique value for each employee.</td></tr>
</table>

</td>
</tr>
</table>

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Field	Considerations
Reason	Most likely, you'll want to change the reference id, in cell H4, from *Benefits_Event_Subcategory_ID* to *General_Event_Subcategory_ID*. To get a list of reasons and their reference code values, navigate to **View Reference IDs > Business Object: General Event Subcategory** and then find the *Request Compensation Change* reason you need.

- If you need to remove compensation plans, there are sections at the end of the input file that enable you to remove plan data. See the examples in the attached EIB input file. If you plan on replacing existing compensation plans with other plans, then the other option you can take is to use the **Replace All** option. Example: If you want to replace a couple of the employee's allowance plans with another allowance plan, then check the **Replace All** option in the Allowance Plan section of the input file and populate information for the new allowance plan.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but you don't see the compensation changes you loaded.	Most likely the business process events are still in progress as one of the steps didn't complete. You can: 1. Make certain you're specifying *Automatic Processing* in the *Overview* tab of the EIB input file. 2. Check the business process definition. If there are action steps that the EIB should skip, add a condition rule *External Load=N*.
The EIB issues an error such as: *Validation error occurred. Invalid ID value. "Request_Compensation_Change_Adjustment_Ad-*	Check the reference id that you're using for **Reason**. In cell H4, change the value from *Benefits_Event_Subcategory_ID* to *General_Event_Subcategory_ID*.

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Issue	Cause and Solution
hoc' isn't a valid ID value for type = 'Benefits_Event_Subcategory_ID'.	
The EIB issues this error: *Validation error occurred. Multiple Element Contents, including Request Compensation Change Data/ d1/Event Effective Date [DT(day)[LD]], contain data where only one is allowed by mutex Request Compensation Change Data.*	This error occurs if you populate the EIB input file with both a *Compensation Change Date* and you enter *Y* for field **Compensation Change On Next Pay Period***: if you specify a Compensation Change Date, then you need to enter *N* for **Compensation Change On Next Pay Period***.
The EIB issues an error such as: *Validation error occurred. Multiple Element Contents, including Proposed Base Pay Plan Assignment Data/ b2/Percent Change [NM], contain data where only one is allowed by mutex Proposed Base Pay Plan Assignment Data.*	This error will occur if you're providing too much information for the plan. Note that some of the plans enable you to populate either an amount, a percent change, or an amount change. Be sure you're populating only one of these fields.
The EIB issues an error like this: *Plan ABC doesn't allow for individual overrides.*	This error occurs when you configure the allowance plan for no override. Therefore the input file isn't expecting any parameters to be passed. Below are the options to resolve this issue: • Option 1: If it's acceptable to use the value assigned to the allowance plan, then just remove the value from the input file. • Option 2: If you need to override the value, 1 option would be to use *Set Up Allowance Plan Adjustment*. • Option 3: If you need to override the value, another option is to remove the allowance plan, then add a new one with correct values.
The EIB issues this error: *Validation error occurred. Compensation step isn't valid for the compensation grade profile.*	This error will occur if changing to a compensation grade/profile that doesn't use steps. If there shouldn't be a step, then set the step value to *{empty}*.
EIB performs slowly.	This issue can occur when you have in progress merit events. The web service then needs to examine each of the participation rules within the event and runs all the eligibility rules. It also needs to process the participation options if the eligibility rule evaluates to true. To determine if you have in progress merit requests, run the **Compensation Review Process Status** report. At the *Compensation Review Process* prompt, check for any reviews with *In Progress* status. Also, if loading more than 1,000 compensation requests, you might want to consider using **Import Request Compensation Change**. It's designed for importing high volumes of compensation changes.

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Business Processes

Request Compensation Change.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, delete, and replace entries.
- If you've inadvertently uploaded incorrect entries, use task **Mass Cancel Business Processes** or **Mass Rescind Business Processes** (depending on whether the business process event is completed or in progress). You can then select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind. Or the other option is to enter *Request Compensation Change* at the Business Process Types prompt, and enter a date range that you ran the EIB.

For reference documentation for all web services including Request Compensation Change, see Operation Directory.

Sample EIB Input Files

Request_Compensation_Change_v47.0.xlsx

Concept: Request One-Time Payment EIB

Background

You can use this EIB to request a one-time payment for an employee.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

The **Request One-Time Payment** task is the equivalent task.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Request One-Time Payment* business process in the Core Compensation functional area to run this EIB.
Modifying the EIB Template to Add Additional Worktag Fields	• If you need to populate multiple worktags for the one-time payments, you'll want to add additional worktag fields to your spreadsheet for each worktag you use.

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<table>
<tr><td></td><td>

To add worktags:

From the related actions of the EIB, select Template Model > View.
In the left pane, click One Time Payment Sub Data+ .
Click the magnifying glass for One Time Payment Worktags+ row.
From the related actions of the One Time Payment Worktags row, select Template Model Column > Maintain Additional Columns.
Add a row for each possible worktag type that you might be specifying in your EIB input file. Note that you don't have to populate worktag values for all the worktags you specify. Example: If you currently don’t use the Fund worktag but think you might use it in the future, you can add it now to avoid editing the template later.
After you complete the changes, regenerate the template.

</td></tr>
<tr><td>Additional Input File Guidelines</td><td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
As you populate these fields in the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Processing Instruction</td><td>Specify the instruction in the Overview tab of the EIB input file. Use value:

Automatic Processing to skip approval, review, to do steps and to bypass notifications.
Manual Processing if you want the business process event to stop at the approval/ review/to-do steps

</td></tr>
</table>

</td></tr>
</table>

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Field	Considerations
	and send notifications.
Spreadsheet Key	Specify a unique value for each one-time payment.
Employee_ID	Workday requires an Employee ID.
Position	Required field only if the employee has multiple positions.
Effective Date	Effective date of the One-Time Payment. Workday requires this field.
Employee Visibility	Date the employee can view the one-time payment event. Enable the Employee Visibility Date in the HCM tenant settings.
Reason	You'll need to change the reference id type (cell G4) from *Benefit_Event_Subcategory_ID* to *General_Event_Subcategory_ID*. To determine the reference id value, you can run the **View Reference IDs** report and select business object *General Event Subcategory*. Then filter Business Object Instances containing *One-Time Payment*, to find the entries specific to one-time payments.
Row ID	Enter a unique row id value for each bonus plan for a given one-time payment request.

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Field	Considerations
One Time Payment Plan	For a list of the reference id values, run the **View Reference IDs** report and select business object *One-Time Payment Plan*.
Scheduled Payment Date	Date the employee will receive the one-time payment. Workday defaults the effective date if you don't provide a **Scheduled Payment Date**. Enable **Multiple One-Time Payments** on the **Edit Tenant Setup - HCM** task to use this field.
Do Not Pay	If set to *Y*, Workday Payroll doesn't process the payment (this is equivalent to the Send to Payroll field when manually creating a one-time payment).
FLSA Workweek Calendar	Although this field displays as a required field, you shouldn't enter any value.
Worktag	If you need to populate multiple worktags, see *Modifying the EIB Template to Add Additional Worktag Fields* section to add all relevant worktag columns to the EIB template. Also, note that there's no need to populate the related worktags as they'll automatically populate. If

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Field	Considerations
	needed, you can configure worktag type precedence. See Configure Worktag Defaulting for more details.

Common Issues and Errors

Issue	Cause and Solution
The EIB fails with errors such as: • *Position submitted is not filled as of the effective date* • *The job is not valid for the employee* • *The entered information does not meet the restrictions defined for this field (Employee_Reference)*	You can: • Make certain you have security properly configured for business process **Request One-Time Payments.** You need access to initiating action *Request One-Time Payment (Web Service)*. If you have role-based access, you might want to retest with unconstrained access • You'll receive this type of error if you're adding a one-time payment for yourself. The web service and user interface don't permit this action. • If above doesn't help, you might want to manually enter the one-time payment for the employee where you're receiving the error, as the user interface might provide a more descriptive error message, indicating the cause of problem.
The EIB issues an error such as: *The value could not be loaded (decimal precision set to 2).*	Note that decimal precision of the amount must match the currency. You can find the precision for each currency running *View Country Currency*. Also, note that currency precision is Workday Delivered, and you can't configure it.
The EIB issues an error like this: *Validation error occurred. 'Within relationship' is empty for index 95$1943*	Make certain that you're not populating any of the **FLSA Workweek Calendar** fields in the EIB input file. Although these fields display as required, you should leave them blank
The EIB issues this error: *Error: "Validation Error occurred. Scheduled Payment Date must be equal to Event Effective Date when Multiple One-Time Payment is not…"*	Only enter a scheduled payment date value when you've enabled Multiple One Time Payment (MOTP).
The EIB issues an error like this: *Validation error occurred. Invalid ID value. 'One-Time_Payment_Incentive_Bonus' is not a valid ID value for type = 'Benefits_Event_Subcategory_ID'*	Edit the EIB input file and change the reference id type in cell G4, from *Benefit_Event_Subcategory_ID* to *General_Event_Subcategory_ID*.
The EIB loads One-Time Payments for plans that the worker isn't eligible for.	The web service doesn't enforce eligibility rules. We typically use web services as an

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Issue	Cause and Solution
	administrative tool to mass upload large volumes of date because they provide more flexibility.

Business Processes

Request One-Time Payment.

Use Cases and Guidelines for Recovering from a Bad Load

- The web service enables you to add only. You can't change, correct, or delete the One-Time Payment Request through the EIB.
- If you've inadvertently uploaded incorrect entries, the options are:
    - Run **Mass Rescind Business Processes** or **Mass Cancel Business Processes**, depending on whether the business process event completed or is in progress. You can then select the *Business Process Loaded by EIB* option to find the EIB used for the load. Or the other option is to go to the Business Process Types prompt and enter *Request One-Time-Payment*. Then enter the date and time range that you submitted the EIB.
    - The other option would be to manually correct the One-Time Payment Requests from the related action of each event.

For reference documentation for all web services including Request One-Time Payment, see Operation Directory.

Sample EIB Input File

Request_One-Time_Payment-WD34

Compensation Review EIBs

Concept: Import Compensation Review Budget Pools EIB

Background

You can use this EIB to update budget pool, holdback, and reserve information for supervisory organizations.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

If you want to run this EIB, you must do so after completing the distribute pools step of the compensation review event - but before the process fully completes. Your compensation administrator should also have the **Launch Award Proposals** task in their inbox. You can't create holdbacks before the distribute pools step.

For more information about compensation review budget pools in Workday, see Setup Considerations: Compensation Reviews.

Equivalent Workday Task

This EIB is equivalent to updating budget pool information during the distribute pools step of the compensation review event.

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EIB Input File Guidelines

<table>
<tr>
<td>Web Service Version and Security Configuration Guidelines</td>
<td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by:

From the related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you’re using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Process: Compensation Management Events domain in the Advanced Compensation functional area to run this EIB.

</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>

As you populate these fields on the first worksheet of the input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Header Key</td><td>This cell should have a value of 1.</td></tr>
<tr><td>Compensation Review Event</td><td>You can specify the Workday ID (aka WID) or the value for the Compensation_Review_Event_ID To get these values, select Integration IDs->View IDs from related actions of the compensation event.</td></tr>
<tr><td>Include All Organizations</td><td>Select Y to update all organizations in the process. This selection will replace all holdbacks and adjustments accordingly.</td></tr>
</table>
Note: There should be only 1 row in this worksheet, assuming you're updating pools for only 1 compensation review event.

</td>
</tr>
</table>

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- As you populate these fields on the second worksheet of the input file, consider:

Field	Considerations
Header Key	This cell should have a value of *1* for all entries, assuming you're updating pools for only 1 compensation review event.
Line Key	Each organization should have a unique line key value.

Note: You can run the report **Compensation Review Budget Pools** to help you populate this worksheet. This EIB worksheet should contain the same organizations and plans/award types that you see in the Compensation Review Budget Pools report.

Common Issues and Errors

Issue	Cause and Solution
EIB issues one of these errors: • *"Not all organizations are configured in the web service. Please add all organizations prior to proceeding, or use Maintain Pools to adjust select organizations. Missing."* • *"Not all plans/award types are configured in the web services. Please add all plans/award types prior to proceeding or use Maintain Pools to adjust pools."*	This issue occurs if you have not populated all organizations and plans/award types in the input file that are visible in the **Compensation Review Budget Pools** report. If you encounter this error: 1. Run the **Compensation Review Budget Pools** report. 2. Populate the EIB input file with all the organizations and award types included in the report. Make certain each organization has a unique **line key** value. Another option to consider, based on your business requirements, is to set the**Update All Organizations** field, in worksheet 1 of the input file, to *N*.
Error: *"An Import Compensation Review Budget Pool web service has not completed for this Compensation Review Process."*	Make certain you specify only 1 header key value for each compensation review event. If you're importing budget pools for 1 compensation review process, all entries should be header key value *1* (refer to attached example).
The budget amounts loaded for some organizations aren't exactly the same as what was in the EIB input file. Example: they might be off by a penny.	Since Workday calculates pools at an employee level, some rounding can occur.

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Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to load the budget pool information for the organizations within the event. If needed, you can reload the pool information if you need to make corrections or adjustments.

If there were mistakes, the recovery process will depend on what you need to undo or correct. Consider these options:

- Cancel the parent event (example**Initiate Merit Process**).
- Use the**Compensation Review Process Maintain Pools** task.

.

For reference documentation for all web services including Import Compensation Review Budget Pools, see Operations Directory.

Sample EIB Input File

Import_Compensation_Review_Budget_Pools-WD31

Concept: Import Employee Awards EIB

Background

You can use this EIB to update employee awards for a specific employee or employees in a compensation review process.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB

Equivalent Workday Task

The **My Task** item in which planners and compensation administrators make their award recommendations on the grid.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Process: Compensation Management Events* domain in the Advanced Compensation functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.

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- As you populate these fields on the first tab of the input file, consider:

Field	Considerations
Line Key	Employees can have more than 1 line key depending on the award types you're updating.

- Ensure that the spreadsheet contains only 1 row for each compensation review event.
- When an employee is eligible for multiple awards of different types in a compensation review process, you only need to populate the fields that you want to update.
- To remove an existing award for an employee, enter zero in the appropriate field. Example: to change a merit increase % from 3.5% to zero, enter *0* in the **Merit Increase Percent** field.
- If you have a bonus plan set up with Multiple Factors, Workday includes only the discretionary portion of the award on the Get Employee Award Data Outbound EIB. In addition, only the Import Employee Award Inbound EIB can update only the discretionary portion of the award.
- Minimize the time between pulling current budget pools and employee awards and importing new values into the compensation cycle. Minimizing this time is especially important when you include parallel processing rules. To mitigate the risk of planners submitting conflicting award updates, Workday recommends that processing take place only after you submit all organizations.

Common Issues and Errors

Issue	Cause and Solution
The employee awards EIB for a bonus process loaded without error, but the EIB didn't update the data.	If employees have multiple bonus plans in process, specify all bonus plans on the EIB spreadsheet.
Workday returns this error: *Please confirm the compensation review process is in progress and Launch Ensure that you specify the correct Reference ID.*	The compensation review must have a unique Reference ID. Ensure that you specify the correct compensation review process Reference ID in the template. To avoid errors with EIB processing, Workday recommends that you don't change the Initiate Compensation Review business process after launching the event.

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Issue	Cause and Solution
Workday returns this error: *Invalid ID value. 'XXXXX'' is not a valid ID value for type = Contingent_Worker_ID.*	In the **Employee** column of the **Employee Award Data** tab, change the format from *Contingent_Worker_ID* to *Empoyee_ID* before running the EIB.
Workday returns this error: *Invalid ID value. 'XXXXX' is not a valid ID value for type = 'Position_ID.*	For employees who have multiple positions, include both the Employee ID and Position ID on the **Employee Award Data** tab that is associated with the compensation review process.

Use Cases and Guidelines for Recovering from a Bad Load

The *Import Employee Awards* web service operation enables you to load the employee award information for the employees in a compensation review event. You can reload the employee award information if you need to make corrections or adjustments. When you do, the recovery process depends on what you need to undo or correct. You can also reenter the award information on the configurable grid or **Compensation Review Process Search Employees** report.

Sample EIB Input File

Import_Employee_Awards_v47 with sample data (3)

Custom Objects EIBs

Concept: Non Effective-Dated Custom Object EIBs

Background

How to create an EIB for a Non-Effective Dated Custom Object.

You can use this EIB to load Non Effective-Dated Custom Objects. Note that Workday uses REST API for Custom Objects.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

If you're using effective-dated custom objects, then use a different EIB, based on the type of effective-dated object you're using. Examples:

- If you're using an effective dated worker object, use the Edit Worker Additional Data EIB.
- If you're using an effective dated job requisition object, use the Edit Job Requisition Additional Data EIB.

For instructions on creating a custom object, see Create and Edit Custom Object Definitions.

If you plan to populate the custom object using an EIB, specify a **Reference ID** on the *Activate Custom Object* page (this page is the last page that Workday displays when you create a custom object). If you don't supply a Reference ID, you won't be able to create the EIB if it's a multi-instance custom object.

If you're creating a multi-instance custom object, select a Reference ID that makes each entry unique for a given worker. Example: if the Reference ID that you select for a *worker* object is a date field, then you can't add multiple entries with the same date for the same worker.

The Reference ID value that you select must be of type *date*, *number*, or *text*.

When creating an EIB for a non-effective-dated object, perform these steps:

1. Use task **Create EIB** and select **Inbound**.

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2. In the **Data Format** section, select *Custom Object Spreadsheet Template* on the **File Type** prompt, and then select your custom object on the **Custom Object** prompt. If you're unable to find your custom object, refer to the *Common Issues and Errors* section.

Equivalent Workday Task

From the related actions menu of the worker profile, select **Additional Data > Edit**.

Common Issues and Errors

Issue	Cause and Solution
When creating the EIB, the custom object doesn't display in the list	1. Ensure that you have this security access: • Modify access to the*Integration Events* domain. • View access to the *Integration: EIBs* domain. 2. Verify that the custom object is active by accessing the **View Custom Object** task, then selecting the search option to view active custom objects. 3. When you display the custom object, set the **Effective Dated** field to *No*. If you don't set this value, then you need to use a different web service such as **Edit Worker Additional Data**, 4. When you display the custom object, the **Reference ID** field should have a value (if it's a multi-instance object). If you don't see a Reference ID, then delete the custom object and rebuild it. See the *Add/Update/Delete Capabilities for this EIB and how to recover from Bad Load* section of this topic for instructions on how to delete the custom object. Then refer to the *(Requirements for creating Custom Object used by EIB)* section for instructions on how to rebuild the custom object. 5. If the custom object includes a custom instance reference such as *Worker Reference*, you can't use this EIB.
Unable to run EIB in validate only mode	Workday doesn't support Validate mode for custom objects.
EIB issues an error similar to this message: *Validation error occurred in the custom object API: "error":"invalid request: errors have occurred","errors":[{"error": not found:Small"," location":"Line:1, column: 95"}]*	An issue that will cause this error is specifying an invalid *custom list* value in the input file. Also, note that custom list values are case-sensitive. If one of the custom list values is *small* and you specify *Small*, then you'll receive this error.
When you load the data, the EIB fails with an error similar to one of these messages: • *The transformation expected worksheet 'Vehicle & Make for Worker' but encountered worksheet 'Vehicle and Make for Worker. Check that the spreadsheet template is the correct version and/or that the transformation deployed in your environment is the correct version.*	This issue occurs if there are special characters in the name of the custom object. Example: a custom object that is titled *Worker's Shoe Size* or *Vehicle & Make* would cause the error due to the apostrophe and ampersand in the names. See Create and Edit Custom Object Definitions , which states:

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Issue	Cause and Solution
• *The transformation expected worksheet 'Worker's Shoe Size for Wor' but encountered worksheet 'Worker's Shoe Size for Worker'. Check that the spreadsheet template is the correct version and/or that the transformation deployed in your environment is the correct version.*	*Workday recommends that you don't use special characters because it might result in an error when generating an EIB template for the custom object. Examples: forward-slash (/), colon (:), apostrophe (').* Edit the custom object and remove the special character from the name.
After generating an EIB template, you receive one of these errors when you try to open the input file: • *Problem came up in the following area during load: Workbook Setting* • *The file is corrupt and cannot be opened*	This issue occurs if the custom object name contains a special character such as a colon or asterisk. Edit the custom object and remove the special character from the name.
One of these issues occurs: 1. EIB is removing existing entries 2. Or when loading the EIB, the EIB doesn't load all entries, yet Workday returns no errors.	Use **View Custom Object** to review your custom object. Check the value for **Reference ID**. Note that this ID is the value that makes each entry unique for a given worker. Example: if the reference id is a date field, then you can't have 2 entries with the same date for the same worker. If you add an entry within the EIB input file using a date that already exists for the worker, the EIB file value replaces the existing entry. Thus it can seem as if Workday removed an entry. Perform these steps:
EIB issues an error similar to this message: *Validation error occurred in the custom object API: internal error","caseId ":"20aaa626-aec4-4805-8632-c2b11ae0b8c9"*	• Make certain that you populate all required fields in the input file. If you're not certain of which fields the file requires, then manually add the custom object using the Workday UI, to check which fields Workday requires. • This issue can also occur if you've changed the format of the fields in the EIB input file. Example: changing a field from *Text* format to *Percent*. Check the format of the fields in input file and verify that they're correct. Or create a new EIB template. And when you paste in values, use Excel's *paste special* so that you don't paste in any invalid formats • This issue also occurs if you enter 0 (zero) in a field whose field type is Integer. To solve this issue and enter 0 (zero), the field type should be Decimal not Integer. • You might also encounter this issue in a decimal field due to an Excel limitation with storing decimals when using xml files. To check for this issue, edit the EIB input file with a text editor such as Notepad++. You might notice that Excel is storing some of the numbers with many digits. Example:

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Issue	Cause and Solution
	7.49999999999999 instead of 7.5. Work around this issue with these steps: • Copy the column of numbers to a separate Excel file. • Then use a formula to convert them. Ex: =text(a1,"0.00"). • Paste Special from Excel to the EIB input file.

Business Processes

There's no business process used when creating or updating non effective-dated custom objects.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries.
- If you've inadvertently uploaded incorrect entries, you could reload the same entries with the correct values. If they need deleted, refer to the information below.

If you need to remove just some of the custom object entries, consider one of these options:

- **Option 1**: Use the **Delete Custom Object Additional Data** task and use a condition rule to indicate which entries to remove (back up the data before performing this action). See Delete Custom Object Data.
- **Option 2**: You could extract the data from the custom object, then remove all data (using task **Delete Custom Object Additional Data**), then reload the data you need to keep.
- **Option 3**: You can also delete data from custom objects using the REST API. However, if you aren't familiar with using REST API, this option can be complex. See Reference: DELETE Custom Objects (Multi-Instance).
- **Option 4**: You can also manually remove the custom object entries, one at a time, using the Workday UI.

If you have a need to remove the custom object completely and start over, perform these steps:

1. If the custom object contains data that you wish to save, extract the data so that you can reload the data into the newly created custom object. You could create a custom report to extract the data. Example: if using Worker object, create a custom report with data source *All Workers* and report the custom object fields.
2. You need to delete the data before removing the custom object. So if the object contains data, use the **Delete Custom Object Additional Data** task to remove the data
3. Now use task **Delete Custom Object** to remove the custom object definition. You won't be able to delete the custom object if:
    - The custom object contains data.
    - A custom report, calculated field, EIB, or other Workday object references the custom object.
4. Now you can create another custom object and reload data if needed.

If for any reason, you can't completely remove the custom object, you can hide access to the custom object:

1. Edit the custom object and change the name (Example: add DNU to the beginning of the name).
2. Secure the custom object to a domain that no one has access to. Note: there are 200 custom domains available in your tenant available to use.

Sample EIB Input File

Apparel (1)

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Financial Management EIBs

Concept: Import Accounting Center Detailed Journal EIB

Background

You can use this EIB to create or update accounting center detailed journals (ACDJs), which enable you to upload manual journals with worktags and additional attributes. Workday summarizes the ACDJs before Workday posts them to the general ledger.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The **Create Accounting Center Detailed Journal** task is the equivalent task.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Accounting Center Detailed Journal Approval Event* and *Accounting Center Detailed Journal Batch Initiation Event* business process types in the Accounting Center functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • As you populate these fields on the **Worksheet#1** for **Accounting Center Detailed Journal Header data** in the input file, consider:

Field	Considerations
Header Key	Use a unique header key value for each journal.
Accounting Center Detailed Journal ID	Specify the Reference ID of an existing Accounting Center Detailed

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Field	Considerations
	Journal if updating an existing journal. You can update the journal only if it isn't yet Approved or Canceled.
Autocomplete	Set this value to *Y* to bypass approval steps. Recommended to hide in your Production tenant.
Submit	Set to *N* if you want to create the journal but not submit it for Approval (Workday processes a blank value in this field as **N**).
Accounting Source	Required. Enter the Accounting Source that the ACDJ is for.

- As you populate these fields on the **Worksheet#2** for **Accounting Center Detailed Journal Line data** in the input file, consider:

Field	Considerations
Header Key	Populate this field for every row in the EIB and correspond to a Header Key provided in the first tab.
Line Key	Use a unique value for each unique line entry for a given journal. The EIB groups multiple rows with the same Line Key to form a single ACDJ line. Populate this field for every row in the EIB.
Account Set	Ensure this field has a value. Otherwise you

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Field	Considerations
	might get an invalid Ledger Account ID error.
Worktags	You can specify worktags by adding additional columns to the template model corresponding to specific worktag types. Example: Cost Center. Alternately, you can select the **Separate Type Column** check box for the Worktags column when editing the Template Model Area.
Additional Attributes (AA)	• Unlike Worktags, you don't need to add additional columns to the Template Model for AAs, and we recommend you *not* check the**Separate Type Column** check box in the template model. • You can find the External_Analytics_Data_So for the AA found directly off of the AA in the Journal Line Rules of the Accounting Source. Alternately, you can find it in the View

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Field	Considerations
	Detailed Journal Additional Attributes Configuration task. You can also run the View Reference ID task and enter *Analytics Data Source Field External* as the Business Object. • Enter each AA in 2 columns, one for the name and another column for the value. These columns automatically display on the template so they don't need to be added manually to the template.

Performance Considerations

These factors might impact EIB performance:

Journal Size	We recommend a maximum of 20,000 as-entered lines per individual journal for optimal performance. You'll see performance degradation with journals above 20,000 lines. If you have journals above this threshold, we recommend splitting these journals into multiple journals that have a max of 20K lines each. Performance degradation below 20,000 lines is possible depending on other factors below.
Intercompany Accounting	Intercompany detailed journals require Workday to create additional ACDJs, thus increasing overall processing time.

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Custom Validations	Custom validations can slow down performance, especially if you have a large number of custom validations or if the validations are complex.
View ACDJ	Similar to Accounting Journals, we display up to 1,000 ACDJ lines using the View ACDJ page *before* displaying the Summarized Journal Lines grid. This grid enables you to review more journal lines without UI performance degradation. You can still view the detailed lines of a summarized ACDJ by clicking the**Display Journal Lines Details** button. Clicking this button affects UI performance at high line volumes.
Edit ACDJ	Trying to edit ACDJs with high line volumes in the UI negatively impacts performance. We recommend using the EIB to edit high-volume ACDJs to avoid performance issues in the UI. Don't use the UI as the primary method of creating or modifying high-volume ACDJs.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but you can't find the journal in the UI.	Run the **Find Accounting Center Detailed Journal** report to search for the journal. The EIB might have loaded the journal to the wrong period, loaded with Submit set to No, or have some other issue causing it to not fully load.
When running the EIB in Validation mode, it doesn’t catch all errors	Validate mode only tests the validations listed in the API Documentation for a given web service operation. We don’t test custom validations and validations that occur postprocessing after Workday persists the lines.
EIB issues this error:*A processing fault occurred generating the spreadsheet*.	• Make certain you’ve populated the Line Key value in all entries in the Journal Entry Line Replacement tab of the EIB input file • If the issue persists, regenerate the spreadsheet template and use the new template
EIB issues these errors: • *Could not retrieve a file with the label: EIB Transformation*. • *Empty message received on step id CopyInputFile.*	Check the header and line keys in the EIB input file. Possibly some rows don't have line key or header key values. Or you might be specifying header key values in **Worksheet2** that **Worksheet1** doesn't use (or the other way around).

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Business Processes

- Accounting Center Detailed Journal Approval Event
  - To submit the EIB, the user security group must have access to:
    - Create Accounting Center Detailed Journal
    - Import Accounting Center Detailed Journal (WS Background Process)
  - This business process (BP) is the first BP that Workday initiates after the EIB has passed validations.
- Accounting Center Detailed Journal Batch Initiation Event
  - This BP automatically starts once the Accounting Center Detailed Journal Approval Event is complete. You don't have to make any security policy updates.

For reference documentation for all web services including Import Accounting Center Detailed Journal, see Operation Directory.

Sample EIB Input File

Import_Accounting_Center_Detailed_Journal_v45.0

Concept: Import Accounting Journal EIB

Background

You can use this EIB to create or update accounting journals.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The **Create Journal** task is the equivalent task.

You can also use these EIBs:

EIB Name	Purpose
Core Connector: Accounting Journal Inbound integration	You can use this integration template to import accounting journal data files into Workday from an external SFTP endpoint. See Steps: Set Up Accounting Journal Connector .
Submit Accounting Journal	You can use this EIB to load small volumes of journals that contain less than or equal to 1,000 journal lines.
Bulk Import Submit Accounting Journal	You can use this EIB to load a large number of journals that contain less than or equal to 1,000 journal lines.

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EIB Input File Guidelines

<table>
<tr>
<td>Web Service Version and Security Configuration Guidelines</td>
<td>

Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by:

From the related actions of the EIB, select Template Model > View.
On the View Template Model page, check the Version field to verify you’re using the latest web service version.
If you're using an older web service version, you can create a new EIB to get the latest version.

You must have access to the Accounting Journal Event business process type in the Financial Accounting functional area to run this EIB.

</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.
As you complete these fields in Worksheet#1 for Import Accounting Journal input file, consider:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Header Key</td><td>Use a unique header key value for each journal.</td></tr>
<tr><td>Accounting Journal</td><td>Specify a value if updating an existing journal (you can update the journal only if it hasn't posted yet).</td></tr>
<tr><td>Autocomplete</td><td>Set this field to Y to bypass approval steps.</td></tr>
<tr><td>Submit</td><td>Set to N if you want to create the journal but not post it.</td></tr>
<tr><td>Locked</td><td>If you set this field to Yes, you can’t unpost the journal.</td></tr>
</table>

</td>
</tr>
</table>

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	• As you complete these fields in **Worksheet#2** for **Journal Entry Line Replacement** input file, consider: **Line Key**: Use a unique value for each line entry for a given journal. **External Supplier Invoice Source**: Originating source of the supplier contract. Populate this field only if using the S**upplier Contract ID External** field on the spreadsheet to reference a supplier contract. • We recommend splitting the journals into smaller groups when the line volume approaches 100,000 lines per journal. • After loading the journals, you can use report **Find Journals** to review the uploaded journals.

Common Issues and Errors

Issue	Cause and Solution
The EIB is running slowly.	Refer to the Guidelines for Improving EIB Performance section below for recommendations to improve performance
After loading a large journal, you're unable to edit it. You might receive a **notify me later** message if editing during the review step. You might see that the step has a **Withdrawn** status.	There are some restrictions within the Workday UI in regard to editing large transactions (even within the business process event). So we expect to see this behavior when editing a transaction that is too large for the UI to process and display. For this reason, you need to rely on the web service to supply all information for the journal. Using the web service ensures that you don't have to make any updates in the UI. Workday enables you to add an attachment to the journal without actually entering edit mode. If you merely need to add an attachment, use the **Journal > Add/Change Attachment**related action on the journal.
The EIB completes successfully but you can't locate the journal in Workday.	Running the **Find Journals** report and search for the journal. The EIB might have loaded the journal to the wrong period, loaded with Submit set to No, or have some other issue causing it to not fully load.

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Issue	Cause and Solution
EIB issues this error when you attempt to attach the input file to the EIB event: **The size of the file 'xxxx' is greater than the maximum permitted file size….**	Workday returns this error when the size of the EIB input file exceeds the 30 MB maximum attachment size limit. To resolve this issue: 1. Load your EIB input file to an SFTP site. Then, configure your EIB with a retrieval step that pulls the file from the SFTP site (instead of you manually attaching the file from your browser). This approach enables you to load a file up to 1 GB. 2. If you don't have an SFTP site available, split up the EIB input file into smaller files. Then, load into multiple journals. Alternately, check if you can condense the size of the input file (Example: edit the template and hide the fields you don't use).
When running the EIB in Validation mode, it doesn't catch all errors	**Validate** mode only tests the validations listed in the API Documentation for a given web service operation. We don't test custom validations and validations that occur postprocessing or at the operation level after Workday persists the lines.
EIB issues errors such as:**Invalid ID value. '5000' is not a valid ID value for type = 'Ledger_Account_ID'**	Make certain you're populating the Account Set field in the **Journal Entry Line Replacement** tab of the EIB Input file.
EIB issues error: A processing fault occurred generating the spreadsheet	• Make certain you've populated the Line Key value in all entries in the **Journal Entry Line Replacement** tab of the EIB input file • If issue persists, regenerate the spreadsheet template and use the new template
EIB issues these errors: • *Could not retrieve a file with the label: EIB Transformation* • *Empty message received on step id CopyInputFile.*	Check the header and line keys in the EIB input file. Possibly some rows don't have line key or header key values. Or you might be specifying header key values in worksheet2 that aren't used in worksheet1 (or the other way around).

Guidelines for Improving EIB Performance

Below are factors that might cause your EIB to run slowly, along with recommendations to improve performance:

Custom Validations	Custom validations can slow down performance, especially if you have a large number of custom validations or if the validations are complex. Check the validation rules for accounting journals using task *Maintain Custom Validations.* There's a *Test validations* button that will help you determine if a validation rule has a slow execution time.
Journals with a Large Number of Lines	If loading a journal with a large number of lines, we recommend 10,000 lines per journal for optimal

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	performance. Example: splitting 10 journals with 50,000 lines each into 50 journals with 10,000 lines each might cut processing by as much as 50%. ** If using Worktag Balancing, use 5,000 lines per journal instead of 10,000 lines per journal.*
Intercompany Accounting	Intercompany accounting requires Workday to create additional journals, which increases processing time. Consider this factor when splitting large journals into smaller chunks.
Worktag Balancing	You have the option to specify the balancing worktag in the transaction header. Workday automatically creates due to or due from entries for the other balancing worktag values in the journal. As a result, the journal line volumes can increase when you enable the feature, thus increasing processing time. When using Enhanced Worktag Balancing, we recommend 5,000 lines per header.

Business Processes

Accounting Journal Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to create new journals or update existing journals (that haven't posted yet). You can't delete journals. And also, there's no Cancel or Rescind option available in the **Account Journal Event**.
- If you've inadvertently uploaded incorrect entries, below are options to consider:
  - If the journals haven't posted yet:
    - Get the reference IDs of the accounting journals that you loaded and populate your EIB input file with these values. To get the reference ID values, make a copy of the standard report Find Journals and then add Reference ID to the report.
    - Make any other necessary data corrections to the EIB input file.
    - Rerun the EIB to update the previously loaded journals with corrections.
  - If the journals have posted:
    - You might want to consider using the **Cancel Accounting Journal** EIB to back out the entries.
    - You can also use the **Unpost Reverse Accounting Journal** EIB (if the journal isn't in locked status) to unpost the journal. Unposting the journal enables you to correct it.

For reference documentation for all web services including Import Accounting Journal, see Operation Directory.

Sample EIB Input File

Import_Accounting_Journal-WD32

Concept: Import Budget EIB

Background

You can use this EIB to add or update budget details.

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This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The **Maintain Budget** task is the equivalent task.

You can also use the Import Position Budget EIB to create or update position budgets.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Process: Budget* domain in the Budgets functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • Before populating the EIB input file, you might want to test populating a budget entry through the user interface using the **Maintain Budgets** task. This step helps ensure that you've configured everything properly and that you're able to add a budget line successfully. • You'll likely need to make some changes to your EIB template to add the worktags you've assigned to the plan structure. See Customize EIB Spreadsheet Template and the Adding Worktags to the Template section below. • If your budget contains over 25,000 entries, we suggest you load 25,000 per EIB. For the first load, use import mode REPLACE_ALL. For each additional load, use import mode INCREMENTAL_ADD_ONLY.

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- Complete the **Worksheet #1 for Import Budget High Volume** worksheet:

  Note: There should be only 1 row in this worksheet (assuming you're loading info for just 1 budget).

Field	Considerations
Header Key	This value should be *1*.
Budget	It's normally not necessary to populate this field.
Import Mode	The **View Plan Import Modes** report displays the allowable values, descriptions, and their associated reference ID values. The most commonly used values are: • REPLACE_ALL: Replaces the budget with the info in the EIB input file. • INCREMENTAL_ADD_ONLY Adds new or update existing entries. • INCREMENTAL_ADD_WITH Deletes existing plan lines by specifying an amount of 0.00 • REPLACE_ALL_BY_PERIOD Replaces all plan lines in a single budget period.
AutoComplete	Set this field to *Y* for the business process event to automatically process, then skip

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Field	Considerations
	approval and To Do steps.
Budget Structure	You can use this method to identify the Budget Structure value: 1. Locate your budget using **Find Plan Templates**. 2. You'll then see the company, plan structure, plan name, and other items for your budget. 3. From the related actions of your Plan Structure value, select **Integration IDs >View IDs**. 4. This view displays the value for the reference ID type **Budget_Structure_ID**.
Budget Name	Based on the Plan Type that you're importing, you'll need to update the format for the Budget Name. This field defaults to Award_Proposal_ID. For Project Budgets, specify the reference ID type *Project_Budget_ID*. For Financial Budgets, specify the reference ID type *Custom_Budget_ID*.

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Field	Considerations
	To find the reference ID value: 1. Locate your budget using **Find Plan Templates**. You'll then see the company, plan structure, plan name, and other items for your budget. 2. From the related actions of your Plan Name value, select **Integration IDs >View IDs**. 3. This view displays the value for the reference ID type and ID.

- Complete the **Worksheet #2 for Budget Lines Data** worksheet:

Field	Considerations
Header Key	This value should be *1* for all entries (assuming you're loading information for just 1 budget).
Line Key	Each entry needs a unique value. We recommend you start with value 1 and increment by 1 for each additional entry.
Year and Fiscal Time Interval	To determine the values for these fields: 1. Use the **View Fiscal Year** report and select

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Field	Considerations
	the fiscal schedule used by your plan structure. 2. Find the value for the fiscal year and fiscal time interval from the related actions of the fiscal year and fiscal posting interval. 3. For **Budgets by Duration**, the fiscal year should be the fiscal year corresponding to the start of the project. Set the Fiscal Time Interval to **Fiscal_Posting_Interval_ID** and set the Fiscal Time Interval to the first period of the plan. If the plan starts on March 3, 2019 and your calendar year is the same as your fiscal year, then: • The fiscal year is 2019. • The Fiscal Posting Interval for all

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Field	Considerations
	plan lines is March. 4. For **Project Budgets by Period**, use the Fiscal Year and Fiscal Posting Interval corresponding with the budget period.

Common Issues and Errors

Issue	Cause and Solution
The EIB fails with a *Gumby Collision* error such as: *com.workday.instancedata.gumby.GumbyCollisionException: Import Budget (WS Background Process) cannot process Budget Details: 2019 Mar (2019 My Budget - xxxx until Import Budget (WS Background Process) finishes.*	The Import Budget web service locks the entire budget. This error can occur if the tenant detects 2 processes that are updating the same budget. If you encounter this error: 1. Ensure that you haven't entered more than 1 entry in the first tab (worksheet) of the EIB input file when loading information for 1 budget. The first tab enables you to break up the data load into multiple batches or processes (each entry in this tab would represent 1 batch). Use only 1 entry here (for header key value **1**) so that Workday doesn't split the processing for a single budget into multiple concurrent processes. 2. Ensure that you don't concurrently launch more than 1 Import Budget EIB for the same budget. 3. Ensure that no one is updating the budget using the user interface at the same time the EIB is running.
The EIB fails with the error: *One or more budget lines have matching Company, Ledger Account Summaries/Ledger Accounts, and Accounting Worktags with another line.*	If you encounter this error: 1. Check for duplicate entries in the input file. When you compare the ledger account and all the worktags within each fiscal period, each line should be unique. To find duplicate lines, you can use this method: a. Sort the input file by company, ledger account, period, and worktags b. Add a new column and insert a formula that concatenates the

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Issue	Cause and Solution
	company, ledge account, period, and worktag. c. You can now use any of several Excel tools to find duplicates. You can go to the Home tab and select **Conditional Formatting > Highlight Cell Rules > Duplicate Values**. 2. If your web service has related worktags enabled, it's possible the EIB is retrieving related worktags that then cause duplicate entries. To prevent this issue, run the **Maintain Worktag Type Precedence** task, delete any rows, then retest. 3. Verify that you're using the most recent web service version. If you're not sure which web service version you're using, create a new EIB, which will pick up the latest web service version.
The EIB fails with the error: *Budget Period does not exist for Budget.*	This error indicates that you haven't specified the correct Year or Fiscal Time Interval.
The EIB fails with the error: *Worktag is not valid for the Budget Line.*	If you encounter this error, test whether you can enter the information through the user interface using **Maintain Budget.** Determine if this error is a configuration issue or an issue with how you're populating the EIB input file. This error can occur if: 1. You specify an inactive worktag. 2. You specify a worktag that references a related worktag that is inactive. 3. The worktag doesn't have a configuration for the structure dimension. Alternately, the worktag has a configuration in the structure dimension but the configuration doesn’t include all members.
EIB fails with one of these error messages: • *xyz is not a valid ID value for type = "Custom_Budget_ID"* • *xyz is not a valid ID value for type = "Project_Budget_ID"*	The errors occur when the EIB input file doesn't have correct reference ID value for the **Budget Name** field. There are 2 options to correct the EIB that isn't loading: • Option 1: Change the reference IDs to match what is in the EIB input file, by running the **Maintain Reference IDs**task. Enter *Project Budget Source* or *Financial Budget* at the Business Object Prompt, depending on what you are loading. Select the**Include Default Values Only** check box. You can now change the values of the reference IDs to match what is in the EIB input file.

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Issue	Cause and Solution
	• Option 2: Change the EIB input file to use the existing reference ID values by following the steps above to find Budget Name. To prevent the issue from reoccurring: • Option 1: Access the **Edit Tenant Setup – Financials** task and navigate to the **Budget Options** section. Select the **Generate Budget Source Reference ID as Plan Name.** check box • Option 2: Set the plan name, when running the **Put Budget Template** EIB, by populating the **Budget Source ID** field with the reference ID value you wish to use. Ensure that your EIB is using a recent web service version as the Budget Source ID field isn't available in older versions.
There's no option to launch the integration.	This error occurs if you don't have the proper access to the**Plan Event** business process security policy. To fix this issue, you can: 1. Check the Plan Event business process security policy to make certain you have access to Initiating Action **Import Budget (WS Background Process)** . 2. Activate the change.
The EIB Fails with the error: *You can't change the Multicurrency setting if plan lines exist.*	This error can occur if you update a plan template without plan lines using the *Put Budget Template* web service to enable multicurrency. You can prevent this error from reoccurring on the Put Plan Template by: • Adding the **Template ID** to either Column D and Column E. • Entering **No** in Column C.

Business Processes

Plan Event

Use Cases and Guidelines for Recovering from a Bad Load

There's no option to mass-rescind or mass-cancel the business process event. However, if you inadvertently loaded incorrect entries, you could reload the correct entries using import mode REPLACE_ALL.

Adding Worktags to the Template	1. From the related actions menu of your EIB, select **Template Model> View.** 2. On the left, select **All** under the Budget Lines Data section. On the right, scroll down to locate **Accounting Worktags.**. 3. From the related actions on the magnifying glass next to Accounting Worktags, select

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	Template Model Column > Maintain Additional Columns. 4. Enter all worktags you need to assign to the budget. 5. After you've completed the previous steps, regenerate the spreadsheet template and add newly added worktags to the spreadsheet template.

For reference documentation for all web services including Import Budget, see Operation Directory.

Sample EIB Input Files

Import_Budget-WD31-Example1-Financial-Budget_0

Import_Budget-WD31-Example2-Project-Budget-by Period_1

Import_Budget-WD31-Example3-Project-Budget-by-Duration_0

Concept: Put Company Expense Options EIB

Background

You can use this EIB to add or update a default company on expense reports.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Edit Company Expense Options.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. To check the version of your EIB • • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Set Up: Expenses Processing* domain in the Expenses functional area to run this EIB.
Guidelines for Modifying the EIB Template	Prepare the EIB to generate with data. 1. From the related actions of your EIB, select **Template Model > View**.

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	2. On the left, click **Company Expense Options Data**. 3. Click **Edit Template Model Area**. 4. Select the **Separate Type Column** check box for the Worker row. 5. Click **OK**.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the *Put Company Expense Options EIB*. See: Example: Generate EIB Spreadsheet Template with Data . • As you populate these fields in the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each company • **Company:** To find the reference ID value for the company, run the *View Reference IDs* report and select business object Company. Make sure the value in the **Company** column is unique for each row. • **Enable Tax on Expense Report:** This field corresponds to the Enable Tax configuration on the **Edit Company Expenses Options** task.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues these errors: *A processing fault occurred generating the spreadsheet.* *The worksheet 'Company Expense Options' has 3 columns but should have 4 columns. Choose Template Model->Generate Default Template Model from related action of the EIB to create a new spreadsheet template. Then re-populate the input data using the newly generated spreadsheet template.*	You must select **On** for the **Enable Tax at Tenant Level** option on the **Edit Tenant Setup - Financials** task to process taxes using an EIB template. Ensure you select the check box if you modify your template.
Unable to launch the EIB	This issue is most likely security-related.

Use Cases and Guidelines for Recovering from a Bad Load

- Each time you want to add or remove entries, you can do so by reloading all the workers who you want assigned to the company.

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- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you inadvertently upload incorrect entries, we suggest you reload the correct entries through the EIB. If you need to restore the original values, you can:
    - Find another tenant such as a sandbox or an implementation tenant that still has the correct information.
    - Then use *Generate Spreadsheet with Data* option in that tenant to build an EIB input file to load into the tenant that has incorrect information.

For reference documentation for all web services including Put Company Expense Options, see Operation Directory.

Sample EIB Input File

Put_Company_Expense_Options

Concept: Submit Customer Invoice EIB

Background

You can use this EIB to add or update customer invoices.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Customer Invoice
- Find Customer Invoices
- Manage Customer Invoices. See Manage Multiple Customer Invoices at Once for more information.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• We frequently update the **Submit Customer Invoice** web service. Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to the *Customer Invoice Event* business process in the Customer Accounts functional area to run this EIB.
Modifying the EIB Template to Add Additional Worktag Fields	• If you need to populate multiple worktags for your customer invoice, you'll want to add

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	additional worktag fields to your spreadsheet for each worktag you use. • Note that you can add worktags fields at both the customer invoice header and at the line item level. • To add worktags to the Header: 1. From the related actions of the EIB, select **Template Model > View**. 2. In the left pane click **Customer Invoice Data**. 3. Click the magnifying glass for **Worktags+** row. 4. From the related actions of the **Worktags+** row, select **Template Model Column > Maintain Additional Columns**. 5. Add a row for each possible worktag type that you might be specifying in your EIB input file. 6. Click **OK**. • To add worktags at the line level: 1. From the related actions of the EIB, select **Template Model > View**. 2. In the left pane click **Customer Invoice Line Replacement Data+**. 3. Click the magnifying glass for **Worktags+** row. 4. From the related actions of the **Worktags+** row, select **Template Model Column > Maintain Additional Columns**. 5. Add a row for each possible worktag type that you might be specifying in your EIB input file. 6. Click **OK**.
Modifying the EIB Template to Hide Attachment Data	If you plan on using the **Generate Spreadsheet with Data** option and some of the invoices contain attachments, you should change the template to hide the attachment file. We recommend this modification because the attachments are typically too large to fit in an Excel file (which has a limitation of 32,767 bytes per cell), so Excel truncates the data. To hide the attachment. 1. From the related actions of the EIB, select **Template Model > View**. 2. In the left pane, click **Invoice Attachment**. 3. Locate the *Template Model Area* and from the related actions select **Template Model Area > Hide**.
Configure the EIB to Generate with Data	• It can be very helpful to generate the template with data if you're updating existing

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<table>
<tr>
<td></td>
<td>customer invoices or creating customer invoices and want to see how the EIB input file should be populated.
• If creating new invoices, you might want to start by manually creating 1 customer invoice like the invoices you plan on loading using the EIB, then configure the EIB.
  • Find an existing customer invoice similar to the type of invoices that you wish to load.
  • From the related actions of the invoice, select Integration IDs > View.
  • Copy the ID value. You'll use it in a later step.
  • From the related actions of the EIB, select Template Model > View.
  • Click Edit Template with Data Options.
  • From the ID Type prompt, select Customer Invoice Reference ID.
  • In the ID column, enter the reference ID you previously copied.
  • Regenerate the EIB and select the Generate Spreadsheet with Data check box. Note: It populates all data including derived date. You might need to clean up the EIB input file and remove unnecessary field values before using it.</td>
</tr>
<tr>
<td>Additional Input File Guidelines</td>
<td>• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
• To prevent data loss, we recommend that you generate your spreadsheet with data for the Submit Customer Invoice EIB. See: Example: Generate EIB Spreadsheet Template with Data .
• Complete these options on the EIB input file:
<table>
<tr><th>Field</th><th>Considerations</th></tr>
<tr><td>Spreadsheet Key</td><td>Specify a unique value for each customer invoice.</td></tr>
<tr><td>Add Only</td><td>Set to Y only if adding new customer invoices. If adding new lines to existing invoices, set it to N.</td></tr>
<tr><td>Customer Invoice (column D)</td><td>Populate this field if updating an</td></tr>
</table>
</td>
</tr>
</table>

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Field	Considerations
	existing customer invoice.
Auto Complete	If set to **Y**, Workday skips all approval steps, review steps, and to do steps, and suppresses notifications.
Customer Invoice ID (column H)	Populate this field if updating an existing customer invoice, or if creating a new invoice and assigning your own customer invoice ID.
Submit	Set to **Y** to submit the Invoice. If set to **N**, it will stay in draft status.
Locked in Workday	If set to **Y**, you can make modifications to the invoice only using the EIB or web service.
Company	Workday requires the Company field. To find the value, you can use the **Reference IDs** report and search for business object *Company*.
Customer ID	Workday requires this field.
Invoice Line Data	Specified in the **Customer Line Replacement Data** section, which starts in column ET in the attached sample input file. Note that: • **Row ID** (Column ET): Enter a unique row ID value for

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Field	Considerations
	each line item. • **Customer Invoice Line** and **Customer Invoice Line Reference ID:** If you're updating an existing customer invoice, you need to include the existing lines and you must populate these fields. The easiest way to populate this information is to use the **Generate Spreadsheet with Data** option.
Worktags	If you're populating worktag values in either the header or line item, see *Modifying the EIB Template to Add Additional Worktag Fields* section for instruction how to add additional worktag fields.
External Supplier Invoice Source	Originating system of the supplier contract. Populate this field only if using the **Supplier Contract ID External** field on the spreadsheet to reference a supplier contract.
Attachment Data	Although you can add or update attachments using

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Field	Considerations
	this EIB, we don't recommend it as there are some challenges in loading document content using the EIB. If you need to add attachments using an integration, you might find it helpful to refer to section *How to Populate File Attachments in EIB Input File* in the Community page for *Put Worker Document*. Although it's covering a different web service, the same information applies to Submit Customer Invoice in regard to populating attachments.

Common Issues and Errors

Issue	Cause and Solution
EIB performance is slow.	Below are items to check: • If you have a lot of custom validations, it can degrade performance. • Evaluate which web service to use. If most of the invoices have very few line items, use **Submit Customer Invoice**. But if the invoices have a larger number of line items, test using **Import Customer Invoice** instead.
After updating existing customer invoices, information is missing including line items.	If you don't include existing customer invoice information in the EIB input file, Workday might remove it. We recommend that you use the **Generate Spreadsheet with Data** functionality to avoid losing data.
The EIB issues this error when updating existing customer invoices: *Validation error occurred. Usage Data is required unless address is being deleted.*	If you generated the spreadsheet with data, the EIB input file populates both the bill-to address reference ID along with all the address attributes, which can cause confusion. If you aren't making any changes to the bill-to address, then remove the address values from

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Issue	Cause and Solution
	the EIB input file from column R (Row ID of Bill to Address) to column BC (Municipality Local).
When attempting to generate the spreadsheet with data, it fails with this error: *Integration Failed. com.capclear.mediation.MediationException: application=assemblyGenerateSpreadsheetE2 - Error code : 1" "The task submitted is not authorized.*	This EIB uses Get Customer Invoices web service to fetch the information needed to generate the template with data. You can find this information in the **Supported Inbound EIB Operations** report. The Get Customer Invoices web service is secured by the Process: Customer Invoice - View domain. Verify you have Get access to this domain security policy. Activate security policy changes.
When attempting to generate the spreadsheet with data, it fails with this error: *Integration Failed. com.capeclear.mediation.MediationException: application=assemblyGenerateSpreadsheetE2 - Custom step id=GenerateWhenSplit, ref=SpreadsheetGenerationBean_EIBWXF - Error while invoking bean, reason: One or more of the columns in your template model includes file-based (base64) data that will be cut off due to a spreadsheet cell limit of 32,767. To fix this, go to the template model and hide the related file-based data columns. Root Cause: java.lang.Exception: One or more of the columns in your template model includes file-based (base64) data that will be cut off due to a spreadsheet cell limit of 32,767. To fix this, go to the template model and hide the related file-based data columns. See the consolidated report for further details.*	This issue occurs when extracting invoices with attachments. To work around this issue, complete the steps in the section *Modify the EIB Template to Hide Attachments*.
When launching the EIB, this error displays when attempting to attach the EIB input file: *The size of the file 'xxxx' is greater than the maximum permitted file size (30,720KB). Please select a different file or reduce the size of this file.*	The size of the EIB input file, for customer invoices, can be quite large due to the amount of data associated with each customer invoice. Unfortunately, there isn't a way to increase the file limitations when attaching EIB input files. But below are a couple suggestions that might help. • If you have an SFTP server, 1 option would be to load your EIB input file to the SFTP site, and then configure your EIB with a retrieval step that pulls the file from the SFTP site (instead of manually attaching the file from your browser). If you do this action, you can load a file up to 1 gig. • If you're using an XML input file, consider switching to XLSX format as the file size will be smaller.
Unable to launch the EIB	This issue is most likely security-related. See *Web Service Version and Security Configuration Guidelines* section for instructions to verify that you're using the most recent web service version and you've configures the security properly.

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Business Processes

Customer Invoice Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new customer invoices or update existing customer invoices. You can't delete or rescind customer invoices.
- If you've inadvertently uploaded incorrect customer invoices, check if 1 of these options will work for your situation:
  - Rerun the EIB and update the invoices with correct information.
  - Use the Cancel Customer Invoice EIB.
  - If the events are still in progress, try **Mass Cancel Business Processes**.

For reference documentation for all web services including Submit Customer Invoice, see Operation Directory.

Sample EIB Input File

Submit_Customer_Invoice-WD35

Human Resources EIBs

Concept: Add Update Organization EIB

Background

You can use this EIB to add a new organization or update an existing organization.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on the type of organization that you're creating or updating. Examples of equivalent Workday tasks include:

- Create Cost Center
- Create Custom Organization

There are additional integrations and EIBs related to organizations functionality. Consider these options as you determine what works best for you:

- Change Organization Assignments: You can use this EIB to assign members to an organization. Workday recommends using Change Organization Assignments to assign members to an organization, however the Assign Organizations and Assign Members to Custom Organization EIBs are also available. Review the documentation for those EIBs to determine what works best for you.
- Org Studio and Mass Actions: Consider using this functionality if you're performing a reorganization.
- Organization Inbound Connector: You can use this integration to import organization changes into Workday.
- Put Company, Put Cost Center and Put Location: These are organization-related web services. Review the API documentation for these web services in the Operation Directory to determine if you wish to use them.
- Put Supervisory Organization Assignment Restrictions: You can use this EIB to assign and enable organization values for a Supervisory Organization.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage: Organization Update Integration* domain security policy in the Organization and Roles functional area to run this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each organization that you're adding or updating. • **Organization Reference ID:** If you're updating an existing organization, you need to specify its reference ID in this field. If you're creating a new organization, ensure the value that you enter isn't already in use. • **Organization Type Name** and **Organization Subtype Name**: Populate these fields if you're creating new organizations. You can find a list of values by running the **Integration IDs** report and searching for the *Organization Type* and *Organization Subtype* business objects. Use the actual name of the organization type and subtype as you populate the EIB input file, not the reference ID value. The values that you need to populate in the EIB input file display in the **Instance** column of the **Integration IDs** report. • **Superior Organization**: Populate this field if assigning: • A hierarchy to a superior hierarchy. • An organization to a parent organization. Example: Assigning a

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	supervisory organization to a parent supervisory organization. • **Primary Business Site**: If you create a supervisory organization, specify the location here. • **Container Organization**: Populate this field if you're assigning an organization to a hierarchy. Example: • Assigning a cost center to a hierarchy. • Assigning a company to a hierarchy. • Assigning custom organization to a hierarchy.

Common Issues and Errors

Issue	Cause and Solution
There's no option to launch the integration.	This is typically a security-related issue. Verify you have the correct security configuration. Ensure that you are in the relevant security group and that you have access to the *Manage: Organization Update Integration* domain security policy in the Organization and Roles functional area.
EIB issues errors when run in validate-only mode, but works fine when running in nonvalidate mode.	This occurs if you're loading multiple organization assignments where each entry builds on the previous entry. Example: The first entry builds a hierarchy and the second entry assigns an organization to that hierarchy. This doesn't work in validate only mode since it fails to commit to each change. Therefore there isn't a way to run this scenario successfully in validate-only mode.
I moved an organization to a new hierarchy using the EIB. After completing the change, the organization is in both the old hierarchy and the new hierarchy.	Workday can't include an organization in more than 1 node within the **same** top-level hierarchy to avoid double-counting. We deliberately support an organization being able to be in more than one top-level hierarchy because each top-level hierarchy can serve a different purpose (roll up). Example: You can group cost centers in different ways. We don't plan to change the existing behavior since many customers currently rely on the ability to have the same organization belong to multiple hierarchies.
EIB issues this error: *Validation error occurred. Organization Subtype isn't valid for Organization Type.*	• Verify you're populating the name of the organization subtype in the EIB input file. The values that you need to populate in the EIB input file display in the **Instance** column of the **Integration IDs** report. • Run the **Maintain Organization Subtypes** task and verify that the same subtype doesn't occur in more than 1 entry.

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Issue	Cause and Solution
	Example: Organization types Cost Center Hierarchy and Supervisory both use the Group organization subtype. There shouldn't be 2 separate entries, but rather just 1 entry for the subtype Group used by both organization types. • Verify that you've configured the organization subtype for the organization type you're using. You can use the Maintain Organization Subtypes task to check. • Verify that the organization subtype name isn't already in use. Example: There are Workday delivered organizations such as Region and Business Unit. So overlapping names can cause issues if you have custom organizations with these same names. To resolve the issue, use the Maintain Organization Subtype task to change the subtype to a unique value.
After loading organizations, they aren't searchable.	There's an index build process that runs periodically in your tenant. Wait for this build to complete before the newly loaded organizations are searchable. The index build runs hourly in Production and every 6 hours in non-Production tenants.
Roles marked as *Self-Assign* are automatically assigned to the user who runs the EIB.	To prevent auto-assignment, use the **Maintain Assignable Roles** task to filter in the *Self-Assign* or *Leadership* columns and deselect the roles.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add new entries or update existing entries. You can't delete entries and you can't rescind additions or updates since the web service doesn't use a business process event.

If you have uploaded incorrect entries, you can:

- Resubmit the EIB with the corrections.
- Inactivate the organizations by using the Inactivate Organization web service.

For reference documentation for all web services including Add Update Organization, see Operation Directory.

Sample EIB Input Files

Add_Update_Organization_v46.2

Concept: Add Vaccination EIB

Background

You can use the Add Vaccination EIB to load a worker's vaccine events, including their vaccine status, type, and manufacturer. If you want to load a worker's workplace health and safety tests, you can use the Add Workplace Testing EIB instead.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

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Equivalent Workday Task

Add Vaccination.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Add Vaccination* business process type in the Vaccination Tracking functional area to run this EIB. • You must have access to the *Person Data: Vaccination* domain in the Vaccination Tracking functional area to view the vaccination data for this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each vaccination. If you load multiple vaccinations for the same person, the spreadsheet key value still needs to be unique for each entry. • **Person:** Specify the reference ID of the person. Update the reference ID value in cell C4 from Academic_Affiliate_ID to Employee_ID. • **Vaccine Type:** Example: COVID-19. To find the reference ID value, access the **View Reference IDs** report and search for the *Vaccine Type* business object. • **Vaccination Status:** Examples: Vaccinated, Partially Vaccinated. To find the reference ID value, access the **View Reference IDs** report and search for the *Vaccination Status* business object. • **Vaccine:** Examples: Pfizer, Moderna. To find the reference value, access the **View**

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	Reference IDs report and search for the *Vaccine* business object. • **Vaccination Event Type:** Examples: First Dose, Booster. To find the reference value, access the **View Reference IDs** report and search for the *Vaccination Event Type* business object. • **Vaccination Date:** Use format YYYY-MM-DD. Consider creating a custom report from the **Vaccinations** report data source to: • Determine which workers already have vaccination information, or • Verify that the EIB successfully loaded the vaccination information.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it looks like the data didn't load.	Check these: • Check the status of the event. If it's still in progress, consider mass canceling all in-progress events, making any needed changes to the EIB and rerunning it. • Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to these domains and business processes in the Vaccination Tracking functional area: • *Add Vaccination* • *Person Data: Vaccination*
EIB issues an error like this: *Validation error occurred. Invalid ID value. '21002' isn't a valid ID value for type = 'Academic_Affiliate_ID'*	Verify that you have appropriately set the reference ID type in cell C4. Most likely, you'll need to change it to *Employee_ID*.
Unable to attach a file, such as an image of a vaccination card, through the EIB.	The EIB doesn't support attaching files. If you need to attach files, you need to submit the request using the SOAP API instead of using EIB.
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to these domains in the Vaccination Tracking functional area: • *Add Vaccination* • *Person Data: Vaccination*

Business Processes

Add Vaccination.

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Use Cases and Guidelines for Recovering from a Bad Load

This EIB only enables you to add vaccinations. You can't update or delete existing vaccination entries with this EIB.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Add Vaccination* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Add Vaccination, see Operation Directory.

Sample EIB Input File

Add_Vaccination-V37

Concept: Add Workday Account EIB

Background

You can use this EIB to add a new Workday account (Example: username and password) with the information you supply. You can create accounts for workers (Example: employee or contingent workers) and nonworkers (Example: recruiting agency users or supplier contacts).

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday for creating Workday accounts varies depending on the worker type. Examples of equivalent Workday tasks include:

- For employees or contingent workers, you can select **Security Profile > Create Workday Account** from the related actions menu of the worker profile.
- For recruiting agency user, you can use Add Workday Account for Agency User.
- For supplier contact, you can use Create Workday Account for Supplier Contact.
- There are additional EIBs you can use to create or update Workday Accounts. Consider these options as you determine what works best for you:
    - Manage Extended Enterprise Learner: You can use this EIB to create an extended enterprise learner and their Workday account.
    - Update Workday Account: You can use this EIB to update an existing Workday account.
    - There's also a Create Workday Account subprocess available from within some EIBs, such as Contract Contingent Worker and Hire Employee.

EIB Input File Guidelines

Security Configuration Guidelines	• If you set the **Generate Random Password** field to Y, then the EIB will generate the new password information and email it to the email address associated with the account. • To test that the emails deliver successfully, you can: 1. Access the Edit Tenant Setup – Security task and select the **Enable Security Mails** check box. Select the

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	appropriate option to send the email to either the home email address or work email address associated with the account. 2. Confirm that the recipients have an email configured in their account. 3. Verify that the recipients receive emails containing the: • Account name • Password.
Guidelines for Modifying the EIB Template	You can modify the EIB template and use it for any type of worker or nonworker. 1. From related actions of your EIB, select **Template Model > View**. Select the second occurrence of **All** . Select the magnifying glass icon and then select **Related Actions > Template Model Column > Edit Details**. 2. Select the **Reference ID Type as Separate Column** check box. 3. Regenerate the template. On the regenerated template, you can choose any type of worker or nonworker.
Guidelines for Populating Fields in the EIB Input File	Workday recommends that you populate the Worker ID and Reference ID type in the EIB input file. This ensures that the EIB creates an account that is associated with a person. We also recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each Workday account that you create. • **Non-Worker**: Although this field is titled **Non-Worker**, you can use it to populate any type of person (Example: employee, contingent worker, supplier contact, and so on). Use option **Reference ID Type as Separate Column** as noted in the Guidelines for Modifying the EIB Template section above to select any type of worker or nonworker. You can find the IDs of the worker using a custom report. Workday recommends: • If you're building accounts for employees or contingent workers, create a custom report by using the

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Indexed All Workers data source and include these fields:

- **Employee ID**
- **Has Workday Account**
- **Worker Type**

- If you're building accounts for supplier contacts, create a custom report using the Suppliers data source and include these fields from the Supplier Contacts for Supplier business object:
  - **Name**
  - **Reference ID Value**
  - **Workday Account**
- If you're building accounts for recruiting agency users, create a custom report using the Recruiting Agency data source and include these fields from the Agency Users business object:
  - **Name**
  - **Reference ID Value**
  - **Workday Account**

- **Username**: Specify the username.
- **Generate Random Password:** If you set this field to Y, the EIB will generate the new password information and email it to the email address associated with the account.
- **Notifications:** Below are details for populating fields associated with notifications. When you update a notification type, it replaces all instances. To avoid removing information, ensure that the EIB input file includes all channel information for the notification type. Also, you must supply Workday IDs (WIDs) for each of these fields. The WIDs would typically be available from the Integration IDs report. However, at this time they aren't available due to a permission-related issue that the Workday development team is investigating. Instead, refer to the lists of WID values in the tables below.
  - **Notification Sub Type**: This is the notification type. (Examples: Approvals, Give Feedback, Tasks.) Enter the WID of the notification type. (Refer to the tables below).
  - **Channel:** Specify the channel (Examples: Email, Mobile Push Notification). You'll need to enter the

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WID for the channel (Refer to the tables below).

- **Delivery Frequency:** Specify the delivery frequency (Examples: Immediately, Daily). You'll need to enter the WID (Refer to the tables below).

Notification Sub Type WIDs

Sub Type	WID
Academic Advising	cb44bb05eac9100018eb6ff35b851bd2
Accounting Center Job Process	e27757ee7b2010000fd3de185eea015
Active Candidates	a706101145a710000dc4aecfec560e3
Activity Comments (Workfeed Category)	129b10b7c5f3420fa4fddf996926a202
Activity Comments (Notification Category)	82ab74b4ae6f100004e8556f218800fa
Add employee to Comp Process	34fd44019fd010001918a0314ed91f14
Ad Hoc Worker	1011c352e20210001ca79c9258e2000
Admissions	5f65e7293d2c10000edb8d02537b820
Advising	5f65e7293d2c10001003ee972c1c823
All (Workfeed Category)	4aaeaf783ff010001467d931d5e10dc3
All (Notification Category)	c4a3ace8c553100003d6c837a893328
Anniversaries (Workfeed Category)	d992163bd1c64545b6838a11db55f29
Anniversaries (Notification Category)	82ab74b4ae6f10000dac2b7d4781010
Approvals (Workfeed Category)	774bf71042c54ba699e55ed144c7727
Approvals (Notification Category)	c1b1c0d7c622100008114eee19a500f
Assignee Change	6fe1b925df1c100014e4e5e2d88a00ac
Attachment	6fe1b925df1c100014d851ef129000a9
Background Error Notifications	5e355d7bd78c10001c8c5e155115054
Background Notifications	5e355d7bd78c10001c91553923e4055
Background Process Notifications	74dba421e130100022915d5e52ee011

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Sub Type	WID
Birthdays (Workfeed Category)	777410acf79949a09b333447ff89fd95
Birthdays (Notification Category)	82ab74b4ae6f10000d7242743238010
Bonus, Comp, Stock, Merit review	34fd44019fd01000190e8ea57c351f0e
Candidate Home Account Deactivated	f8c28585e999100016a455ff3f8e0020
Case Creation	6fe1b925df1c100014c029e453a900a5
Case In Progress / On Hold / In Review	6fe1b925df1c100014e97920fd9600ae
Case Note Tagging	815fb7b786b71000172fe31f416802f9
Case Resolved / Cancelled	6fe1b925df1c100014ee5d65180d00b0
Case Resolver Digest	f395b3d16ab91000184b2386a05905a
Case Type Change	848867ad45001000047a8844a45d00f
Change Service Team	6c5e98dd2bfa100017027064e84300f9
Check-Ins	bff93e85cf2c10000a7bbead7a8d001c
Conversations	2e0e51f8c9341000061babcd5c6f03ee
Custom Business Process Notifications	a2b194bb781910000476d4558ec2001
Customer Accounts Development Notification Destination Configuration Category	70736b73cdb01000506f60f24a68019e
Customer Central	9ff3b5ef4f7c10000ff4de10be3f1259
Delegation Notifications	beceb2fbfb4f100015eabed7e2090161
Document Management Add File	163e32abf03a100003240c0b1429000
Document Management Add Folder	163e32abf03a100003423a6e1894001
Document Management Virus Detected	163e32abf03a10000348f3f7abd50016
Drive Access Additions	25eb81dbb2ea10001c20bce216c4001
Drive Access Changes	4f63ca15e20110001711aab81c7d006

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Sub Type	WID
Drive Access Removals	25eb81dbb2ea10001c2604f16cbd001
E&G Committee Invitation	34fd44019fd01000191dffd566281f18
Email Footer	457f0884361710004742d7c7a99a015
Evidence of Insurance	34fd44019fd01000190bab539fbd1f0c
Expense Receipt	710a01298a24100005e509ea22a200f
Extended Enterprise Campaigns	96c808035d7e10000b810107223f000
External Async Notifications	beceb2fbfb4f10001c4f90c547b801e7
Favorites (Workfeed Category)	9fdb829ecbbe40b184dd3f9eb47fe168
Favorites (Notification Category)	579a3365758843649c876e9c66bccaf
Financial Aid - Awards	5f65e7293d2c10000f434e5c95d58221
Financial Aid - Disbursements (Workfeed Category)	5f65e7293d2c10000f2f56d9eca0821d
Financial Aid - Disbursements (Notification Category)	c91c56bbcd4010000ccdb8655ee7000
Financial Aid - General	cb44bb05eac9100018db28b5e6dd1bc
Financial Aid - ISIR	5f65e7293d2c10000ee9a0860bf9820e
Financial Aid - Packages	1524448c314210002153b281854405e
Financial Aid - Plans	5f65e7293d2c10000f0d07d2170c8214
Financial Aid - Satisfactory Academic Progress	5f65e7293d2c10000f1e8388c7508219
Friends and Family Account Linking	e94b19c30bd110001bd70a57e71b03e
General Notifications (Workfeed Category)	2ff49da119294aa29758efe9b848540b
General Notifications (Notification Category)	82ab74b4ae6f10000c295c1069e200fc
Gigs	e94adfdfecde10000fe7706ac71200e3
Give Feedback	5ea84c6beb8710000839eea3298e000
Global Payroll Assignments	0c52cc7b3b9010000abb1a497572013

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Sub Type	WID
Goal Notes	a2b194bb78191000047c98885f4a001
Help	56e51c95192010001161ae0a7c9d057
Insight Publish Notification	bac9a2e4337f10000617c6baf4af00d6
Integration Staging Table	a407ce54494510000f274cd22b5f00ff
Integration Task Status	a407ce54494510000f2a93a53659010
Integrations	a2b194bb781910000471187fe2b42001
Interview Schedule Communications	e2cc9ac78d7c10000b2cb807492c004
Inventory Average Daily Usage	5074e595d83910000e2c969b78af006
Inventory Count Notification	48715d24386a100012a41da79f5e006
Inventory Preferred Supplier Lead Time	e4da97efccd910001d55a63dc69f0041
Inventory Replenishment	e1c5cf8731961000050add2f790e03a9
Job Alerts - External Candidates	65676c189c3c10000bbce8864283190
Job Alerts - Internal Candidates	b5b2384b49cb100016f2865d6242011
Job Application - Interview Additions	34fd44019fd0100019117ac6cb9b1f10
Knowledge Base Notification	cda1b849845d100023d4c0f0f3340012
Learning Campaigns	bcbbab73dcd7100004ed54d17aa80df
Learning Expiration Periods	bb00e05a6171100005e617e7e29c002
LinkedIn Recruiter notifications	6c58aec13c3e10000498ae4cc483001
LiveSafe	638823379e8610000a55dd55b2cf000
Manage Individual Benefit Rates	34fd44019fd010001914ea80cccd1f12
Marketplace Opportunity Promotion	8b9652d258d41000118838bc416b131
MCC Test Notification Type	f9d144b32329100033584bbd4edf038c
Media	0db520c2dc12100011d5864be5e92b6

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Sub Type	WID
Metric Review Notification	f1de2cb9d5d710a0335cecb1f8701f90
My Requests	ba0ed042cad044cf9800cbaa49c9e6a
New Work Schedule Published	5c6dfecfabf310001a088a401aff025a
Onboarding Setup	d5f091ea94601000050890fb9bd500d6
Open Enrollment for Benefits	34fd44019fd01000191bd569e87b1f16
Out of Order Plan	66755215d5131000051ca8604d60001
Overdue	273cac0c65cb4b8c9177e4995e96819
Passive Enrollment Event	efde3f15b27510000382037f5fc20000
Pay Calculation Scheduler	2f2d43a42ff31000097b38bb689c001a
Pay France DSN Rejected	d737b361447f100017a05cefcc7100ef
Planning Notifications	27513ca83229100006bf673576bd040
Prism Data Acquisition Notification	f21fc1062ada100005d0c560fa3911f9
Prism Wbucket Complete Notification	25b1a682dca8100004641aef191100f4
Process Task	a407ce54494510000f0748acae6a00f5
Processes	66220f2e75a4423a92198e2dc9f5ba17
Publish Dataset	a02747a1227b100011916fd30add000
Read Notifications	1ddd59e7d90a4de29765bb8b953eb73
Reassign Notifications	526af104c8e1100016bcfe2301ac000b
Recruiting Business Process Communication	27c29ee4946610000967dc296104001
Recruiting Marketing	e37ea5cc6b7110000a2f3d3547d600a
Recruiting Personal Reminders	74739a7d78e510000e19a758151a019
Reply	6fe1b925df1c100014d53347d93a00a7
Request for Quote Notifications	d515cc9d884910001eaffa1bc226003a
Scheduled Future Processes	a2b194bb781910000493630654200
Scheduled Report Completion	a2b194bb78191000048c2d88d9da001

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Sub Type	WID
Send Notification	a407ce54494510000f116d386ac300f9
Share notifications	beceb2fbfb4f10001747aac841be01a1
Share Report	a407ce54494510000f165316631700fb
Share Snapshot	a407ce54494510000f1ba5b395d500fc
SMS Opt in OTP	72b7b87dcb9e100007802bd4808801f
Student Engagement Monitoring	02b3334d89af10001d1896d8cea0034
Student Financials (Workfeed Category)	5f65e7293d2c10000f5299acbf928225
Student Financials (Notification Category)	75ddcf3c56fb100029702045620b37cf
Student Financials - Holds	fa2f1d3b402e10000ab12850630f02cf
Student Financials - Proactive Notifications	a638bb30f4d8100013bbdaec70c0006
Student Financials - Refund	5f65e7293d2c10000f66fc8ab282822b
Student Financials - Soft Drop	b08dfa0adbe3100027aeebe8c2fb0092
Student Financials - Student Payment Plans	94c8dd6236a21000145b57d02575002
Student Privacy Settings	63107a3e92a4100016198ed4aebe173
Student Records (Workfeed Category)	5f65e7293d2c10000ff80c04ef0e8231
Student Records (Notification Category)	75ddcf3c56fb100029744f95242137d1
Student Recruiting	5f65e7293d2c10000eba234afd4781ff
Student Recruiting - Marketing	3425f92a809f10001d92b763e4a4301e
Student Recruiting - Transactional	10dc118f64ac1000177e79cd6d7a009f
Student Recruiting Event Invitations	5f65e7293d2c10000ec7c2261a44820
Student Recruiting Events: Transactional	3fc6ea8ed103100024079074ae3d002
Supplier Contract Expiration	da13aa7574481000137702 95ebbf007
Supplier Contract Renewals	50693554b71d100025dd9465898a002

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Sub Type	WID
Supplier Invoice	b17763e65f1a10000d9358d0b53200f3
Surveys	e6c9d635b8f2100037f66d1e5c280bda
System Monitor Notifications	83bcb1d27fb0100011c9a0b898ae000
Talent Pool Notifications	72d49a1365b810000f05570487bb18e
Tasks (Workfeed Category)	843b80610065426ab6205a1e815e5d3
Tasks (Notification Category)	c1b1c0d7c622100009c995e7ae9200f
Third-Party Payroll Errors	c885344368a710001481838fde95224
Time Off (Workfeed Category)	20c5bfcdc45c42eea031a8ed67a7936
Time Off (Notification Category)	82ab74b4ae6f10000dbb9350cce2010
To-Dos (Workfeed Category)	c9da9ef2fc79486799f1770c3d4e8f32
To-Dos (Notification Category)	82ab74b4ae6f100004d2a7a41c7800f7
Trainee Academic Records	9160d7e8871210000a451d8967e600f
Trigger Based Notification Category	968fe662d9591000107711ddaeadf0018
UK Pensions Auto Enrolment	4fbf629a6bec10000947e06c7df60015
Unread	c4a3ace8c553100003d6c843d3f93290
Unsubscribe from all emails	5bc010319cb8100004563f9560be002
Voluntary Self-Identification of Disability	084541a1480510000a50de20184c00a
Webhook Service Steps	730df0ddf2e110000dc5c223100700f9
Workbook Access Additions	38390a5ef33810001debd3bc0fad0076
Workbook Access Removals	aadf8f959752100009566ad72cbd0023
Workbook Comments	371d2412aae1100065654be4261300
Workbook Conversations	38390a5ef33810001e5fb805bc490089

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Sub Type	WID
Workbook Import Failures	38390a5ef33810001e56cd879ac6008
Workbook Import Successes	38390a5ef33810001e47784f4813008
Workbook Live Data Scheduled Updates	88ca3dc3b0991000069a1a35c7f8125
Workbook Notify If Function Notifications	93ebefd14c55100026e520b0cd2c010
Workbook Tasks	93ebefd14c55100026de8142086701
Workday Benchmarking: Compensation	3adc355ae75510000fc90421964a00f
Workday Usage Metric Email	68485a80be4310001576b00a3ba112
Worker Communications	cc7f892a924a100009c9501e8c0e000
Workflow	a407ce54494510000f0c3bb6728000f
Workpet Registration Notification	e6f2b6130636100003d3889f617b017

Notification Channel WIDs

Channel	WID
Apple Push Notification	13f130bff894460cb83ca156ec0efa62
Caddie Talk	c90078aab04710003605957aa5ad000
Daily Digest Email	5873db5601a110000801fafffabe0014
Disabled	0704d6b35914100006b6f0689578001
Email	214f18241d5f10000a384f905edf001c
Google Actions	c90078aab04710001d83e082a73400
Google Cloud Messaging	592bf2a45f31100005d5f6ad738e001b
Immediate Email	9617f74221f748ee8014fd5f73128b2d
Mobile Push Notification	214f18241d5f10000a441104813b001e
My Tasks	04462b24e11f4479ba9a02af11147a21
Pop-up notification	592bf2a45f31100005dffc944ec0001d
Slack	99481547e979100007e92d4746b200
SMS	1645dcb55d6710001bf6f5e034f601fb
Webhooks	ac0b7bfdaf3210000cc63c3ac2a70008

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Notification Delivery Frequency WIDs

Frequency	Workday ID (WID)
Immediately	d48c61128dfe1000062e2c013b4e001
Mute	5b0c4f689b6310000eace355122e004
Daily	d48c61128dfe1000062a90478d39001

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but it appears that the data didn't load.	Check these: • Check the status of the event. If it's still in progress, consider mass canceling all in-progress Create Workday Account events, making any needed changes to the EIB (Example: Removing any steps from the Create Workday Account business process definition that prevent it from completing, or adding condition rules to the steps to skip them) and then rerunning the EIB. • Verify that you ran the EIB in live mode and not validate only mode. • Check the EIB input file and verify that you properly populated the Reference ID type and Reference ID value for the user.
EIB issues one of these errors: • *Validation error occurred. Employee Reference Integration ID does not exist!"* • *Validation error occurred. Contingent Worker Reference Integration ID does not exist!"*	You can't create a Workday account until there's a valid worker record. If there's a valid worker, then verify that you've entered the correct value and Reference ID type for the worker, in the EIB input file. If the worker ID is numeric and starts with zeros, the leading zeros might be removed. You can fix this by changing the formatting of the column to text in the EIB input file.
EIB issues an error like this: *Validation error occurred. A Workday Account already exists for referenced Worker.*	This indicates that there's already a Workday Account for the worker. If you're attempting to add a Workday Account for a worker who already has an account, consider: • Use Update Workday Account to modify the existing account, instead of this EIB. • If you haven't accessed the existing Workday account for the worker, then you could rescind it and use this EIB to add the desired account.
EIB issues this error: *Validation error occurred. User name already taken, please choose another one.*	This indicates that there's already an account with the same username. You can run the All Workday Accounts report to find the account.

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Issue	Cause and Solution
When loading recruiting agency users with the Generate Random Password option, you receive this error: *Validation error occurred. If Generate_Random_Password is true, the user must have an email address on file, the tenant must be set up to send security emails, and the user cannot use delegated authentication.*	Check the items listed in the error. Also verify that the EIB is using the latest web service version. This is necessary as you need v35.0 or higher to ensure you have the fix delivered for this issue. If you haven't verified the web service version you're using, create a new EIB, which will uptake the latest version.
EIB issues this error when attempting to create a Workday account for a former worker: *The entered information does not meet the restrictions defined for this field. (Non_Worker_Reference).*	You can't create Workday accounts for former workers with the Add Workday Account web service. Former Workers shouldn't sign into Workday. Terminees can sign in, but former workers can't.
The users aren't receiving an email notification for their new account.	• Review the EIB input file and verify that Generate Random Password = Y. Set this to Y to trigger an email notification. • Access the Edit Tenant Setup – Security task. Verify that you've enabled the *Enable Security Emails* option, and that you have set it appropriately to send the email to home or work. • Verify that the worker or nonworker has an email configured in their profile. • Ask users to check if the email notifications are in their SPAM folder.
You selected the *Generate Random Password* option and are concerned the temporary password will expire before users can reset it.	Randomly generated passwords expire the same way as any other passwords. The Maximum Password Age in Days field on the Maintain Password Rules task or the Maintain Payment Card Industry Password Rules task controls password expiration. You can check that field to determine how many days the user has to reset their temporary password.
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Workday Accounts* security domain in the System functional area.

Business Processes

Create Workday Account.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB only adds new Workday accounts. To edit existing Workday accounts, use the Update Workday Account EIB.

If you need to back out business process events that are in-progress, you can run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional

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area). You can enter *Create Workday Account* on the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

If you've uploaded incorrect entries, consider:

- If the user hasn't yet accessed the account, you can run the **Mass Rescind Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to remove it. Enter *Create Workday Account* on the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.
- If the user has already accessed the account, you can still run the **Mass Rescind Business Processes** task, but it won't fully rescind it. This will disable the account. You can then use the Update Workday Account EIB instead to modify the existing account to meet your needs.

For reference documentation for all web services including Add Workday Account, see Operation Directory.

Sample EIB Input File

Add_Workday_Account-WD35

Concept: Add Workplace Test EIB

Background

You can use the Add Workplace EIB to load a worker's workplace health and safety tests, including the test type and results. If you want to load a worker's vaccine events, including their vaccine status, type, and manufacturer, you can use the Add Vaccination EIB instead.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Add Workplace Test.

EIB Input File Guidelines

Security Configuration Guidelines	• Verify you have the correct security configuration. • You must have access to the *Add Workplace Test* business process type in the Workplace Test Tracking functional area to run this EIB. • You must have access to the *Person Data: Workplace Testing* domain in the Workplace Test Tracking functional area to view the workplace test data for this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each workplace test. If you load multiple workplace tests for the same person, the

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	spreadsheet key value still needs to be unique for each entry. • **Person**: Specify the reference ID of the person. Change the reference ID value in cell C4 from Academic_Affiliate_ID to Employee_ID. • **Workplace Test Type**: Example: COVID-19. To find the reference ID value, access the **View Reference IDs** report and search for the *Workplace Test Type* business object. • **Workplace Test Result**: Examples: Negative, Positive. To find the reference ID value, access the **View Reference IDs** report and search for the *Workplace Test Result* business object. • **Workplace Test Result Date**: Use YYYY-MM-DD format. Consider creating a custom report from the **Workplace Tests** report data source to: • View the existing workplace testing information for workers, or • Verify that the EIB successfully loaded the workplace testing information.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it displays that the data wasn't loaded.	Check these: • Check the status of the event. If it's still in progress, consider mass canceling all in-progress events, making any needed changes to the EIB (Example: Removing any steps from the business process definition that prevent it from completing, or adding condition rules to the steps to skip them) and then rerunning the EIB. • Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to these domains and business processes in the Workplace Test Tracking functional area: • *Add Workplace Test* • *Person Data: Workplace Testing*
Unable to attach a file, such as an image of a test result, through the web service	The EIB doesn't support attaching files. If you need to attach files, you need to submit the request using the SOAP API instead of using EIB.

Business Processes

Add Workplace Test.

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Use Cases and Guidelines for Recovering from a Bad Load

This EIB only adds workplace tests. You can't update or delete existing test entries.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Add Workplace Test* on the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Add Workplace Test, see Operation Directory.

Sample EIB Input File

Add_Workplace_Test-V37

Concept: Assign Members to Custom Organization EIB

Background

You can use this EIB to assign or unassign workers as members of a custom organization. The custom organization type must have this configuration on the Maintain Organization Types report (secured to the Set Up: Organizations domain in the Organizations and Roles functional area) in Workday:

- *Allow Reorganization Tasks = Yes*
- *Position Assignment Unique = No*

If the custom organization type doesn't have this configuration on the Maintain Organization Types report in Workday, the EIB will fail. The EIB needs to use reorganization tasks to assign and unassign members to custom organizations. We recommend using the Change Organization Assignments EIB for custom organization types that don't have this configuration.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

There are similar EIBs that you can use to assign or unassign workers as members of organizations. Consider these options as you determine what works best for you:

- Assign Organization: You can also use this EIB to assign organizations to worker positions, however we recommend that you use the Change Organization Assignments EIB instead.
- Change Organization Assignments: We recommend that you use this EIB to assign members to organizations.
- Import Assign Matrix Organization: You can use this EIB to assign members to matrix organizations.
- Import Remove Matrix Organization: You can use this EIB to remove members from matrix organizations.
- Move Workers by Organization: You can use this EIB to move workers to different organization types.

The equivalent task in Workday also depends on your configuration. Examples of equivalent Workday tasks that enable you to mass-assign organizations to workers include:

- Move Workers (Supervisory)
- Move Workers (By Organization)

If you're performing a reorganization, you might also consider reviewing the Org Studio and Mass Actions functionality.

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EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key:** Specify the same spreadsheet value (Example: *1*) for all the positions that you want to assign to the organization.
- **Assign Members to Custom Organization:** Change the value in cell C4 to *Custom_Organization_Reference_ID*. You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Custom Organization* business object or by creating a custom report using the *Custom Organizations* report data source.
- **Reorganization:** You can find the reference ID by accessing the Reorganizations report (secured to the *Set Up: Reorganizations* domain in the Organizations and Roles functional area) and then selecting **Integration IDs > View IDs** on the related actions of your reorganization.

  Note: The effective date of the reorganization date is the effective date of the organization assignment to the position.
- **Positions to Add**: Ensure that your EIB uses the latest version of the Assign Members to Custom Organization web service. Older versions require that you specify the Workday ID (WID) of the position in this column. You can find the position id values by creating a custom report using the *All Workers* report data source.
- **Positions to Remove**: You can find the position id values by creating a custom report using the *All Workers* report data source.

Common Issues and Errors

Issue	Cause and Solution
The EIB load is taking a long time to process.	This can occur if you're assigning more than 100 positions to an organization. Consider grouping position assignments together into 1 spreadsheet key. Ensure that your EIB is using the latest version of the Assign Members to Custom Organization web service. If you're unsure which version your EIB uses, consider creating a new EIB to uptake the latest version.
The EIB completes successfully, but when checking the assignments, some positions aren't assigned to the custom organization.	This can occur if your EIB uses an old reorganization date. Ensure that the effective date of reorganization events to assign workers or move retirees is after the hire or transfer date of all relevant workers in the affected organizations. Workers who haven't been hired or transferred as of the reorganization effective date can't be moved as part of the reorganization. See: Concept: Reorganizations .
The EIB issues these errors: • *The entered Organization must be a custom organization whose organization type is configured with options: 'Allow Organization Tasks' = Yes and 'Position Assignment Unique' = No.*	The custom organization type must have this configuration on the Maintain Organization Types report in Workday: • *Allow Reorganization Tasks = Yes* • *Position Assignment Unique = No* You can check the custom organization type configuration by:

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Issue	Cause and Solution
• *The entered information does not meet the restrictions defined for this field. (Assign_Members_to_Custom_Organization_Reference)*	1. Accessing the Maintain Organization Types report. 2. Navigating to the **Custom** tab. 3. Filtering the grid for these values: • *Allow Reorganization Tasks* = Yes • *Position Assignment Unique* = No We recommend using the Change Organization Assignments EIB for custom organization types that don't have this configuration.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to assign or unassign workers as members of a custom organization.

You can't rescind this EIB. If you upload incorrect entries, you can remove them by populating the **Positions to Remove** column on the EIB input file and rerunning the EIB.

For reference documentation for all web services including Assign Members to Custom Organization, see Operation Directory.

Sample EIB Input File

Assign_Members_to_Custom_Organization-v38_0

Concept: Change Business Title EIB

Background

You can use this EIB to update a business title for a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Change Business Title.

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key:** (Required) Specify a unique value for each business title change
- **Worker:** (Required) If you want to specify values for employees, you need to change the reference ID type in cell C4 from *Contingent_Worker_ID* to *Employee_ID*.
- **Job:** If the worker has two or more jobs, you must populate the position id in this field.
- **Event Effective Date:** (Required) Specify the effective date of the business title change. Use YYYY-MM-DD format.
- **Proposed Business Title:** (Required) Specify the new business title.

Common Issues and Errors

Issue	Cause and Solution
Although the title change is successfully updated, it isn’t listed in the worker history.	This might happen you if you use an EIB that has a web service version of v30.1 or older.

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Issue	Cause and Solution
	Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version.
EIB issues an error like this: • Validation error occurred. Invalid ID value. '21001' isn't a valid ID value for type = 'Contingent_Worker_ID'	Change cell C4 to *Employee_ID* in the EIB input file.
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Title Change* business process type in the Staffing functional area.
EIB issues errors like this: • Enter an Effective Date that is either on or before the date the position was last vacated or on or after the date the position was last filled. • Job is required for workers with more than 1 position.	This occurs if you change a title for a worker with multiple positions but don't specify the job. To resolve this issue, edit the EIB input file and populate the **Job** field with the position id for the relevant position.

Business Processes

Title Change.

Use Cases and Guidelines for Recovering from a Bad Load

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Title Change* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Change Business Title, see Operation Directory.

Sample EIB Input File

Change_Business_Title-WD34

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Concept: Change Emergency Contacts EIB

Background

You can use this EIB to add or update emergency contacts. You can't delete primary contacts with this EIB, but you can use the EIB to replace them. If you need to remove a primary emergency contact, you can only do this by using the *Clear Emergency Contact* task in Workday.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Emergency Contacts for Worker.
- On the related actions menu of the worker profile, select **Personal Data > Change Emergency Contacts**.

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key:** Specify a unique value for each worker.
- **Person:** Specify the reference ID of the person. Change the reference ID value in cell C4 from *Academic_Affiliate_ID* to *Employee_ID*.
- **Replace All:** Specify *Y* if you want to replace all the worker's emergency contacts with the information provided in the input file.
    - If you want to remove portions of the contact information for an emergency contact, you can specify *Y* in the **Delete** field of the relevant section of the input file.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but you don't find the changes you loaded.	Check these: • Check if any row is missing a **Row ID** value. If a row ID is missing, Workday ignores any information you provide in that section. • Check if the emergency contact is linked to a dependent or beneficiary. If the emergency contact is linked to a dependent or beneficiary, you can't update it with this EIB. If you want to remove the contact, you can use the **Clear Emergency Contact** task (secured to the *Change Emergency Contacts* business process type in the Contact Information functional area). • Ensure that the business process isn't still in progress. Check the **Business Processes** tab on the EIB integration event to verify if the EIB successfully completes.
Unable to launch EIB	This is most likely security-related.

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Issue	Cause and Solution
	Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Change Emergency Contacts* business process type in the Contact Information functional area.

Business Processes

Change Emergency Contacts.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add new emergency contacts or update existing emergency contacts.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Change Emergency Contacts* in the Business Process Types prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Change Emergency Contacts, see Operation Directory.

Sample EIB Input File

Change_Emergency_Contacts-WD31

Concept: Change Government IDs EIB

Background

You can use this EIB to add, update, or delete government IDs for a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Personal Data > Edit Government IDs** from the related actions of the worker's profile.

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key**: Specify a unique value for each person. Consider creating a custom report with the *Indexed All Workers* data source to get the reference IDs and other information for the workers.
- **Replace All:** Specify *Y* if you want to replace all the worker's ID information with the information provided in the input file.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but entries don't load or update.	Check these:

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Issue	Cause and Solution
	• Check if any row is missing a **Row ID** value. If a row ID is missing, Workday ignores any information you provide in that section. • Ensure that the business process isn't still in progress. Check the **Business Processes** tab on the EIB integration event to verify if the EIB successfully completes.
Workday displays this error when you delete IDs: *Processing error occurred. Duplicate insert within same transaction: ADD of relationship…*	This occurs when the **Replace All** field isn't populated. To delete entries, set the field to *N*.

Business Processes

Edit Government IDs.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add, update, or delete government IDs for a worker.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Edit Government IDs* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Change Government IDs, see Operation Directory.

Sample EIB Input File

Change_Government_IDs-v39

Concept: Change Home Contact Information EIB

Background

You can use this EIB to add, update, or remove home contact information for a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **View Dependents > Change Home Contact Information** from the related actions of the worker's profile.

There are also similar EIBs that you can use to update contact information. Consider these options as you determine what works best for you:

- Change Emergency Contacts: You can use this EIB to update emergency contact information for a person.
- Change Work Contact Information: You can use this EIB to add or update work contact information for a person.

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EIB Input File Guidelines

We recommend that you:

- Review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.
- Test this EIB in a nonproduction tenant first to avoid inadvertently removing any contact information that you intended to keep.
    - Consider creating a custom report with the *All Active and Terminated Workers* data source to get the reference IDs and other information for the workers.

Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key:** Specify a unique value for each person.
- **Person:** If you want to specify values for employees, you need to change the reference ID type in cell C4 from *Contingent_Worker_ID* to *Employee_ID*.
- **Country_Code:** (Required for phone numbers) You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Country Phone Code* business object.
- **Complete Phone Number:** If you've configured phone validations in the **Edit Tenant Setup – Global** task, then this field should contain numbers only. Don't include the country code in this field.
- **Replace All:** Specify *Y* if you want to replace all current entries in Workday (Example: all email address contact entries). If you want to remove an entry and not replace it, specify: *Y* for **Replace All**, *Y* for **Delete** and then specify the reference ID for the item you want to remove.

Common Issues and Errors

Issue	Cause and Solution
There's no option to launch the integration.	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Home Contact Change* business process type in the Contact Information functional area.
The EIB fails with errors such as: • *Address Line 1 is not valid for this Country.* • *Postal Code is not a valid address component for certain countries.* • *Municipality is not a valid address component for certain countries.*	These types of errors usually occur when the EIB can't identify the country. • Check for any missing **Row ID** values. Ensure that you specify a row ID in the section of the input file where you populate the country. • Ensure that you populate the country value.
Receive this error when attempting to delete an email: *E1: Email Reference is required.*	Ensure that you: • Don't specify the existing email address (you don't need this when you delete an email). • Specify the email ID you wanted to delete.
EIB fails with Error: *Validation error occurred. Contact Change Events that change an Address must be done in order. To submit an event that changes an address with an earlier effective date, you must rescind any Contact Change Events that change an address with a later effective date.*	This can occur if: • There's an existing contact event for the worker with an effective date that's after the date specified in the EIB input file. • The EIB input file doesn't specify an event effective date. To resolve this:

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Issue	Cause and Solution
	1. Verify that you've populated the Event Effective Date in the EIB input file. 2. If there are still issues, check the worker history for one of the workers where the error is occurring and verify that there are no contact dates with an effective date after the date you specify in the EIB input file.
The EIB fails to initiate the business process.	This can occur when you change the case of the contact information text. Example: you change a home address from 1234 MAIN STREET to 1234 Main Street. The EIB completes successfully, but does not change the case of the address text. When the only change in the EIB input file is to the case of the text, the EIB does not recognize the change.

Business Processes

Home Contact Change.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add, update, and delete home contact information for a worker.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Home Contact Change* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Change Home Contact Information, see Operation Directory.

Sample EIB Input Files

Change_Home_Contact_Information-WD47

Concept: Change Licenses EIB

Background

You can use this EIB to add, update, or delete licenses for a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Personal Data** -> **Edit Licenses** on the related actions menu of the worker's profile.

For similar EIBs, see:

- Change Other IDs
- Change Government IDs

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EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key**: Specify a unique value for each person.
- **Person**: Change the reference id type in cell C4 from *Academic_Affiliate_ID* to *Employee_ID*.
- **Replace All**: If you want to replace all of the worker's existing licenses with the values in the EIB input file, specify *Y* in this field.
- **Row ID:** Specify *1* for each entry, unless you have multiple row entries for the same person. For multiple row entries, increment the row ID sequentially.
    - Example: If a person has 2 row entries, specify *1* for the first row ID and *2* for the second row ID.
- **Delete**: If you want to delete a specific license for a worker, specify *Y* in this field.
- **ID**: Specify the license ID value.
- **ID Type**: Change the reference id type in cell J4 from*I9_License_Identifier_Type_Code* to *License_ID_Type_ID*. You can find a list of reference ID values by running the **Integration IDs** report and searching for the *License ID Type* business object.
- **License ID Shared**: If you want to update or delete a license, specify the reference id of the license in this field.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but the licenses weren't changed.	This can occur if the information in the EIB input file doesn't align with the steps in your *Edit Licenses* business process definition in Workday. 1. Run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to cancel any in progress *Edit Licenses* events. 2. Update the information in your EIB input file to align with the steps in your *Edit Licenses* business process definition. 3. (Optional) In Workday, consider updating the business process definition by: • Marking any unnecessary steps as optional and then setting the processing instructions in the EIB input file to *Skip Processing* for optional steps. • Adding condition rules on steps to skip them in the business process if needed. Example: Add a condition rule where External Load = N. 4. Rerun the EIB. You can use the **Business Processes** tab in the EIB integration event to view and identify the business processes that are still in progress.
The EIB completes successfully, but there's no Edit License event.	The EIB automatically detects duplicates if the **Replace All** field is set to **N**.

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Issue	Cause and Solution
	If you attempt to add or update a license to match an existing license in Workday, the EIB automatically ignores the entry as a duplicate.
When attempting to remove a license, the EIB fails with an error like this: *Processing error occurred. Duplicate insert within same transaction: ADD of relationship=Global_Identifier_Event.change_to_Global_Identifier-- IS (3$2407), target=464$621 within instance=4645$38 with changeInfo=Chg: 70368744167663 Txn: 4294957295 entryDate: 2020-04-09T16:44:17.803 XpressO Call Stack Trace= 83$12:464$621, 371$13198, 82$22940:464$621, 54$29945:4645$38, 371$48428, 82$22378:4645$38, 54$29944:4645$38, 371$48427, 82$22377:4645$38, 54$29941:4645$38, 371$48422, 82$22375:4645$38, 2996$3438*	Ensure that the **Replace All** field in the EIB input file is set to **N**.

Business Processes

Edit Licenses.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add, update, or delete licenses for a worker.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Edit Licenses* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Change Licenses, see Operation Directory.

Sample EIB Input File

Change_Licenses-WD32

Concept: Change Other IDs EIB

Background

You can use this EIB to add, update, or remove Other IDs for a person.

You can use Other IDs to store ID information from a third-party system for a worker.

This EIB is intended for static IDs. Avoid storing dynamic values that change frequently as this will cause performance degradation over time.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

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- Edit IDs.
- On the related actions menu of the worker profile, select **Personal Data > Edit Other IDs**.

There are also similar EIBs that you can use to update IDs. Consider these options as you determine what works best for you:

- Change Government IDs: You can use this EIB to update government IDs and national IDs for a person.
- Change Licenses: You can use this EIB to update licenses for a person.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Edit Other IDs* business process type in the Personal Data functional area to run this EIB. • If you want to generate the spreadsheet with data, you must also access to the *Person Data: ID Information* domain in the Personal Data functional area.
Guidelines for Modifying the EIB Template	You can modify your EIB template to change the person type. 1. From related actions of your EIB, select **Template Model > View**. a. Select **All** in the left window pane. b. Select the magnifying glass next to **Person**. c. On the related actions menu of the magnifying glass, select **Template Model Column > Edit Details**. d. On the **Reference ID Type** field, specify the person type you would like to use for the EIB. • Example: *Employee ID*. See Customize EIB Spreadsheet Template .

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Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. To prevent data loss, we recommend that you generate your spreadsheet with data for the Change Other IDs EIB. See: Example: Generate EIB Spreadsheet Template with Data . As you populate these fields in the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each person. • **Person:** Specify the reference ID of the person whose other ID that you're updating. Ensure that you specify the correct reference ID type in cell C4 of the EIB input file. • Example: For employees, specify **Employee_ID** as the reference ID type in cell C4 of the EIB input file. • **Replace All:** Consider: • If you don't want to replace all existing other IDs for the person, set this field to *N*. The default value is *Y*. • If you want to replace all existing other ID values for the person, then set this field to *Y* and populate the new values in the **Custom ID Data** section. • If you want to remove all existing other ID values for the person and not add any new IDs, then set this field to *Y* and leave the **Custom ID Data** section blank. • **Row ID:** Specify a unique value for each ID that you're assigning to a person. • **Delete:** Specify *Y* if you want to remove an ID. If you want to delete an ID (but not all IDs), you must also set the **Replace All** field to *N*. If you want to remove all existing other ID values for the person and not add any new IDs, then set the **Replace All** field to *Y* and leave the **Custom ID Data** section blank. • **Custom ID:** Leave blank. • **ID:** Specify the value for the ID that you're adding or updating (if you're removing an ID, leave blank). • **ID Type:** Specify the reference ID value of the ID type. You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Custom ID Type* business object.

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	• **Organization ID:** (Optional) Specify a reference ID of the organization that issued the ID. • **Custom Description:** (Optional) You can use this field to add a description of the ID. • **Custom ID Shared:** If you're updating or removing an ID, this field is required. You can create a custom report to get the values you need for this field in the spreadsheet. Consider creating a custom report with the *Indexed All Workers* data source to get the custom shared IDs.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but there are no IDs added or updated.	Check these: • Check if there are any *Edit Other IDs* business process events that are still in progress. This can happen if you don't specify automatic processing for the processing instructions in the EIB input file. • Ensure that you've specified a row ID for each row in the EIB input file. • Ensure that you haven't run the EIB in validate-only mode.
When deleting IDs, this error is issued: *A processing error occurred. Duplicate insert within same transaction: ADD of relationship.*	This can happen if you leave the **Replace All** field blank. Ensure that you populate the **Replace All** field with either *Y* or *N* when you delete entries.
There are duplicate IDs after loading the EIB input file.	This can happen if you update existing IDs but don't specify the reference ID value of the IDs in the **Custom ID Shared** field in the EIB input file. To fix this problem: 1. Remove the duplicate entries. 2. Update the EIB input file to include the reference ID values. 3. Rerun the EIB.
EIB issues this error: *Validation error occurred. Custom Identifier with reference is marked for deletion. Custom ID Data shouldn't be included.*	This can happen if you attempt to remove an ID but have incorrectly populated the **Custom ID Data** section of the EIB input file. To fix the problem: 1. Populate the reference ID value in the **Custom ID Shared** field. 2. Leave the other fields in the **Custom ID Data** section blank. 3. Rerun the EIB.
EIB issues this error:	This EIB doesn't support all person types.

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Issue	Cause and Solution
The entered information doesn't meet the restrictions defined for this field. (Person_Reference)	Ensure that you populate the **Person** field with a reference ID type that this EIB supports. Examples: *Employee_ID* or *Contingent_Worker_ID*.
Error when generating template with datE	Ensure that you have access to the *Person Data: ID Information* domain in the Personal Data functional area.
Unable to launch the EIB.	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Edit Other IDs* business process type in the Personal Data functional area.
EIB performs slowly.	This EIB is intended for static IDs. Avoid storing dynamic values that change frequently as this will cause performance degradation over time.

Business Processes

Edit Other IDs.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add, update, or delete other ID values for a person. If you've uploaded incorrect entries, you can:

- Option 1: Use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Edit Other IDs* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.
- Option 2: You can delete the IDs using the **Delete** field in the EIB input file.

For reference documentation for all web services including Change Other IDs, see Operation Directory.

Sample EIB Input File

Change_Other_IDs-WD35

Concept: Change Work Contact Information EIB

Background

You can use this EIB to add, update, or remove work contact information.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Personal Data > Change Work Contact Information** from the related actions of the worker's profile.

There are also similar EIBs that you can use to update contact information. Consider these options as you determine what works best for you:

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- Change Home Contact Information: You can use this EIB to add or update home contact information.
- Change Emergency Contacts: You can use this EIB to update emergency contact information.
- Change Institutional Contact Information: You can use this EIB to add or update institutional contact information.
- Import Change Work Contact Information: You can use this EIB to upload large amounts of contact information (Example: 1000 or more entries).

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key:** Specify a unique value for each person.
- **Person:** If you want to specify values for employees, you need to change the reference ID type in cell C4 from *Contingent_Worker_ID* to *Employee_ID*.
- **Country_Code:** (Required for phone numbers) You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Country Phone Code* business object.
- **Complete Phone Number:** If you've configured phone validations in the **Edit Tenant Setup – Global** task, then this field should contain numbers only. Don't include the country code in this field.
- If you want to update or remove contact information, consider creating a custom report with the *All Active and Terminated Workers* data source to help find information to populate the EIB input file.
- If you want to remove contact information entries, consider these 2 approaches. We recommend that you test this EIB in a nonproduction tenant first to avoid inadvertently removing any contact information that you intended to keep:
    1. If you want to remove an entry and don't want to replace it with another entry:
        - Set the **Replace all** field to *N*.
        - Set the **Delete** field to *Y*.
        - Specify the reference ID for the item that you want to remove.
    2. If you want to remove all the entries (such as all entries for email) and replace them with another entry, set the **Replace all** field to *Y*. In this scenario, you don't need to specify the reference IDs of items you want to delete.

Common Issues and Errors

Issue	Cause and Solution
There's no option to launch the integration.	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Work Contact Change* business process type in the Contact Information functional area.
Receive this error when attempting to delete an email *E1: Email Reference is required when you delete an email address.*	Ensure that you specify the email ID that you want to delete. You don't need to specify the existing email address, just the email ID.
EIB fails with error: *Validation error occurred. Contact Change Events that change an Address must be done in order. To submit an event that changes an address with an earlier effective date, you must rescind any Contact Change Events that change an address with a later effective date.*	This can occur if either: • There's an existing contact event for the worker with an effective date that is after the date specified in the EIB input file. • There's no event effective date specified in the EIB input file.

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Issue	Cause and Solution
	To resolve this: • Populate the **Event Effective Date** field in the EIB input file. • If there are still issues, check the worker history for one of the workers where the error is occurring. Verify that there are no contact dates with an effective date that's after the date you specify in the EIB input file
EIB fails with error: *Validation error occurred. Address Reference must match an existing (and not deleted) address in use by the person subject of this request.*	This can occur if the worker shares their home address with a dependent and the dependents have been removed. We recommend manually updating the address.

Business Processes

Work Contact Change.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add, update, or remove work contact information.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind.

For reference documentation for all web services including Change Work Contact Information, see Operation Directory.

Sample EIB Input File

Change_Work_Contact_Information-v38

Concept: Create Position EIB

Background

You can use this EIB to create a position for a supervisory organization using the position management staffing model.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Position.

There are also similar EIBs that you can use for positions. Consider these options as you determine what works best for you:

- Change Job: You can use this EIB to perform a job change on an employee or contingent worker.
- Create Job Requisition: You can use this EIB to create new job requisitions for a position.
- Edit Position: You can use this EIB to edit a filled position.
- Hire Employee: You can use this EIB to hire a pre-hire (new or existing) into an employee position.

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- Import Create Position: You can use this EIB to load large volumes of positions (Example: 1000 or more). If you need to load large volumes of positions, consider testing in your sandbox tenant to determine which EIB performs better for your use case.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Create Position* business process type in the Staffing functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • You can find it helpful to start by manually creating a position similar to the type of positions you want to load using the EIB. By manually creating a position, you can verify which fields Workday requires. This method can also be helpful when populating reference ID values in the input file. You can view the reference ID values from the related actions of the position that you manually created. • Make certain that the steps in the *Create Position* business process definition align to what you're populating in the EIB input file. Example: if the *Create Position* business process includes an *Assign Pay Group* step, then you need to complete 1 of these actions: • If you wish to update the pay group field, then populate the pay group information in the EIB input file. • If you don't want to update the pay group field, then you can add a condition rule to skip the step in the

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Create Position business process definition.
- Example: you can add a condition rule with *N* for External Load.
- Or you can edit the *Create Position* business process definition and mark the step as *Optional*. Then in the EIB input file, set the processing instructions to *Skip Processing when Step is marked optional*.
    - Example: if you're populating Organization in the EIB input file, then the *Create Position* business process definition needs to have a *Change Organization Assignments* step.

- You'll need to go through the above check points for each step in the *Create Position* business process definition. If the business process definition and the EIB input file don't align, Workday sometimes doesn't load information and the *Create Position* event displays as in progress, after you complete the EIB load.
- **Overview** worksheet in the **EIB Input File**
    1. For sections where you want to load data and have it automatically processed by the EIB:
        - Set processing instructions to *Automatic Processing*.
        - Populate all required data in the corresponding worksheets.
    2. For sections that you aren't using:
        - Set processing instructions to *Skip Processing when Step is marked Optional*.
        - Edit the *Create Position* business process definition and you can either mark the corresponding step as *Optional* or else add a condition rule to the step such as *External Load is not blank.*
    3. **Notifications:** Note that the EIB doesn't submit notifications when using processing instructions *Automatic Processing*. Also, the EIB skips To Do steps, Approval, and review steps.

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- **Create Position** worksheet in the **EIB Input File**
    - **Spreadsheet Key:** Specify a unique value for each position that you're creating.
    - **Supervisory Organization** (Required)**:** Enter the reference ID for the supervisory organization. To find the values, you can run the *View Reference IDs* report for business object *Supervisory Organization*. Or create a custom report using a data source such as *Supervisory Organizations*.
    - **Position Request Reason:** If you wish to populate a reason, you can find the reference ID values by running the *View Reference IDs* report for business object *General Event Subcategory*. Then filter the business object instance column by a value such as *create position* to find the relevant values.
    - **Position ID:** Enter a value if you wish to assign a position ID. If you leave the field blank, the web service will autoassign a position ID.
    - **Job Posting Title** (Required)**:** Value used in the job posting for this position opening.
    - **Job Description Summary:** If left empty, the value populates from the job profile assuming a job profile populates in the EIB input file and that the job profile *job description summary* has a value.
    - **Job Description:** If left empty, the value populates from the job profile assuming a job profile populates in the EIB input file and that the job profile *job description* has a value. (Optional) You can use html markup if desired.
    - **Critical Job:** This field is a boolean value, so select *Y* or *N* from the drop-down menu.
    - **Difficulty to Fill:** To find reference id values, run the *View Reference IDs*

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report for the business object *Difficulty to Fill*.

- Enter a separate row for each of these sections:
    - Responsibility
    - Work Experience
    - Education
    - Language
    - Competency
    - Certification
    - Training
    - Skill
- **Availability Date:** Date the job opening is available. Defaults to current date if left empty. Use format YYYY-MM-DD
- **Earliest Hire Date:** Earliest date that a worker can be hired or contracted into the opening. Defaults to current date if left blank. Use format YYYY-MM-DD
- **Job Family:** To find the reference ID values, you can run the *View Reference IDs* report for business object *Job Family*. If you use this field, you'll need to change the reference ID type (cell BH4) from *Job_Family_Group_ID* to *Job_Family_ID*.
- **Job Profile:** To find the reference ID values, you can run the *View Reference IDs* report for business object *Job Profile*.
- **Location:** To find the reference ID values, you can run the *View Reference IDs* report for business object *Location*.
- **Worker Type:** To find the reference ID values, you can run the *Integration IDs* report for business object *Worker Type*.
- **Time Type:** To find the reference ID values, you can run the *View Reference IDs* report for business object *Position Time Type*.
- **Position Worker Type:** To find the reference ID values for an employee, run the *View Reference IDs* report for business object *Employee Type*. To find the reference ID values for a contingent worker, run the *View Reference IDs* report for business object *Contingent Worker Type*. Also, you'll need to change the value in cell BM4 to either *Employee_Type_ID* or *Contingent_Worker_Type_ID* depending on the reference ID value you're using.

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	• **Edit Assign Organization** worksheet in the **EIB Input File** • If you've configured the supervisory organizations to use default organization values, then those organizations will automatically default into the position. In this case, you don't have to populate the organization in the EIB input file, and you can skip the organization step in your *Create Position* business process. To add additional organization assignments to the positions, include both the default organization values and any additional organizations that you wish to assign. • **Request Default Compensation** worksheet in the **EIB Input File** • Refer to the Example 2 attachment if you wish to default compensation values for the position. If you populate a compensation package that includes plans for bonuses, allowances, and so on, that the position is eligible for. It's not necessary to populate these plans in the EIB input file. Workday populates these plans automatically in the position as noted in FAQ: Compensation Defaulting. • **Assign Pay Group** worksheet in the **EIB Input File** • Refer to the Example 2 attachment for examples.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it appears that the EIB didn't load any data.	Most likely the business process events are still in Progress because the steps didn't complete. This issue is due to the EIB input file and business process definition being out of alignment. Refer to instructions in the Tips section on how to get the business process definition and input file aligned. To recover, you can run Mass Cancel Business Processes to cancel the In Progress change job events. Then correct the problem, and run the EIB again. Also, note that there's *Business Processes* tab that displays in the EIB integration event, after the EIB successfully completes. This tab enables you to view all business process events that the EIB loaded. From here, you can determine whether the events completed or are still in progress. You

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Issue	Cause and Solution
	can take a closer look at any of the job changes from the related action of the event.
EIB issues an error like this: *At least one of the Custom organization types is required based on the position assignment details settings but has no entries.*	This issue occurs if there are custom organizations required for the position. Perform these steps to determine which organizations the position required: 1. Access the Maintain Organization Types task 2. Go to the Custom tab. 3. Go to column Position Assignment Required and filter by Value=Yes Workday displays all custom organization types required when creating position For all custom organization types returned in above list, perform one of these actions: • Include the organization in the EIB input file • Edit the supervisory organization for the position and add the custom organization as a default organization
Unable to launch the EIB	This issue is most likely security-related. When running the Report *View Security for Securable Item* for securable item *Create Position (Web Service)*, you'll see that you need access to the *Create Position* business process security policy. To change the security, complete these steps: 1. Edit the business process security policy for *Create Position*. 2. Access the section for Initiating Action *Create Position (Web Service)*. 3. Confirm you have access. Ideally you should have access through an unconstrained security group so that you can load positions for any worker. 4. Activate the security change.

Business Processes

Create Position.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add new positions.

If you need to edit the positions, use **Edit Position** web service.

If you've inadvertently uploaded incorrect positions, use Mass Rescind or Mass Cancel. What you use depends on whether the business process event is complete or is still in progress. You can then select Business Processes Loaded by EIB to find the integration event that you want to cancel or rescind. Your other option is to enter *Create Position* at the Business Process Types prompt and enter the date range that you ran the EIB.

For reference documentation for all web services including Create Position, see Operation Directory.

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Sample EIB Input Files

Create_Position-WD35-Example1

Create_Position-WD35-Example2

Concept: Inactivate Organization EIB

Background

You can use this EIB to inactivate an organization.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Reorganization > Inactivate Organization** from the related actions of the organization.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage: Organization Update Integration* domain in the Organizations and Roles functional area.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key**: Use a unique value for each organization. • **System ID and ID:** • This is an older web service that isn't yet using reference IDs. For this reason, you must specify the **Workday ID** (WID) of the organization that you want to inactivate. Note that the System ID should always have a value of **WD-WID** and the ID contains

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	the Workday ID (WID) for the organization you're inactivating. • You might want to create a custom report to get a list of the organizations along with their Workday ID. The data source that you use for your custom report will depend on the types of organizations you're inactivating. Example: if you're inactivating custom organizations, use data source **Custom Organizations**. And if inactivating supervisory organizations, you would use data source **Supervisory Organizations**. There's also data source **Cost Centers**, and so on. • **Keep in Hierarchy**: A Y or N value to indicate whether the organization should stay within its hierarchy. If you remove the organization from the hierarchy, it could affect role-based access if someone has role-based access to the superior organization and all subordinates. • **Organization for Subordinates**: If the organization you're inactivating has active subordinate organizations, the EIB moves subordinates to the superior organization. If you want them to move to another organization, specify its Workday ID (WID) in this field.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues these 3 errors: • *Organization is inactive as of entered effective date so it cannot be inactivated.* • *Organization has events in progress, so it cannot be inactivated.* • *Organization Reference Integration ID does not exist!*	One cause of these errors is specifying the wrong Workday ID in the input file. If the EIB input file contains an ID that the integration doesn't recognize, it assumes that the organization must not be effective yet or is in progress.
The EIB issues error: *Organization has events in progress, so it cannot be inactivated.*	There are multiple causes for this error including: • There are indeed positions associated with the organization that you're inactivating. Try to manually inactivate the organization to confirm this is an issue.

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Issue	Cause and Solution
	• It could occur if you specify an older effective date and made changes to the organization after that effective date. • If you don't specify the Workday ID in the input file, or specify the wrong ID, this error will occur.

Business Processes

Activation.

Use Cases and Guidelines for Recovering from a Bad Load

If you inactivated the wrong organizations, you can mass rescind the business process (the business process is called **Activation**), however the role assignments and the superior organization don't get restored. So, you would need to either manually reassign the superior organization and role assignments, or else use other web services such as **add update organization** and **assign roles.**

You normally can't make updates using this EIB after the inactivating the organization. So, if you need to change something, the best bet is to rescind the event and start over.

For reference documentation for all web services including Inactivate Organization, see Operation Directory.

Sample EIB Input File

Inactivate_Organization-WD30

Concept: Put Assign User-Based Security Group EIB

Background

You can use this EIB to assign Workday accounts to user-based security groups.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Any information that you submit with this EIB replaces and overwrites the information currently in Workday.

To avoid data loss, include all existing users and any new users you want to add for a security group in your EIB input file.

Equivalent Workday Task

Task: Assign Users to User-Based Security Group.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From the related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *User-Based Security Group Administration* domain in the System functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • For versions older than v41.2, this EIB can REPLACE ALL. To avoid issues with the REPLACE ALL functionality, we recommend to: • Thoroughly test in a nonproduction tenant first. And even when testing in a nonproduction tenant, you must be careful because if you don't property populate the EIB input file, you could inadvertently remove your access from security groups, and subsequently lose access to some functionality within the tenant. When you run an initial test, avoid updating assignments for a powerful security group such as Security Administrator, just in case something goes wrong. • Use the *Generate spreadsheet with data* option. • It's easy to get this EIB mixed up with the other EIB that assigns security groups to a user (such as *Put User-Based Security Group Assignments*). Before you run the EIB, check the EIB input file and make certain you're running the correct EIB (cell A1 in the EIB input file, should display **Assign User Based Security Group.** Note

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	that *Group* is singular whereas it's plural for the other EIB) • As you populate these fields in the input file, consider: • **Spreadsheet Key:** Specify a unique value for each security group specified in the EIB input file. It's important to properly set this value: if you assign different spreadsheet key values for the same security group, the EIB deletes assignments. • **User-Based Security Group**: Enter the reference id value of the security group. You can run the *View Reference IDs* report and select business object *User-Based Security Group* to get a list of security groups and reference IDs. • **Workday Accounts:** List each Workday account (in a separate row) to assign to the security group.

Common Issues and Errors

Issue	Cause and Solution
After running the EIB, existing user accounts were removed from the security group.	This functionality is working as expected as the EIB removes all existing user assignments from the security group and replaces the assignments with the entries in the EIB input file. So be sure that you list all user accounts (existing accounts and new accounts you wish to assign) in the EIB input file.
The EIB assigns only the last user account listed in the EIB input file.	Verify that you're using the same spreadsheet key value for each security group specified in the EIB input file. Example: All entries for security group *A* use spreadsheet key *1*. And all entries for security group *B* use spreadsheet key *2*
When specifying multiple accounts for a security group, it fails with message: *<wd:Message>Element Content Workday_Account_Reference Singular error Assign User-Based Security Groups Data</wd:Message>*.	Verify that you're using the correct web service. You should be using web service *Put_Assign_User-Based_Security_Group*. Check the EIB input file and make certain that cell A1 displays **Assign User Based Security Group**. (Note that*Group* is singular whereas it's plural for the other EIB) If not, you might want to create a new EIB to insure you have the correct web service.
There's no option to launch the EIB.	This issue is most likely security-related. Report *View Security for Securable Items* displays that you need *Put* access to domain security policy *User-Based Security Group Administration* to access the web service. So you'll need to: • Edit the domain security policy for domain *User-Based Security Group Administration*.

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Issue	Cause and Solution
	• Make certain you are in a security group that has *Put* access to this domain. • Activate the security change.

Use Cases and Guidelines for Recovering from a Bad Load

Since the web service doesn't use a business process, there isn't an easy way to recover if you load incorrect entries. An option would be to find another tenant that still has the correct security group assignments. Then use *Generate spreadsheet with data* option in that tenant to build an EIB input file to load to the tenant with the incorrect data.

For reference documentation for all web services including Put Assign User-Based Security Group, see Operation Directory.

Sample EIB Input File

Put_Assign_User-Based_Security_Group_v44.0

Concept: Put External Disability Self Identification Record EIB

Background

You can use this EIB to add, delete, or edit external disability self-identification records.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

This EIB is designed to load disability information from outside of Workday. Workday treats the information that you load with this EIB as external data and stores it separately from the information an employee enters in the **Change Self-Identification of Disability** task.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Worker Self-Identification of Disability - USA* domain in the Personal Data functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines

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, which provides a general overview for populating EIB files.

- To prevent data loss, we recommend that you generate your spreadsheet with data for the *Put External Disability Self Identification Record EIB*. See: Example: Generate EIB Spreadsheet Template with Data .
- As you populate these fields in the EIB input file, consider:
  - **Spreadsheet Key:** Specify a unique value for each external disability self-identification record.
  - **Delete:** Set to **Y** if you wish to delete an entry (if deleting an entry, populate only 4 fields: *Spreadsheet Key*, *Delete*, *External Disability Self Identification Record* and *Employee*).
  - **External Disability Self Identification Record:** Populate this field only if removing a self-identification record. You can find values by either generating the spreadsheet with data or by using the *View Reference IDs* report and selecting business object *External Disability Self-Identification Record.*.
  - **ID:** Populate this field in for these scenarios:
    - When **updating an existing record**. You can find values by either generating the spreadsheet with data or by using the *View Reference IDs* report and selecting business object *External Disability Self-Identification Record.*.
    - If you're **adding a new entry**, you can populate a value here if you wish. If you don't populate a value, the web service automatically assigns a value for you.
  - **Employee ID:** Enter the id of the employee.
  - **Disability Status:** Enter the reference id for the Disability Status. To find the reference id values, run the *Integration IDs* report and select business object *Self-Identification of Disability Status.*.
  - **Invitation Date:** The invitation date for the External Disability Self-Identification Record. The format is YYYY-MM-DD. If you wish to also

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	include the time, use format YYYY-MM-DD00:00:00.000. • **Response Date:** The response date for the External Disability Self-Identification Record. The format is YYYY-MM-DD. If you wish to also include the time, use format YYYY-MM-DD00:00:00.000. To validate the data that you loaded, you might want to run report *Latest Disability Self-Identification Results for Active Employees*.

Common Issues and Errors

Issue	Cause and Solution
When using the Generate Spreadsheet with Data option, it fails with error: *Select a condition rule that matches a business object*.	This issue will occur if there aren't any entries for external disability self identification. Load at least 1 entry before using the *Generate Spreadsheet with Data* option.
Unable to launch the EIB	This issue is most likely security-related. Verify you have security access for the EIB.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, and delete.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you have inadvertently uploaded incorrect entries, we suggest you reload the entries with correct information. If you need to restore the original values, you can
  - Find another tenant such as a sandbox or an implementation tenant that still has the correct information.
  - Then use *Generate Spreadsheet with Data* option in that tenant to build an EIB input file to load into the tenant where information needs corrected.

For reference documentation for all web services including Put External Disability Self Identification Record, see Operation Directory.

Sample EIB Input File

Put_External_Disability_Self_Identification_Record-WD35

Concept: Put External Form I-9 EIB

Background

You can use this EIB to load a record of an external form I-9 into Workday.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Note: Any attachments that you might want to load with this EIB need to be base-64 encoded. This is extremely challenging to do in the input file for this EIB. For this reason, consider creating a custom Studio integration instead.

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Equivalent Workday Task

Task: Manage Form I-9 Assignment for Worker.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Put External Form I-9* business process in the Onboarding functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • As you populate the EIB input file, consider: • **Processing Instruction:** Make certain the value for this field (in cell C7 of the **Overview** tab in the EIB input file) is blank. If it isn't blank, you'll receive the message *You can not start another Form I-9 until you have completed your pending/upcoming Form I-9 event* when you update Section 3. • **Worker**: You'll likely need to change the reference ID type in cell D4 from Contingent_Worker_ID to Employee_ID. • **Form I-9 Reference ID**: This field is optional. If you don't specify a reference ID value, Workday will assign one. • **External Form I-9 Source**: Find reference ID values by running the Integration IDs report and searching for business object *External Form I-9 Source*. If you can't find the appropriate values, add External Record Source

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options into Workday through the *Maintain Form I-9 Settings* task.

- **Citizenship Status**: Find reference ID values by running the Integration IDs report and searching business object *Form I-9 Citizenship Status (Workday Owned)* .
- **Document Title**: There are different reference ID types that you can select. Use the drop-down box in cells CB4, CH4, CM4, CS4, and CY4 to view reference ID types you can use. If you're using more than 1 reference ID type, it might be easier to populate the Workday ID (also known as WID) value. The other method is to edit the EIB template and configure the **Separate Type Column** option, so you can populate the values for the reference ID types in the EIB input file, instead of using the WID values. Below are instructions for populating the Workday ID/WID:
    1. Find the **WID** value from the above report for the documents that you want to use and paste into the EIB input file.
    2. Run the **Integration IDs** report and enter these 4 business objects:
        a. National ID Type
        b. Form I-9 License ID Type (Workday Owned)
        c. Form I-9 Passport ID Type (Workday Owned)
        d. Form I-9 Government ID Type (Workday Owned)
    3. Change cells CB4, CH4, CM4, CS4, and CY4 to value WID.
- **File Attachments**: See *Populating File Attachments for the EIB Input File* section for more details.

- After loading the file, you can verify the entries loaded by using 1 of these options:
    - Run the *Form I-9 Process Status* report to see how many External Records loaded in the last week. If you hover over the number, you can see the list of forms and who they were for.
    - Run the *Form I-9 Internal Audits* report to view the loaded entries. You'll want to filter the *Latest Form I-9* column

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	for any entries containing the string **External**. • Run the report *View Form I-9 for Worker*.

Common Issues and Errors

Issue	Cause and Solution
Unable to launch the EIB	You can: 1. Edit Business Process Security Policy for *Complete Form I-9*. 2. Add the appropriate security groups to the Initiating **Action Change External Form I-9 (Web Service)**. 3. Activate the change.
The EIB issues this error: *Processing error occurred. Duplicate insert on index: Form I-9-ID-Form I-9 Reference ID (95$5262), value: Ext_Form_21001, new instance: id=6241$325 wid=0184898fffb601f223064ef82c009b02 disp=6241$325, existing: id=6241$324 wid=0184898fffb601cc286bf1122c002e02 disp=6241$324*	This issue will occur if you attempt to load 2 external forms with same Form I-9 Reference ID.
Even though the EIB completes successfully, the attachment loaded as a corrupted file.	This issue can occur if the base-64 encoded value you pasted into the EIB input file is greater than 32,767 characters. If there are more characters than this, the encoding is truncated and the file is subsequently corrupted. If you encounter issues with corrupted attachments, see *Populating File Attachments in EIB Input File* section.
The EIB completes successfully. However, if you attempt to update section 3 after the load, you receive the message: *You can not start another Form I-9 until you have completed your pending/upcoming Form I-9 event.*	This issue will occur if you set the processing instruction field to Automatic Processing. To correct the problem, you must: 1. Rescind the External Form I-9. 2. Rerun the EIB and leave the processing instructions blank (in cell C7 of the *Overview* tab in the EIB input file). 3. Retest completing section 3.
The EIB fails with this error when attempting to load an I-9 with no documents: *Validation error occurred. Enter at least one document in List A, List B, or List C.*	At this time, the web service doesn't support the creation of an I-9 without any documents. Workday is evaluating whether to change this functionality, but the current expectation is that you should have a least 1 supporting document for an I-9.

Business Processes

Complete Form I-9.

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Populating File Attachments for the EIB Input File

- It can be tricky loading documents using EIB for 2 reasons:
  - You need to base-64 encode the documents and then populate the base-64 value in the EIB input file.
  - Excel has a limitation of 32,767 characters per cell. After encoding the document, it needs to be fewer than 32,767 characters.
- For the above reasons, customers often opt to use a custom integration when it's necessary to load attachments. If you have someone at your organization experienced with Workday Studio, a custom integration might be a better option to take.
- If you wish to go forward with using the EIB, try these suggestions for populating attachments:
  - First, you'll need a tool to base-64 encode your file. There are many free tools available to base-64 encode files (such as Notepad++, for which you'll need to install the MIME Tools plug-in).
  - After you encode the document, the size needs to be under 32,767 characters to be able to paste it into Excel. If it's larger, there are a couple options:
    - If the document is an image, you could make it smaller using a third-party tool such as Image Optimizer (this tool isn't Workday endorsed. Proceed at your own risk).
    - You could edit the EIB input file with a text editor such as Notepad++ (instead of opening it with Excel) and paste in the encoded value. This removes the restriction of 32,767 characters.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries only (not update or delete existing entries).
- If you have inadvertently uploaded incorrect entries:
  - Use task **Mass Cancel Business Processes** or **Mass Rescind Business Processes** (depending on whether the business process event completed or is in progress).
  - Then select **Business Processes Loaded by EIB** to find the integration event you wish to cancel or rescind, or enter Complete Form I-9 at the Business Process Types prompt.

For reference documentation for all web services including Put External Form I-9, see Operation Directory.

Sample EIB Input File

Put_External_Form_I-9-WD36

Concept: Put Job Family Group EIB

Background

You can use this EIB to add or update a job family group. It also adds or removes a group's associated job families. If you want to update the job families directly, consider using a Put Job Family EIB instead.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Job Family Group
- Edit Job Family Group

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Job Information* domain in the Jobs & Positions functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each job family group. • **Add Only:** Set to **Y** if only adding new entries. • **Job Family Group:** If updating an existing job family group, enter the reference id here. To find reference id values, run the **View Reference IDs** report and select business object *Job Family*. Note that it will display both job family groups and job families). You could also run a custom report to get this information. Refer to sample report definition below. • **ID:** If adding a new job family id, enter the ID value here. • **Effective Date:** Effective date of job family group. If you enter a date, use format YYYY-MM-DD. If no value is present, the effective date populates with the current date. • **Name:** If adding a new Job Family Group, enter the name. If updating an

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	existing Job Family Group, enter name if you wish to change it. • **Inactive:** Enter **Y** to inactivate the job family group. • **Job Family Data** section: • **Row ID** (column J): If adding or removing job families from the job family group, enter a unique row id value for each family that you add/remove. • **Delete:** If removing a job family from a job family group, enter Y. • **Job Family:** Enter the reference id of the job family that you're adding or removing. To find reference id values, run the **View Reference IDs** report and select business object*Job Family*. Note that it will display both job family groups and job families. You could also run a custom report to get this information. Refer to sample report definition below. • **Job Profile Info Data** section: This is information only and you can't update it.

Common Issues and Errors

Issue	Cause and Solution
When attempting to use the *Generate Spreadsheet with Data* functionality, it fails with this error: *The entered information does not meet the restrictions defined for this field. (Job_Family_Reference).*	The Generate Spreadsheet with Data functionality isn't available at this time. Workday is researching this issue (internal ticket HRCORE-55286). In the meantime, use a custom report to help you populate the EIB input file.
Unable to launch the EIB.	This issue is most likely security-related. See the *Additional Input File Guidelines* section.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new job family groups or update existing job family groups. You can't delete job family groups.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel.
- You can't delete job family groups. So if you accidentally load new job family groups that you don't wish to keep, an option would be to:
  - Update the job family groups using the EIB.
  - Set the **Inactive** flag to **Y**.
  - You could also change the job profile group names and precede them with *zDNU* which will drop them to the bottom of the list.

For reference documentation for all web services including Put Job Family Group, see Operation Directory.

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Sample EIB Input File

Put_Job_Family_Group-WD36

Concept: Put Job Profile EIB

Background

Note:

The *Put Job Profile* web service is deprecated starting with v44.0 Workday recommends that you use the *Submit Job Profile* web service instead. You can use this EIB to add or update job profiles. See Concept: Submit Job Profile EIB .

If you want to load skills to job profiles, consider using workbooks. See Mass Update Job Profile Skills with Workbooks.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Job Profile
- Edit Job Profile

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Job Information* domain in the Jobs & Positions functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Job Profile EIB. See: Example: Generate EIB Spreadsheet Template with Data .

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	• If updating existing job profiles, note that: • For many fields, you can use value **{empty}** if you need to remove an existing value. • For the fields where multiple values are possible, such as competencies, the web service generally performs a Replace All. If you're adding, changing, or removing values, you need to populate the EIB input file with the new values as well as any existing values you wish to keep. • As you populate the EIB input file, consider: • **Spreadsheet Key**: Use a unique value for each job profile. • **Job Code**: Populate the job code if updating an existing job profile • **Effective Date**: Enter the effective date of the change. If field remains blank, it defaults to today's date. • **Referral Payment Plan:** If updating an existing job profile that uses this field, populate existing value in the EIB input file otherwise the EIB input file removes it. • **Restrict to Country**: If updating an existing job profile that uses this field, populate existing value in the EIB input file otherwise the EIB input file removes it.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues 1 of these errors: • *Validation error occurred. Element Content 'Location_Context_Reference' is required, on internal element 'Job Profile Exempt Data'.* • *Within relationship' is empty for index 95$744.*	This issue occurs if you don't properly populate the Location Context or ISO 3166 1 Alpha 2 Code. To correct this problem, populate column AL with the *ISO_3166-1_Alpha2_Code* value and leave column AM blank.
EIB issues this error: Validation error occurred. This Job Title along with one or more Job Families combination is already in the system. Combination of Job Title and Job Family has to be unique in the system.	This error occurs when a job profile name for a job code isn't unique in a job family. You might find it helpful to run report View Reference IDs (select business object *Job Profile*). Then extract the output to check for duplicate job profile names. In situations where there are identical names, you'll either need to: • Change one of the names • Make certain that the job families don't contain duplicate job profiles.

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Issue	Cause and Solution
EIB returns this error when trying to add a new job classification: *Validation error occurred. The entered information doesn't meet the restrictions defined for this field. (Job_Classifications_Reference).*	This issue occurs when the effective date on the EIB is before the creation date of the new job classification. Enter an effective date that is on or after the creation date of the new job classification.
Although the EIB successfully completes, it didn't make the updates I specified in the EIB input file.	This issue can occur when updating existing job profiles and specifying an older effective date in the EIB input file. Example: If the existing job profile has an effective date of 9/1/2020 and you then load updates to the job profile and populate an effective date of 8/1/2000, those changes aren't visible if you view the job profile as of 9/1/2020, since they're outdated. To resolve this issue, you need to reload the data with a more recent effective date.
When using the **Generate Spreadsheet with Data** option, it doesn't generate the template file. And if viewing the template generation job in the process monitor, the error displays: The task submitted isn't authorized.	When running the **View Security for Securable Item** report and searching for the Put Job Profile web service, it displays that you need Put access to domain security policy Job Information. To fix this problem, complete these steps: 1. Edit domain Job Information security policy. 2. Give Put access to the appropriate security groups. 3. Activate the change.
I'm unable to launch the EIB.	When running report **View Security for Securable Item** and searching for the Put Job Profile web service, it displays that you need Put access to domain security policy Job Information. To fix this problem, complete these steps: 1. Edit domain Job Information security policy. 2. Give Put access to the appropriate security groups. 3. Activate the change.
I made changes to job classification, competencies, job family, and so on, and loaded the EIB successfully. However, when I use the view job profile off the related actions of the job profile, and select a date before the effective date on my EIB, it has the same information as what I loaded for my effective date. Shouldn't I see what it looked like before my load if I select an effective date that is before the effective date on my EIB?	The job profile currently doesn't take Snapshots of the qualifications at this time.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add new entries or update existing entries. You can't delete entries nor can you rescind since there's no business process associated with this web service.

If you have inadvertently uploaded incorrect entries, you can update the entries to make corrections.

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You can't delete job profiles. If you have job profiles that you no longer wish to use, you can update them and set the **Inactive** flag to *Y*. You could also change the name of the job profile and prefix it with DNU.

For reference documentation for all web services including Put Job Profile, see Operation Directory.

Sample EIB Input File

Put_Job_Profile-WD30

Concept: Submit Job Profile EIB

Background

You can use this EIB to add or update job profiles.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

If you want to load skills to job profiles, consider using workbooks. See Mass Update Job Profile Skills with Workbooks.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Job Profile task.
- Edit Job Profile task.
- Manage Job Profile business process.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Submit Job Profile* initiating action on the *Manage Job Profile* business process to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Submit Job Profile EIB. See: Example:

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	Generate EIB Spreadsheet Template with Data . • If updating existing job profiles, note that: • You can leave the field blank if you need to remove an existing value. Workday will default today's date for the **Effective Date** field. • For the fields where multiple values are possible, such as competencies, the web service generally performs a Replace All. If you're adding, changing, or removing values, you need to populate the EIB input file with the new values as well as any existing values you wish to keep. • If updating existing job profiles, note that: • To delete values: • If a field has a delete flag, you can use the delete flag. • If a field doesn't have a delete flag, enter {empty} in the field. You can leave the field blank if you need to default in an existing value. If you leave a field blank and enter an effective date that's before the job profile's earliest effective date, Workday defaults in the values from the job profile with the earliest effective date. If you leave the effective date field blank, Workday defaults today's date. • For multi-value fields without sub-attributes, such as job classifications, the web service generally performs a *Replace All*. If you're adding, changing, or removing values, you need to populate the EIB input file with the new values as well as any existing values you wish to keep. • For these multi-value fields with sub-attributes, you can add and remove qualifications in a single request

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	instead of needing to submit different requests: • *Responsibility_Qualification_Replacement* • *Skill_Qualification_Replacement* • *Training_Qualification_Replacement* • *Certification_Qualification_Replacement* • *Competency_Qualification_Replacement* • *Education_Qualification_Replacement* • *Work_Experience_Qualification_Replacement* • *Language_Qualification_Replacement* • *Job_Profile_Pay_Rate* • *Job_Profile_Exempt* • As you populate the EIB input file, consider: • **Job Profile Reference** You can use the Job Profile Reference ID or Workday ID (WID) to reference a specific existing job profile that you want to edit. • **Spreadsheet Key**: Use a unique value for each job profile. • **Job Code**: Populate the job code if updating an existing job profile • **Effective Date**: Enter the effective date of the change. If field remains blank, it defaults to today's date. • **Referral Payment Plan:** If updating an existing job profile that uses this field, populate existing value in the EIB input file otherwise the EIB input file removes it. • **Restrict to Country**: If updating an existing job profile that uses this field, populate existing value in the EIB input file otherwise the EIB input file removes it.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues 1 of these errors: • *Validation error occurred. Element Content 'Location_Context_Reference' is required, on internal element 'Job Profile Exempt Data'.* • *Within relationship' is empty for index 95$744.*	This issue occurs if you don't properly populate the Location Context or ISO 3166 1 Alpha 2 Code. To correct this problem, populate column AG with the proper ID Types. 1. Access the **Edit Template Model Area** task for *Job Profile Exempt Data*. 2. In the **Location Context** row, set the **Separate Type Column** to*Yes*.

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Issue	Cause and Solution
	3. Use the Get Job Profile web service to retrieve the job profile data. See Customize EIB Spreadsheet Template .
EIB issues this error: Validation error occurred. This Job Title along with one or more Job Families combination is already in the system. Combination of Job Title and Job Family has to be unique in the system.	This error occurs when a job profile name for a job code isn't unique in a job family. You might find it helpful to run report View Reference IDs (select business object *Job Profile*). Then extract the output to check for duplicate job profile names. In situations where there are identical names, you'll either need to: • Change one of the names • Make certain that the job families don't contain duplicate job profiles.
EIB returns this error when trying to add a new job classification: *Validation error occurred. The entered information doesn't meet the restrictions defined for this field. (Job_Classifications_Reference).*	This issue occurs when the effective date on the EIB is before the creation date of the new job classification. Enter an effective date that is on or after the creation date of the new job classification.
Although the EIB successfully completes, it didn't make the updates I specified in the EIB input file.	This issue can occur when updating existing job profiles and specifying an older effective date in the EIB input file. Example: If the existing job profile has an effective date of 9/1/2020 and you then load updates to the job profile and populate an effective date of 8/1/2000, those changes aren't visible if you view the job profile as of 9/1/2020, since they're outdated. To resolve this issue, you need to reload the data with a more recent effective date.
When using the **Generate Spreadsheet with Data** option, it doesn't generate the template file. And if viewing the template generation job in the process monitor, the error displays: The task submitted isn't authorized.	When running the **View Security for Securable Item** report and searching for the Submit Job Profile web service, it displays that you need Put access to domain security policy Job Information. To fix this problem, complete these steps: 1. Edit domain Job Information security policy. 2. Give Put access to the appropriate security groups. 3. Activate the change.
I'm unable to launch the EIB.	When running report **View Security for Securable Item** and searching for the Submit Job Profile web service, it displays that you need Put access to domain security policy Job Information. To fix this problem, complete these steps: 1. Edit domain Job Information security policy. 2. Give Put access to the appropriate security groups.

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Issue	Cause and Solution
	3. Activate the change.
I made changes to job classification, competencies, job family, and so on, and loaded the EIB successfully. However, when I use the view job profile off the related actions of the job profile, and select a date before the effective date on my EIB, it has the same information as what I loaded for my effective date. Shouldn't I see what it looked like before my load if I select an effective date that is before the effective date on my EIB?	The job profile currently doesn't take Snapshots of the qualifications at this time.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add new entries or update existing entries.

If you have inadvertently uploaded incorrect entries, you can rescind or cancel the *Manage Job Profile* events created during the load. If they are *Successfully Completed*, use the **Mass Rescind Business Process** task. If they remain in the *In Progress* status, use the **Mass Cancel Business Process** task.

You can't delete job profiles. If you have job profiles that you no longer wish to use, you can update them and set the **Inactive** flag to *Y*. You could also change the name of the job profile and prefix it with DNU.

For reference documentation for all web services including Submit Job Profile, see Operation Directory.

Sample EIB Input File

Submit_Job_Profile_v46.0.xlsx

Concept: Put Location EIB

Background

You can use this EIB to add or update a location.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Location
- Edit Location

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Manage: Location* domain in the Organizations and Roles functional area to run this EIB.
Configure the EIB to Generate with Data	• This EIB has a **Generate Spreadsheet with Data** option. Always use this option when updating existing locations for these reasons: • This web service can remove existing fields if you don't populate values for them in the EIB input file. By generating the spreadsheet template with data, you can reduce the chances that the web service removes fields. • By generating the spreadsheet template with data, Workday populates all existing information in the EIB input file. Then you can merely update the EIB input file with the fields you need to change. • If you're loading new locations, you might want to start by manually creating a location similar to the locations you're loading. Then you can generate the spreadsheet with data to determine how you'll need to build the EIB input file.

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	• To configure a filter to generate your spreadsheet with data: 1. From the related actions of your EIB, select **Template Model > View**. 2. Click **Edit Template with Data Options**. 3. In the Filter section, select the **Condition Rule Filter** option. 4. Enter the rule condition. 5. From the related actions of the EIB, select **Template Model > Generate Spreadsheet Template**. 6. Generate the spreadsheet with data.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Location EIB. See: Example: Generate EIB Spreadsheet Template with Data . • Note: • Effective date must be blank for new locations to be consistent with new locations created in the UI. • When effective date is blank, the value is effective as of the beginning of time. • The Effective Date applies to these fields only: Location Name, Inactive, and Location Hierarchy Reference. • If Location Hierarchy Reference is blank for an existing location, Workday removes location from all location hierarchies it's included in as of the effective date specified. • If these fields are blank, the web service removes existing values: Altitude, Latitude, Longitude, Trade Name, Worksite Identification Code, Locale, User Language, Location Attribute, Location Type, Time Profile, Time Zone, Superior Location. • **Note**: If you're updating an existing location that uses any of these fields, you must populate these fields in the EIB input file to prevent their removal. We recommend that you use the **Generate Spreadsheet with Data** option if updating existing locations

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to ensure that the location retains all existing data:

- **Location Hierarchy**
- **Superior Location**
- **Time Zone**
- **Time Profile**
- **Location Type**
- **Location Attribute**
- **Trade Name**
- **Worksite**
- **Locale**
- **User Language**
- **Altitude/Latitude/Longitude**

- As you populate these fields in the EIB input file, consider:
  - **Spreadsheet Key:** Specify a unique value for each Location
  - **Location (column D):** If updating an existing location, populate this field with the reference ID value of the location that you wish to update. We recommend that you use the **Generate Spreadsheet with Data** option if updating existing data. Then copy the reference ID value in the Location ID column (column E) into this field. You can also find the reference ID value by creating a custom report using a report data source such as *Locations*.
  - **Location ID (column E):** Populate this field in these situations:
    - If you're **updating the location**: place the reference ID value of the location in this field. Or if you want to change the current reference ID value for the location, place the new reference ID value in this field.
    - If you're **creating a new location** and you wish to assign the reference ID, place the value in this field. If the field is blank, the web service will automatically assign a reference ID value
  - **Effective Date:** Specifies the Effective Date for updates to these fields only: Location Name, Inactive, and Location Hierarchy Reference. Blank means that these field values will be effective

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	as of the beginning of time. Must be blank for new locations. • **Location Name:** (Required) • **Location Usage** (required): Enter the Location Usages. Note that if updating an existing location, you must populate all location usages as the web service does a Replace All. To identify the reference ID values for Location Usage, run the *Integration IDs* report and search business object *Location Usage*. • **Inactive:** Set this flag to **Y** to inactivate a location. You might also want to append *zDNU* to the beginning of the location name. • **Trade Name** and **Worksite ID Code:** If you populate these fields, it's also necessary to populate the primary address in the EIB input file. • **Location Hierarchy:** You can specify one or more location hierarchies. Always populate this field if updating an existing location that already has a location hierarchy assigned, so that the value remains. • **Defaulted Business Site Address:** Select **Y** for the EIB to ignore the address information, not trigger a remove/add transaction for the address (which could impact integrations such as PECI). Select **N** if you want to update the address, with the address information provided in the EIB input file.

Common Issues and Errors

Issue	Cause and Solution
EIB issues this error when updating the Trade Name and Worksite ID even though the location is US-based: *Validation error occurred. Worksite ID Code and Trade Name are valid only for Locations based in US*	The EIB requires that the EIB input file contains the primary address when updating the trade name and worksite ID so that it can validate that the location is still in the US. You might want to use the **Generate Spreadsheet with Data** option to help populate the address in the EIB input file.
There's no option to launch the integration.	This issue is normally security-related: 1. Edit the domain security policy for domain: *Manage: Location* 2. Make certain you are in a security group that has *Put* access. 3. Activate the Security Change.

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Issue	Cause and Solution
When attempting to generate the spreadsheet with data, it fails with error: *Processing error occurred. The task submitted is not authorized.*	This issue is normally security-related: 1. Edit the domain security policy for domain: *Manage: Location* 2. Make certain you are in a security group that has *Put* access. 3. Activate the Security Change.
I'm unable to populate an External URL value in the EIB input file.	There isn't an option to assign external URLs to locations, through a web service. If you need to do this task, consider: • There's a *Contact Information* section associated with the location, where you can enter web addresses. • There's an EIB called *Put External URL* that enables you to set up external URLs. However, you would still need to manually assign them to the locations.
Even though I populated address details in EIB input file, it doesn't load the information.	Verify that field **Defaulted Business Site Address**value is **N** in the EIB input file.
EIB issues this error: *Validation error occurred. Time Profile is required for a location whose usages include Business Site.*	The EIB requires a Time Profile for locations whose usages include Business Site: note that even if you're updating an existing location, you must still populate the Time Profile in the EIB input file. If updating an existing location, we recommend using the **generate with data** option to help populate the existing data in the EIB input file.
After updating an existing location, the EIB removes some fields, including: • Location Hierarchy • Superior Location • Time Zone • Time Profile • Location Type • Location Attribute • Trade Name • Worksite • Locale • User Language • Altitude • Latitude • Longitude	When updating an existing location, populate all existing values. If you don't take this action, Workday removes the values. We recommend using the **Generate Spreadsheet with Data** option when updating existing locations so that you can ensure that all existing data remains.
Slow performance	Loading a large volume of locations with Worksite IDs can negatively impact performance. Workday is in the process of improving performance. In the meantime, if you encounter this issue, remove the worksite ID and rerun the EIB. You can also break the load into multiple files and load them concurrently.

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Issue	Cause and Solution
The EIB won't update a specified currency	If you submit a Put_Location request where the specified currency matches the country's default currency, the currency won't update if a location has a currency override applied. Leaving the field blank also leaves the override intact. Example: A user attempts to clear a USD currency override on a Tokyo location by using the EIB to set the currency back to Japan's country default (JPY). However, instead of removing the override, Workday ignores the matching default currency and leaves the existing USD override unchanged. To update the default currency: 1. Access the **View Location** task. 2. In the *Business Site* tab, select **Edit** to update the **Default Currency** field.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new locations or update existing locations. You can't delete locations.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you have inadvertently uploaded incorrect entries, we suggest you reload the entries with correct information. If you need to restore the original values:
  - Find another tenant such as a Sandbox or implementation tenant, that still has the correct location information.
  - Use **Generate Spreadsheet with Data** option in that tenant to build an EIB input file to load into the tenant with incorrect location information.
- You can't delete locations. If you accidentally loaded new locations that you don't wish to keep, you can update the locations and set the Inactive flag to **Y**. You could also change the location names and precede them with *zDNU*, which would drop them to the bottom of the list.

For reference documentation for all web services including Put Location, see Operation Directory.

Sample EIB Input File

Put_Location-WD35_0

Concept: Put Supervisory Organization Assignment Restrictions EIB

Background

You can use this EIB to update the assignment restrictions for a supervisory organization.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Supervisory Organization > Edit Supervisory Organization** from the related actions of a supervisory organization.

There are also similar EIBs related to supervisory organizations. Consider these options as you determine what works best for you:

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- Add Update Organization: You can use this EIB to add a new organization or update an existing organization.
- Change Organization Assignments: You can use this EIB to assign organizations to worker positions.

You can also perform mass organization changes through:

- Move Workers (Supervisory) task.
- Move Workers (by Organization) task.
- Workbooks: See Initiate Change Organization Assignments in Mass Action Workbooks.
- Org Studio: See Org Studio and Mass Actions.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage: Supervisory Organization* domain in the Organizations and Roles functional area to run this EIB.
Configure the EIB to Generate with Data	This EIB has a **Generate Spreadsheet with Data** option, which is very helpful to use when you aren't certain how to populate the input file. To use it: • You might want to manually add default values and allowed values to one supervisory organization (like the updates you want to make to all the supervisory organizations through the EIB load). • From the related actions of your EIB, select **Template Model > View**. • Click **Edit Template Model Sheet**. • Go to the template model area with label *Allowed Organization Data+* and change the reference id type for **Allowed Organization* +** from *Business Unit ID* to *Organization Reference ID*. • Go to the template model area with label *Default Organization Data+*, and change the reference id type for **Default Organization** from *Business Unit ID* to *Organization Reference ID*.

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	• Click **OK** then **Done**. • Add a filter to your EIB template: • From the related actions of your EIB, select **Template Model > View**. • At the bottom of the page, select **Edit Template with Data Options**. • Set filter to **Condition Rule Filter**. • Create a condition rule to get the supervisory organizations you wish to update. Example: you could select *Primary Location in the selection list Chicago*. Or if you want it to extract everything, select *Primary Location not in the selection list Virgin Islands* (or some other location not associated with your supervisory organizations). • If you regenerate the template and select the **Generate Spreadsheet with Data** option, it will contain the supervisory organizations you selected. You can then make your modifications and run the EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues an error such as *Validation error occurred. Invalid ID value. 'COMPANY-16-292' is not a valid ID value for type = 'Business_Unit_ID'*	You need to make certain that your template model is referencing the proper reference id type. Check your EIB input file for any references to *Business Unit_ID* and replace them to *Organization_Reference_ID*
No option to launch the EIB	Make certain you have *Put* access to domain security policy *Manage: Supervisory Organization*

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, and delete entries.
- If you have inadvertently uploaded incorrect entries, you might want to download the original supervisory organization assignments from another tenant (where original entries are still intact) and then load them to production with the *replace all* option

For reference documentation for all web services including Put Supervisory Organization Assignment Restrictions, see Operation Directory.

Sample EIB Input File

Put_Supervisory_Organization_Assignment_Restrictions-WD32

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Concept: Put User-Based Security Group Assignments EIB

Background

You can use this EIB to assign user-based security groups to Workday accounts.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Any information that you submit with this EIB replaces and overwrites the information currently in Workday.

To avoid data loss, include all existing users and any new users you want to add for a security group in your EIB input file.

Equivalent Workday Task

Task: Assign User-Based Security Groups for Person.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *User-Based Security Group Administration* domain in the System functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • This EIB can be very dangerous since it does a *replace all*. We recommend you: • Make certain that it's truly the EIB that you wish to use. This EIB assigns user-based security groups to selected users. It's similar to the task *Assign User-Based Security Groups for Person.* There's also another more commonly used EIB, titled *Put Assign User-Based Security Group* that assigns users to a selected user-based security group

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	(similar to the task *Assign Users to User-Based Security Group*). • Thoroughly test in a nonproduction tenant first. Even when testing in a nonproduction tenant you must be careful. If you don't properly populate the EIB input file, you could inadvertently remove your access from security groups, and subsequently lose access to some functionality within the tenant. When you run an initial test, avoid updating assignments for a super user, just in case something goes wrong. • Use the **Generate Spreadsheet with Data** option. See *Configure the EIB to Generate with Data* section. • It's easy to get this EIB mixed up with the other EIB that assigns users to a security group (*Put Assign User-Based Security Group*). Before you run the EIB, check the EIB input file and make certain you're running the correct EIB (cell A1 in the EIB input file, should display **Assign User Based Security Groups.** Note that *Groups* is plural whereas it's singular for the other EIB)
Configure the EIB to Generate with Data	• This EIB has a **Generate Spreadsheet with Data** option. We strongly recommend you use this option since this is a *replace all* web service. Therefore the **Generate Spreadsheet with Data** option will be helpful since you can populate the template with all existing security group assignments. To use this option: 1. From related actions of your EIB, select **Template Model > View**. 2. Click **Edit Template with Data Options**. 3. Enter a Workday account (Example: lmcneil) in the **ID** field. Or if you want to extract multiple accounts, then select **Condition Rule Filter** and add a condition rule. Example: *Account Disabled or Expired is not blank.* 4. Click **OK**. 5. If you regenerate the template and select the **Generate Spreadsheet with Data** option, you can view all existing user-based security group assignments for selected accounts.

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Additional Input File Guidelines	• As you populate these fields in the input file, consider: • **Spreadsheet Key:** Use a unique value for each Workday account specified in the EIB input file. It's important to properly set this value: if you assign different spreadsheet key values for the same Workday account, you'll lose the assignments. • **Workday Account:** List the Workday account that you wish to assign security groups to. • **User-Based Security Group**: Enter the reference id value for each security group that you're assigning. You can run the **View Reference IDs** report and select business object *User-Based Security Group* to get a list of security groups and reference ids

Common Issues and Errors

Issue	Cause and Solution
After running the EIB, the user account is missing security group assignments that they previously had.	This feature is working as expected. The EIB removes all existing security group assignments from the user and replaces the security group assignments with the entries in the EIB input file. Be sure to list all security group assignments (existing assignments and new assignments) in the EIB input file.
The EIB assigns only the last security group listed in the EIB input file.	Verify that you're using the same spreadsheet key value for each user account specified in the EIB input file. Example: All entries for user account *A* use spreadsheet key *1*. And all entries for user account *B* use spreadsheet key *2*, and so on.
There's no option to launch the EIB.	This issue is most likely security-related. Report **View Security for Securable Items** displays that you need *Put* access to domain security policy *User-Based Security Group Administration* to access the web service. You'll need to: • Edit the domain security policy for domain *User-Based Security Group Administration*. • Make certain you're in a security group that has *Put* access to this domain. • Activate the security change.
The EIB issues this error: *Validation error occurred. Element Content 'Workday_Account_Reference' is required, on internal element 'Assign User-Based Security Groups Data'.*	Make certain you're using the same spreadsheet key value for a given Workday account.

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Use Cases and Guidelines for Recovering from a Bad Load

Since the web service doesn't use a business process, there isn't an easy way to recover if you load incorrect entries. You can find another tenant that still has the correct security group assignments for the Workday accounts. Then use the **Generate Spreadsheet with Data** option in that tenant to build an EIB input file to load to the tenant with the incorrect data.

For reference documentation for all web services including Put User-Based Security Group Assignments, see Operation Directory.

Sample EIB Input File

Put_User-Based_Security_Group_Assignments-WD34

Concept: Update Workday Account EIB

Background

You can use this EIB to update existing Workday accounts for employees, contingent workers, and implementers.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Edit Workday Account.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to *Workday Accounts* domain in the System functional area.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key**: Use a unique value for each Workday account that you're updating. • The EIB input file includes a section for specifying the Workday account for an employee and another section for specifying the Workday account for a contingent worker. Be sure to

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complete the correct section based on whether the worker is an employee or contingent worker.

- **System ID**: Set the field value to WD-EMPLID in the employee section or contingent worker section depending on the account. For reference documentation of other role ID types, see Operation: Update_Workday_Account.
- **Generate Random Password:**
    - If set to **Y**, it generates a random password for the specified Workday Account and emails the new password to the email address associated with that account. (Run **Edit Tenant Setup - Security** and verify that the configuration enables security emails. For terminated workers, you might also need to temporarily change the setting to **Send to home email, else work email**.)
    - If set to **N**, you can provide a new password in a different field. If you don't provide a password, the associated Workday Account's password doesn't change. Note that the **Maximum Password Age in Days** field on the **Maintain Password Rules** task or the **Maintain Payment Card Industry Password Rules** task controls the password expiration for the randomly generated password.
- **Notifications:** Below are details on how to populate the fields associated with Notifications. There's also 1 entry in the attached sample EIB Input file, demonstrating an update to notifications. When you update a notification type, it replaces all instances. To avoid removing information, ensure that the EIB input file includes all channel information for the notification type. Also, you must supply Workday IDs (WIDs) for each of these fields. The WIDs are typically available from the **Integration IDs** report. However, at this time they aren't available due to a permission-related issue that the Workday

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	development team is investigating. Instead, refer to the attached file *Workday-IDs-for-Notification-Fields.xlsx*, to get a list of WID values. • **Notification Sub Type**: This is the notification type. (Examples: Approvals, Give Feedback, Tasks.) Enter the WID of the notification type. (Refer to the attached file *Workday-IDs-for-Notification-Fields.xlsx* for a list of values.) • **Channel:** Enter the channel (Example: Email, Mobile Push Notification). You'll need to enter the WID for the channel. (Refer to the attached file *Workday-IDs-for-Notification-Fields.xlsx* for a list of values.) • **Delivery Frequency:** Enter the delivery frequency (Example: Immediately, Daily). You'll need to enter the WID. (Refer to the attached file *Workday-IDs-for-Notification-Fields.xlsx* for a list of values.)

Common Issues and Errors

Issue	Cause and Solution
EIB fails with this error: *The value specified isn't configured for this country..*	This issue occurs if your tenant configuration doesn't permit the preferred language populated in the EIB input file. You can: 1. Run the Maintain Localization Settings task. 2. At **Area** prompt, select *Personal Information*. 3. Locate the row with Localized Field = Preferred Communication Language (Worker). 4. Enter all applicable countries in the**Allow for Countries** or **Regions** prompt. 5. Select the**Active** check box for the entry to activate settings. 6. Run Configure Preferred Communication Languages task. 7. Add all applicable countries/languages.
After using EIB to update delivery frequency, some of the delivery frequency information is missing or has changed for other channels that weren't updated.	When you update a notification type using the Update Workday Account web service, it replaces all instances. To avoid removing information, make sure that the EIB input file includes all channel information for the notification type. Pay close attention to row IDs.

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Issue	Cause and Solution
The notification fields in the sample EIB input file look different than what I see in my EIB input file.	There were many changes made to notification fields in recent web service versions. Verify you're using the latest web service version. If you're not certain what version you're using, create a new EIB to pick up the latest version.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to update entries only. If you need to add new entries, use **Add Workday Account** EIB.
- If you have inadvertently uploaded incorrect entries, reload the entries with correct values.
- You can’t delete Workday Accounts. If you have accounts that you don't want to use, you can disable them using this web service.

For reference documentation for all web services including Update Workday Account, see Operation Directory.

Sample EIB Input File

Update_Workday_Account-WD36

Workday-IDs-for-Notification-Fields_0 (1)

Integrations EIBs

Concept: Approve Business Process EIB

Background

You can use this EIB to approve business processes by user.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

The EIB must be run by a user who is listed in the awaiting action list for the business process step.

Example: If a Request Compensation Change event displays that the approval step is awaiting action for user A or B, then user A or B must run the EIB.

If you aren't a user listed in the awaiting action list for the business process step and need to run the EIB, consider:

Approach #1	Reassign the business process actions that you want to approve to 1 user, who can then run the EIB: 1. Mass reassign the business process steps to 1 user. 2. Sign in as the user you reassigned the tasks to and run the Approve Business Process EIB.
Approach #2	Configure a service center representative to run the EIB. This is a preemptive approach that you can use to help avoid future issues with mass approving business process events.

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	1. Create a service center representative and a Workday account. 2. Add the service center representative to a security group. 3. For any business processes that you want to mass approve events for in the future: a. Edit the business process security policy and add the service center security group (from step 2) to the approve section. b. Edit the business process definition and add the security group to any business process approval steps that you want to mass approve in the future. 4. Add the security group (from step 2) to the *Integration Events* domain security policy so that the service center representative can run the EIB. 5. Activate the security changes. 6. Sign in as the service center representative to run the EIB.

Equivalent Workday Task

You can approve the action from My Tasks.

You can also mass approve using the *Bulk Approve* option from My Tasks.

Note: You can't undo an approval. Review any relevant business processes carefully before you approve events.

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.

As you populate the EIB input file, consider:

- **Spreadsheet Key:** Specify a unique value for each event where you want to approve a business process step.
- **Event:** Specify the Workday ID (WID) and change the value in cell C4 of the EIB input file from *Absence_Case_ID* to *WID*.
- **Comment:** Required, unless you select the **Disable Comments** check box in the business process security policy.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues this error: *Validation error occurred. The entered information does not meet the restrictions defined for this field. (Event_Reference).*	Displays if you try to run the EIB and aren't a user listed in the awaiting action list for the business process step. Refer to the Background section above for suggestions on how to address this situation.

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Issue	Cause and Solution
The EIB issues an error like this: *Validation error occurred. Invalid ID value. 'ad176699557701e05eed7775de07d00d' is not a valid ID value for type = 'Absence_Case_ID'*	The EIB input file needs to specify WID as the reference ID type. Change the value in cell C4 of the EIB input file from *Absence_Case_ID* to *WID*.
EIB completes successfully but doesn't approve the step.	Verify that you're specifying an approvable step. Example: If you specify a **to do** step, the EIB ignores it.

Use Cases and Guidelines for Recovering from a Bad Load

You can't undo an approval. Review any relevant business processes carefully before you approve events.

For reference documentation for all web services including Approve Business Process, see Operation Directory.

Sample EIB Input File

Approve_Business_Process-WD34

Concept: Cancel Business Process EIB

Background

You can use this EIB to cancel a business process.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

You can also use this EIB to cancel individual steps in a business process if those steps are associated with a subprocess event. If the individual steps aren't associated with a subprocess event (Example: an approval step), then you can't cancel the step. See Setup Considerations: Mass Operations on Business Processes for more information.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Mass Cancel Business Processes
- Mass Operation Management

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key:** Specify a unique value for each event.
- **Event:** We recommend that you specify the Workday ID (WID) value for each event. Change the value in cell C4 of the EIB input file from *Absence_Case_ID* to *WID*. Consider creating a custom report with the *Business Process Transactions* data source to get the WIDs.
- **Comment:** (Required) Enter a comment for each event.
- **Suppress Notifications:** Enter *Y* to suppress notifications for each event you want to cancel.

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Common Issues and Errors

Issue	Cause and Solution
The EIB issues this error: *Validation error occurred. Business Process cannot be canceled via Web Service.*	Check these: 1. Check the security policy for the business process that you are canceling and ensure you have access to cancel it. 2. Verify that you entered the correct Workday ID (WID) in the EIB input file. 3. Verify that the event can be canceled. Create and run a custom report with the *Business Process Transactions* data source and check that the Cancelable field is set to *Yes*.
The EIB issues an error like this: *Validation error occurred. Invalid ID value. 'ad176699557701e05eed7775de07d00d' is not a valid ID value for type = 'Absence_Case_ID'*	The EIB input file needs to specify WID as the reference id type. Ensure the value in cell C4 of the EIB input file is *WID* instead of *Absence_Case_ID* .

Use Cases and Guidelines for Recovering from a Bad Load

You can't undo a Cancel Business Process EIB. If you cancel business process events in error, the only option would be to resubmit the original business process events to restore them.

For reference documentation for all web services including Cancel Business Process, see Operation Directory.

Sample EIB Input File

Cancel_Business_Process-WD33

Concept: Deny Business Process EIB

Background

You can use this EIB to deny a business process.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

To run the EIB, Workday must display your name in the Awaiting Action list for the business process step.

Example: If a Request Compensation Change event displays that the approval step is awaiting action for Logan McNeil or Betty Liu, then one of them must run the EIB.

If Workday doesn't display your name in the *Awaiting Action* list for the business process step and need to run the EIB, consider:

Reassign to 1 Person	Reassign the business process actions that you want to deny to 1 person, who can then run the EIB: 1. Mass reassign the business process steps to 1 person. 2. Sign in as the person you reassigned the tasks to and run the Deny Business Process EIB.

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Reassign to Service Center Representative	Configure a service center representative to run the EIB. This method is a preemptive approach that you can use to help avoid future issues with mass denying business process events. 1. Create a service center representative and a Workday account. 2. Add the service center representative to a security group. 3. For any business processes for which you want to deny events in bulk in the future: a. Edit the business process security policy and add the security group for the service center (from step 2) to the approval and deny sections. b. Edit the business process definition and add the security group to any business process approval steps that you want to deny in bulk in the future. 4. Add the security group (from step 2) to the *Integration Events* domain security policy so that the service center representative can run the EIB. 5. Activate the security changes. 6. Sign in as the service center representative to run the EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Mass Cancel Business Processes
- Mass Operation Management

EIB Input File Guidelines

- We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:
  - **Spreadsheet Key:** Specify a unique value for each event
  - **Event:** we suggest you enter the Workday ID (aka WID). You can find the WID value using the sample report definition below. Also, change the value in cell C4 of the EIB input file, from *Absence_Case_ID* to *WID*.

    Comment: the EIB requires a comment , unless you select **Disable Comments** in the business process security policy.
- Note that you can't reverse a denial action. Proceed with caution if you deny events in bulk.
- You might want to create a custom report to help you populate the EIB input file. If you select this option, you can create a custom report based on the *Business Process Transactions* data source. Ensure that 1 column has a *Workday ID* field from the related business object *Action Event*. The *Workday ID* report field provides the Workday ID (WID) value that you need for the EIB input file.

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Common Issues and Errors

Issue	Cause and Solution
The EIB issues this error: *Validation error occurred. The entered information does not meet the restrictions defined for this field. (Event_Reference).*	This error occurs if a worker not listed in the *Awaiting Action* step of the event you wish to deny runs the EIB. Refer to section Preparation Steps to use this EIB for suggestions on how to address this situation
The EIB issues an error like this: *Validation error occurred. Invalid ID value. 'ad176699557701e05eed7775de07d00d' is not a valid ID value for type = 'Absence_Case_ID'*	The EIB input file needs to specify reference id type WID. To correct this problem, edit the EIB input file and replace *Absence_Case_ID* with *WID* in cell C4

Use Cases and Guidelines for Recovering from a Bad Load

You can't reverse denial of a business process action. If you deny events in error, the only option is to resubmit the original events.

For reference documentation for all web services including Deny Business Process, see Operation Directory.

Sample EIB Input File

Deny_Business_Process-WD34

Concept: Put Reference EIB

Background

You can use this EIB to update the reference ID on a business object.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

You can't update external IDs with this EIB.

You can use the **Maintain Reference IDs** task to find business objects with reference IDs that you might want to update.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Maintain Reference IDs
- From the related actions of the object, see **Integration IDs > Edit Reference ID**.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Integration Build* domain in the Integration functional area to run this EIB
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key**: Use a unique value for each object that you're changing. • You might find it helpful to create a custom report for the object you're changing to get a list of the current reference IDs and Workday IDs (aka WIDs). Note that for most objects, the data source includes a Reference ID field and a Workday ID field. For workers, the reference ID is the Employee ID or Contingent Worker ID.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it didn't update the reference ids with the values provided in the EIB input file.	If the EIB can't locate the reference id or WID that you populated in the EIB input file, it will ignore it rather than issuing an error. If the updates aren't successful, double-check the EIB input file and verify that you provided the correct reference id or WID value.

Use Cases and Guidelines for Recovering from a Bad Load

If you have inadvertently uploaded incorrect entries, you will need to resubmit the EIB with corrected values. There's no rescind or undo option.

For reference documentation for all web services including Put Reference, see Operation Directory.

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Sample EIB Input File

Put_Reference-WD35_0

Concept: Reassign Business Process Step EIB

Background

You can use this EIB to reassign a business process step.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

The user that runs the EIB must display in the awaiting action list for the business process step.

The recipient of the business process step must have security access to the domains that secure the business process step.

For more information about reassigning business processes, see Reference: Actions Available on Business Processes.

Equivalent Workday Task

Task: Reassign Tasks.

You can reassign business processes in bulk using Mass Operation Management (MOM). See Setup Considerations: Mass Operations on Business Processes for more information.

You can also configure business processes to reassign automatically. See Concept: Auto-Manage Business Processes for a Worker for more information.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Tenant Non-Configurable* functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.

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	• As you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each reassignment. • **Event Record**: Should be the Workday ID (WID) of the **Awaiting Action** step that needs reassigned. Also, note that you'll need to change the **Reference ID** type in row 4 of your EIB input file from *IID* to *WID*. • **Reassign To**: The employee id that you're reassigning the step to. • **Reason**: you can add a note as to the reason you're reassigning the step

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but the reassignments didn't happen.	This issue occurs if you specify the incorrect WIDs in the input file.
The EIB issues these 3 errors: 1. *The business process step:* ***Awaiting Assignment*** *cannot be reassigned to xxxx.* 2. *The processing user does not have the privileges to reassign* ***Awaiting Assignment*** *.* 3. *The entered information does not meet the restrictions defined for this field. (Event_Record_Reference).*	This issue usually occurs if you try to reassign steps that are **Awaiting Assignment**. You can only reassign steps that are **Awaiting Action**.
EIB issues error: *Invalid instance 1673$6181 for Event_Record_Awaiting_Action--IS (15$362832).*	Make sure you're specifying the WID for the step that is in status **Awaiting Action**.

Use Cases and Guidelines for Recovering from a Bad Load

If you have inadvertently reassigned the wrong person to the business process steps, update the input file to use the correct **reassign to** values and run the EIB again for the same entries.

For reference documentation for all web services including Reassign Business Process Step, see Operation Directory.

Sample EIB Input File

Reassign_Business_Process_Step-WD31

Concept: Rescind Business Process EIB

Background

You can use this EIB to attempt to rescind a business process (if the business process is rescindable).

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

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Equivalent Workday Task

Task: Mass Rescind Business Processes.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Tenant Non-Configurable* functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each event • **Event**: We suggest you enter the Workday ID (aka WID). You'll need to change the value in row #4 from **Absence_Case_ID** to **WID**. • **Comment**: Workday requires a comment. • **Suppress Notifications**: You can enter **Y** to suppress notifications when rescinding the event. If the business process you're rescinding also has subprocesses, then the Workday might not suppress notifications for subprocesses. Test a rescind first to verify whether you sent any unwanted notifications. • Note that you can't undo a rescind. Proceed with caution when mass rescinding events. • You might want to create a custom report to help you populate the EIB input file.

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Common Issues and Errors

Issue	Cause and Solution
The EIB successfully completes however the web service didn't rescind 1 or more events.	If you use an older web service AND if an event isn't rescindable, the web service doesn't issue an error. Instead, it dismisses the entry and takes no action. Make certain you're using the most recent web service version.
The EIB fails with an error such as: *Validation error occurred. Invalid ID value. '64914c4e8bc201da65c444b0a9204402' is not a valid ID value for type = 'Absence_Case_ID'.*	The EIB input file isn't specifying the correct reference ID type. Edit the EIB input file and change cell C4 from Absence_Case_ID to WID.
Workday still sends some notifications, despite setting the **Suppress Notifications** flag to **Y**.	If the business process you're rescinding also has subprocesses, then Workday might not suppress the notifications on subprocesses. Test a rescind first to verify whether Workday sends any unwanted notifications. If the test yields unwanted results consider 1 of these options: • Disable notifications in tenant while running the EIB. • Test using task **Mass Rescind Business Processes** instead of the EIB. Test a rescind first.
The EIB fails with this error: *Business Process cannot be rescinded via Web Service.*	This error is most likely security related. Check the business process security policy for the business process that you're rescinding and verify that you have access to action *Rescind (Web Service)*. If you make any changes, activate them before retesting.

Use Cases and Guidelines for Recovering from a Bad Load

You can't undo a rescind. If you rescind events in error, the only option is to resubmit the original events.

For reference documentation for all web services including Rescind Business Process, see Operation Directory.

Sample EIB Input File

Rescind_Business_Process-WD34

Concept: Send Back Business Process EIB

Background

You can use this EIB to send back business process events in bulk.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

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Equivalent Workday Task

On the related actions menu of the business process event, select **Business Process > Manual Send Back**.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration for the business process that you're sending back. The security requirement varies depending on the business process.
Identifying the Step ID to populate in EIB	To identify the **Business Process Step ID** value that you'll need to populate in the EIB file: 1. Create a custom report from the Business Process Transactions (Indexed) Report Data Source that retrieves the WID values for the events that you want to send back. 2. Open the business process definition. 3. Locate the step that you're sending back to and click the magnifying glass. 4. From the related actions, select **Integration IDs > View IDs**. 5. Place the **ID** value in the **Business Process Step ID** column in the EIB input file. 6. You'll need the step ID from the subprocess if: • The event is in the middle of a subprocess event. • You want to send back to another step within the same subprocess. Example: To send back to the initiation step of the Manager Evaluation, you'll need the reference ID value of this step.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.

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	• As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each business process event. • **Event** (Required): Change the reference ID type in cell C4 from *Absence_Case_ID* to *WID*. Then populate the field with the WID values that you retrieved previously from the custom report in Step 1 above. Always populate the WID of the parent event. Example: If sending back to the initiation step within the Manager Evaluation subprocess, you would specify the WID of the Start Performance Review event. • **Event Description:** Workday doesn't save this information. You can use this field to include a more understandable description of the Event. • **Business Process Step ID** (Required): Populate the field with the reference ID of the Step ID that you're sending back to. • **Business Process Step Description:** Workday doesn't save this information. You can use this field to include a more understandable description of the business process step ID. • **Comment** (Required): Enter any information that you wish in this comment field. • After you load the EIB, you might want to rerun the report in Step 1 to verify that Workday sent the events successfully back to the proper step.

Common Issues and Errors

Issue	Cause and Solution
EIB issues this error: *Manual Send Back isn't available for this event. Ensure this event currently allows Manual Send Back, and you have the security permissions to perform this action.*	You can: • Verify that the WID, populated in the EIB, is correct. Refer to Step 1 above for instructions to get the WID. • Verify that the Business Process Step ID, populated in the EIB input file, is correct. Refer to Step 2 above for instructions to get this ID. • Verify that you have permissions needed to complete the Manual Send Back. • You might also want to send back one of the events manually to verify that it works within the UI.

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Issue	Cause and Solution
EIB issues this error: *Element Content 'Comment' is required, on internal element 'Send Back Business Process Data'.*	Populate the **Comment** field in the EIB input file.
EIB issues this error: *Validation error occurred. You can't send the event back to this business process step. Specify a valid business process step ID.*	You can: • Verify that the Business Process Step ID, populated in the EIB input file, is correct. • You might also want to send back one of the events manually to the business process step that you're specifying in the EIB. This action enables you to determine if the UI permits you to select the step.

Use Cases and Guidelines for Recovering from a Bad Load

- Once completing the send back, you can't reverse it. If you inadvertently send back the step, you might need to do 1 of these options:
  - Advance the step (if this option is available for the business process you're using).
  - If you can't advance: Manually complete the steps to get back to the proper business process step within the event.

For reference documentation for all web services including Send Back Business Process, see Operation Directory.

Sample EIB Input File

Send_Back_Business_Process-WD35

Learning EIBs

Concept: Cancel Learning Enrollment EIB

Background

You can use this EIB to cancel learning enrollments with a cancel reason.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Mass Cancel Learning Enrollments
- On the related actions menu of a learning enrollment, select **Cancel Learning Enrollment**.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Cancel Learning Enrollment* business process type in the Learning Core functional area to run this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each enrollment that you want to cancel. • **Learning Enrollment:** Specify the reference IDs of the learning enrollments that you want to cancel. Consider creating a custom report with the *Learning Enrollments* data source to get the learning enrollments IDs. • **Cancel Reason:** Specify the reference IDs of the cancel reasons you want to use for each learning enrollment. You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Cancel Enrollment Event Subcategory* business object. You can create cancel reasons using the **Maintain Cancel Enrollment Reason Categories** task (secured to the *Set Up: Learning Catalog* domain in the Learning Core functional area).

Common Issues and Errors

Issue	Cause and Solution
EIB issues an error like this: Validation error occurred. Enrollments that have learning assignments can't be canceled.	Currently, you can't waive or cancel a completed enrollment that's based on a learning assignment.
Unable to launch the EIB	This is most likely security-related.

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Issue	Cause and Solution
	Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Cancel Learning Enrollment* business process type in the Learning Core functional area.

Business Processes

Cancel Learning Enrollment.

Use Cases and Guidelines for Recovering from a Bad Load

You can't rescind this EIB. If you've canceled enrollments by mistake, and if the business process event is still in progress, you can run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to attempt to cancel the business process before it completes.

For reference documentation for all web services including Cancel Learning Enrollment, see Operation Directory.

Sample EIB Input File

Cancel_Learning_Enrollment-WD36_0

Concept: Enroll in Learning Content EIB

Background

You can use this EIB to enroll in learning content using the Enroll in Content business process. We recommend using this EIB for new enrollments that haven’t started yet. The reminders you configure for learning content also work with this EIB. See Create and Manage Reminders for Learning Content.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See:

- Mass Enroll Learners.
- Steps: Set Up and Launch Learning Campaigns (for scheduling a campaign).

There are also similar EIBs that you can use for learning enrollments. Consider these options as you determine what works best for you:

- Put Learning Enrollment: You can use this EIB to create or update enrollments.
- Put Learning Imported Record: You can use this EIB to load historical enrollments.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Enroll in Content* business process type in the Learning Core functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each enrollment. • **Learning Content:** Enter the reference ID value for the course or course offering. There are 3 different reference ID types that you can specify in cell C4: *Learning_Course_ID* , *Learning_Course* and *Learning_Course_Offering_ID*. • If loading enrollments for a course (with no offering), use either the *Learning_Course_ID* or *Learning_Course* reference ID types. To find reference ID values, access the **View Reference IDs** report for the Learning Course business object. • If loading enrollments for offerings, use the *Learning_Course_Offering_ID* reference ID type. To find reference ID values, access the **View Reference IDs** report for the *Learning Course Offering*

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	business object. Note: The course offering must be *open*. • **Learner:** You might need to change the reference ID type in cell D4 from *Academic_Affiliate_ID* to *Employee_ID* (or whatever learner type you're loading). If populating values for multiple types of learners, such as both employees and contingent workers, consider using the Separate Type Column option. This option enables you to load both types of learners in the same EIB input file. See Customize EIB Spreadsheet Template. • **Required:** Enter Y or N • **Due Date:** If you specify a due date, use format YYYY-MM-DD

Common Issues and Errors

Issue	Cause and Solution
EIB issues an error similar to this message: Invalid ID value. '21289' is not a valid ID value for type = 'Academic_Affiliate_ID'	This issue can occur if the Learner has an incorrect reference ID type. If you're enrolling employees: 1. Edit the EIB input file. 2. Change the value in cell D4 from *Academic_Affiliate_ID* to *Employee_ID*. If you're populating values for multiple types of learners such as both employees and contingent workers, consider using the Separate Type Column option. This option enables you to load both types of learners in the same EIB input file. See Customize EIB Spreadsheet Template .
EIB issues an error similar to this message: Invalid ID value. 'DIGITAL_COURSE-16-37' is not a valid ID value for type = 'Learning_Course'	This issue can occur if you specify a value for a *Learning_Course_ID*, but you've set the EIB input file to use a *Learning_Course* reference ID type. To resolve this issue, change the value in cell C4 from *Learning_Course* to *Learning_Course_ID*.
EIB issues an error similar to this message: Validation error occurred. Invalid instance 17815$25 for Learning_Registerable_to_Enroll_In--IS (15$394657)	Workday returns this error if you're adding an enrollment for a blended course, but specifying a course ID instead of an offering ID. Blended courses must have an open offering ID associated with the course. To resolve this issue: 1. Ensure that there's an open offering associated with the blended course. If you don't have regular offerings, you can create a single offering for that blended course and use the same *Learning_Course_Offering_ID* each time. 2. Change the value in cell C4 to *Learning_Course_Offering_ID*.

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Issue	Cause and Solution
Workday doesn't launch the EIB.	This issue is most likely security-related. See Web Service Version and Security Configuration Guidelines.
EIB fails with this error message: Validation error occurred. The entered information does not meet the restrictions defined for this field. (Learning_Course_Reference).	Ensure that you have *Put* access to the Learning Access domain security policy.
When configuring a notification within the Enroll in Content business process definition that includes a Due Date, the notification doesn't display the Due Date.	Currently, the only Due Date that is accessible from the notification is the due date of the business process event itself. The enrollment due date isn't accessible from within the Enroll in Content business process definition. If you have to include the Enrollment Due Date in the notification, consider creating a custom report from the Learning Assignment by Learning Organization data source. Then, configure an alert that uses this custom report.

Business Processes

Enroll in Content.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new enrollments. You can't update existing enrollments or remove enrollments.
- If you've inadvertently uploaded incorrect entries, use the **Mass Cancel Business Processes** or **Mass Rescind Business Processes** tasks. What you use depends on whether the business process event has completed or is still in progress. You can then select Business Processes Loaded by EIB to find the integration event that you want to cancel or rescind. Alternately, enter Enroll in Content at the Business Process Types prompt and enter a date range that you ran the EIB.
- If you need to update due dates, another option is to use the **Reset Learning Due Dates** task.

For reference documentation for all web services including Enroll in Learning Content, see Operation Directory.

Sample EIB Input File

Enroll_In_Learning_Content-WD36

Concept: Manage Course Offering EIB

Background

You can use this EIB to schedule and make changes to course offerings, including sending calendar invites.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Note: To retain lesson tracking data such as grades and completion dates for existing enrollments, you must include the Workday ID (WID) for the Learning Course Lesson Reference. If you don't provide this WID, Workday replaces the existing lesson record, which removes all associated tracking data.

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Equivalent Workday Tasks

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Edit Course Offering
- Schedule Offering

EIB Input File Guidelines

To prevent data loss when updating existing offerings, follow these guidelines for identifying lessons:	• Learning Course Lesson: You must populate the Learning Course Lesson Reference field with the WID of the existing lesson reference. If you leave this field blank, the EIB treats the entry as a new lesson and removes the tracking history of the previous lesson from the enrollment. • Retrieving Lesson Course Lesson WIDs: Because the EIB template doesn't automatically populate these IDs, run a *Get Learning Course Offerings* web service request to retrieve the necessary Learning Course Lesson Reference values before performing an update.
Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage Course Offering* business process type in the Learning Core functional area to run this EIB.
Guidelines for Modifying the EIB Template	There are some fields within the EIB input file, where you can specify multiple reference id types. If you want to make use of multiple reference id types, then you should edit the template model and configure these fields to use separate type column. You can then populate all reference id types in the same EIB input file. Example: To configure the template to support both external and internal instructors: 1. From the related actions of your EIB, select **Template Model > View**.

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	2. In the left panel, click each section to find the fields you want to configure to use multiple reference ID types. 3. From the related actions of the field you want to change, select **Template Model Column > Edit Details**. 4. Select the **Reference ID Type as Separate Column** check box. 5. Additional information to consider: • You can apply the same steps to other fields if needed. • If you're changing your EIB input file to accept multiple ID types for Instructors, you'll need to repeat the above steps for other sections of the template since the EIB input file uses the Instructor fields in multiple sections. 6. Regenerate the template. You'll have a column to specify the reference ID type and another column to populate the value.
Guidelines for Creating a Custom Report for the EIB Input File	You might find it helpful to create a custom report to assist with populating the EIB input file. This custom report might be particularly helpful if updating existing course offerings. Consider using **Learning Content** report data source. Using this data source, you can access fields such as: • Blended Course • Course Offering • Learning Content Number • Start Date / End Date • Instructors • Course Offering Locations • Lesson Content Type • Title
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **NOTE:** This web service doesn't support incremental updates. If you're updating an existing offering, it's important to populate all existing data in the EIB input file, so the EIB input field doesn't remove it. Also, if adding or updating an offering with multiple lessons, you should populate the EIB input file with all lessons so that they display on the offering. • If you use the Learning Calendar Integration and are updating an existing offering, make sure you include the lesson ID. If you don't,

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Workday will cancel the existing offering and send a new calendar invite.

- Below are additional details for some of the fields with focus on the most commonly used fields:
  - **Spreadsheet Key:** Specify a unique value for each course offering.
  - **Course Offering:** If updating an existing course offering, enter the reference id here. Another option is to use a custom report to identify the reference id value.
  - **Blended Course:** Enter the reference id of the course where you're adding offerings. To find the reference id value, you can run the Integration IDs report and select business object *Multi Course Template.* . You could also use a custom report. Note that when populating the Blended Course field, you can either enter the reference id for *Learning_Course_ID* or for *Learning_Course*. Change the value in cell E4 to reflect the reference id type that you use.
  - **Instructor:** To find reference id values for this field, you can:
    1. Run the *View Learning Instructor* report.
    2. Get the reference id value from the related actions of the instructor that you're using. Note that you can have internal and external learning instructors. Make certain that the reference id type, in row 4, specifies the proper reference id type based on the type of instructor you're populating.
    3. If you need to populate both internal and external instructors in the same input file, then follow the steps in *Guidelines for Modifying the EIB Template* section 2 so that you have a separate column to populate the reference id type.
  - **Required Learning Course Content:** Set this field **Y** for at least 1 lesson.
  - **Location:** To find reference id values for this field, you can run the

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	Integration IDs report and select Location business object. • **Start Date** and **End Date:** Enter date and time for start and end of lesson. No need to specify time zone since the EIB input file stores it in a separate field (Time Zone). The start date and end date fields should use format: YYYY-MM-DDTHH:MM. Example: 2021-09-01T14:00). If needed, you can enter times with precision down to the microsecond. Example: 2021-12-31T09:00:00.000). Make certain that the cells holding start/end dates are text format. • **Time Zone:** To identify the reference id values, run Integration IDs report and search business object *Time Zone*.

Common Issues and Errors

Issue	Cause and Solution
Some of the field values that were previously in the offering disappear after using the EIB to update existing offerings.	This web service doesn't support incremental updates. Therefore if you're updating an existing offering, it's important to provide all existing data to avoid lost data. Also, if adding or updating an offering with multiple lessons, you should populate the EIB input file with all lessons so that they display on the offering. If you inadvertently remove data, use the **mass rescind business process** task to back out the EIB updates.
EIB issues an error like this: *Validation error occurred. Invalid ID value. 'MULTI_COURSE_TEMPLATE-16-23' is not a valid ID value for type = 'Learning_Course'.*	Double check the reference id type used in the *Blended Course* field in the EIB input file. Note that there are 2 reference id types you can select from: 1. Learning_Course 2. Learning_Course_ID Verify which one you're using and then change the value in cell E4 accordingly.
EIB issues an error like this: *Validation error occurred. Element Content 'Learning_Course_Offering_Detail_Data' is required, on internal element 'Learning Course Offering Data'.*	Populate row id in column F (section *Learning Course Offering Detail Data+ (All > Course Offering Data))*.
Offering loads but there are no lessons.	Make certain row id value displays in column AI (section *Offering Lesson Data+ (All > Course Offering Data > Learning Course Offering Detail Data +*). Also, the EIB should have an entry for each lesson within the offering.
EIB issues an error like this:	Double check any start dates in the EIB input file to verify they are after the effective date

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Issue	Cause and Solution
The Start Date must be on or after 11/05/2020, the Effective Date of the Learning Course..	specified in the error message. Also, verify that the dates are in*text* cells and are using this format: YYYY-MM-DDTHH:MM.
EIB issues an error like this: *Set Make Lesson Mandatory on at least 1 lesson.*.	Edit the EIB input file and set field **Required Learning Course Content** to Y for at least 1 lesson.
Unable to launch the EIB.	This issue is most likely security-related. See the *Additional Input File Guidelines* section.

Business Processes

Manage Course Offering.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new offerings or update existing offerings. You can't delete offerings.
- If you've inadvertently uploaded incorrect entries, use the **Mass Cancel Business Processes** or **Mass Rescind Business Processes** tasks**.** What you use depends on whether the business process event completed or in progress. You can then select Business Processes Loaded by EIB to find the integration event that you wish to cancel or rescind. Your other option is to enter Manage Course Offering at the Business Process Types prompt and enter a date range that you ran the EIB.

For reference documentation for all web services including Manage Course Offering, see Operation Directory.

Sample EIB Input File

Manage_Course_Offering-v44

Concept: Manage Extended Enterprise Learner EIB

Background

You can use this EIB to create or update extended enterprise learners.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

For more information about extended enterprise learners, see Setup Considerations: Extended Enterprise Learning.

Equivalent Workday Tasks

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Extended Enterprise Learner
- Edit Extended Enterprise Learner

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage Extended Enterprise Learner* business process type in the Extended Enterprise for Learning functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Manage Extended Enterprise Learner EIB. See: Example: Generate EIB Spreadsheet Template with Data . • As you populate these field in the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each Extended Enterprise Learner. • **ID:** If updating an existing **Extended Enterprise Learner**, enter the ID here. To find the ID, you could create a custom report from the **Extended Enterprise Learners** data source. • **External Learning User:** Enter the reference ID of the External Learning User (ELU). To find the ID, you can create a custom report using data source External Learning User. • **Send Email Notification for User Name** and **Send Email Notification to Password:** Set these fields to value **Y** if you're creating new accounts and want to notify the users.

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Common Issues and Errors

Issue	Cause and Solution
After running the EIB to update existing Enterprise Learners, some of the field values are missing such as the Extended Enterprise Learner Type.	This web service removes existing values for some fields, if the EIB input file doesn't populate a value. Therefore, we recommended you generate the spreadsheet with data so you don't lose existing data.
The extended enterprise learner isn't receiving email notifications their new account and password.	Edit the EIB input file and check the setting for fields **Send Email Notification for Username** and **Send Email Notification for Password.**
Unable to launch the EIB.	This issue is most likely security-related.

Business Processes

Manage Extended Enterprise Learner.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new Extended Enterprise Learners or update existing Extended Enterprise Learners. You can’t delete Enterprise Learner.
- Although this web service uses a business process, it doesn’t permit rescinds. However, you can cancel the event if it’s still in progress.
- If you have inadvertently uploaded incorrect entries, we suggest you:
    - Reload the entries with correct information.
    - If you need to restore the original values, you could find another tenant, such as a sandbox or implementation tenant, that still has the correct information.
    - Use **generate with data** in that tenant to build an EIB input to load into the tenant with incorrect information.
- You can’t delete Extended Enterprise Learners. If you accidentally load new Learners that you don’t wish to keep, you could update the Learners and enable the Persona Inactive field.

For reference documentation for all web services including Manage Extended Enterprise Learner, see Operation Directory.

Sample EIB Input File

Manage_Extended_Enterprise_Learner-WD37

Concept: Manage External Learning User EIB

Background

You can use this EIB to create or update external learning users.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

For more information about external learning users, see Setup Considerations: Extended Enterprise Learning.

Equivalent Workday Tasks

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

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- Create External Learning User
- Edit External Learning User

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage External Learning User* business process type in the Extended Enterprise for Learning and Learning Core functional areas to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Manage External Learning User EIB. See: Example: Generate EIB Spreadsheet Template with Data . • As you populate these fields in the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each External Learning User (ELU) • **ID:** If updating an existing ELU, enter the ID here. To find the id, you could create a custom report using the External Learning Users data source. Or the other option is to generate the spreadsheet with data.

Common Issues and Errors

Issue	Cause and Solution
EIB issues errors like this: • *Enter a username that isn't already in use.*.	These messages indicate that you're attempting to add an ELU that has a username or email address that is already in use.

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Issue	Cause and Solution
• *Submit an email address that isn't already in use by an external learning user..*	If you're updating an existing ELU, you need to populate the ID of the ELU in the ID column.
Unable to launch the EIB.	This issue is most likely security-related.

Business Processes

Manage External Learning User.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new External Learning Users (ELUs) or update existing ELUs. You can't delete ELUs.
- Although this web service uses a business process, it doesn't permit rescinds. However, you can cancel the event if it's still in progress.
- If you have inadvertently uploaded incorrect entries, we suggest you:
    - Reload the entries with correct information.
    - If you need to restore the original values, you could find another tenant, such as a sandbox or implementation tenant, that still has the correct information.
    - Use **generate with data** in that tenant to build an EIB input file to load into the tenant with incorrect information.
- You can't delete ELUs. If you accidentally load new ELUs that you don't wish to keep, you could update the ELUs and change the email, name, and so on. You could precede the values with DNU or another value to indicate they aren't of use. Note that the username can't be changed. Also, the ELUs will remain inactive as long as there are no active persona's associated with the ELU.

For reference documentation for all web services including Manage External Learning User, see Operation Directory.

Sample EIB Input File

Manage_External_Learning_User-WD37

Concept: Manage Learning Course EIB

Background

You can use this EIB to create or update blended and digital learning courses.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Course.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage Learning Course* business process in the Learning Core functional area.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • You might find it helpful to start by manually entering a course similar to the courses you want to load using the EIB. It can help you verify which fields Workday requires. It might also be helpful when populating reference id values in the input file, as you can view the reference id values from the related actions of the course you manually created. • If updating existing learning courses, to avoid losing data, you must populate all existing data in the EIB input file. • Be certain you test first in a nonproduction tenant, as it can be difficult to reverse the updates, if incorrectly loaded. • When populating reference ideas, you might find it helpful to create a custom report from the **Learning Content** data source to identify the reference id values. • There are separate sections within the input file for **Blended Courses and Digital Courses**. You'll need to fill out the appropriate sections based on the type of courses you're loading. • **First Section (Blended Courses)**: If you're populating fields in this section of the input file, consider: • **Spreadsheet Key**: Specify a unique value for each Course: note that all **Lesson** entries

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within the Course will have the same spreadsheet key value.
- **Learning Blended Course Field**: If updating an existing blended course, supply the reference id value here. Also, when updating a course, to avoid losing information, you must include existing information for all lessons in the input file.
- **Workdrive Document Content:** If you need to populate images that Drive previously uploaded, run **View Reference IDs**report for Workdrive Document Content to get the image's file ID. Then populate in the Workdrive Document Content field.

  If populating images that the input field didn't previously load, refer to images section below.
- **Images**: Refer to Images section below for more details about populating images.
- **Course Lesson Data Section**: You'll need to add 1 row for each lesson. Each row needs to have a unique row id assigned.
- **Language**: Specify the Language Workday ID (WID) or the User_Language_ID. Run the **Integration IDs** report and select the User Language business object to find the list of User_Language_IDs.

- **Second Section (Digital Courses)**: If you're populating fields in this section of the input file, consider:
  - You need to load your media before running the EIB. Then you can reference the media reference id value in the EIB input file.
  - Also note that versioning and capacity functionality isn't available at this time (Oct 2018) for Digital Course so leave these fields blank.
  - **Spreadsheet Key**: Specify a unique value for each Course. Note that all **Lesson** entries

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within the Course will have the same spreadsheet key value.
- **Learning Digital Course**: If updating an existing digital course, supply the reference id value here. When updating a course, you need to include existing information for all lessons in the input file to avoid losing the information.
- **On Demand**: When a course is On Demand it means it doesn't require enrollment, and that the students can take the course at their convenience. If a course isn't On Demand, the student must enroll in the course to take it. So, if you would like a course to require enrollment, you would fill out the EIB and set On Demand to **N**. If you would like a course not to require enrollment, you would fill out the EIB and set On Demand to **Y** .
- **Course Lesson Data Section**: You'll need to add 1 row for each lesson. Each row needs to have a unique row id assigned.
- **Language**: Specify the Language Workday ID (WID) or the User_Language_ID. Run the **Integration IDs** report and select the User Language business object to find the list of User_Language_IDs.
- **Workdrive Document Content:** If you need to populate images previously uploaded by Drive, run **View Reference IDs** report for Workdrive Document Content to get the image's file ID. Then populate in the Workdrive Document Content field.

- **Images**: It can be challenging to populate new images in the EIB due to Excel limitations and because the images must be base64 encoded. Below are steps to populate images within the EIB input file:
  - Start by converting your image to base64. You can use any base64 encoder tool of your choice (Workday doesn't

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	endorse any encoder tools, so proceed at your own risk). • Note that Excel allows only 32,767 characters per cell. After you complete the above step, check the size of the encoded value. If it is over 32,000 characters, you'll need to select the appropriate option: • **Option 1**: Manually load the image with the user interface. • **Option 2**: You might be able to reduce the size of the image to get it small enough to place in the EIB input file. Example: by using a tool such as ImageSmaller (Note that Workday doesn't endorse this tool. Proceed at your own risk). Then after reducing the size of the image, encode it again and verify it's fewer than 32,767 characters. • **Option 3**: Before you load the input file, use an xml editor or text editor such as Notepad++ and edit the EIB input file. Then paste the encoded image value into the file. It might be a bit tedious, however, it would enable you to work around the Excel limitation. • **Option 4**: Look into using a custom integration (such as Studio integration) instead of using EIB. • After loading the EIB input file, use report **Manage Courses and Lessons** to validate the load.

Common Issues and Errors

Issue	Cause and Solution
When loading a digital course, you receive this error: *The entered information does not meet the restrictions defined for this field. (Media_Reference).*	This error is security-related. Be sure to share the media on the Drive folder for the integration owner to access it.

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Issue	Cause and Solution
You receive these errors when attempting to load a course where you specify the reference id value for an existing image: • *Element Content 'Image' is required, on internal element 'Learning Image Data'.* • *Element Content 'File_Name' is required, on internal element 'Learning Image Data'.* • *Element Content 'Content_Type' is required, on internal element 'Learning Image Data'.*	We don't support a reference to an existing image at this time.
When loading a digital course, and specifying image information, you receive this message: *Validation error occurred. Content Type not supported. An image is required..*	The *Content Type* is case-sensitive. Make certain its lower case. Example: use *image/png* instead of *Image/png*.
EIB fails with error: *You can only add a file from Drive as the media for a learning lesson if you're the owner of the file or it's shared with you.*	This issue occurs if reference ID/WID value is incorrect for the file. You can: 1. Edit EIB input file. 2. Locate the Workday Drive Content field. 3. Verify that you populated the correct Workday ID (WID) or Reference ID value.
EIB fails with error: *Validation error occurred. Multiple Element Contents, including Learning Course Lesson Data/g/External Content Lesson Data [EL], contain data where only one is allowed by mutex Learning Course Lesson Data.*	This issue occurs if you include multiple lesson types within the same row, within the EIB input file: Check your EIB input file to: • Verify that you're not populating more than 1 lesson type section in each row. • Also, verify that no extra fields are accidentally visible in the other lesson sections.
When updating an existing course, EIB fails with an error like this: *Validation error occurred. Invalid instance 22699$2 for Digital_Course_Secured_for_Web_Services--IS (15$390633).*	This issue occurs if attempting to update or inactivate an external learning course, which this EIB doesn't support. Options: • Manually update or inactivate the courses. • If the courses are Skillsoft courses, try clearing the courses in the Skillsoft Portal. After running a delta integration, they should become inactive in Workday Learning.

Business Processes

Manage Course.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add new entries or update existing entries. You can't delete entries, however you can set existing entries to inactive.

If you have inadvertently uploaded incorrect entries, there are a couple options to recover:

- **OPTION 1**: Use either **Mass Rescind** or **Mass Cancel** (depending on whether the business process event is complete or in progress). You can then select Business Processes Loaded by EIB to find

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the integration event that you wish to cancel or rescind. Note that this option won't completely remove the changes, but rather inactivate them.

- **OPTION 2**: Rerun the EIB with the entries you inadvertently added, and set the Inactive flag to *Y*. You might also want to add DNU to the course title.

For reference documentation for all web services including Manage Learning Course, see Operation Directory.

Sample EIB Input File

Manage_Learning_Course-v40_0

Concept: Put Learning Enrollment EIB

Background

You can use this EIB to create, update, or rescind legacy enrollments.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Mass Enroll.

There are also similar EIBs related to learning enrollment. Consider these options as you determine what works best for you:

- Cancel Learning Enrollment: You can use this EIB to cancel learning enrollments with a cancel reason.
- Enroll in Learning Content: You can use this EIB to enroll in learning content using the Enroll in Content business process.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Reports: Learning Record* domain in the Learning Core functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.

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- Additionally, as you populate the EIB input file, consider:
  - **Learning Enrollment**: For new enrollments, you can leave this field blank and enable Workday to assign a value. However, if you want to assign a value, make certain the value is a unique value. If updating an existing enrollment, you need to specify the **Learning_Enrollment_ID** for the enrollment. If updating existing enrollments, you might want to create a custom report using data source **Learning Enrollments** to help you find the reference IDs.
  - **Learning Course**: If a course has offerings, you would need to use reference ID **Learning_Course_Offering_ID**. Otherwise, you could use reference ID **Learning_Course**. (Note that a blended course requires an offering ID). You can look up the reference ID values for Learning Course and Learning Course Offering using **View Reference IDs**.
  - **Learner:** If you're adding enrollments for both employees and contingent workers, you might find it helpful to split the columns using the **Separate Type Column** option. By doing this, you can list both employees and contingent workers in the same EIB input file. For more information, see Customize EIB Spreadsheet Template.
  - **Learning Enrollment Completion Date:** You can specify a date and time, or just specify a date. If you specify just a date, then it defaults to the time 12:00 am PT. Note that any times you provide are considered to be Pacific Time. If you're in another time zone, you might find it preferable to populate the input file using a UTC

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	offset to correctly load the time zone for completion date. Examples showing the UTC format: • Oct 25 at 8:00am CET is: 2020-10-25T08:00:00+02:00 • Oct 25 at 8:15am EST is: 2020-10-25T08:15:00-05:00 • Oct 25 at 8:15am EDT is: 2020-10-25T08:15:00-04:00 • **Expiration Date**: If you populate this field and set the **Manual Expiration Override** to **N**, Workday uses the expiration settings defined on the learning content. If you set **Manual Expiration Override** flag to **Y**, Workday uses the expiration date defined in the EIB input file and overrides the expiration settings on the learning content. • **Rescind Enrollment**: Set to **Y** to rescind the enrollment. Note that this field works only for enrollments loaded using the web service. If you loaded them using user interface (UI), then use the **rescind** functionality of the UI (which uses a business process event).

Common Issues and Errors

Issue	Cause and Solution
The EIB fails with error: *Invalid Worker for Enrollment.*	This issue occurs if you're adding a new enrollment, but specifying a Learning Enrollment reference ID value that already exists. If you're creating a new learning enrollment, you can leave the **Learning Enrollment** field blank so that the Workday can assign a unique value.
The EIB fails with an error like this: *Validation error occurred. Invalid instance 17815$1 for Learning_Registerable_Secured_by_Transactions--IS (15$382741).*	This issue occurs if you're adding or updating enrollments for a course with offerings, yet you specify a *Learning_Course_ID* value in the **Learning Course** field. Instead, you would need to specify a **Learning_Course_Offering_ID**. Also, please note that if you're loading information for a blended course, then you must populate a course offering ID. Otherwise, you'll receive this error.
The EIB fails with an error like this: *Validation error occurred. Invalid ID value. 'xxx' is not a valid ID value for type = 'Learning_Course_Offering_ID'..*	This issue occurs if the EIB input file is using reference ID type **Learning_Course_Offering_ID** but you're adding enrollments for a course with no offerings.

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Issue	Cause and Solution
	To resolve this, edit the EIB input file and change the reference ID type for Learning Content in cell E4 to *Learning_Course_ID*.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add, update, or delete learning enrollments.

If you have inadvertently uploaded incorrect entries, reload the entries and set the field **Rescind Enrollment** in the input file, to **Y**.

For reference documentation for all web services including Put Learning Enrollment, see Operation Directory.

Sample EIB Input File

Put_Learning_Enrollment-v39

Concept: Put Learning Imported Content EIB

Background

You can use this EIB to create a shell of a course for noncatalog content. You can then load learning records for the course using these EIBs:

- Manage Learning Course
- Put Learning Imported Record

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Set Up: Learning Catalog* domain in the Learning Core functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.

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- Additionally, as you populate the EIB input file, consider:
    - This EIB has a *Generate Spreadsheet with Data* option. To use it:
        - From related actions of your EIB, select **Template Model > View**.
        - Select **Edit Template with Data Options**.
        - Set the filter to **Condition Rule Filter**.
        - Enter a rule condition that always evaluates to true. Example:*1=0 is blank*.
        - If you regenerate the template and select the *Generate Spreadsheet with Data* option, you can view all the existing entries.
- If creating a new entry, populate the fields as follows:
    - **Spreadsheet Key:** Specify a unique value for each course.
    - **Learning Imported Content:** Leave this field blank.
    - **ID:** You have the option of entering a reference id value, or leaving the field blank so that the web service automatically populates the field.
    - **Title:** Specify a unique title for imported content.
    - **Description:** Description for imported content.
- To update an existing entry, populate the fields as follows:
    - **Spreadsheet Key:** Specify a unique value for each course
    - Populate just 1 of the 2 following fields:
        - **Learning Imported Content:** Enter the Course Title and set cell C4 to *Learning_Imported_Content*. Another option is to specify the Workday ID (aka WID), and set cell C4 to value WID.
        - **ID:** If you don't populate *Learning Imported Content* field (above), then populate this field with the reference id value. To find the reference id value, you can run **Integration IDs** report

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	and select business object *Learning Imported Content*. • **Title:** Specify a unique title for imported content. • **Description:** Description for imported content.

Common Issues and Errors

Issue	Cause and Solution
Unable to launch the EIB	Make certain you have Put access to domain security policy *Set Up: Learning Catalog* (you can find this information by running report **View Security for Securable Item** and selecting business object *Put Learning Imported Content*).
EIB issues errors like this: *Processing error occurred. Duplicate Value Found on Learning Imported Content-Title-Learning Imported Content, value=xxxxxxx*	This issue will occur if you attempt to add a new entry that has the same Title as an existing entry. To resolve this issue: 1. If you want to add a new entry, you'll need to change the Title to make it unique. 2. If your intention is to update an existing entry, specify the course name in the **Learning Imported Content** field.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you have inadvertently uploaded incorrect entries, you might want to update the entries and add *DNU* to the beginning of the title and description.

For reference documentation for all web services including Put Learning Imported Content, see Operation Directory.

Sample EIB Input File

Put_Learning_Imported_Content-WD34

Concept: Put Learning Imported Record EIB

Background

You can use this EIB to load learning records for courses that you created using a Put Learning Imported Content EIB.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

When you load historical learning records with this EIB, the information only displays in the learning section of the career tab in the worker's profile (secured to the *Person Data: Learning* domain in the Learning Core functional area). The historical learning records don't display on any other dashboards and reports, except the *Learning Record.* report data source.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Reports: Learning Record* domain in the Learning Core functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each learning record. • **Learning Imported Record:** If creating a new assignment, leave this field blank. If updating an existing assignment, we recommend populating the Workday ID (aka WID). You'll need to set cell C4 to value WID. See the Sample EIB Input File section below. • **ID:** Populate this field as follows: • If adding new content: You can leave this field blank. Or if you want to assign the reference id value, populate a value here (make certain that the value isn't already in use). • If updating an existing entry, you can enter the reference id here. Note that it's necessary **only** if you didn't populate the *Learning Imported Record* field (see above). You can identify the reference id value, by running the **Integration IDs** report and selecting business object *Learning Imported Record*. • **Learner:** Enter the reference id of the learner. If the learner is an employee,

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	enter the employee ID. Most likely, you'll want to change cell E4 from *Academic_Affiliate_ID* to *Employee_ID*. • **Learning Imported Content:** Enter the title of the course that you're assigning to the learner. Note that you must specify a course that the Put Learning Imported Content web service created. To get a list of course titles, run the *Integration IDs* report and select business object *Learning Imported Content*.. • **Start Date:** You can specify a date and time, or just specify a date. If you specify just a date, then it will populate the time 12:00 am PT. Note that any times you provide are considered as Pacific Time. If you're in another time zone, you might find it preferable to populate the input file using a UTC offset to correctly load the time zone for start date. Examples showing the UTC format: • Feb 25 at 8:00am CET is 2020-02-25T08:00:00+02:00. • Feb 25 at 8:15am EST is 2020-02-25T08:15:00-05:00. • Feb 25 at 8:15am EDT is 2020-02-25T08:15:00-04:00. • **Completion Date:** Enter completion date. You have the same date/time formatting options as available for the **Start Date** field (above). • **Learning Grade:** To find the reference id value for the learning grade, run report *Integration IDs* and search business object *Learning Grade*.. • **Overall Score:** If entering a score, use format 99.999. • **Inactive:** Enter **Y** to inactivate the learning record. If set to Y, the entry won't display in the worker's learning transcripts nor the report.

Common Issues and Errors

Issue	Cause and Solution
Unable to launch the EIB	Make certain you have Put access to domain security policy *Reports: Learning Record*. You can find this information by running report **View Security for Securable Item** and selecting business object *Put Learning Imported Record*.

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Issue	Cause and Solution
EIB issues an error like this: *Invalid ID value. '21289' isn't a valid ID value for type = 'Academic_Affiliate_ID'.*	Make certain that you're specifying the appropriate reference id type in cell E4 of the EIB input file. Example: If the learner is an employee, the reference id type would be Employee_ID.
EIB issues this error: *You can't update a person when updating a tracking record.*	If you're adding a new assignment, then make certain you don't populate a value in the *Learning Imported Record* field (column C) or the *ID* field (Column D).
Even though the EIB successfully loads the learning records, they don't display in the worker's learning transcript or in the report.	This issue will occur if the Inactive flag is set to Y in the EIB input file. If you inadvertently set the flag to Y, you can use the EIB to correct the entries.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries.
- Since this EIB doesn't use a business process, there's no rescind option. If you have inadvertently uploaded incorrect entries, reload the entries and set the **Inactive** field to **Y**.

For reference documentation for all web services including Put Learning Imported Record, see Operation Directory.

Sample EIB Input File

Put_Learning_Imported_Record-WD34

Concept: Waive Learning Assignment EIB

Background

You can use this EIB to mass waive learning assignments using a web service, which enables you to manage large volumes of assignments efficiently. This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create the EIB in your tenant and then generate a spreadsheet from that EIB.

The Waive Learning Assignment EIB supports 2 types of assignment records:

- Assignment Records: These include non-campaign learning assignments created by managers, mass enrollment, web services, or retraining.
- Learning Engagement Records: These include campaign learning assignments.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent tasks include:

- **Waive Learning Assignment**

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template ModelView**. 2. On the **View Template Model** page, check the Version field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Waive Learning Assignment* business process types. • Ensure your security group is added to the *Waive Learning Assignment* web service. • The initiating action step on the *Waive Learning Assignment* business process must have the appropriate security group assigned.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • Spreadsheet Key: Specify a unique value for each row. • Learning Assignment: Specify the Workday ID for the assignments you want to waive. Consider creating a custom report with the **Learning Assignments** data source to retrieve these IDs. Filter the report by *Open* assignment status and include the Learning Assignment, Reference ID, and Workday ID fields. • Waive Reason: Specify the reference ID for the waive reason. • You can find these values by running the **View Learning Assignment Waive Reasons** report or the **View Reference IDs** task for the **Waive Assignment Event Subcategory** business object. • You can manage these reasons using the **Maintain Learning**

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	Assignment Waive Reasons task.

Common Issues and Errors

Issue	Cause and Solution
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Cancel Learning Enrollment* business process type in the Learning Core functional area.
After you successfully run the Waive Learning Assignment EIB, the course still appears on the learner's **Required for You** slider.	This can occur if only 1 part of the assignment record is waived. To resolve this, you may need to run the EIB twice: 1. Run the EIB targeting the **Learner Engagement ID**. 2. Run the EIB again targeting the **Assignment Record**. This two-step process ensures that both the engagement and the assignment records are properly waived, which should remove the course from the learner's required list.
No assignments found for a course or learner.	• The assignment is not in an *Open* status. Only assignments with an *Open* status can be waived. • The enrollment was created and completed via EIB in a way that did not generate a waivable assignment record. Verify the status of the learning assignment you are trying to waive. If the issue persists, investigate how the original enrollment was created, as certain EIB-driven enrollment processes might not create a standard assignment record that can be waived.

Business Processes

Waive Learning Assignment.

Use Cases and Guidelines for Recovering from a Bad Load

If you waive assignments by mistake, you can rescind the completed events. You can rescind learning assignment waive events from the related action menu of the event or by using the **Manage Learning Assignment Waive** task.

The **Manage Learning Assignment Waive** task is intended to reverse assignments that were waived manually. If an assignment was waived automatically, you need to re-assign the learning through a new campaign or a mass enrollment to reinstate it.

For reference documentation for all web services including Manage Course Offering, see Operation Directory.

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Payroll EIBs

Concept: Assign Costing Allocation EIB

Background

You can use this EIB to add, update, or delete costing allocations (distributions) based on worker, position, earning, and position restrictions criteria. This EIB doesn't process earning-level costing overrides.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Assign Costing Allocation.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Assign Costing Allocation* business process type in the Core Payroll and Payroll Interface functional areas to run this EIB. • You must also have access to the organizations that the costing allocation is associated with.
Guidelines for Modifying the EIB Template	You can modify your EIB template and use it for allocations that have more than 1 worktag. 1. From related actions of your EIB, select **Template Model > View**. a. Select **Costing Allocation Detail Data +**. b. Select the magnifying glass next to **Costing Override Worktag+**. c. On the related actions menu of the magnifying glass, select **Template Model Column > Maintain Additional Columns**.

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	2. Add a row for each worktag that you want to use. We recommend also applying these changes to prevent the **FLSA Workweek Calendar** column from displaying next to each worktag in your EIB input file: 1. From related actions of your EIB, select **Template Model > View**. a. Select the magnifying glass next to **Costing Override Worktag+**. b. On the related actions menu of the magnifying glass, select **Template Model Column > Maintain Additional Columns**. 2. Select **Costing Allocation Detail Data +**. 3. Select the magnifying glass next to **FLSA Workweek Calendar**. 4. On the related actions menu of the magnifying glass, select **Template Model > Edit Details > Hide**.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. If you want to update existing costing allocations, consider: • Making a copy of the All Workers Costing Allocations standard report. • Modifying it to include only the information you need to update or replace through the EIB. • Using the report to help populate your EIB input file. As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each costing allocation. • **Worker:** Specify the ID of the employee or contingent worker. If you want to specify values for employees, you need to change the reference ID type in cell C4 from *Contingent_Worker_ID* to *Employee_ID*. • **Position:** Optional. You can specify a position level for the costing allocations. • **Earning Code:** You can specify an earning level for the costing allocations. • **Position Element Effective As-of Date:** Determines if the position restriction is valid: The position restriction must be available on the as-of-date. The position must be filled on the as-of date.

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- **Replace Existing Cost Allocation Intervals:** If you set this to Y, it removes all existing costing allocation intervals for your selected criteria (Example: earning, worker, position) and replaces them with the newly submitted costing allocation interval data that you've specified in your EIB input file. Generally, you would only use this during initial implementation.
- **Row ID** (column I): Enter 1.
- Section: **Costing Interval Update Key+ (All):** If you want to update or delete existing costing allocations, specify these values in this section:
    - **Row ID:** Enter 1.
    - **Delete:** If you want to delete costing allocations, set to Y.
    - **Costing Override ID Update Key:** Leave blank. Populate the Start Date Update Key column instead.
    - **Start Date Update Key:** Specify the start date of the existing allocation.
- **Start Date:** Specify the start date for the allocation.
- **End Date:** Specify the end date for the allocation.
- **Row ID** (Column Q) : Specify a unique value for each line within a given costing allocation.
- **Order:** Orders the allocation details (Example: a, b, c, and so on). During general ledger costing, we use the last allocation detail to reconcile any rounding issues resulting from the distributions.
- **Default from Organization Assignment:** Select Yes (Y) to indicate that you want to allocate the corresponding percentage using the worker's (or position's) default organizational assignments with no overrides. Workday detects if this request represents a subevent embedded within a higher-level business process, and if so, searches for a possible Assign Organization subevent containing relevant assignments.
- **Costing Override Company:** The overriding company for an allocation detail. Generally, you would use this for intercompany accounting.
- **Worktag Section**: Specify relevant worktags.
- **FLSA Workweek Calendar:**If this value displays in your EIB input file, leave it blank.
- **Distribution Percent:** The distribution percentage for a given allocation. We

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	express this as a decimal value. Example: 0.5 is 50 percent.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it seems that the data wasn't loaded.	• Ensure that you've specified values for all relevant columns, especially for **Costing Allocation Interval Data** (column I in the EIB input file). • Verify that the event has successfully completed and isn't still in progress.
When updating or deleting an existing allocation, the EIB fails with this error: Validation error occurred. The Costing Allocation Interval Update Keys submitted don't correspond with an existing Costing Override.	Check these: • Verify that you've populated the row ID in the Costing Interval Update Key section. • Verify that the start date, populated in the Costing Interval Update Key section, matches the start date of the existing allocation. • Check the **Position** column. If there's a position assigned with the existing allocation, then you must populate the position field in the EIB input file.
EIB issues an error like this: Validation error occurred. Element Content 'Costing_Allocation_Data' is required, on the internal element 'Assign Costing Allocation Request.'	Verify that there are no rows with a missing spreadsheet key value.
EIB issues an error like this: Validation error occurred. Invalid ID value. '25735' isn't a valid ID value for type = 'Contingent_Worker_ID'	Verify that the reference ID is set correctly in the Worker column of the EIB input file. If you want to load employees, change the value in cell C4 to *Employee_ID*.
EIB issues multiple errors like this: Costing Allocation Interval date ranges must not overlap - the date range-submitted conflicts with another proposed Costing Allocation Interval. Allocation percentage must total 100%. A Start Date is required when adding a new Costing Allocation Interval.	Verify that the row ID is populated in column I of the **Costing Interval Update Key+ (All)**section.
EIB issues an error like this when updating existing allocations: Multiple Element Contents, including Costing Interval Update Key/b/Costing Override ID Update Key [TX], contain data where only one is allowed by mutex Costing Interval Update Key.	This occurs if you populate both of these columns in the **Costing Interval Update Key** section of the EIB input file: • **Costing Override ID Update Key** • **Start Date Update Key** Only populate 1 of these columns.
Unable to launch the EIB	Verify you have the correct security configuration. Ensure that you are in the relevant

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Issue	Cause and Solution
	security group and have access to the *Assign Costing Allocation* business process type in the Core Payroll and Payroll Interface functional areas.

Business Processes

Assign Costing Allocation.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add, update, or delete costing allocations. If you've uploaded incorrect entries, you can:

- Option 1: Create a new Assign Costing Allocation EIB to update the entries with the correct information or delete them.
- Option 2: Use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Assign Costing Allocation* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Assign Costing Allocation, see Operation Directory.

Sample EIB Input File

Assign_Costing_Allocation_v47.0

Concept: Assign Pay Group EIB

Background

You can use this EIB to assign workers to pay groups.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

- EIBs:
  - Change Job
  - Edit Position
- Workday tasks:
  - Assign Pay Group

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Spreadsheet Key** (Required): Specify a unique value for each pay group assignment.
- **Assign Pay Group Event ID** (Optional): If you want to assign a value to the event, you can specify it here. If you leave this field blank, the EIB will automatically assign an event ID.
- **Worker** (Required): Specify the ID of the employee.

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- **Pay Group** (Required): Specify the reference ID of the pay group that you want to assign to the worker. You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Pay Group* business object.
- **Position ID** (Required): Specify the position ID of the worker. Consider creating a custom report to get the position ID.
- **Effective Date** (Required): Specify the effective date of the pay group assignment in this format: YYYY-MM-DD.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it seems that the data wasn't loaded.	This might occur if the business process events are still in progress. • Edit the EIB input file and verify that the processing instructions in the *Overview* tab are set to *Automatic Processing*. • Check the *Assign Pay Group* business process. If it contains any nonessential steps (apart from approval, review, or to-do steps), consider adding a condition rule for the EIB to skip them.
EIB issues these errors: • Element Content 'Position_Reference' is required, on the internal element 'Assign Pay Group Event Data'. • Position ID isn't valid as of the event's Effective Date. Specify a different Position or Effective Date.	This occurs if the worker's position isn't populated in the EIB input file. To find the position ID, use the report outlined in section Tips for Populating the Input File.
The EIB isn't automatically populating the pay group even though automatic pay group assignment is configured.	This web service doesn't support automatic pay group assignment: if you need to use automatic pay group assignment, use the Edit Position or Change Job EIBs instead.
EIB issues an error like this: Validation error occurred. You can't update an existing pay group assignment event. To create a new event, remove or change the Reference ID.	This occurs if you specify a value in the Assign Pay Group Event ID column that has already been used. To address this issue, you can update the EIB input file by: • Removing the value from the **Assign Pay Group Event ID** column and leaving the cell blank so that Workday can assign a unique value. • Or, changing the value in the **Assign Pay Group Event ID** column to a unique value hasn't already been used.
Unable to launch the EIB	Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Assign Pay Group* business process type in the Core Payroll and Payroll Interface functional areas.

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Business Processes

Assign Pay Group.

Use Cases and Guidelines for Recovering from a Bad Load

- This EIB only adds new pay group assignments. You can't update or delete entries.
- If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Assign Pay Group* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For API documentation for all web services including Assign Pay Group, see Operation Directory.

Sample EIB Input File

Assign_Pay_Group-WD35

Concept: Import Payroll Input EIB

Background

You can use this EIB to create or update payroll input.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Add Payroll Input by Worker.

If you want to manage bulk payroll input using worksheets, see Steps: Using Payroll Input Workbooks.

There are additional integrations and EIBs related to payroll functionality. Consider these options as you determine what works best for you:

- Import Payroll Off-Cycle Payment: You can use this EIB to load large volumes of off-cycle payments (Example: 1,000 or more).
- Put Payroll Off-Cycle Payment: You can use this EIB to create or update off-cycle payments.
- Put Payroll History Payment: You can use this EIB to create or update payroll history payments.
- Submit Payroll Input: You can use this EIB to create or update payroll input data.
- Worker Payroll Input Async: You can use this integration template to import files with worker payroll data from an external server into Workday. See Steps: Set Up Integration for Worker Payroll Data Import.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Worker Data: Payroll (Payroll Input)* domain in the Core Payroll functional area to run this EIB.
Additional Input File Guidelines	• This EIB has a Generate Spreadsheet with Data option, which is very helpful when you aren't certain how to populate the input file. To use it: 1. Manually enter a payroll input. 2. From the related actions of the input, select **Integration IDs > View IDs** to get the Payroll_Input_IDweb service (you'll need this later on). 3. From the related actions of the EIB, select **Template Model > View**. 4. Click **Edit Template with Data Options**. 5. Set the filter to **Reference ID Filter**. 6. Enter the ID from the first step. 7. Generate a spreadsheet template and select **Generate Spreadsheet with Data**. 8. You can now view the file with the payroll input you created. • We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Header Key:** This Import web service batches the payroll input entries into jobs and processes them asynchronously. The value of the header key determines how many entries get batched per job. We recommend you batch at least 1,000 payroll inputs per job (test in

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	a nonproduction tenant first to find out what works best for you). This means that the first 1,000 entries have a header key value of 1, the next 1,000 entries have a header key value of 2, and so on. • **Default Batch ID:** Use this when you don't specify any batch IDs in the Payroll Input Data worksheet. • **Note**: You typically use the same batch ID for all entries. The batch ID is useful when you need to validate or delete the entries you loaded. • **Line Key:** Use a unique value for each payroll input entry within a header key. • **Payroll Input ID:** When you update an existing payroll input, you must specify the input ID for that payroll input. To find the ID, create a custom report using data source "Payroll Inputs" and then add field "Reference ID" to the report. For new entries, the web service will populate this value. If you opt to enter a value, make certain you specify a new ID. • **Related Calculation**: Note that some Related Calculation codes are Workday owned, so be sure to specify the correct reference ID. Example: Related_Calculation_ID vs. Workday_Related_Calculation_ID. See below for more details: • After loading the payroll input, you can use the **Payroll Input by Batch ID** report to view the entries. • You can't add attachments to the EIB, but you can with the **Add Payroll Input by Worker** task in Workday.

Common Issues and Errors

Issue	Cause and Solution
The EIB successfully finishes but some, or all, of the payroll inputs are missing.	A few possible causes: • Since this is an Import web service, Workday processes the data asynchronously. Though the EIB integration event has finished, the background job might still be running. Use the **Payroll Input**

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Issue	Cause and Solution
	by Batch ID report to periodically monitor progress and verify that payroll inputs continue loading. • If you accidentally use the same line key value for all entries, each entry will wipe out the previous entry. Make certain that the line key is unique for each payroll input entry. • If you specified a **Payroll Input ID** in the EIB input file, it must have a unique value for each pay input entry. We recommend you leave it blank if adding new entries. • The performance will be very slow if you assign a separate header key value to each payroll input. Example: You upload 1,000 payroll inputs and assign each input a different header key value. Workday creates 1,000 background jobs that queue up and take a long time to process. There's no easy way to recover from this scenario other than to wait for all the jobs to complete their processing. • Check if FLSA calendar needs extended as follows: 1. Search and select the task View FLSA Work Period Calendar. 2. Search and select your FLSA calendar in the FLSA Work Period Calendar prompt. 3. Click **OK**. 4. From the related actions, select **FLSA Work Period Calendar > Build Work Period Events**. 5. Set the Number of Work Periods as desired.
You receive the message: *Changing the worker associated with a Payroll Input isn't allowed when updating an existing Payroll Input.*	This error message indicates that you already used some of the payroll input IDs in the EIB input file. The web service is trying to update the entries, but is unable to because they're either complete or assigned to a different worker. When you add new payroll input and want to specify the payroll ID, you might want to preface the payroll input ID with a date (such as: 2018-06-12) to ensure that it's unique.
When populating a related calculation in the input file, you receive an error message such as: *Validation error occurred. Invalid ID value. 'W_NETGU isn't a valid ID value for type = 'Related_Calculation_ID'*	You're specifying the incorrect reference ID type in the input file for the related calculation: Note that for related calculations, there's 1 reference ID type called **Related_Calculation_ID** and another called **Workday_Related_Calculation_ID**. If you aren't sure which ID to specify, run **Integration IDs** report to search the values.

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Issue	Cause and Solution
	Example: for related calculations, search Related Calc in the business object prompt. Then select **Related Calculation** and **Related Calculation (Workday Owned)**. This will list all related calculations and the reference ID type they're using. Then populate row 4 appropriately in your input file.
When using the **Generate with Data** option, it's not populating all the information in the EIB input file, such as hours.	Check the **Related Calculation** section of the EIB input file as some information is populated here.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries through the web service.
- If you inadvertently upload incorrect entries, access the **Delete by Batch ID** task to remove the entries by specifying the batch ID you used in the input file.
    - **Note**: You can't delete payroll inputs used in payroll results.

For reference documentation for all web services including Import Payroll Input, see Operation Directory.

Sample EIB Input File

Import_Payroll_Input-WD30

Concept: Import Payroll Off-Cycle Payment EIB

Background

You can use this EIB to add or update off-cycle payments (manual or on-demand payments).

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

On the related actions of the worker's profile, select **Payroll >Manual Payment** (for manual payments) or **Payroll >On-Demand Payment** (for on-demand payments).

There are additional EIBs related to payroll functionality. Consider these options as you determine what works best for you:

- Import Payroll Input: You can use this EIB to load large volumes of payroll input entries (Example: 1000 or more).
- Put Payroll Off-Cycle Payment: You can use this EIB to create or update smaller volumes of off-cycle payments (Example: less than 1000).
- Put Payroll History Payment: You can use this EIB to create or update payroll history payments.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Process: Off Cycle (On Demand)* and *Process: Off Cycle (Manual Payment)* domains in the Core Payroll functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider • Refer to this documentation Concept: Dates in Payroll Off-Cycle Payment EIB Spreadsheets, which provides examples for this EIB. • Use report **Pay Calculation Off-Cycle Inputs for Group of Workers** to help you validate the data you're loading. You can run this report for specific statuses and batch IDs. • Notes for populating these fields in the input file: • **Spreadsheet Key**: Specify a unique value for each off-cycle payment • **Payment ID**: Required field. Enter a unique entry if creating a new off-cycle payment. • **State Work** and **State Resident**: If populating either of these fields, locate the reference ID using Integration IDs report and search Payroll State Authority. • **Earning and Deduction Codes**: Note that some earning and deduction codes are Workday owned. Be sure to specify the correct reference ID depending on whether it's Workday owned. Example: **Deduction_Code** vs

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	Workday_Deduction_Code. Update row 4 in the input file to indicate which reference ID you're using. • **Related Calculations**: note that some Related Calculation codes are Workday owned. Be sure you specify the correct reference ID Example: **Related_Calculation_ID** vs **Workday_Related_Calculation_ID**)

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully, however, you don't see the off-cycle payments in the tenant.	When you load the off-cycle payments using the EIB, they get loaded as unprocessed. You would then need to run pay calculations to process them. To validate the data you loaded, use report **Pay Calculation Off-Cycle Inputs for Group of Workers**. You can run this report for specific statuses or batch IDs.
The EIB issues an error such as 1 of these errors: • *Invalid ID value. W_TTWG isn't a valid ID value for type = Related_Calculation_ID* • *Invalid ID value. W_OASER isn't a valid ID value for type = Deduction_Code*	You're using the wrong reference IDs in the input file for deduction or related calc. Note that for deductions, there's 1 reference ID called **Deduction_Code** and another called **Workday_Deduction_Code**. Also, for related calculation IDs, there's 1 reference ID called **Related_Calculation_ID** and another called **Workday_Related_Calculation_ID**. If you aren't sure which ID to specify, run **Integration IDs** report to search the values. Example: for deductions: 1. Search **Deduction** in the business object prompt. 2. Select **Deduction** and **Deduction (Workday Owned)**. This action will display a list of all deductions and the reference ID they're using. 3. For related calculations, select **Related Calculation** and **Related Calculation (Workday Owned)**. 4. Populate row 4 appropriately in your input file.
The EIB issues the error: *Validation error occurred. No eligible processing period exists for the period date.*	There are multiple causes for this issue. If you receive this error, it might be helpful to test it in the user interface by entering the off-cycle payment using the same information you populated in the input file. You might find that you receive an error or can't enter the information you provided in the input file, as it isn't valid for the worker.

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Issue	Cause and Solution
	• Previous Period isn't complete: You can't process payments in a given period until the previous period is complete. • The Period Date/Run Category/Pay Group that you provided isn't permitting the web service to find a period for processing: Note that the web service uses the Period Date to identify the target period for the off-cycle payment. If you populate Run Category, the web service will check for the period date within the run category you specified. If Run category blank, the web service will look for the period date in the regular run category. If you populate the pay group, it also assists in identifying the correct period. If the pay group is blank, then the web service looks for the pay group that the worker is in as of the period date.
My EIB input file looks different than the attached sample: it has 2 worksheets.	This web service underwent major changes starting with v36.2. Create a new EIB to make certain you're using v36.2 or higher.
Slow Performance	This issue will occur if you're using an EIB older than v36.2 and you've assigned a separate header key value to each off-cycle payment entry. Example: You upload 1,000 off-cycle payments and assign each payment a different header key value. The result is that it creates 1,000 background jobs, which queue up and take a long time to process. There's no easy way to recover from this scenario other than wait for all the jobs to complete their processing. Create a new EIB to verify you're using v36.2 or higher.
EIB fails with error: *Net amount entered isn't correct*	This issue can occur for 2 reasons: • The net amount and earning/deduction amounts, specified in the EIB input file, don't balance out to $0. • Or spreadsheet key values and row id values aren't correct in the EIB input file. Take these steps to resolve the issue: 1. Verify that the net amount and earnings and deduction amounts balance to $0 for each payment in the EIB input file 2. Check the spreadsheet key values and row id values for each off-cycle payment. Keep in mind that all entries for a given payment must use the same spreadsheet key value and payment id.
EIB fails with error:	Confirm that you've GET access to domain Worker Data: Payroll (Payroll Input).

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Issue	Cause and Solution
Validation error occurred. The entered information does not meet the restrictions defined for this field. (Position_Reference)	
EIB fails with an error like this: *Validation error occurred. Multiple Element Contents, including Payroll Off-cycle Payment Data/l2/Manual Payment Data [EL], contain data where only one is allowed by mutex Payroll Off-cycle Payment Data*	This issue occurs if you populate both the **On Demand Payment** and **Manual Payment** sections of the EIB input file. Check the file and verify that you're populating only 1 section for each payment entry.
EIB completes successfully but doesn't update the Pay to Balance Account field.	Current functionality requires you to populate Pay Group field to properly update the Pay to Balance Account field We're investigating whether to change this behavior (internal ticket PAYWDCORE-42542). In the meantime, you need to populate the Pay Group field.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries nor can you rescind since this EIB doesn't use a business process.
- If you have inadvertently uploaded incorrect entries, you can use task **Delete by Batch ID** and then remove the entries by specifying the batch ID you used in the input file. Note: You can't delete entries used in completed payroll results.

For reference documentation for all web services including Import Payroll Off-Cycle Payment, see Operation Directory.

Sample EIB Input File

Import_Payroll_Off-Cycle_Payment-WD36

Concept: Import Position Budget EIB

Background

You can use this EIB to add or update position budget details.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Position Budget
- Create Position Budget Amendment

There's also a similar EIB - Import Budget - that you can use to create or update budgets for financial projects.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Process: Position Budget* domain in the Budgets functional area to run this EIB.
Guidelines for Adding Worktags to the EIB Template	1. From the related actions of your EIB, select **Template Model > View**. 2. On the left, click **All** for Position Budget Lines Replacement Data section. 3. On the right, locate **Accounting Worktags**. 4. From the related actions on the magnifying glass next to Accounting Worktags, select **Template Model Column > Maintain Additional Columns**. 5. Enter all worktags that you need to assign to the template. • Note: if you selected *Pay Component* on your Plan Structure, you'll be using Earning Code and Workday Deduction Code when maintaining the additional columns on the EIB. • You won't be adding Ledger Account here as there are separate columns: 6. After you've completed the previous steps, regenerate the spreadsheet template and add newly added worktags to the spreadsheet template.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • Before populating the EIB input file, you might want to first test populating a budget entry by using the User Interface, using **Create Position Budget** task. This action will help ensure that you can successfully

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add a budget line with the proper configuration.
    - Most likely, you'll need to make some changes to your EIB template to add all the worktags that you've assigned to the plan structure. If you aren't certain how to do this action, see *Guidelines for Adding Worktags to the EIB Template* section.
- **Worksheet#1** for **Import Position Budget**. As you populate this worksheet, consider:
    - There should be only 1 row in this worksheet (assuming you're loading information for just 1 budget).
    - **Header Key**: This field should have a value of 1.
    - **Add Only**: Selecting Yes will add new plan lines. Selecting No will enable updates to the existing budget.
    - **Position Budget**: This field remains blank for original budgets and you can populate the field if you're updating an existing position budget.
    - **Row ID**: Normally there's only 1 row populated with a 1.
    - **AutoComplete**: Set this field to *Y* if you wish for the business process event to automatically process and skip approval and to do steps.
    - **Locked in Workday**: Locked in Workday is a boolean flag controlling a user's ability to edit the transaction. If Workday sets the flag, the user can't edit, cancel, or change the transaction inside the Workday application, however the user can submit a draft transaction. You can only update the transaction from the web service.
    - **Submit**: Submit for Approval, indicating the action of the transaction (submit or save in draft mode). If this flag value is *Y*, Workday submits the transaction, otherwise Workday saves the transaction in draft.
    - **Position Budget Group**: Workday requires this field for original position budget. Workday doesn't populate the field when loading Position Budget Amendments. To locate the Position Budget Group id, use the related actions of your Position Budget Group

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value, select **Integration IDs > View IDs**.
- **Budget Structure**: To locate theI Budget Structure id, use the related actions of your Plan Structure value, select **Integration IDs -> View IDs**.
- **Fiscal Year Number**: Displays on the View Fiscal Year report.
- **Fiscal Time Interval**: Workday sets this field to Fiscal_Summary_Interval_ID with a line value representing Annual. Use the View Fiscal Summary Schedule report for Annual.
- **Position ID**: for this header row of data.
- **Compensation Budget Total**: This REQUIRED field represents the sum of the compensation lines from Worksheet #2 for this Position ID.
- **Business Plan Amendment Type**: Workday only requires an Amendment Type when loading Position Budget Amendments. Reference Maintain Budget Amendment Types.

- **Worksheet#2** for **Budget Lines Data**. As you populate this worksheet, consider:
  - **Header Key**: This field should have a value of 1 for all entries (assuming you're loading information for just 1 budget).
  - **Line Key**: Each entry needs a unique value. We recommend you start with value 1 and increment by one for each additional entry.
  - **Line Order** If specified, lines will be sorted by this value when displayed.
  - **Company on Budget Line**: Used this field when you have included Company on your structured Dimensions on the Plan Structure. Otherwise leave it blank.
  - **Compensation Account**: The ledger Account where Workday posts the compensation.
  - **Account Set**: The Account Set specified on the Plan Structure.
  - **Fringe Account**: The ledger Account where Workday posts the Fringe benefits.
  - **Account Set**: The Account Set specified on the Plan Structure.
  - **Compensation Amount**: Workday sums up the amounts entered here for

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	a position (if there are multiple lines) and compares with the amount on Worksheet #1, column T. • **Fringe Amount**: If you're budgeting for Fringe, this amount will be the fringe benefits for the compensation on this line. • **Account Worktags**: Note that if you're budgeting for Spend Category, the Spend Category for Fringe Benefits will populate from the Plan Structure. • If your budget contains over 25,000 entries, we suggest you load 25,000 per EIB. You can add Multiple Loads to 1 Position Budget Group ID.

Common Issues and Errors

Issue	Cause and Solution
The EIB fails with the error: *Job Families for Position Restriction are not Included on the Budget Structure*	The Import Position Budget web service validates the Job Profile, Job Family or, Job Family Group with the respective value on the Position Restriction. You'll need to validate that all Position Restrictions have a valid value for the Structured Dimension configured on the Plan Structure.
The EIB fails with the error: . *One or more budget lines have matching Company, Ledger Account Summaries/Ledger Accounts and Accounting Worktags with another line*	If you encounter this error, take these steps to resolve the issue: • First, check for duplicate entries in the input file: when you compare the ledger account and all the worktags within each position, each line should be unique. • Check that the Template Model hasn't had columns added or deleted.
The EIB fails with the error: *Budget Period does not exist for Budget*	This issue indicates that you've not specified the correct Year or Fiscal Time Interval. Check the instructions in the *Tips for Populating the Input File* section above, on how to populate the year and fiscal time interval.
The EIB fails with the error: *Worktag is not valid for the Budget Line*	There are multiple causes of this issue. If you encounter this error, you can test whether you can enter the information by the user interface using Create Position Budget. Performing this test would help determine whether it's a configuration issue or an issue with how you're populating the EIB input file: • This issue can occur if you've specified an inactive worktag, • Another cause is if you haven't configured the worktag in the structure dimension. Or you've configured the worktag in the

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Issue	Cause and Solution
	structure dimension but it doesn't include all members.
There's no option to launch the integration	This issue will occur if you don't have the proper access to the Position Budget Group Event business process security policy. Try these actions: • Check the Position Budget Group Event business process security policy and make certain you have access to Initiating Action Import Position Budget (WS Background Process). • Activate the change.

Business Processes

Position Budget Group Event.

Use Cases and Guidelines for Recovering from a Bad Load

Position Budgets does have Cancel functionality. The ability to cancel a Position Budget added either from an EIB or by the User Interface gets secured to the domains Process: Cancel Position Budget and Process: Position Budgets Amendments. If the business process hasn't been completed, then the cancel button is visible on the approval page. If the business process is complete, the cancel functionality is available through a related action on the business process.

To update the budget, use the amend functionality.

For reference documentation for all web services including Import Position Budget, see Operation Directory.

Sample EIB Input Files

Import_Position_Budget-WD32-Example1-Original Budget

Import_Position_Budget-WD32-Example2-Budget Amendment

Concept: Put Payroll History Payment EIB

Background

You can use this EIB to add or update payroll history payments.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Run History Payment for Worker.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Process: Load, Calculate, Cancel, Complete History* domain in the Core Payroll functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key**: Enter a unique value for each Payroll History Payment. • This EIB has a **Generate Spreadsheet with Data** option, which is very helpful to use when you aren't certain how to populate the input file. To use it: • Verify that your EIB is using the latest web service version. If you're not certain what version you're using, create a new EIB, which will uptake the latest version. • From related actions of your EIB, select **Template Model > View**. • Select **Edit Template with Data Options**. • Set the filter to **Condition Rule Filter**. • Select a rule condition to retrieve specified history payments. Example: You could select a payment date greater

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	than or equal to a specified date. • If you regenerate the template and select the **Generate Spreadsheet with Data** option, you can view how the file populates for the payroll history payments that you selected.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but there are no entries loaded or updated.	You need to use **Run History Payment for Worker** or **Run History Pay Calculation** to complete the transactions.
After you upload your payroll history and execute Run Pay History Calculation, some of the pay history might still be unprocessed.	Use the **Payroll Input Not Processed** report to do your balancing against your input files and against any of the delivered payroll registers.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add new payroll history payments or update existing payroll history payments. You can't delete entries through the EIB nor can you rescind since this EIB doesn't use a business process.

If you have inadvertently uploaded incorrect entries, below are some options to consider:

- If you've not yet run history payment, you can
  - Use **Delete by batch ID** and specify the batch ID you entered in the input file when you originally loaded the entries.
  - Select **Delete Off-Cycle Payment** and enter the batch ID.
  - Remove the entries.
- If you've already run the history payment, use **Run History Pay Cancel**.
- Another option would be to reload the entries with corrected information.

For reference documentation for all web services including Put Payroll History Payment, see Operation Directory.

Sample EIB Input File

Put_Payroll_History_Payment-WD30

Concept: Put Payroll Involuntary Withholding Order EIB

Background

You can use this EIB to add or update withholding orders.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Any information that you submit with this EIB replaces and overwrites the information currently in Workday.

To avoid data loss, include all existing withholding orders and any new withholding orders in your EIB input file. You can do this by generating your EIB spreadsheet with data. See: Example: Generate EIB Spreadsheet Template with Data .

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If you use ADP SmartConnect to manage your garnishments, consider consulting with ADP first to determine their bandwidth for the changes you want to make.

Equivalent Workday Task

Task: Record US Withholding Order for Worker.

You can also use these integrations to update information related to Withholding Orders:

- **Electronic Income Withholding Order Inbound**: An integration template to import electronic income withholding orders into Workday from the Federal Office of Child Support Enforcement (OCSE) portal. See Steps: Set Up Inbound Electronic Income Withholding Order Integration for more information.
- **Put Canada Income Withholding Order**: This web service adds or updates all types of income Withholding Orders for Canada.
- **Put Withholding Order Local Minimum Wage Rate**: This web service will load Withholding Order Local Minimum Wage(s) for existing Withholding Orders.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Worker Data: Payroll (Income Withholding Orders)* domain in the Core Payroll functional area to run this EIB
Guidelines for Modifying the EIB Template	If you're planning to update existing withholding orders, you should modify the EIB template, configure the EIB to generate with data, and then generate the template with data. Note that if you don't modify the template, when you generate with data, there will most likely be some fields without data. Example: In situations where the default reference id type, used by the template, is different than the reference id type used by your withholding orders. • From the related actions of your EIB, select **Template Model > View**. • On the left, click **Payroll Involuntary Withholding Order** . • On the right, click **Edit Template Model Sheet** . You'll need to wait a few seconds before information displays.

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	• Scroll down and locate the template model area with the label **Payroll Involuntary Withholding Order Data:**. • Locate the row with **Employee*** label and select the check the box for **Separate Type Column**. • Locate the row with the **Issued in*** label and select the check box for **Separate Type Column**. • Go to the Template Model Area and locate the row with the label **Non Resident State:** and select the check box for **Separate Type Column**. • Click **OK**.
Configure the EIB to Generate with Data	• From the related actions of your EIB, select **Template Model > View**. • Click **Edit Template with Data Options**. • Select **Condition Rule Filter** in the Filter section. • Build the rule conditions. Note: It might not be possible to refine the conditions to extract the specific withholding orders that you plan to update. If that is the case, relax the conditions and then you can edit the EIB input file after it's built and remove any nonrelevant orders. • Regenerate the EIB and select the **Generate Spreadsheet with Data** check box. • There are a few items to be aware of: • The **Payroll Involuntary Withholding Order** filed in column D is empty. You'll need to populate this field. You can copy the filed values in the last column (**Withholding Order ID**) to column D. After you make this change, the values in column D and the last column should be the same. • For the fields where you changed the template to use the **Separate Type Column** option, you'll see that there are now 2 columns in the EIB input file for each of these fields. The first column (**ID Type**) displays the reference id type and the second column (**ID Value**) displays the value. These columns enable you to easily include multiple reference id types in your EIB input file.
Additional Input File Guidelines	• **NOTE:** When using the EIB to update existing withholding orders, the EIB input file **must include all existing field values**. If

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	you don't include the existing field values, the EIB will remove the values from the withholding order. For this reason, you'll want to use the **generate with data** option if updating existing withholding orders. • Be sure to thoroughly test in Sandbox before using the EIB in your production tenant. • We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Payroll Involuntary Withholding Order EIB. See: Example: Generate EIB Spreadsheet Template with Data . • **Spreadsheet Key:** Specify a unique value for each withholding order • **Add Only:** Set to Y if adding a new withholding order. Set to N if updating existing withholding orders. • **Payroll Involuntary Withholding Order** (column D): Leave blank if creating a new withholding order. If updating an existing withholding order, the field needs populated with the reference id value for the withholding order that you're updating. Note that if you generated the template with data, you can merely copy the value from the very last column (*Withholding Order ID*) into this field. • **Withholding Order Case*:** If updating an existing order, this field must contain the reference id of the existing case order • **Case Number:** If updating an existing order, this field must be blank. If adding a new withholding order, this field must have a value. • **Withholding Order ID** (in very last column): If you're creating a new withholding order, you can either leave the field blank, or populate it if you want to assign your own reference id value. If you're updating an existing order, this field should contain the same value as the **Payroll Involuntary Withholding Order** field in column D.

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Common Issues and Errors

Issue	Cause and Solution
The EIB issues this error: *Element Content Case_Number Required Mutex error Payroll Involuntary Withholding Order Data*	This issue will occur if you try to change a case# for an existing withholding order. You can't update the Case Number. Instead, you'll need to end the existing withholding order and set up a new one.
The EIB issues this error: *Validation error occurred. Withholding Order Case Reference is not valid when adding a new Withholding Order for any Withholding Order type except Support Order. Use Case Number instead.*	This issue can occur if you're attempting to update an existing withholding order but don't populate the Withholding_Order_ID value in column D. Note that if you generated the template with data, you can copy the value from the very last column (Withholding Order ID) into this field.
When updating existing withholding orders, the EIB completes successfully but data is missing from the withholding orders	This EIB requires that you populate the EIB input file with all existing data. If you don't populate existing data in the EIB input file, the web service removes it.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new withholding orders or update existing withholding orders. You can't delete withholding orders; however, you can inactivate them.
- This web service doesn't use a business process. There's no rescind/cancel option to use if you inadvertently created incorrect withholding orders or accidentally overwrote existing data. Below are recovery options to consider:
    - Rerun the EIB and update the withholding orders with correct information. Or you could inactivate any faulty withholding orders and then load new ones.
    - If data was overwritten, possibly you can recover the data from a nonproduction tenant such as Sandbox, by generating a spreadsheet with data. Then use the EIB to reload the data to production.

For reference documentation for all web services including Put Payroll Involuntary Withholding Order, see Operation Directory.

Sample EIB Input File

Put_Payroll_Involuntary_Withholding_Order-WD34_2

Concept: Put Payroll Off-Cycle Payment EIB

Background

You can use this EIB to add or update off-cycle payroll payments.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

On the related actions of the worker's profile, select **Payroll > Manual Payment** (for manual payments) or **Payroll > On-Demand Payment** (for on-demand payments).

There are also similar EIBs related to payroll. Consider these options as you determine what works best for you:

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- Import Payroll Off-Cycle Payment: You can use this EIB to add or update large volumes of off-cycle payments (Example: 1000 or more entries).
- Import Payroll Input: You can use this EIB to load large volumes of payroll input entries (Example: 1000 or more).
- Put Payroll History Payment: You can use this EIB to create or update payroll history payments.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Process: Off Cycle (On Demand)* domain in the Core Payroll functional area to run this EIB
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • See Concept: Dates in Payroll Off-Cycle Payment EIB Spreadsheets, which provides examples for this EIB. • **Spreadsheet Key**: Each off-cycle payment needs a unique spreadsheet key. • **Row ID**: The Row ID can be tricky to populate, especially if an off-cycle payment has multiple earnings/ deductions or multiple related calculations. Refer to the attached example to better understand how to populate the row ID. • **Payment ID**: Workday requires this field. Enter a unique entry if creating a new off-cycle payment. • **State Work** and **State Resident**: If populating either of these fields, locate the reference ID using Integration

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	IDs report and search Payroll State Authority. • **Earning and Deduction Codes**: Note that some earning and deduction codes are Workday owned. Be sure to specify the correct reference ID depending on whether it's Workday owned (Example: Deduction_Code vs Workday_Deduction_Code). You'll need to update row 4, in the input file, to indicate which reference ID you're using. • **Related Calculations**: Note that some Related Calculation codes are Workday owned. So be sure you specify the correct reference ID (Example: Related_Calculation_ID vs Workday_Related_Calculation_ID)

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but you don't see the off-cycle payments in the tenant.	When you load the off-cycle payments using the EIB, they get loaded as unprocessed. You'll need to run pay calculations to process. To validate the data you loaded, use the **Pay Calculation Off-Cycle Inputs for Group of Workers** report. You can run this report for specific statuses or batch IDs.
The EIB issues an error such as: • *Invalid ID value.* ***W_TTWG*** *isn't a valid ID value for type =****Related_Calculation_ID*** • Invalid ID value. **W_OASER** isn't a valid ID value for type **=Deduction_Code**	You're using the wrong reference IDs in the input file for deduction or related calculation. Note that for deductions, there's 1 reference ID called **Deduction_Code** and another called **Workday_Deduction_Code**. Also, for related calculation IDs, there's 1 reference ID called **Related_Calculation_ID** - and another called **Workday_Related_Calculation_ID**. If you're unsure which ID to specify, run **Integration IDs** report to search the values. Example: For deductions, search **Deduction** in the business object prompt. Then select **Deduction** and **Deduction (Workday Owned)**. You'll see a list of all deductions and the reference ID they're using. For related calculations, select **Related Calculation** and **Related Calculation (Workday Owned)**. Then populate row 4 appropriately in your input file.
The EIB issues error: *Validation error occurred. No eligible processing period exists for the period date.*	There are multiple causes for this issue. If you receive this error, you can test in the user interface by entering the off-cycle payment using the same information you populated in the input

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Issue	Cause and Solution
	file. You might find that you receive an error and can't enter the information you provided in the input file, as it isn't valid for the worker. • Previous Period isn't complete: You can't process payments in a given period until the previous period is complete. • The Period Date/Run Category/Pay Group that you provided isn't allowing the web service to find a period for processing. Note that the web service uses the Period Date to identify the target period for the off-cycle payment. If you populate Run Category, the web service will check for the period date within the run category you specified. If Run category remains blank, the web service will look for the period date in the regular run category. If you populate the pay group, it assists in identifying the correct period. If the pay group remains blank, then the web service looks for the pay group that the worker is in as of the period date
EIB fails with an error like this: *Validation error occurred. Invalid ID value. '1' isn't a valid ID value for type = 'Payment_ID'*	Make certain you're populating the payment ID in column E (Payment ID) with a unique value. Don't populate the ID in column C or you'll receive this error.
EIB fails with error: *Net amount entered isn't correct.*	This issue can occur for 2 reasons: • The net amount and earning/deduction amounts, specified in the EIB input file, don't balance out to $0. • Or spreadsheet key values and/or row id values, aren't correct in the EIB input file. To resolve the issue: 1. Verify that the net amount and earnings and deduction amounts balance to $0 for each payment in the EIB input file 2. Check the spreadsheet key values and row ID values for each off-cycle payment. Keep in mind that all entries for a given payment must use the same spreadsheet key value and payment ID.
EIB fails with this error: *Validation error occurred. The entered information does not meet the restrictions defined for this field. (Position_Reference)*	Confirm that you've GET access to domain Worker Data: Payroll (Payroll Input).
EIB fails with an error like this: *Validation error occurred. Multiple Element Contents, including Payroll Off-cycle Payment Data/l2/Manual*	This issue occurs if you populate both the **On Demand Payment** and **Manual Payment** sections of the EIB input file.

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Issue	Cause and Solution
Payment Data [EL], contain data where only one is allowed by mutex Payroll Off-cycle Payment Data	Check the file and verify that you're populating only 1 section for each payment entry.
EIB completes successfully but ignores the Pay to Balance Account field.	Current functionality requires you to populate Pay Group field to properly update the Pay to Balance Account field

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries nor can you rescind since this EIB doesn't use a business process.
- If you have inadvertently uploaded incorrect entries, an option would be to use task **Delete by Batch ID** and then remove the entries by specifying the batch ID you used in the input file. Note: You can't delete entries used in payroll results.

For API documentation for all web services including Put Payroll Off-Cycle Payment, see Operation Directory.

Sample EIB Input File

Put_Payroll_Off-cycle_Payment-WD32

Concept: Put Payroll USA State and Local Tax Election EIB

Background

You can use this EIB to create worker USA tax elections for state and local tax authorities.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Add Worker US Tax Elections.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Worker Data: Payroll (Company Specific) - USA* domain in the USA Payroll functional area to run this EIB

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Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • As you populate the EIB input file, consider: • Proceed with great caution when using this EIB, as there's no mass rescind option nor is there a way to mass update or mass delete tax elections. Be certain you thoroughly test in a Sandbox tenant • You might want to create a custom report if you need to review existing tax election information for employees. The tax election information is available from the Worker Business Object. • The EIB input file contains sections for this information: • **General** Applies to all types of elections • **State** • **SUTA** • **County** • **City** • **School District** • **Other** • Details about the various sections with information for the more commonly used fields. **General**: The fields in this section should always have a value, regardless of the type of tax elections you're loading: • **Spreadsheet Key:** Specify a different value for each unique combination of Worker/ Company/State/Effective Date. • **Company**: The company to which the worker for this tax election belongs. If left blank, it populates with the company of the worker's primary position as of the effective date provided. To find the reference ID value for the company, run the **View Reference IDs** report and select business object *Company*. • **Worker:** Typically you would specify employee IDs, and set cell D4 to Employee_ID. If you

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	want to add information for both employees and contingent workers, split the columns using the **Separate Type Column** option as described in: Customize EIB Spreadsheet Template. By using this option, you can list both employees and contingent workers in the same input file. (Note that this is optional, and the attached sample EIB input file isn't using this option). • **Effective Date:** Enter effective date of tax election in format YYYY-MM-DD. • **Payroll State Authority:** The Payroll State Authority to which these elections apply. To find the reference ID value, run the **Integration IDs** report and select business object *Payroll State Authority*. • **State**: Populate this section if loading State elections • **Effective Date:** Leave blank. • **Payroll Withholding Status:** To find the reference ID value, run the **Integration IDs** report and select business object *Payroll Withholding Status*. • **Number of Allowances:** Enter integer value for the number of allowances. • **City**: • **Tax Address Type:** Tax Address Type of Home, Work or Both that denotes whether this local tax election applies to the worker's home or work tax authority or both. • **Payroll Local City Authority:** To find the reference ID value, run the **Integration IDs** report and select business object *Payroll Local City Authority*.

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Common Issues and Errors

Issue	Cause and Solution
EIB issues an error such as: *Validation error occurred. Attribute not supported by California Tax Authority. Valid Attributes are: Additional Amount, Copy Mode, Estimated Deductions, Exempt Indicator, Lock In Letter, MSRR Exempt, No Wage No Tax Indicator, Number of Allowances, and Tax Authority Not in Proposed Company.*	Remove the effective date value from column G.
Although the EIB completes successfully, I don't see any updates.	You can: 1. Edit EIB input file. 2. Verify that you populated the Row ID value in the section you're updating.
EIB issues an error like this: *Error: Other Tax Authority Reference doesn't share the same County Region as the State Tax Authority.*	Add the Payroll State Authority in Column F of the EIB spreadsheet. This task is to ensure that the selected authority matches up correctly to the selected state.
EIB fails with this error: *The Company specified is not valid for the Worker.*	Populate SLE in EIB input file, if applicable. Alternatively, use the EIB and manually enteri1 of the entries that's failing. This test will verify that the user interface allows the company you're trying to load with the EIB.
Unable to launch the EIB.	This issue is most likely security-related. See *EIB Input File Guidelines* section for details on configuring security.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries. You can't update existing entries or delete entries.
- There's no option to cancel or rescind since the EIB doesn't use a business process
- If you inadvertently loaded incorrect data, below are options to consider:
    - You can manually update or delete the tax elections.
    - You could correct the tax election information in the EIB input file and then resubmit. (This correction won't update the previously loaded entry, but it will add a new entry with the correct information.)
    - You could also set the Inactivate flag to Y in the EIB input file and then reload the data. Again, it won't remove the previously loaded entry, but it adds a new entry to indicate that the election is now inactive.

For reference documentation for all web services including Put Payroll USA State and Local Tax Election, see Operation Directory.

Sample EIB Input File

Put_Payroll_USA_State_and_Local_Tax_Election-v39

Concept: Put Period Schedule EIB

Background

You can use this EIB to add or update period schedules.

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This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Period Schedule
- Edit Period Schedule

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the: • *Set Up: Payroll - Pay Group Specific* domain in the Core Payroll functional area to run this EIB. • *Set Up: Time Off (Calculations - Absence Specific* domain in the Time Off and Leave function area to run this EIB. • *Set Up: Payroll Interface* domain in the Payroll Interface functional area to run this EIB. • *Set Up: Period Schedule* domain in the Project Tracking functional area to run this EIB.
Configure the EIB to Generate with Data	• From the related actions of your EIB, select **Template Model > View**. • Click **Edit Template with Data Options**. • Select **Condition Rule Filter** in the Filter section. • Add a rule condition. • Click **OK**. • Regenerate the template and select the **Generate Spreadsheet with Data** check box.

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Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Period Schedule EIB. See: Example: Generate EIB Spreadsheet Template with Data . • If you're extending an existing period schedule, it's not necessary to populate section **Period Data+ (All > Period Schedule Data)** with the existing period start/end dates but rather you can just add the new period start and end dates. • You might find it easiest to use the **Generate Spreadsheet with Data** option to help determine how to populate the fields. If you're creating a new period schedule, we suggest you manually create it and add 1 or 2 periods. Then you can generate with data and have a helpful template to use to add remaining periods. • As you populate the EIB input file, consider: • Section **All**: • **Spreadsheet Key:** Specify a unique value for each Period Schedule. • **Add Only:** Set to **Y** only if adding new schedules. • **Period Schedule ID** (column D): This field should remain blank. • Section **Period Schedule Data (All)**: • **Period Schedule ID** (column E)**:** • If updating an existing schedule, place the period schedule's reference id value in this field. • If you're creating a new schedule, populate the field with the reference id value you wish to assign or else leave the field blank, and the Workday will assign a value. • **Period Schedule Name:** Name of the period schedule. • **Frequency:** Schedule frequency. To find the reference

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id value, run the **View Reference IDs** report and select business object *Frequency*.
    - **Usage:** Enter all usages that apply to the schedule. Each usage needs to be on a new row. To find the reference ID values, run the **Integration IDs** report and select business object *Period Schedule Usage*.
- Section **Period Data+ (All > Period Schedule Data)**:
    - **Row ID:** Enter a unique Row ID value for each Period Start/End Date.
    - **Period Start Date:** Enter the period start date in format YYYYMMDD. You can also specify time if you wish. Sample field values: 2021-02-01T00:00:00 or 2021-02-01. If you're extending an existing period schedule, you might find it helpful to use this method from Microsoft to populate the dates:
    - **Period End Date:** Enter the period end date in format YYYYMMDD. You can also specify time if you wish. Sample field values: 2021-02-01T00:00:00 or 2021-02-01.
    - **Payroll Payment Date:** This field is only for Workday Payroll and Workday Payroll interface usage. Enter the payroll payment date in format YYYYMMDD. You can also specify time if you wish.
    - **Period ID:**
        - If updating an existing period, specify the reference id value of the period.
        - If creating a new period, you can either populate the field with the reference id value you wish to assign, or else leave the field blank and the Workday will assign a value. Be very careful not to specify a reference

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	id value that is already in use as it will overwrite an existing period. To find values currently in use, run the *Reference IDs report* and select business object *Period*.

Common Issues and Errors

Issue	Cause and Solution
EIB issues *Error - The load contains a duplicate key '*	Check your EIB input file and verify that the spreadsheet key is present for each entry.
EIB fails with this error: *Payroll Payment Date can only be entered if period schedule usage includes Payroll. Payroll Payment Date is required if period schedule usage includes Payroll.*	This issue occurs when loading a period schedule for Absence and omitting the Usage Type. To resolve: 1. Edit EIB input file. 2. Set **Usage+** field to: *Usage_Absence*.
When adding new periods to an existing schedule, the EIB completes successfully but you observe 1 of these issues: • It didn't load some of the entries. • You might notice that some existing data was overwritten.	This issue occurs if the EIB input file isn't specifying a new value for Period ID but rather it's using a reference id value that's already in use. When adding new periods, you should leave the **Period ID** value blank (or else specify a value that isn't yet used). There are 2 options to resolve this issue with option 1 being the easiest and safest: 1. Leave the **Period ID** value blank for new entries that you're adding. The web service will treat this as a new entry and assign a reference id value that isn't yet in use 2. The other option would be to assign a more meaningful reference id value so that you're certain it isn't in use. Example: You could assign a reference ID = to name of the schedule + period begin date. Example UK-Annual-2021-02-01. If data was overwritten: 1. Use the **Generate Spreadsheet with Data** option in a tenant such as sandbox, where the data is still intact 2. Then use the spreadsheet to reload the data.
I uploaded an EIB for Period Schedule and after successfully uploading it, I noticed it removed some values from the schedule.	This issue can occur if you update an existing schedule but don't populate all the usage types used by the schedule. If this occurs, do this: 1. To recover the data, you could use the **Generate Spreadsheet with Data** option in a tenant such as sandbox, where the data is still intact.

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Issue	Cause and Solution
	2. Use the above spreadsheet to reload the data.
Unable to launch the EIB.	Check your security. See the *EIB Input File Guidelines* section.
When I load the EIB, it's creating new period schedules for each individual line in the EIB instead of adding to the existing period schedule.	Make certain you specify the Period ID field in the EIB input file. There isn't a way to remove the incorrect entries. You can update them and add **zDNU** to the beginning of the period schedule names.
When loading a new value for Override Accounting Date, it’s ignored.	This issue will occur if changing the date for a payroll period that's in progress or complete. In this situation, Workday ignores the date value.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can’t delete entries.
- This EIB doesn't use a business process. There's no option to rescind or cancel. If you inadvertently uploaded incorrect entries, consider:
    - If you need to correct existing entries, reload the entries with correct information. If you need to restore the original values, you can find another tenant, such as a sandbox or implementation tenant, that still has the correct period schedule. Then use **Generate Spreadsheet with Data** in that tenant to build an EIB input file to load into the tenant with incorrect period schedule information.
    - You can’t delete period schedules. If you inadvertently loaded schedules you want to remove, you can change the names of the schedules and add **zDNU** to the beginning of the schedule name. Adding this prefix will drop the schedules down to the bottom of the list and make them less visible.

For reference documentation for all web services including Put Period Schedule, see Operation Directory.

Sample EIB Input Files

Put_Period_Schedule-Example1-Create-New-Absence-Schedule

Put_Period_Schedule-Example2-Add-Entries-to-Existing-Absence-Schedule

Put_Period_Schedule-Example3-Add-Entries-to-Existing-Schedule-with-all-Usages

Concept: Submit Payroll Input EIB

Background

You can use this EIB to create or update payroll input.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Add Payroll Input by Worker.

If you want to manage bulk payroll input using worksheets, see Steps: Using Payroll Input Workbooks.

There are additional integrations and EIBs related to payroll functionality. Consider these options as you determine what works best for you:

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- Import Payroll Off-Cycle Payment: You can use this EIB to load large volumes of off-cycle payments (Example: 1000 or more).
- Put Payroll Off-Cycle Payment: You can use this EIB to create or update off-cycle payments.
- Put Payroll History Payment: You can use this EIB to create or update payroll history payments.
- Worker Payroll Input Async: You can use this integration template to import files with worker payroll data from an external server into Workday. See Steps: Set Up Integration for Worker Payroll Data Import.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Worker Data: Payroll (Payroll Input)* domain in the Core Payroll functional area to run this EIB.
Configure the EIB to Generate with Data	• This EIB has a Generate Spreadsheet with Data option. Use this option when you aren't certain how to populate the input file. To use it: • Manually enter a payroll input like the inputs that you wish to load. • From related actions of the input, select **Integration IDs > ViewIDs** to get the **Payroll_Input_ID** (you'll need this ID later on). • From related actions of your EIB, select **Template Model > View** . • Click **Edit Template with Data Options**. • Set filter to **Reference ID Filter**. • Enter the Payroll Input ID from a previous step. • If you regenerate the template and click the **Generate Spreadsheet with Data** option, you can view how the file gets populated for the payroll input you manually created.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines

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	, which provides a general overview for populating EIB files. • As you populate the EIB input file, consider • **Spreadsheet Key**: Use a unique value for each payroll input entry. • **Row ID**: Typically is a value of 1 for each entry, unless you have multiple row entries for 1 payroll input. • **Payroll Input ID**: If you're updating an existing payroll input, you need to specify the input ID for that payroll input. To find the ID, create a custom report using data source *Payroll Inputs* and then add field **Reference ID** to the report. For new entries, you can leave this value blank and the web service will populate it. Or if you choose to populate it, make certain you're using a unique ID. • **Related Calculation:** Note that some Related Calculation codes are Workday owned. Be sure to specify the correct reference ID. Example: Related_Calculation_ID vs. Workday_Related_Calculation_ID. • After loading the payroll input, you can use **Payroll Input by Batch ID** to view the loaded entries. :

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully, but there are no entries loaded or updated.	• This issue can occur if you fail to populate the row ID in the input file. • When updating an existing payroll input and once payroll input is used in a result, then you're restricted to updating only certain fields such as Company and End Date. If you attempt to update other fields such as Amount, the web service will ignore it. To troubleshoot this issue, manually enter a payroll input using the same information as what you specified in the input file. Then you can validate whether it's allowed. • Also, if you specified a **Payroll Input ID** in the EIB input file, it must have a unique value for each pay input entry. We recommend you leave it blank if adding new entries

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Issue	Cause and Solution
	• Check if FLSA calendar needs extended as follows: • Search and select the task *View FLSA Work Period Calendar*. • Search and select your FLSA calendar in the **FLSA Work Period Calendar** prompt. • Click **OK**. • From the related actions, select **FLSA Work Period Calendar > Build Work Period Events**. • Set the Number of Work Periods as desired.
You receive the message: *Changing the worker associated with a Payroll Input isn't allowed when updating an existing Payroll Input.*	This error message indicates that some of the payroll input IDs specified in the EIB input file are duplicated. Therefore, it's trying to update the existing entries, but it's unable to as they're either completed or assigned to a different worker. If you're adding new payroll input, and want to specify the payroll ID, you might want to prefix the payroll input ID with a date (Example: 2018-06-12) or something to ensure that it's unique.
When populating a related calculation in the input file, you receive an error message such as: *Validation error occurred. Invalid ID value. 'W_NETGU isn't a valid ID value for type = 'Related_Calculation_ID'*	You're specifying the incorrect reference ID type in the input file for the related calculation: Note that for related calculations, there's 1 reference ID type called **Related_Calculation_ID** and another called **Workday_Related_Calculation_ID**. If you aren't sure which ID to specify, run **Integration IDs** report to search the values. Example: 1. For related calculations, search *Related Calc* in the business object prompt. 2. Select **Related Calculation** and **Related Calculation (Workday Owned)**. You'll see all the related calculations and the reference ID type they're using. 3. Populate row 4 appropriately in your input file.
When using the Generate Spreadsheet with Data option, it's not populating all the information in the EIB input file, such as hours.	Check the **Related Calculation** section (far right) of the EIB input file as it populates some information here.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries.
- If you have inadvertently uploaded incorrect entries, an option would be to use task **Delete by Batch ID** and then remove the entries by specifying the batch ID you used in the input file (note that you can't delete payroll inputs used in payroll results).

For reference documentation for all web services including Submit Payroll Input, see Operation Directory.

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Sample EIB Input File

Submit_Payroll_Input-WD32

Performance Management EIBs

Concept: Import Employee Reviews EIB

Background

You can use this EIB to import employee reviews from an external system. You can load reviews for employees, contingent workers, and terminated workers.

Note: This EIB discards all reviews if a single review fails to load. If you want to avoid this scenario, consider using the Load Employee Reviews EIB instead.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Start Performance Review for Employee.
- Start Development Plan for Employee.
- Start Disciplinary Action for Employee.
- Start Performance Improvement Plan for Employee.
- Start Performance Review for Organization.

There are also similar EIBs that you can use for employee reviews. Consider these options as you determine what works best for you:

- Manage Goals: You can use this EIB to add new worker goals and edit existing goals for a worker.
- Start Performance Review: You can use this EIB to create in-progress or completed performance reviews for an employee.
- Update Employee Review Rating: You can use this EIB to update employee reviews. You can update the manager's overall ratings and comments along with the item and section ratings.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Set Up: Employee Reviews* domain in the

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	Performance Enablement functional area to run this EIB.
Additional Input File Guidelines	• This EIB has a Generate Spreadsheet with Data option, which is very helpful when you aren't certain how to populate the input file. To use it: 1. Manually complete a performance review (in your Sandbox tenant) on the user interface, and enter the same information that you want the EIB to load. 2. Open the performance review and from related actions, select **Integration IDs > View IDs**. This option enables you to find the reference ID value for Employee_Review_ID. 3. Copy the value to clipboard. 4. Go to the EIB, and from related actions, select **Template Model > View**. 5. Click **Edit Template with Data Options**. 6. Set the filter to **Reference ID Filter**. 7. Enter the Employee Review ID value for the performance review that you manually completed. 8. Generate a spreadsheet template and select **Generate Spreadsheet with Data**. 9. You can now view the template to see what the EIB is expecting. Use this template as a starting point when creating a performance review for another employee. Note that you'll need to make some changes to the input file such as removing the Employee Review ID and changing the worker ID. Also, the Generate with Data file does always populate all fields, but it should be helpful in getting started. Refer to Customize EIB Spreadsheet Template for more details. • There are hundreds of fields available in the EIB input file and it isn't possible to describe every field in detail. To help you get started, here's some general information: • Manually complete a performance review and enter the same information that you want the EIB to load. This

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information helps you determine what fields to populate.
    - Always use the Generate Spreadsheet with Data option. Although the Generate Spreadsheet with Data option might not populate every field, you can go to the performance review you manually created and use the related actions option to find the reference ID of fields you populated.
- We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider
- As you populate the EIB input file, consider:
    - **Import Employee Reviews** worksheet in the **EIB Input File**
        - **Header Key:** Any Import web service, such as this one, batches the input file entries into jobs and processes them asynchronously. The value of the header key determines how many entries get batched per job. We recommend you batch at least 1,000 reviews per job (test in a nonproduction tenant first to find out what works best for you). As a result, the first 1,000+ reviews have a header key value of 1, the next 1,000+ reviews have a header key value of 2, and so on. So you'll likely have just 1 entry in this worksheet with value 1.
    - **Employee Review Data worksheet** in the **EIB Input File**
        - **Header Key:** As noted above, the value would typically be 1 for all entries (unless you

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have a very large number of performance reviews)
- **Line Key:** Use a unique value for each performance review.
- **Employee Review ID:** Leave this value blank and the web service will assign it.
- **Review Completed:** Set to:
  - Y if you want to complete the review after running the EIB.
  - N if you want the web service to launch the event and then use the business process definition to determine who to route the next step to. Note that if you set this field to N, you can't populate the evaluation data in the EIB input file.
- **Worker:** Enter the employee ID. If you're updating contingent workers, change cell F4 to Contingent_Worker_ID. If you're loading both employees and contingent workers, you can configure the *separate type column* option so that you can load both types of workers using the same EIB input file. Change Emergency Contacts EIB - Inbound is for another EIB, but provides more details about configuring the *separate type column*.
- **Supporting Documents:** Although the EIB input file has a section to specify file attachments, it's typically not possible to load attachments using an EIB due to the size limitations of Excel. Currently, Excel supports a maximum of 32,767 characters per cell. Most documents would be much larger than 32,767 characters (especially after encoding in base 64, which Excel requires when uploading a document using a web service). If you need to load attachments, you might want to consider developing a custom integration.

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	• A few more guidelines specific to loading reviews with **multiple Goals sections**: • You can't load a combination of Workday-delivered and custom sections when you use multiple sections. Use all custom (tenanted) sections if there are multiple sections. • The integration IDs for the sections must come from the Maintain Employee Review Section Types entries. To view the integration IDs, use the related action off of each entry. • Set **Section_Type_Tenanted_ID** as the column header format for Goals Review Section Data+ (All) > Section Type (column DE). • Increment the Goals Review Section Data > Row ID (column BI) field by 1 for each section. • Add the section Integration ID for each row.

Common Issues and Errors

Issue	Cause and Solution
EIB fails with the error: *Section Type is invalid for an Overall Section*	Make certain column HP, in the EIB input file, has a value of OVERALL.
The EIB successfully completes, however when viewing the review from the worker profile, there are no ratings.	Although this EIB doesn't fully adhere to the business process framework, it does need these steps to exist in the *Start Performance Review* business process definition if you wish to load employee review ratings or manager review ratings: • Step: Complete Self-Evaluation • Step: Complete Manager Evaluation
Unable to launch the EIB	This issue is security-related. Refer to *Web Service Version and Security Configuration Guidelines*.
Unable to generate template with data with this error: *Integration Failed. com.capeclear.mediation.MediationException: application=assemblyGenerateSpreadsheetE2 - Error code : 1 The following error occurred when getting data for the template: Processing error occurred. The task submitted is not authorized. See the consolidated report for further details.*	This issue is security-related. Refer to *Web Service Version and Security Configuration Guidelines*.
EIB fails with errors such as: • *Evaluation data is only allowed for reviews where Review Completed is true.*	If you wish to load evaluation data, you must change the **Review Completed** flag in the EIB input file to Y.

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Issue	Cause and Solution
• *Overall Evaluation Data can only be included on completed reviews.*	
The EIB completes with errors for just some of the reviews that loaded. However, you find that none of the reviews loaded (even the reviews where no errors appeared).	This issue occurs for this Import web service since a background process loads the data. Address all errors before you load the reviews. If you want the EIB to load all reviews except the ones that don't pass validation, then use EIB **Load Employee Reviews** instead.
EIB fails with the error: *An Employee Review already exists for this employee Jane Doe, review type, and date range.*	There are a couple of reasons this error can occur: 1. You're loading a review for an employee that already has a review, because you're trying to update the review. Note that you can't update an existing review. Instead, cancel or rescind the existing review and then reload it. 2. There's an issue with the EIB input file and there are 2 entries for the same worker with different line IDs. Verify that the line ID value is the same for all entries that belong to 1 worker.
I want to change the **Review Date** values but am unable to do so	There isn't a way to change review dates on an in-progress or completed review with the web service or in the user interface. You could cancel the reviews and start over. You would also have to create a new review template when the template includes specified review period dates. This solution might not be ideal, but that is the only option to change the dates currently.
EIB fails with the error: *The worksheet 'Employee Review Data' contains identifying key values 'null' for which there is no corresponding row in the parent sheet 'Import Employee Reviews'*	This issue occurs if you don't populate the Header Key value in the EIB input file. Make sure that all entries have a header key value. The value will most likely be 1.
EIB fails with an error like this: *Missing Required Parm Employee_Review_Section_Type__Mixed_--IS (1$7804) XpressO Call Stack Trace= 86$69757:null*	This issue indicates that the EIB input file is missing a value for section type. Make certain that the section type field populated for all sections within the EIB input file, where data is present. To find the reference ID values for section type, you can run the Integration IDs report and search business object Employee Review Section Type.
EIB fails with an error like this: *com.workday.index.DuplicateIndexException: Duplicate insert on index: Employee Review-ID-Employee Review ID (95$3516), value: DEVELOPMENT_PLAN-1-4, new instance: id=2489$5 wid=4b778a4d53f00125ce7640a30b001905 disp=2489$5, existing: id=2489$4*	This issue can occur if the EIB input file contains a value for *Employee Review ID*. Leave this field blank so that the web service can assign a unique value.

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Issue	Cause and Solution
wid=4b778a4d53f0018d489362730a004f04 disp=2489$4	
EIB fails with an error like this: *Invalid Rich Text internal syntax: Unexpected char in markup at 839*	This error is common when the EIB input file contains characters in the comments that cause issues when the integration tries to transform the EIB input file into XML. XML uses certain tags (like &, <, >) and XML considers these characters as reserved characters. If the comments contain these characters, it causes a problem when translating the input file into web service requests. Check for comments with the reserved characters and then replace them. Example: for <, replace it with less than or with an escape character. Examples of some of the reserved characters, along with their escape characters. & - & < - < > - > " - " ' - '
I accidentally canceled or rescinded the performance reviews. Can I reloaded them using an EIB?	Be aware there are 2 EIBs to load Performance Data: 1. Start Performance Review 2. Import Employee Reviews The ability to use these EIBs to reload the data depends on the type of information loaded to the performance reviews and whether they are in progress or completed. The **Start Performance** EIB only supports the importing of the overall rating. The **Import Employee Reviews** EIB works for completed reviews (if the review is still in progress, then you can't load the evaluation data with this EIB). Depending on the state of the review and the data you need to load, you might be able to use one of the EIBs. However, if the EIBs don't meet your need, then consider: 1. If the review data exists in a nonproduction tenant, you might be able to gather it from that tenant and reenter it to your Production tenant after relaunching the reviews. Or you might be able to extract it from the nonproduction tenant using the Generate With Data option for the **Import Employee Reviews** EIB. Then load it back to the Production tenant using the

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Issue	Cause and Solution
	EIB. However, this action works only for completed reviews. 2. Reviewing the information from the full process event of the canceled or rescinded reviews, and reenter it. 3. Using the Start Performance Review web service to load the overall ratings, but the employees would then need to reenter other missing information. 4. Creating a report to provide to employees with the information they need to reenter, using the*Employee Reviews Indexed* data source. 5. As a last resort, restoring the Production tenant to a time before the cancel or rescind. But you'll lose any data entered after the restore time.

Business Processes

Depending on the type of review template that you use, this EIB uses these business processes:

- Start Performance Review: For performance reviews.
- Start Development Plan: For development plans.
- Start Performance Improvement Plan: For performance improvement plans.

This EIB doesn't check condition rules in the business process definition and automatically skips steps with insufficient information.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to create new performance reviews. You can't delete reviews. You can't update existing reviews except for 1 exception: you can use EIB *Update Employee Review Rating* to update the manager's overall ratings/comments along with the item and section ratings.
- If you have inadvertently uploaded incorrect entries, use Mass Rescind or Mass Cancel (depending on whether the business process event is complete or in progress). Note that there isn't an option to specify the EIB when canceling or rescinding for Import Employee Reviews. Instead, you can enter:

  1. *Start Performance Review* (or the applicable business process event) at the Business Process Types prompt.
  2. The date and time range that you submitted the EIB.

  Note: **Proceed with Caution** because if you inadvertently cancel or rescind the wrong events, you can't undo the cancel or rescind.

For reference documentation for all web services including Import Employee Reviews, see Operation Directory.

Sample EIB Input File

Import_Employee_Reviews-WD33_0

Concept: Manage Goals EIB

Background

You can use this EIB to add or edit goals for a worker.

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This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Tasks

See **Talent > Edit Goals** from the related actions of the worker's profile.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage Goals* business process in the Performance Enablement functional area.
Guidelines for Modifying the EIB Template	If you want to add more than one type of tag that the goals relate to (competencies, development items, feedback, or flex teams), modify the template to add a separate column for the ID type for **Relates To+** before generating the template. 1. Click the related action from your *Manage Goals* EIB. 2. Select **Template Model**, then select **View**. 3. Select **Edit Template Model Sheet**. 4. In the **Worker Goal Detail Data+ Template Model Area**, select the check box for **Separate Type Column** for **Relates To+**. 5. Save and generate the EIB template.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each worker. • **Worker**: Most likely, you'll need to change the reference id type, in row

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	4, from Contingent_Worker_ID to Employee_ID. • **Row ID** (in column #4): Specify a unique row ID for each goal for a given worker. • This EIB does a Replace All. If you're updating existing goals, include all existing fields in EIB input file, to prevent the EIB from removing the fields. You might find it helpful to create a custom report to help you populate the EIB input file.

Common Issues and Errors

Issue	Cause and Solution
Can't find a field in the EIB to make the goal not editable.	The **editable** option isn't available on the EIB. Therefore, by default, any goals you load by the EIB will be editable. You'll need to manually edit the goal to make it not editable.
The EIB issues an error similar to this: *Validation error occurred. Invalid Rich Text internal syntax: Unexpected char in markup at 22.*	The use of the character **<** outside of rich text tags creates this error: Check your input file for the **<**character in the goal name or description. To work around this issue, you can either: • Replace **<** with the words **less than**, or • Replace **<** with escape expressions. For **<**, you would use **<** . Example, if the description contains **<150 days** , you would use **< 150 days** instead.
The EIB fails with error: *Error parsing Excel file. Make sure the spreadsheet is in Excel XML or XLSX format. Other Excel formats (e.g. xls) are not supported.*	The error typically occurs if there are some entries in the EIB input file with rich text. Perhaps you copied and pasted information from another tool that allowed these characters. You can: 1. Make a copy of the EIB input file. 2. Then start loading chunks of it at a time, until you encounter the error. 3. Copy and paste the field from the EIB input file into a text editor such as Notepad. Most likely the Description field has odd characters.
There's no option to choose the EIB when launching the integration.	This issue will occur if you don't have the proper access to the **Manage Goals** business process security policy. Make certain you have access to Initiating Action **Manage Goals (Web Service).**
The EIB completes successfully, but you don't find the goals you loaded.	Most likely the business process events are still in progress as a step didn't complete due to the EIB input file and business process definition being out of alignment. If this occurs, you can run a **mass cancel** to cancel the in progress manage goals events. Make any necessary changes to the

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Issue	Cause and Solution
	business process definition and then reload the EIB.
The EIB issues error: *Validation error occurred. A goal must have a name.*	If updating an existing goal, it's still necessary to include the goal name as well as any other existing information for the goal. If you don't populate it in the input file, the EIB removes it.
Some of the goal information is missing after using the EIB to update an existing goal.	If updating an existing goal, you must include all existing information for the goal: if you don't populate it in the input file, the EIB removes it. If this occurs, rescind the business process events for the EIB. Then populate the EIB input file with all existing information that you wish to retain, before resubmitting
The EIB issues error: *Validation error occurred. You must set the Track By for goal targets and actuals to Percent.*	This issue will occur if the EIB input field doesn't property populate the field **Goal Target and Annual Track By**. Populate the Workday ID (aka WID) value in this field. To get the WID, you can: 1. Run **Integration IDs** Report. 2. In the Business Object prompt select: • **Goal Target And Actual Track By (Metadata)**. • **Goal Target And Actual Track By (Tenanted)**. 3. The Workday ID (WID) value displays.

Business Processes

Manage Goals.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new entries or update existing entries. You can't delete entries.
- If you have inadvertently uploaded incorrect entries, use task **Mass Cancel Business Processes** or **Mass Rescind Business Processes**. What you use depends on whether the business process event is complete or in progress. You can then select **Business Processes Loaded by EIB** to find the integration event that you wish to cancel or rescind. The other option is to enter **Manage Goals** at the Business Process Types prompt.

For reference documentation for all web services including Manage Goals, see Operation Directory.

Sample EIB Input File

Manage_Goals-WD32

Concept: Start Performance Review EIB

Background

You can use this EIB to create in-progress or completed performance reviews for an employee.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

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Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Start Performance Review for Employee
- Start Development Plan for Employee
- Start Disciplinary Action for Employee
- Start Performance Improvement Plan for Employee
- Start Performance Review for Organization

There are also similar EIBs that you can use for employee reviews. Consider these options as you determine what works best for you:

- Manage Goals: You can use this EIB to add new worker goals and edit existing goals for a worker.
- Put Organization Goal: You can edit a new or existing Goal for an organization.
- Import Employee Reviews: You can use this EIB to import employee reviews from an external system.
- Update Employee Review Rating: You can use this EIB to update employee reviews. You can update the manager's overall ratings and comments along with the item and section ratings.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Start Performance Review* business process in the Performance Enablement functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • It's very important to make certain that everything aligns between the EIB input file and **Start Performance Review Business Process Definition** and **Employee Review Template**. Example: • **Start Performance Review** business process definition: If you don't want to process a step such as the *Complete Self Evaluation* step, add a condition rule to the step such as External Load

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isn’t blank. Or you can populate the Overview section of the EIB input file to skip the step if it's marked as optional in the business process definition.
- **Employee Review Template**: The fields you need to populate in the EIB input file depend on the configuration of the template. Example: If you don’t populate the period start and end dates in the Employee Review Template, then you need to populate these dates in the EIB input file.

- We suggest you start by testing the EIB load for 2 or 3 performance reviews in your Sandbox tenant. You can then make certain that the information is populating properly and the business process event is landing on the desired step.
- As you populate the EIB input file, consider:
  - **Overview** worksheet in the EIB input file:
    - For sections where you want to load data, and have it automatically processed by the EIB:
      - Set processing instructions to *Automatic Processing*.
      - Populate all required data in the corresponding worksheet for this section.
    - For sections where you want someone to manually process the data:
      - Set processing instructions to *Manual Processing*.
      - Don’t populate any data in the corresponding worksheet for this section, except for the **Complete Manager Evaluation** worksheet. Populate the spreadsheet key at a minimum if you want this step processed.
  - For sections that you aren’t using:
    - Set processing instructions to *Skip Processing when Step is marked Optional*.
    - Then edit the *Start Performance Review* business process

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definition and you can either mark the corresponding step as Optional or else add a condition rule to the step such as *External Load is not blank*.

- **Notifications**: Notifications aren't submitted when using processing instructions *Automatic Processing*. Also, Workday skips to do steps, approval, and review steps.

- **Start Performance Review** worksheet in the EIB input file:
  - **Spreadsheet Key**: Specify a unique value for each worker
  - **Employee ID**: Specify the employee's ID. Note that this web service doesn't support contingent workers. Use EIB **Import Employee Reviews** instead.
  - **Review Template**: To find the reference ID value, you can run the **Integration IDs** report and select business object *Employee Review Template*. Or you can use View Employee Review Template and from related actions, select **Integration IDs > View IDs**. Also, note that the review template must be of type: Performance Review. Load other types of review templates using the EIB Import Employee Reviews.
  - **Period Start Date** and **Period End Date**: Specify these values only you're not providing a start and end date in the Employee Review Template. Note that you're unable to change these dates once the review has started, so make certain to properly populate the dates.
- **Complete Manager Evaluation** worksheet in the EIB input file:
  - If you want to manually complete the *Complete Manager Evaluation* step by the manager, then populate only the **Spreadsheet Key** value and leave all other fields blank.
  - **Manager**: If you're populating this field, most likely you'll need to change cell C4 from *Contingent_Worker_ID* to *Employee_ID* .
  - **Rating**: To find the reference id, go to the Employee Review Template to identify the rating scale that it uses. You can then view the rating scale to check the Review Rating values.

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	From the related action of the Review Ratings, select **Integration IDs > View IDs**.

Common Issues and Errors

Issue	Cause and Solution
I accidentally canceled or rescinded the performance reviews. Can I reload them using the EIB?	Note that there are 2 EIBs to load performance data: 1. Start Performance Review 2. Import Employee Reviews Based on the type of information loaded to the performance reviews and based on whether they're in progress or completed, you might or might not be able to use 1 of the above EIBs to reload the data. Review the information below to help you determine options. Note that Start Performance EIB only allows the importing of the overall rating. The Import Employee Reviews EIB supports completed reviews. If the review is still in progress, then you can't load the evaluation data with this EIB. Depending on the state of the review, and depending on the data you need to load, you might be able to use one of the EIBs. However, if the EIBs don't meet your need, then consider: 1. If the review data exists in a nonproduction tenant, you might be able to gather it from that tenant and reenter it to your production tenant after relaunching the reviews. Or you might be able to extract it from the nonproduction tenant using the **Generate Spreadsheet with Data** option for the Import Employee Reviews EIB. Then load it back to the production tenant using the EIB. However, this option will work only for completed reviews. 2. You might be able to review the information from the full process event of the canceled or rescinded reviews, and reenter it. 3. You could use the Start Performance Review web service to load the overall ratings, but the employees would then need to reenter other missing information. 4. You could create a report, using data source Employee Reviews Indexed, to provide to employees with the information they need to reenter. 5. As a last resort, you could restore the production tenant to a time prior to the

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Issue	Cause and Solution
	cancel or rescind, but you'll lose any data entered after the restore time.
The EIB fails with error: *Validation error occurred. Element Content 'Manager_Reference' is required, on internal element 'Complete Manager Evaluation Sub Business Process'.*	The integration is expecting information for the manager evaluation. If you want to complete this step manually, then update the EIB input file and populate only the Spreadsheet Key value in the Complete Manager Evaluation tab.
The EIB fails with error: *Validation error occurred. Invalid ID value. '99999' is not a valid ID value for type = 'Employee_ID'.*	Check to: • Make certain the employee ID is valid. • Make certain you aren't specifying a contingent worker. This EIB doesn't support contingent workers.
I want to change the Review Date values but am unable to do so.	There isn't a way to change review dates on an in-progress or completed review. You can't do this in the web service or user interface. Note that you could cancel the reviews and start over. You would also have to create a new review template if you specified the review period dates in the template. Most likely, you wouldn't want to do this, but that is the only option to change the dates at this time.
The EIB fails with error: *Period Start Date cannot be populated when the <name of your template> Review Template doesn't contain a Period End Date. Please remove the Period End Date from the request, or change the Review Template to a be a Review Template that allows for Period End Date to be entered.*	The issue occurs because you're populating the start and end date in the EIB input file, even though you've already specified this information in the template. To resolve the issue, remove the start and end date from the EIB input file.
The notifications aren't firing.	Check the processing instructions. Note that if the processing instructions are Automatic Processing, then Workday suppresses notifications (and also skips approval steps, review steps and to do steps). You'll need to switch the processing instructions to manual processing if you need notifications.
The EIB fails with error: *The entered information does not meet the restrictions defined for this field. (Employee_Reference).*	Check to: • Make certain the employee isn't terminated. This EIB doesn't support terminated workers. Use Import Employee Reviews EIB instead. • Check the business process security policy for Start Performance Review and make certain you have unconstrained access to initiating action Start Performance Review (Web Service). If you make any changes to the policy, activate the changes before retesting the EIB.
The EIB fails with an error like this:	This EIB only supports the loading of Reviews where review type is Performance Review. If you

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Issue	Cause and Solution
The ABC Development Plan Template is not for the category of performance review. Please review a Template that is for performance reviews.	need to load any reviews with a type other than Performance Review, consider using the Import Employee Reviews EIB.
EIB isn't following Business Process steps resulting in unexpected results such as event remaining in progress when you expect it to complete. Or event completes when you expect it to remain in progress.	This issue will occur if using a rule-based business process configuration as we don't yet support rule-based definitions when using the EIB. In the meantime, configure the default definition to support the EIB steps.

Business Processes

Start Performance Review.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to create new performance reviews. You can't delete reviews. You can't update existing reviews except for 1 exception: you can use EIB *Update Employee Review Rating* to update the manager's overall ratings/comments along with the item and section ratings.

If you've inadvertently uploaded incorrect entries, use task **Mass Rescind** or **Mass Cancel** (depending on whether the business process event was completed or in progress). Note that there isn't an option to specify the EIB when canceling/rescinding for Start Performance Review. So instead, you can enter Start Performance Review on the Business Process Types prompt and enter the date and time range that you submitted the EIB. Proceed with caution because if you inadvertently cancel or rescind the wrong events, you can't undo the cancel or rescind.

For reference documentation for all web services including Start Performance Review, see Operation Directory.

Sample EIB Input Files

Start_Performance_Review-WD33-Example1

Start_Performance_Review-WD33-Example2

Start_Performance_Review-WD33-Example3

Concept: Update Employee Review Rating EIB

Background

You can use this EIB to update employee reviews.

Note:

- You can only update manager ratings, you can't update employee evaluation information.
- You can only add rating information to existing sections and items, you can't add new sections or items.
- We recommend that you use the EIB only after you complete the manager evaluation in Workday.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Business Process > Correct** on the related actions menu of a manager evaluation event.

There are also similar EIBs that you can use for employee reviews. Consider these options as you determine what works best for you:

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- Import Employee Reviews: You can use this EIB to import employee reviews from an external system.
- Start Performance Review: You can use this EIB to create in-progress or completed performance reviews for an employee.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• This web service underwent major changes for v35.0, so you'll want to make certain your EIB is using a recent web service version. To check the version: • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • You must have access to *Process: Employee Reviews* domain in the Performance Enablement functional area.
Guidelines for Modifying the EIB Template	Prepare the EIB to generate with data. 1. From the related actions of your EIB, select **Template Model > View**. 2. Click **Edit Template Model Sheet**. 3. Locate the **Review Section Evaluation Data +** section. 4. Select the **Separate Type Column** check box for Manager Section Rating. 5. Locate the **Review Component Data+** section. 6. Select the **Separate Type Column** check box for Manager Item Rating. 7. Click **OK**.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. To prevent data loss, we recommend that you generate your spreadsheet with data for the Update Employee Review Rating EIB. See: Example: Generate EIB Spreadsheet Template with Data . It's easiest to generate the template with data. Then you can merely update the template with any ratings, comments, and so on, that need revising. There's no need to remove the sections or items of the review that you don't need to update: instead, you can just leave them in the EIB input file as is.

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If you're not prepopulating the EIB input file by using the Generate Spreadsheet with Data option, it might be challenging to find reference id values. One possible option would be to review the employee review template and get the reference id values from related actions of the fields within the template.

If populating any data in a given section, include existing values to prevent the web service from removing the data.

- **Primary Section**
  - **Spreadsheet Key:** Specify a unique value for each individual review.
  - **Employee** (Required): Enter Employee ID or Contingent Worker ID.
  - **Review Type** (Required): To find the reference id value, you can run the **Integration IDs** report and select business object *Review Type*.
  - **Period Start Date** and **Period End Date** (Required): Be sure to select the dates that match the review you need to update (you can specify just the date, or you can specify the date and time).
  - **Rating:** The overall rating assigned to the review.
  - **Override Overall Rating:** Specify whether to override the rating for the section. The web service ignores the value if you haven't enabled the Rating with Overrides option.
  - **Manual Override:** Overall rating assigned to the review if manually overriding. (Only applies to configurations with manual override.)
  - **Comment:** Overall Manager Comment. You can use html markup, if desired
- **Review Section Evaluation Data**
  - **Row ID:** Enter a unique row id value for each different section within a given employee review.
  - **Section ID:** The Reference ID of a Review Section. You can't add new sections to the review.
  - **Manager Section Rating:** The manager's rating of the section, if permitted in the employee review template. Updating this field implies you're attempting to override the current rating. You can enter a reference id value for either the

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proficiency rating or the review rating, depending on what you configured for the section. In the attached sample EIB input file, we used the **Separate Type Column** option so that you can populate both the reference id type and the reference id value. This option is helpful as it allows you to easily populate rating and proficiency scales within a single EIB input file. Refer to *Guidelines for Modifying the EIB Template* section on how to modify the template to separate the rating column so that you can specify both the reference id type and reference id value.

- **Override Section Rating**: Applies if you configured a section with override.
- **Manager Section Comment:** Manager Comment for the section. You can use html markup, if desired.

- **Review Component Data (Items for each Section)**
  - **Row ID:** Enter a unique row id value for each individual item within a given section.
  - **Item ID:** The Reference ID value of an Item. You can't add new items to the review.
  - **Item Name:** The name of the item. This field is informational only and you can leave it blank if you wish.
  - **Weight:** Enter value if applicable and if permitted for the item.
  - **Manager Item Rating:** The manager's rating of the item. Updating this field implies you're attempting to override the current rating. You can enter a value for either the proficiency rating or the review rating, depending on what you configured for the item. In the attached sample EIB input file, it uses the **Separate Type Column** option so that you can populate both the reference id type and the reference id value. This option is helpful as it allows you to easily populate either rating or proficiency scales within a single EIB input file. See *Guidelines to Modifying the EIB Template* section on

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	how to modify the template to separate the columns. • **Manager Item Comments**: Manager Comments for the item. You can use html markup, if desired.

Common Issues and Errors

Issue	Cause and Solution
Unable to launch the EIB.	When running report **View Security for Securable Items**, you'll see that you need "Put" access to domain security policy **Process Employee Reviews** to run this EIB. Add the access and activate the change. Then retest.
The EIB issues errors like these: • *Rating Reference is not allowed unless the employee review uses a template with an overall rating method of "Prompt for Overall Rating" or "Calculated Rating with overrides". These are the only 2 rating methods that allow for a Rating Reference to be entered.* • *Review Rating is not valid for the rating scale used for this review.* • *A manager evaluation does not exist for the following information provided: Employee: Review Type: Annual Performance Review Start Date: 2019 01 01 End Date: 2019 01 02*	This issue will occur if the EIB can't find an existing review that matches the review type and the period start/end date that you selected. If you receive this error, verify you've entered the correct start and end date and that the reference id, for the review type, is correct.
My EIB input file has fewer columns than the attached sample EIB input file.	There are 2 things to check: 1. Make certain you're using version v35.0 or newer as this version includes several new fields. If you're not certain what version you're using, create a new EIB, which will uptake the latest version 2. The attached EIB input file uses the **Separate Type Column** option for some fields so that you can specify both the reference id type and value to use. To use this option, see *Guidelines for Modifying the EIB Template* section on how to modify the template to separate the columns.
The EIB issues this error: *Validation error occurred. A manager evaluation does not exist for the following information provided: Employee: Review Type: Annual Performance Review Start Date: 2019 01 01 End Date: 2019 12 31.*	This error might occur if the review is still in progress. Note that the review event must have already reached or gone past the Complete Manager Evaluation step.
The EIB completes successfully but didn't update all the ratings.	Note that: • Values entered in the Section or Overall rating fields are ignored for configurations other than Calculated with Overrides.

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Issue	Cause and Solution
	• If you configured the Employee Review Template to calculate with overrides, then check the EIB input file and verify that fields **Override Overall Rating** and **Override Section Rating** are set to **Y**.
After the EIB completes, some of the existing information, such as comments, are removed.	The web service does a *replace all* for each section. If populating any data in a given section, include existing values to prevent the web service from removing the data.
EIB fails with an error like this: *You cannot change the name of a review component*.	This issue occurs if the Item Name you specified in the EIB input file is different than the Item Name used by the review. To resolve this issue: • Use the **Generate Spreadsheet with Data** option to create the EIB input file. This option should populate the correct item name in the EIB input file. • Another option is to remove the **Item Name** value from the EIB input file since it's a read-only value

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to update or remove rating information.
- There's no rescind option. If you have inadvertently uploaded incorrect entries, just correct the ratings in the EIB input file and resubmit it. If you need to remove a rating, use value {empty} in the EIB input file (refer to attached sample file for an example)

For reference documentation for all web services including Update Employee Review Rating, see Operation Directory.

Sample EIB Input Files

Update_Employee_Review_Rating-WD35_0

Update_Employee_Review_Rating-v40

Recruiting EIBs

Concept: Create Evergreen Requisition EIB

Background

You can use this EIB to create new evergreen job requisitions.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Evergreen Requisition.

There are also similar EIBs that you can use for job requisitions. Consider these options as you determine what works best for you:

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For evergreen job requisitions:

- Close Evergreen Requisition
- Edit Evergreen Requisition

For non-evergreen job requisitions:

- Close Job Requisition
- Create Job Requisition
- Edit Job Requisition

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.

Ensure that the steps in your *Evergreen Requisition* business process definition in Workday align with the information that you populate in the EIB input file. Example: If the *Evergreen Requisition* business process has a Post Job step, either populate the post job information in the EIB input file or add a condition rule to the *Evergreen Requisition* business process to skip the step. Example: Add a condition rule where External Load = N.

As you populate the EIB input file, consider:

- **Spreadsheet Key**: Specify a unique value for each evergreen requisition.
- **Job Description**: You can use HTML to add rich text formatting, such as bold, italics, and bullets to any field.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but evergreen requisitions don't load.	This can occur if the information in the EIB input file doesn't align with the steps in your *Evergreen Requisition* business process definition in Workday. 1. Run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to cancel any in progress *Evergreen Requisition* events. 2. Update the information in your EIB input file to align with the steps in your *Evergreen Requisition* business process definition. 3. (Optional) In Workday, consider updating the business process definition by: • Marking any unnecessary steps as optional and then setting the processing instructions in the EIB input file to *Skip Processing* for optional steps. • Adding condition rules on steps to skip them in the business process if needed. Example: Add a condition rule where External Load = N. 4. Rerun the EIB.

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Issue	Cause and Solution
	You can use the **Business Processes** tab in the EIB integration event to view and identify the business processes that are still in progress.
The EIB displays an error message such as: *Invalid ID value. Regular is not a valid ID value for type = Contingent_Worker_Type_ID.*	In the **Worker Sub-Type** field, specify employee ID values instead of contingent worker ID values.
The EIB displays an error message such as: *Invalid ID value. P-00017 is not a valid ID value for type = Academic_Affiliate_ID.*	In the **Academic Affiliate ID** fields on the **Assign Organization Roles** tab, specify position ID values instead of academic affiliate ID values.

Business Processes

Evergreen Requisition.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB only enables you to add new evergreen requisitions. If you want to update existing requisitions, consider using the Edit Evergreen Requisition EIB.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind.

For reference documentation for all web services including Create Evergreen Requisition, see Operation Directory.

Sample EIB Input File

Create_Evergreen_Requisition-WD31

Concept: Create Job Requisition EIB

Background

You can use this EIB to create new job requisitions.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Job Requisition.

There are also similar EIBs that you can use for job requisitions. Consider these options as you determine what works best for you:

- Close Job Requisition
- Edit Job Requisition

For evergreen job requisitions:

- Close Evergreen Requisition
- Create Evergreen Requisition
- Edit Evergreen Requisition

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For posting and unposting jobs:

- Post Job
- Unpost Job
- Update Job Posting

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Job Requisition* business process type in the Pre-Hire Process functional area to run this EIB.
Additional Input File Guidelines	We recommend that you: • Review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • Ensure that the steps in your *Job Requisition* business process definition in Workday align with the information that you populate in the EIB input file. Example: If the *Job Requisition* business process has a Request Requisition Compensation step, either populate the compensation information in the EIB input file or add a condition rule to the *Job Requisition* business process to skip the step. Example: Add a condition rule where External Load = N. As you populate the **Overview** tab of the EIB input file, consider: • We recommend that you set the Create Requisition processing instructions to *Run Now with Automatic Processing*. This ensures that all job requisition information is ready when the Post Job step runs. As you populate the **Create Requisition** tab of the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each job requisition.

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	• **Position Restriction:** Specify the position ID. Only populate if the position already exists. The position must be in a position-management organization. • **Supervisory Organization:** Only populate if the position hasn't been created yet. • **Create Job Requisition Reason:** You can find a list of reference ID values by running the **View Reference IDs** report, searching for the *General Event Subcategory* business object and then filtering the **Business Object Instance** field for *Create Job Requisition*. • **Attachment Section:** We recommend that you avoid adding attachments to this EIB to prevent data processing issues. • **Job Description:** You can use HTML to add rich text formatting, such as bold, italics, and bullets to any field. On the **Post Job** tab (Optional) of the EIB input file, consider: • If you prefer, you can post jobs later using a Post Job EIB instead. • **Job Posting Site:** You can find a list of reference ID values by running the **View Reference IDs** report and searching for the*Job Posting Site* business object. On the **Assign Organization Roles** tab (Optional) of the EIB input file, consider: • If you prefer, you can assign roles later using a Assign Roles EIB. • **Effective Date:** We recommend that you leave this field blank. • **Organization Role:** Specify the type of role. Example: Primary Recruiter. • **Row ID:** Specify a unique value for each role for a given job requisition. • **Role Assignee++:** Specify the person assigned to the role. Change the reference ID type in cell C4 to *Position_ID*. On the **Request Requisition Compensation** tab (Optional) of the EIB input file, consider: • **Compensation Grade, Compensation Grade Profile, Compensation Package:** These values might populate automatically in Workday based on your eligibility rules configuration. For more details, see FAQ: Compensation Defaulting.

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Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, no job requisitions are loaded or some information is missing.	This can occur if the information in the EIB input file doesn't align with the steps in your *Job Requisition* business process definition in Workday. 1. Run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to cancel any in progress *Job Requisition* events. 2. Update the information in your EIB input file to align with the steps in your *Job Requisition* business process definition. 3. (Optional) In Workday, consider updating the business process definition by: • Marking any unnecessary steps as optional and then setting the processing instructions in the EIB input file to *Skip Processing* for optional steps. • Adding condition rules on steps to skip them in the business process if needed. Example: Add a condition rule where External Load = N. 4. Rerun the EIB. You can use the **Business Processes** tab in the EIB integration event to view and identify the business processes that are still in progress.
EIB completes successfully but doesn't post the job to the career site. Or the job is posted but the description is missing.	Check these: • Check the business process event for one of the job requisitions and verify that the posting step was processed. If not, verify that the posting step is in the business process definition and isn't being skipped due to a condition rule. • Check the Overview tab of the EIB input file and verify that processing instructions are set to *Run Now with Automatic Processing* for the *Create Requisition* business process. This will ensure that job requisition information is ready at the Post step. • Wait 1-2 hours as it might take some time for the indexing job to complete.
EIB issues this error: *Invalid ID value. 'Regular' is not a valid ID value for type = 'Contingent_Worker_Type_ID.*	Change the reference ID type in cell C4 to *Position_ID*.
EIB issues this error:	Ensure that your EIB input file doesn't contain any special characters. Example: *&*.

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Issue	Cause and Solution
Error parsing Excel file. Make sure the spreadsheet is in Excel XML or XLSX format. Other Excel formats (e.g. xls) are not supported.	
EIB issues an error similar to this: *Invalid ID value. 'P-00017' isn't a valid ID value for type = 'Academic_Affiliate_ID'.*	In the **Academic Affiliate ID** fields on the **Assign Organization Roles** tab, specify position ID values instead of academic affiliate ID values.
EIB issues an error like this: *Validation error occurred. Multiple Element Contents, including Create Job Requisition Data/a1/Supervisory Organization from Position Group [WS], contain data where only one is allowed by mutex Create Job Requisition Data.*	This can occur if you attempt to populate the EIB input file with both a supervisory organization and a position. In this scenario, the position is already associated with a supervisory organization so the integration gets confused by the redundant information supplied in the input file. Remove the value for supervisory organization.
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Job Requisition* business process type in the Pre-Hire Process functional area.

Business Processes

Job Requisition.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB only enables you to add new job requisitions.

If you want to update existing requisitions, consider using the Edit Job Requisition EIB.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind.

For reference documentation for all web services including Create Job Requisition, see Operation Directory.

Sample EIB Input File

Create_Job_Requisition_v46.2 (1)

Concept: Edit Job Requisition EIB

Background

You can use this EIB to edit existing job requisitions. You can only edit open job requisitions.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

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Equivalent Workday Task

Task: Edit Job Requisition.

There are also similar EIBs that you can use to update job requisitions. Consider these options as you determine what works best for you:

- Create Job Requisition: You can use this EIB to create job requisitions (nonevergreen).
- Manage Job Requisition Freeze: You can use this EIB to freeze or unfreeze a job requisition.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Job Requisition Change* business process type in the Pre-Hire Process functional area to run this EIB.
Additional Input File Guidelines	• Ensure that the steps in the Job Requisition Change business process definition align with what you're populating in the EIB input file. Example: if the business process definition includes an Assign Roles step, then you need to perform one of these actions: • To assign a role, populate the role assignments in the EIB input file. Also, in the Overview tab of the EIB input file, set the processing instructions to Automatic Processing for Assign Organization Roles. • If you don't want to assign roles, you can add a condition rule to skip the step in the business process definition (Example: add condition rule External Load = N). • Or modify the business process definition and mark the step as optional. Then in the EIB input file, set the processing instructions to Skip Processing when Step is optional. • If you're populating a subprocess within the EIB input file, ensure that the Job Requisition

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	Change business process definition has a step for this process. Example: if you're populating Compensation in the EIB input file, then the Job Requisition Change business process definition needs to include the Request Requisition Compensation step. • Perform these checks for each step in the Job Requisition Change business process definition. Ensure that the business process definition and the EIB input file align. Otherwise you might encounter situations where the EIB doesn't load information, or the Job Requisition Change event remains In Progress, after the EIB load completes. • We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • As you populate the EIB input file, consider • **Spreadsheet Key**: Specify a unique value for each job requisition • **Edit Job Requisition Reason**: Workday requires this field. If you need to view the list of reference ID values, you can run the Integration IDs report and search business object General Event Subcategory • **Remove Plan Data**: To remove compensation plans from a job requisition, you must specify the plan you want to remove from each requisition in this section of the EIB • Referring to the attached EIB input files to see examples of how other fields are populated.

Common Issues and Errors

Issue	Cause and Solution
EIB issues errors related to posting the job requisitions.	In some cases, it's necessary to unpost the job requisitions before reposting them through the Edit Job Requisition EIB. To unpost the jobs, run the Unpost Job EIB.
The EIB issues error: *Questionnaires for Job Requisition can't be modified once a Candidate has applied to a Job Posting for the Job Requisition.*	This issue can occur if using an older web service version or if the tenant configuration doesn't permit updates to questionnaires. Verify this configuration: • First, go to Edit Tenant Setup – HCM and make certain that you've set Enable questionnaire removal or replacement on evergreen and job requisitions.

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Issue	Cause and Solution
	• Also, make certain that your Edit Job Requisition EIB is using the latest web service version. If you aren't sure, create a new EIB, which will ensure that the EIB uses the latest version.
The EIB issues this error: *Element Content 'Job_Requisition_Data' is required, on internal element 'Edit Job Requisition Event Data'*	Make certain that the Row ID in column F has a value.
The EIB completes successfully. Some changes display correctly in Workday, but other changes are missing.	Most likely the business process definition has condition rules causing some steps to get skipped. If you supply information in the input file, Workday ignores the information if: • The business process step has a condition rule that evaluates to False. • The business process definition is missing the step. To check for these types of issues, view the full process record of the business process event and look for steps that the record displays as not required. Change the condition rules on these steps, if needed. After you make corrections, run the Mass Cancel Business Processes or Mass Rescind Business Processes task (depending on whether the events have completed). Then, rerun the EIB.
The EIB completes successfully but Workday didn't make the changes.	This issue occurs when business process events are still in progress. The underlying cause is that 1 of the steps didn't complete due to the EIB input file and business process definition being out of alignment. If this misalignment occurs, use the Mass Cancel Business Processes task to cancel the job requisition changes that are in-progress. Then correct the problem, and rerun the EIB. Also note that there's a Business Processes tab that displays in the EIB integration event after the EIB successfully completes. This tab enables you quickly to view all business process events that the EIB loaded. You can determine whether the events completed or are still in progress. To view details about any of the job requisition events, you can view the full process record from the related action of the event.
Can't launch the EIB.	This issue is most likely security-related. See the *Web Service Version and Security Configuration Guidelines* section of this topic.

Business Processes

Job Requisition Change.

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Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to edit only. If you wish to add new entries, you can use the **Create Job Requisition** web service.

If you have inadvertently uploaded incorrect entries, use either the **Mass Cancel Business Processes** task or the **Mass Rescind Business Processes** task. You can then select Business Processes Loaded by EIB to find the integration event that you wish to cancel or rescind. Or the other option is to enter Job Requisition Change at the Business Process Types prompt.

For reference documentation for all web services including Edit Job Requisition, see Operation Directory.

Sample EIB Input Files

Edit_Job_Requisition-WD34-Example1-Misc-Changes

Edit_Job_Requisition-WD34-Example2-Compensation-and-Role-Assignments_1

Concept: Edit Position EIB

Background

You can use this EIB to edit a filled position.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Edit Position.

There are also similar EIBs that you can use for positions and jobs. Consider these options as you determine what works best for you:

- Change Job: You can use this EIB to perform a job change on an employee or contingent worker.
- Create Job Requisition: You can use this EIB to create new job requisitions for a position.
- Edit Position: You can use this EIB to edit a filled position.
- Hire Employee: You can use this EIB to hire a pre-hire (new or existing) into an employee position.
- Import Edit Position: You can use this EIB to edit large volumes of positions (Example: 1000 or more). If you need to edit large volumes of positions, consider testing in your sandbox tenant to determine which EIB performs better for your use case.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version.

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	• Verify you have the correct security configuration. • You must have access to the *Edit Position* business process type in the Staffing functional area to run this EIB.
Additional Input File Guidelines	• You might find it helpful to start by manually editing a position and making the same type of changes you want to load using the EIB. By making these changes, you can verify which fields Workday requires. Manually editing a position might also be helpful when populating Reference ID values in the input file. You can then identify the Reference ID values by viewing the position that you manually updated. Then, go to each field, and from related actions, select**Integration IDs -> View IDs** • Ensure that the steps in the *Edit Position* business process definition align to what you are populating in the EIB input file. Example: if the *Edit Position* business process has an *Assign Pay Group* step, then perform 1 of these actions: • To update the pay group field, populate the pay group information in the EIB input file. Then, in the *Overview* tab of the input file, set the processing instructions to *Automatic Processing for Assign Pay Group*. • If you don't want to update the pay group field, you can add a condition rule to skip the step in the Edit Position business process definition. Example: add condition rule *External Load = N*. • Modify the Edit Position business process definition and mark the step as optional. Then, in the EIB input file, set the processing instructions to *Skip Processing when Step is marked optional*. If you're populating a subprocess within the EIB input file, ensure that the Edit Position business process definition has a step for this process. Example: if you're populating default compensation in the EIB input file, then the Edit Position business process definition needs to have the *Request Default Compensation for Position Event* step. Perform these checks for each step in the Edit Position business process definition. If the business process definition and the EIB input file don't align, then you might encounter these situations: • The EIB doesn't load information into Workday.

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	• The Edit Position event displays as still in progress after the EIB load completes. • We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each Position. • **Worker and Position**: You can enter just the worker reference if the worker has only 1 position that you can edit. If the worker has more than one accessible position, you must specify the position. • **Effective Date**: Enter the effective date of the change. If the position has more recent effective date changes than what you specify in the input file, then the current position information won't reflect the change. • **Additional Job Classifications**: the web service operation performs a *replace all* for this field. Therefore, you must list all relevant job classifications in the EIB input file (one per row). Those classification entries will replace the current job classification values assigned to the position. To remove existing job classifications, and not replace the classifications with new values, then enter value *{empty}*.

Common Issues and Errors

Issue	Cause and Solution
EIB issues this error: *Validation error occurred. Element Content 'Filled_Position_Edit_Details_Data' is required, on internal element 'Edit Position Event Data'.*	Populate at least 1 field in the *Position Details* sections of the EIB. If you encounter this error, populate field Position ID (column G), as populating this field satisfies the requirement of populating at least 1 *detail* field
The EIB completes successfully and makes some changes in Workday, but other changes are missing.	This issue typically occurs for 1 of 2 reasons: • You entered an older effective date, and made other changes to the position, with a newer effective date. Therefore, the changes in the EIB input file don't match the current position information. To resolve this problem, specify a more recent effective date in the input file. Then, mass-rescind the edit position events that you loaded, and reload the EIB file.

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Issue	Cause and Solution
	• The other cause of this issue is that the business process events are still *in progress*. This issue occurs because one of the steps didn't complete due to the EIB input file and business process definition being out of alignment. If this issue occurs, you can run **Mass Rescind Business Process** to cancel the *in progress* edit position events. Then correct the problem, and rerun the EIB. Also, note that there's a **Business Processes Loaded** tab that displays in the EIB integration event, after the EIB successfully completes. This tab enables you to view all business process events that the EIB loaded. From here, you can determine whether the events have completed or are still in progress. To view details about the position events, view the full process record from the related action of the event.
The EIB completes successfully but the changes don't display in Workday.	Most likely, the business process definition has condition rules causing the EIB to skip some of the steps. Even if you supply information in the input file, the EIB ignores the information if • The business process step has a condition rule that evaluates to false. • The business process definition is missing the step. To check for these types of issues, view the full process record of the business process event and look for steps that are *not required*. Change the condition rules on these steps, if needed. After making corrections, you can run a *mass cancel* or *mass rescind* (depending on whether or not the events complete. Then you can rerun the EIB.
When using the *Request Compensation Change* subprocess, the subprocess removes or adds plans that aren't in the EIB input file.	When editing the position (either manually or using EIB), the EIB uses default compensation from the position as a source to populate compensation attributes automatically. If default compensation isn't available, then the EIB uses eligibility rules to populate compensation attributes. If you need to edit compensation for a filled position and don't want to use any default values, then you might want to consider using the **Request Compensation Change** EIB instead. See FAQ: Compensation Defaulting .
When using Request Compensation Change subprocess and populating only the plan name, the web service sets amount to $0 individual target, instead of using the default values for the plan.	Submitting plans with no value counts as $0 for this web service. Workaround is to populate the amount, frequency, and currency.

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Business Processes

Edit Position.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to edit positions. You can't add or delete positions using this web service.
- If you have inadvertently uploaded incorrect entries, use either the **Mass Rescind Business Processes** or the **Mass Cancel Business Processes** tasks. You can then select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind. Another option is to enter *Edit Position* at the *Business Process Types* prompt and then enter the data range when the EIB ran.

For reference documentation for all web services including Edit Position, see Operation Directory.

Sample EIB Input Files

Edit_Position-WD31-Example1-Change-Pay-Group

Edit_Position-WD31-Example2-Change-Position-Details

Edit_Position-WD31-Example3-Change-Location

Edit_Position-WD31-Example4-Add-Default-Compensation

Concept: Manage Job Requisition Freeze EIB

Background

You can use this EIB to freeze or unfreeze job requisitions. Don't file or close the requisition.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Tasks

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Manage Job Requisition Freeze.
- Mass Action on Job Requisitions. See Steps: Set Up Mass Actions on Job Requisitions for more information.

There are also similar EIBs that you can use for job requisitions. Consider these options as you determine what works best for you:

- Close Job Requisition
- Create Job Requisition
- Edit Job Requisition

For evergreen job requisitions:

- Close Evergreen Requisition
- Create Evergreen Requisition
- Edit Evergreen Requisition

For posting and unposting jobs:

- Post Job
- Unpost Job
- Update Job Posting

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage Job Requisition Freeze* business process in the Pre-Hire Process functional area.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each job requisition. • **Job Requisition:** Enter the job requisition id. • **Freeze Unfreeze Reason:** Workday requires this field. To find the reference id values for the reasons, you can use the **View Reference IDs** report and select business object *General Event Subcategory*. Then you can filter the business object instance column by*freeze* to view the appropriate entries. • **Freeze Unfreeze Date:** Enter the freeze or unfreeze date in format YYYY-MM-DD. • **Frozen:** Enter Y or N.

Common Issues and Errors

Issue	Cause and Solution
EIB issues this error when attempting to **unfreeze** a job requisition: *Validation error occurred. Cannot unpost job when unfreezing a job requisition*	Workday delivered a fix in 2020R2 (internal ticket HRJOBREQ-4833), to address this issue. If you still encounter this error, create a new EIB to uptake the latest web service version. Then, retest. If you still experience the issue, you can:

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Issue	Cause and Solution
	• Create a new EIB that you'll use specifically for unfreezing job requisitions. You might want to name it Manage Job Requisition Unfreeze. • From the related actions of the EIB, select **Template Model > View**. • At the bottom of the page, you'll see a Business Process Tab listing each step. • Click **Edit Business Process for Template**. • Check the *Hidden* check box on the *Unpost Job Sub Business Process* entry. • Click **OK**. • Regenerate the template. • Repopulate the data in the new template and retest.
EIB issues this error when attempting to **freeze** a job requisition: *Validation error occurred. Cannot post job when freezing a job requisition.*	To resolve the error, you can: • Edit the EIB input file. • Go to the *Overview* tab. • Set the processing instructions to *Automatic Processing* for Post Job. • Go to the *Post Job* tab. In Column B, enter the same spreadsheet key value that matches corresponding entry in the Manage Job Requisition Freeze tab

Business Processes

Freeze Job Requisition.

Use Cases and Guidelines for Recovering from a Bad Load

If you have inadvertently uploaded incorrect entries:

- Use task **Mass Cancel Business Processes** or **Mass Rescind Business Processes** (depending whether the business process event is complete or in progress).
- You can then either:
  - Select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind.
  - Enter *Freeze Job Requisition* at the Business Process Types prompt and enter a date range that you ran the EIB.

For reference documentation for all web services including Manage Job Requisition Freeze, see Operation Directory.

Sample EIB Input Files

Manage_Job_Requisition_Freeze-WD34-FREEZE

Manage_Job_Requisition-Freeze-WD34-UNFREEZE

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Concept: Move Candidate EIB

Background

You can use this EIB to move a candidate from any recruiting stage to the next possible stage or to a disposition stage.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Job Application > Move Candidate** from the related actions menu of the candidate's profile. For more information, see ../../../../human-capital-management/recruiting/recruiting-setup/bml1563928837942.dita.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration • You must have access to the *Move Candidate* domain in the Recruiting functional area.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • Please test thoroughly in a nonproduction tenant for these reasons: • You can't undo dispositions if they're incorrectly updated using the EIB. • If the notifications aren't properly disabled prior to launching the EIB, you can't stop the email delivery of the notifications after initiating the EIB. • As you populate the fields in the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each job application • You need to populate just 1 of these 3 fields depending on whether you want

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	to disposition the candidate or move them to a step or a parallel step. To find the reference ID value for these fields, refer to instructions in section How to find the reference id for a disposition stage or next step: • Next Step • Disposition Stage • Start Parallel Stage • **Row ID**: Specify a unique row ID value for each entry within a given spreadsheet key value. • To indicate which candidate to move, you need to populate one of these fields, but don't populate both sets of fields. To find the reference ID value for these fields, refer to instructions in section How to find reference ids for candidate, job requisition, and job application: • Job Application • Candidate and Requisition
Find the Reference ID for a Disposition Stage or Next Step	To populate the *Disposition Step, Next Step or Parallel* fields in the EIB input file: 1. Display the *Job Application* business process definition and go the appropriate subtab. 2. From the related actions of the step you're moving the candidate to select **Integration IDs > View ID's**.
Disable Notifications	There are several options to disable notifications for the candidates you're updating. Test the EIB for a few candidates in a non-Production tenant to verify that the emails aren't firing. • **Option 1** • Disable notifications in the Job Application business process and any relevant subprocesses. Example: If you're moving all candidates to a specific disposition, you can disable the notification for that disposition. • If you select this option, run *Maintain Business Process Definition Selection* and verify that you enabled the Dynamic Business Process Effective Date option for the Job Application business process and subprocesses.

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	• **Option 2** • Add a condition rule that evaluates to false to any notifications that you don't wish to fire. You might want to consider adding a condition to exclude the user running the EIB. Example *Current user not in selection list UserABC*. • As noted in option 1, run task *Maintain Business Process Definition Selection* to verify that you enabled the Dynamic Business Process Effective Date option for the Job Application business process and subprocesses. • **Option 3** • Temporarily disable all notifications in the tenant using task *Edit Tenant Setup - Notifications*. • If you select this option, it disables ALL notifications in the tenant. If you elect this option, you might wish to run the EIB when there's very little activity in the tenant.

Common Issues and Errors

Issue	Cause and Solution
EIB issues error: *Validation error occurred. The next step, parallel step, or disposition chosen is invalid for the job application process.*	This issue will occur if: • The disposition step, populated in the EIB, isn't valid for the job application. • The EIB requires a condition step on the disposition step. If you don't see any issues with the above configuration, you can try manually moving 1 of the candidates to the disposition, just to verify it's truly valid.
Unable to launch the EIB	This issue is most likely security-related. When running report *View Security for Securable Item* for securable item *Move Candidate (Web Service)*, you'll see that you need Put access to domain security policy *Move Candidate*. To change the security, you can: 1. Edit the domain security policy for *Move Candidate*. 2. Make certain you are in a security group that has *Put* access. Ideally, you should be in an unconstrained security group so that you can move any candidate using the web service. 3. Activate the security change.

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Issue	Cause and Solution
EIB issues an error like this: *Validation error occurred. Multiple Element Contents, including Dynamic Business Process Parameters/a1/ Recruiting Next Workflow Step Singular [WS], contain data where only one is allowed by mutex Dynamic Business Process Parameters*	This error will occur if the EIB input file contains conflicting information. Make sure that you're populating only one of these 3 fields: 1. Next Step 2. Disposition Step 3. Start Parallel Stage
EIB issues an error like this: *Validation error occurred. Multiple Element Contents, including Move Candidate Data/c/Move Candidate Criteria [EL], contain data where only one is allowed by mutex Move Candidate Data*	This issue will occur if the EIB input file contains overlapping information regarding the candidate you're moving. Make sure you populate **only** the job application -OR- the candidate/job requisition.
Notifications are firing even though I disabled them.	See *Disable Notifications* section for instructions to properly disable notifications.

Business Processes

The business process that this EIB uses depends on the step you move the candidate to. These include:

- Assess Candidate
- Interview
- Review Candidate

Use Cases and Guidelines for Recovering from a Bad Load

- Although the EIB uses a business process, there's no rescind option.
- If you have inadvertently declined job applications, it is not possible to undo this action. Instead, you would need to start a new job application.
- If you inadvertently moved candidates to the wrong step, you might possibly be able to rerun the EIB and move them to the correct step. Or other option is to manually undo the move.

For reference documentation for all web services including Move Candidate, see Operation Directory.

Sample EIB Input File

Move_Candidate-WD34_0

Concept: Offer EIB

Background

You can use this EIB to initiate an offer for a job application. The job application must be in a step before the offer, and the offer must be a next possible stage for the job application. If the current stage has multiple Offer steps configured as possible next steps, Workday moves the candidate to the first Offer step in the list. You can't use this EIB to select a specific Offer step.

Equivalent Workday Task

See ../../../../human-capital-management/recruiting/offers/san1462472397084.dita.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Ensure that your EIB uses the most recent web service version for the latest

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	enhancements and fixes. If you aren't certain what version you're using, follow these steps: 1. From related actions of the EIB, select **Template Model > View**. 2. You can view the version on this page. Verify you're using a newer version. 3. If using an older web service version, you can create a new EIB to get the latest version • Verify you have the correct security configuration. • You must have access to the *Offer* business process in the Recruiting functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • To use this EIB, the job application must be in a stage before offer. The offer must be a next possible stage for the application. • The Offer EIB will populate compensation as described in FAQ: Compensation Defaulting. • As you populate these fields in the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each Job Application. • **Next Step:** This field is optional. Populate it only if you intend for the EIB to fully complete the offer and move the candidate to the next stage. You can only specify steps listed as **Possible Next Steps** for the Offer stage in the *Job Application* business process. If populating this field, refer to the screenshot below for assistance in determining the reference ID value to use. • **Disposition Step:** This field is optional. Populate it only if you intend for the EIB to fully complete the offer and then you wish to disposition the candidate. If populating this field, refer to the screenshot below for assistance in determining the reference ID value to use. • There are a few different options, outlined below, to specify the job application information. The attached

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	EIB input file includes an example for each option. • Option 1: Populate the **Candidate** and **Requisition** (columns K and L). • Option 2: Populate the Workday ID (WID) of the **Job Application Event** (column I). You'll also need to change cell I4 from IID to WID. • Option 3: Populate the **Job Application** (column J). If selecting this option, create a custom report from data source All Job Applications, to get the reference ID value. • **Auto Complete:** This field is available for each separate section of the EIB, such as the offer process. It's also available for subprocesses, like compensation and one-time payment. Enter Y if you wish for the section to autocomplete and to skip approvals, to-dos, and notifications. • Refer to the attached EIB input file for examples of how the EIB populates other fields.

Common Issues and Errors

Issue	Cause and Solution
EIB issues an error like this: *Validation error occurred. The next step, parallel step, or disposition chosen is invalid for the job application process.*	This error indicates that the EIB input file populated an invalid next step or disposition. Refer to the screenshot in Step 2 to identify the reference ID value. The next step must be listed as **Possible Next Steps** for the Offer stage in the *Job Application* business process. If you continue to experience issues: • Try manually populating the job offer for one of the offers where you receive the error, and • Verify that you can use the same next step or disposition that you're populating in the EIB input file.
Unable to launch the EIB	This error is most likely security-related. Refer to Step 1 above.
The initiation step of the Offer business process doesn't evaluate the conditions, even when disabling the auto-complete flag.	This functionality is working as intended: The initiation step doesn't evaluate the conditions since the offer is part of a dynamic business process.

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Business Processes

Offer.

Use Cases and Guidelines for Recovering from a Bad Load

- This EIB enables you to initiate the offer. You can't update or delete an existing offer. To renegotiate an offer, complete the *Renegotiate Offer* step in Workday.
- Although this EIB uses a business process, there would be no option to rescind or cancel the business process. If you inadvertently loaded incorrect offer data, consider these scenarios:
    - If the offer events successfully completed, you could resubmit the offer, provided there's an option to move to offer stage from the job application's current stage.
    - If the offer event is still in progress, you could:
        - Manually correct it, or
        - Consider using Move Candidate to move the job application to a stage from which you can then reinitiate the offer EIB.

For reference documentation for all web services including Offer, see Operation Directory.

Sample EIB Input File

Offer-v37

Concept: Put Applicant EIB

Background

You can use this EIB to add or update pre-hires.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Pre-Hire.

There are also similar EIBs that you can use for pre-hires. Consider these options as you determine what works best for you:

- Import Applicant: You can use this EIB to load large volumes of pre-hires (Example: 1000 or more). If you need to load large volumes of pre-hires, consider testing in your sandbox tenant to determine which EIB performs better for your use case.
- Hire Employee: You can use this EIB if you want to upload the applicant and then immediately proceed with the hire event.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage Pre-Hire Process: Manage Pre-Hires* domain in the Pre-Hire Process functional area to run this EIB
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Applicant EIB. See: Example: Generate EIB Spreadsheet Template with Data . • As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each pre-hire. • **Add Only:** Y/N field to indicate whether this pre-hire is new or existing. • **Applicant:** If updating an existing pre-hire, enter the reference ID here. • **Applicant ID:** If adding a new applicant, you can enter the reference ID value here, or leave field blank for the web service to autoassign. If specifying your own ID, verify it isn't already in use.

Common Issues and Errors

Issue	Cause and Solution
EIB issues errors such as: *E1: Gender is not tracked for the specified Location Context. The Location Context is derived from the Country of the Location for the Position.*	Fields, such as Gender, Date of Birth, Ethnicity, and Race are localized fields. That means that only for certain countries track these fields. The country of the position associated with the pre-hire determines what fields Workday tracks. If you

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Issue	Cause and Solution
E2: The field Date of Birth is not tracked for the specified Location Context. The Location Context is derived from the Country of the Location for the Position.	don't populate a value in the Positions Considered For field, or if the position is associated with a country that doesn't allow the localized field value, you'll receive 1 of these errors. Consider these workarounds: • Add a position in the input file, in the Positions Considered For field. You don't need to ultimately assign the pre-hire to this position. Rather, you could just reference a position belonging to the location that you could hire them for. • Update the localized information later in the process when the pre-hire has an associated position. Example: If you'll eventually run a hire EIB for these applicants, then you could enter the information at that time.
EIB loads successfully but is missing information such as address, email, and phone#	Verify that no row IDs are missing in the sections of the EIB where you populated the contact information.
EIB issues an error like this: *Validation error occurred. At least 1 email address, phone number or address is required to create a new applicant.*	Verify that no row IDs are missing in the sections of the EIB where you populated the contact information.
I want to update rehire eligibility	You can update the rehire eligibility using this EIB. Refer to example in the sample EIB input file.
Unable to launch the EIB	This issue is most likely security-related. Refer to EIB Input File Guidelines section above.
Can I update the reference ID of an existing pre-hire?	Yes, you could also update the EIB using the Put Reference EIB.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new pre-hires or update existing pre-hires. You can't delete pre-hires.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you've inadvertently uploaded incorrect entries, consider:
  - If you want to retain the pre-hires, you could get the applicant IDs, and then reload the pre-hires with correct information
  - If you need to remove the pre-hires, consider using the Delete Pre-Hires task.

For reference documentation for all web services including Put Applicant, see Operation Directory.

Sample EIB Input File

Put_Applicant-WD37

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Concept: Put Candidate EIB

Background

You can use this EIB to add or update a candidate (a person associated with a job requisition) or a prospect (a person with no job requisition).

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Avoid using this EIB for pre-hires. We recommend that you use the Put Applicant EIB for pre-hires.

This EIB supports placing candidates into the initial job application stage, but it doesn't support updates to the job application process. If you need to disposition a candidate for an existing job application process, avoid using this EIB. Consider using the Move Candidate EIB instead.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Prospect
- Create Job Application (if you want to create a candidate and immediately initiate a job application)

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Candidate Data: Job Application* domain in the Recruiting functional area to run this EIB
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • This EIB has a *Generate Spreadsheet With Data* option. It's very helpful to use when you aren't certain how to populate the EIB input file. This EIB doesn't support using conditional rules to extract candidate data.

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However, you can extract single candidates as follows:

- Manually create a prospect or candidate like one that you wish to load.
- From related actions of the candidate, select **Integration IDs > View IDs** to get the *Candidate ID* (you'll need this ID in a later step).
- From related actions of your EIB, select **Template Model > View**.
- Go to bottom of page and select **Edit Template with Data Options**.
- Set filter to *Reference ID Filter*.
- Then enter the Candidate ID from a previous step.
- If you regenerate the template and select the *Generate Spreadsheet with Data* option, you can view how the data populates in the input file for the candidate that you manually created.

- As you populate these fields in the input file, consider:
  - **Spreadsheet Key**: Specify a unique value for each Candidate or Prospect.
  - **Candidate ID**: Populate this field if updating an existing candidate or prospect.
  - **Candidate Tag**: If you need to load multiple candidate tags, you can:
    - On the related action of your EIB, select **Template Model > View**.
    - In left windowpane, scroll to the bottom of the list of fields on the template to *Candidate Data* (which is the section that stores Candidate Tags) and select it.
    - In the Area Details section within the right windowpane, select the Action menu for Candidate Tag+ and select

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	Template Model Column > Maintain Additional Columns. • Create the number of rows that you want and name the column header label. • In Reference Type ID, search for *Candidate Tag*. • Click **OK** and **Done**. • Generate a new template and you'll see your new columns. • Refer to the attached sample input file to review how other fields are populated

Common Issues and Errors

Issue	Cause and Solution
When using the EIB to add a new job application for an existing candidate, the EIB wipes out some of the existing candidate information such as education, skills, job history, resume.	This EIB doesn't fully support incremental updates: therefore the EIB input file needs to include all existing candidate information that you wish to retain.
The EIB issues error: *You have entered Personal Information for this Candidate, however none of the jobs applied for are in locations where Personal Information is captured*.	The EIB validates personal information by checking the configuration of the localization settings. This error message indicates that there's invalid personal information for the given candidate's location. To address this error, you can: • Use task **Maintain Localization Settings** and enter *Personal Information* at the prompt for Area. • Filter the resulting list by *Applies to Person Type* and select *Candidate*. • For any localized field that you plan on populating in the web service, verify: • In the *Allow for Countries* section, add any applicable countries. • Check the *Active* field.
Unable to launch the EIB	Add *put* access to both of these domain security policies. Then activate the change: • Prospects • Candidate Data: Job Application

Business Processes

The business process that this EIB uses depends on the type of information you load.

- For job application data, the EIB uses the *Job Application* business process.
- For creating or updating prospects, the EIB doesn't use a business process.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add new entries or update existing entries. You can't delete entries.

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If you have inadvertently uploaded incorrect entries that are associated with a job application, then you can remove the candidate and job application as follows:

- Use task **Mass Cancel Business Processes**.
- Enter *Job Application* at the business process type prompt.
- Select a date range for when you loaded the EIB.
- If you have inadvertently uploaded incorrect entries for a prospect (that is, you didn't use a business process event), you cannot delete the prospect. However, you could reload the data with the corrected information. To reload the data, you need to make certain that the input file includes the candidate id for the prospects that you incorrectly loaded.

For reference documentation for all web services including Put Candidate, see Operation Directory.

Sample EIB Input File

Put-Candidate-v44.2-Final

Concept: Put Interview EIB

Background

You can use this EIB to submit interview data for the **Schedule Interview** task. The job requisition must be in the interview step when you submit the EIB. See Steps: Manage Interviews for more information.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Candidate Data: Interview Schedule* domain in the Recruiting functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files.

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	• As you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each job application. • Populate 1 of the 3 following groups of fields. Don't populate more than 1: 1. Candidate Data and Requisition 2. Job Application 3. Interview Event • **Interviewers**: Most likely, you'll need to change the reference ID in cell K4 from *Contingent_Worker_ID* to *Employee_ID*. • **Interview Start Time and Interview End Time**: Use the format YYYY-MM-DD-HH:MM:SS. Example: 2022-01-20T09:00:00. • **Interview Location**: To find reference ID values, run the **View Reference IDs** report and select the *Location* business object. • **Interview Type**: To find reference ID values, run the **View Reference IDs** report and select the *Interview Type* business object. • **Time Zone**: To find list of reference ID values, run the **Integration IDs** report and select the *Time Zone* business object.

Common Issues and Errors

Issue	Cause and Solution
EIB issues 1 or both of these errors: • *The Interview Event must be In Progress to create an Interview Team.* • *You aren't authorized to schedule an interview for this candidate and job requisition because the interview event isn't awaiting your action.*	This issue will occur if: • The person running the EIB doesn't have the permission to schedule the interview. • Or if the job application isn't at the Schedule Interview Step. To resolve this issue, you can: • Confirm that the Schedule Interview step is awaiting action. • Confirm that the person who's running the EIB is in a security group permitted to schedule interviews. Consider creating a Service Center Representative and adding them to Schedule Interview step. Then, run the EIB as the Service Center Representative.
EIB issues an error like:	This issue occurs if you're populating the EIB input file with an employee ID, but the reference ID type is *Contingent_Worker_ID*.

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Issue	Cause and Solution
Validation error occurred. Invalid ID value. '21105' is not a valid ID value for type = 'Contingent_Worker_ID'.	Change the reference ID in cell K4 from *Contingent_Worker_ID* to *Employee_ID*.
EIB issues an error like: *Validation error occurred. Invalid format for date text=2022-01-19T9:00:00 on attr Interview Start Time.*	The date/time format needs to be: YYYY-MM-DDThh:mm:ss. In this example, the error occurred because the time is 9:00:00 instead of 09:00:00.
EIB issues an error like: *Validation error occurred. Multiple Element Contents, including Interview Data/ac/Move Candidate Criteria [EL], contain data where only one is allowed by mutex Interview Data.*	This issue will occur if you're overpopulating the information for the job application. Make certain you're populating only 1 of these fields: • Interview Event • Job Application • Candidate and Requisition
EIB issues an error like: *The entered information does not meet the restrictions defined for this field. (Interview_Questionnaires_Reference).*	To include questionnaires on the interview, you need GET permission to Questionnaire Creation and Distribution policy.
Unable to launch the EIB.	This issue is most likely security-related. See the *EIB Input File Guidelines* section.

Business Processes

Interview subprocess of the Job Application Event.

Use Cases and Guidelines for Recovering from a Bad Load

If you inadvertently loaded incorrect data, consider using the *Move Candidate EIB* to move candidates forward to a step that schedules another interview, if that is available in your Job Application Event.

For reference documentation for all web services including Put Interview, see Operation Directory.

Sample EIB Input File

Put_Interview-v38

Concept: Unpost Job EIB

Background

You can use this EIB to unpost jobs.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Unpost Job.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Unpost Job* business process in the Recruiting functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • When populating the EIB input file, you should use one of the 2 combinations below. Note that if you populate more than what the EIB requires, the EIB issues an error because it detects redundant data: • **Combination 1**: Populate just the **Spreadsheet Key** and **Job Posting**. • **Combination 2**: Populate the **Spreadsheet Key**, **Job Requisition**, and then either **Job Posting Site Name** or **Job Posting Site**.

Common Issues and Errors

Issue	Cause and Solution
The EIB fails with this error: *Validation error occurred. Multiple Element Contents, including Unpost Job Business Process Data/a2/Job Posting Reference Data [EL], contain data where only one is allowed by mutex Unpost Job Business Process Data.*	This issue typically occurs if you're overpopulating fields within the EIB input file. You need to populate a specific combination of fields. See *Additional Input File Guidelines* section for the field combination.

Business Processes

Update Job Posting.

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Use Cases and Guidelines for Recovering from a Bad Load

If you have inadvertently unposted the wrong jobs, use task **Mass Cancel Business Processes** (or **Mass Rescind Business Processes** if the business process event completed). You can then select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind. Or the other option is to enter *Update Job Posting* at the *Business Process Types* prompt.

For reference documentation for all web services including Unpost Job, see Operation Directory.

Sample EIB Input File

Unpost_Job-WD31

Resource Management EIBs

Concept: Import Supplier Invoice EIB

Background

You can use this EIB to add or update supplier invoices with a large number of lines. Example: Invoices with 300 lines or more. If you want to load invoices with fewer lines, consider using the Submit Supplier Invoice EIB.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Supplier Invoice.

There are additional integrations and EIBs related to supplier invoices. Consider these options as you determine what works best for you:

- Submit Supplier Invoice: You can use this EIB to load many invoices with a small number of lines. Example: 1000 supplier invoices with 5 lines each. If you try to use this EIB to load a supplier invoice with more than 5000 lines, the EIB will fail.
- Supplier Network Connector – Procurement Punchout Purchase Order and Invoicing: You can use this integration template to manage supplier invoices. See Steps: Set Up Supplier Invoicing Integration.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Supplier Invoice Event* business process type in

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	the Supplier Accounts functional area to run this EIB.
Guidelines for Adding Worktags to the EIB Template	You can specify more than 1 worktag for any of the student charges. From the related actions of your EIB, select **Template Model > View**.. 1. On the left, click the second occurrence of **All** for Invoice Line Replacement Data. On the right, locate **Worktags**. 2. From the related actions on the magnifying glass next to Worktags, select **Template Model Column > Maintain Additional Columns**. 3. Enter all worktags that you need to assign to the template. 4. (Optional): Modify the template to use a Separate Type Column option for both the Purchase Order Line and the Supplier Contract Line. 5. Regenerate the spreadsheet template and add newly added worktags to the spreadsheet template.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • This EIB doesn't have a **generate with data** option. However, the **Submit Supplier Invoice** EIB does have the **generate with data** option. If you're encountering issues with populating the EIB template, you can test with the Submit Supplier Invoice EIB to get a better idea of how to populate the EIB input file. • If you're updating existing supplier invoices, you must include all existing lines; this web service will first delete all the existing lines and then recreate everything using fields in the EIB input file. • **Import Supplier Invoice** worksheet in the **EIB Input File**. As you populate this worksheet, consider: • **Header Key:** Specify a unique value for each Supplier Invoice. • **Supplier Invoice ID** (column H): Populate this field if updating an existing supplier invoice or if you want to assign your own supplier invoice ID. • **Auto Complete:** Set to **Y** to bypass all approval steps, review steps and to do

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steps. This selection also suppresses notifications.

- **Invoice Number** (column K): Populate this field if updating an existing supplier invoice or if you want to assign your own supplier invoice ID.
- **Submit:** Set to **Y** to submit the Invoice. If set to N, it will stay in draft status.
- **Locked in Workday:** If set to Y, you can make modifications to the invoice only by the EIB or web service.
- **Company:** Workday requires this field. To find the value, you can use the reference IDs report and search for business object *Company*.
- **Supplier ID** and **Contingent Worker** fields: Supply a value for either Supplier ID -or- Contingent Worker. But don't populate a value for both fields.
- **Ship-To Address:** As of v35.0, Workday populates the header ship-to-address from the company you provide.
- **Supplier Contract**: Enter supplier contract ID if you're referencing a contract.
- **Attachment Data**: Although you can add or update attachments using this EIB, there are some challenges in loading document content by EIB. If you need to add attachments using an integration, refer to the EIB Input File Guidelines section in Concept: Import Supplier Invoice EIB. Although it's a different web service, the same information applies to Import Supplier Invoice regarding populating attachments. You can also use the *Put Procurement Document Attachment* web service to add attachments.
- **Taxes:** The EIB populates header information (including tax information onto taxable documents). If you don't want the tax fields to populate, you need to explicitly enter {empty} in the field.

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- **Invoice Line Replacement Data** worksheet in the **EIB Input File**. As you populate this worksheet, consider:
    - **Header Key**: Use same header key value specified in the *Import Supplier Invoice* worksheet for this invoice
    - **Line Key**: Enter a unique value for each line item for a given invoice.
    - **Purchase Order Line:** If you're referencing a purchase order, be sure to:
        - Modify the template to use a Separate Type Column option for the Purchase Order Line.
        - Update the EIB input file and change the reference ID type for the Parent ID Value to *Document_ Number* (cell L4 in the attached sample file). See the sample input file, which demonstrates how to populate the PO number and line in the Purchase Order Line section (starting in column I in the example).
    - (Optional): Modify the template to use a Separate Type Column option for both the Purchase Order Line and the Supplier Contract Line.
    - (Optional): Modify the template to use a Separate Type Column option for both the Purchase Order Line and the Supplier Contract Line.
    - **Supplier Contract Line:** If you're referencing a contract line, be sure to:
        - Modify the template to use a Separate Type Column option for the Supplier Contract Line.
        - Update the EIB input file and change the reference ID type for the Parent ID Value to *Supplier_Contract_ID* (cell P4 in the attached sample file). See the sample input file, which demonstrates how to populate the Contract number and line in the Supplier Contract Line (starting in column M in the example).
    - **Worktags**: If you're using multiple worktags, be sure to follow the instructions in Step #2 above to add all relevant worktag columns to the EIB template. Also, note that there's no

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	need to populate the related worktags as they'll automatically populate. If needed, you can configure worktag type precedence. See Configure Worktag Defaulting for more details. • **External Supplier Invoice Source**: Originating system of the supplier contract. Populate this field only if using the Supplier Contract ID External field on the spreadsheet to reference a supplier contract. • **Invoice Split Line Item Data:** If you need to specify details for split lines, enter this data in the **Supplier Invoice Split Line Data** section, which starts in column BP in the attached sample input file. If you're referencing a PO that has split items, the EIB automatically brings this information into the invoice and doesn't need populating in the EIB input file, unless you wish to change it to be different than the PO.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues this error: *The total extended amount of all lines must be greater than zero.*	Make certain that your EIB is using v34.0 or higher. This version of the web service started supporting $0 amounts. Create a new EIB to ensure you're on the latest web service version.
Performance is slow.	Below are items to check: • A high number of custom validations can degrade performance. • Evaluate which web service to use: if most of the invoices have very few line items, use **Submit Supplier Invoice.** But if the invoices have a larger number of line items, test using **Import Supplier Invoice** instead.
The EIB issues errors such as *Task submitted isn't authorized.* -or- *The entered information doesn't meet the restrictions defined for this field. (Supplier_Reference)*	Check the business process security policy for **Supplier Invoice Event** and make certain you have access to Initiating Action *Import Supplier Invoice (WS Background Process)*. If you're loading supplier invoices across all organizations, you should have unconstrained access to the business process security policy.
When attempting to attach the EIB input file, you receive an error like this: *The size of the file 'xxxx' is greater than the maximum permitted file size (30,720KB). Please select a different file or reduce the size of this file.*	The size of the EIB input file, for supplier invoices, can be quite large due to the amount of data associated with each supplier invoice. Unfortunately, there isn't a way to increase the file limitations when attaching EIB input files. But below are a couple suggestions that might help.

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Issue	Cause and Solution
	• If you have an SFTP server, you can load your EIB input file to the SFTP site, and then configure your EIB with a retrieval step that pulls the file from the SFTP site. Do this task instead of manually attaching the file from your browser and you can load a file up to 1 gig. • If you're using an XML input file, consider switching to XLSX format as the file size will be smaller.
The EIB doesn't populate the *Withholding Tax Code* on the invoice line in these situations: • When the invoice header level contains *Default Withholding Tax Code*. • When the Supplier has a default Withholding Tax Code.	In general, the web service doesn't populate values because we don't know if the value should be blank or populated. However, for this field, you can use the feature *Withholding Tax Rule for Country*. When configuring this rule, the user interface and web service will populate the value to the line.
When loading load invoices with split lines, the EIB completes successfully however doesn't liquidate the PO.	This issue occurs if the EIB doesn't populate the *Line Split Allocation* value in the *Supplier Invoice Split Line Data* section. When the EIB doesn't populate the value, the web service is unable to match the split information against the PO line splits, and doesn't properly liquidate the PO. To resolve this issue, you can: Populate Workday ID (WID) of PO line splits in the*Line Split Allocation* field of the EIB input file. • Or, if none of the line split information is changing, you can remove all the data from the *Supplier Invoice Split Line Data* section.
When using the EIB to update an existing invoice and add new lines, it removes any existing lines.	When updating an existing invoice, the EIB will remove all the existing lines and then add the lines from the EIB input file. So you must include all lines in the EIB input file.
I can't find a *hold removal* option using the EIB.	The web service currently doesn't support this functionality.

Business Processes

Supplier Invoice Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new supplier invoices or update existing supplier invoices. You can't delete or rescind supplier invoices.
- If you've inadvertently uploaded an incorrect supplier invoice, check if one of these options will work for your situation:
  - Rerun the EIB and update the invoices with correct information.
  - Use the Cancel Supplier Invoice EIB.

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For reference documentation for all web services including Import Supplier Invoice, see Operation Directory.

Sample EIB Input File

Import_Supplier_Invoice-v39

Concept: Put Assign Supplier to Contingent Worker EIB

Background

You can use this EIB to assign suppliers to contingent workers. You can make new assignments or update existing assignments.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Assign Supplier to Contingent Worker.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Set Up: Assign Contingent Worker* domain in the Suppliers functional area.
Guidelines for Modifying the EIB Template	Prepare the EIB to generate with data. 1. From the related actions of your EIB, select **Template Model > View**. 2. On the left, click **Contingent Worker Data**. 3. Click **Edit Template Model Area**. 4. Modify the Reference ID Type to *Supplier ID* for the Supplier Row. 5. Click **OK**.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for

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	the Put External Disability Self Identification Record EIB. See: Example: Generate EIB Spreadsheet Template with Data . • As you populate the EIB input file, consider: • **Spreadsheet Key:** (Required): Specify a unique value for each Contingent Worker • **Contingent Worker ID:** (Required): Enter the contingent worker's id. To find the values, you could create a custom report using a report data source such as *Indexed All Workers*. • **Contingent Worker:** (Optional): Contingent Worker's Name. This field is informational only. • **Supplier:** (Required): Most likely, you'll want to set cell E4 to value Supplier_ID, if it doesn't already have this value. To get a list of supplier id's, you can run the *Find Suppliers* report.

Common Issues and Errors

Issue	Cause and Solution
EIB issues an error like this: *Validation error occurred. Element Content 'Supplier_Reference' is required, on internal element 'Contingent Workers Data'*	Verify that the Supplier ID value is present in your EIB input file (you can't remove a supplier assignment by leaving this field empty or by using the *{empty}* value).
EIB issues an error like this: *Validation error occurred. Invalid ID value. 'S-0016' is not a valid ID value for type = 'Scout_ID'*	The supplier ID reference id type defaults to*Scout_ID*. To modify it, you can: 1. Edit the EIB Input File 2. Change the value in cell E4 from *Scout_ID* to *Supplier_ID*
Unable to launch the EIB	This issue is most likely security-related. When running report *View Security for Securable Item* for securable item *Put Assign Supplier to Contingent Worker (Web Service)*, you'll see that you need access to *Set Up: Assign Contingent Worker*. To change the security: 1. Edit the domain security policy for *Set Up: Assign Contingent Worker* 2. Make certain you have*Put* access (ideally you should have access through an unconstrained security group so that you can assign suppliers to any contingent worker.) 3. Activate the security change

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Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add supplier assignments or update existing assignments. You can't remove existing assignments.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you have inadvertently uploaded incorrect entries, reload the EIB with the correct supplier assignments

For reference documentation for all web services including Put Assign Supplier to Contingent Worker, see Operation Directory.

Sample EIB Input File

Put_Assign_Supplier_to_Contingent_Worker-WD35_0

Concept: Put Expense Company Default EIB

Background

You can use this EIB to add or update a default company on expense reports.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Edit Expense Company Defaults.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Set Up: Expenses Processing* domain in the Expenses functional area to run this EIB.
Guidelines for Modifying the EIB Template	Prepare the EIB to generate with data. 1. From the related actions of your EIB, select **Template Model > View**. 2. On the left, click **Expense Company Default Data**. 3. Click **Edit Template Model Area**. 4. Select the **Separate Type Column** check box for the Worker row.

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	5. Click **OK**.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • To prevent data loss, we recommend that you generate your spreadsheet with data for the *Put Expense Company Default EIB*. See: Example: Generate EIB Spreadsheet Template with Data . • As you populate these fields in the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each company • **Company:** To find the reference id value for the company, run the *View Reference IDs* report and select business object Company. • **Worker:** Depending on whether you modified the EIB template, you might have just 1 column for worker or 2 columns. • If there's just 1 column, then populate cell D4 with either *Employee_ID* or *Contingent_Worker_ID* (depending on type of worker) and populate the worker id values accordingly • If there are 2 columns, then populate the ID type column (Column D) with the type of worker. Example: *Employee_ID* or *Contingent_Worker_ID*. Then populate the ID value column (Column E) with the worker's id value

Common Issues and Errors

Issue	Cause and Solution
Even though I populated the EIB with multiple workers, only 1 worker is updated	This issue will occur if you use a different spreadsheet key value for each assignment. To resolve this issue, edit the EIB input file and set the Spreadsheet Key field to the same value for all the workers for a given company
The EIB loads all the workers, however the previously assigned workers no longer display.	This EIB removes all existing assignments for a given company. So you must include both new and existing assignments in the EIB input file each time you load data for a given company. Use the

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Issue	Cause and Solution
	generate with data option to prepopulate the EIB input file with existing assignments.
The EIB issues these errors: *A processing fault occurred generating the spreadsheet.* *The worksheet 'Expense Company Default' has 3 columns but should have 4 columns. Choose Template Model->Generate Default Template Model from related action of the EIB to create a new spreadsheet template. Then re-populate the input data using the newly generated spreadsheet template.*	This issue can occur if you modify your template but don't select the **Separate Type Column** check box for the **Worker** row. Ensure you select the check box if you modify your template.
Unable to launch the EIB	This issue is most likely security-related.

Use Cases and Guidelines for Recovering from a Bad Load

- Each time you want to add or remove entries, you can do so by reloading all the workers who you want assigned to the company.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you inadvertently upload incorrect entries, we suggest you reload the correct entries through the EIB. If you need to restore the original values, you can:
    - Find another tenant such as a sandbox or an implementation tenant that still has the correct information.
    - Then use *Generate Spreadsheet with Data* option in that tenant to build an EIB input file to load into the tenant that has incorrect information.

For reference documentation for all web services including Put Expense Company Default, see Operation Directory.

Sample EIB Input File

Put_Expense_Company_Default-WD35

Concept: Put Purchase Item EIB

Background

You can use this EIB to add or update purchase items (goods and services that you've purchased from suppliers).

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- **Create Purchase Item**
- **Edit Purchase Item**

You can also mass update purchase items using worksheets. See Reference: Mass Maintain and Request Purchase Items with Worksheets for more information.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. These options enable you to check the version of your EIB: • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Set Up: Purchase Item* domain in the Procurement functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • This web service doesn't support incremental updates. When updating existing purchase items, you need to populate all existing information in the EIB input file to avoid the web service removing the data. If you're updating existing purchase items, we strongly recommend that you use the **Generate Spreadsheet with Data** option to avoid losing information. • As you populate the EIB input file, consider: • **Updating Existing Purchase Items:** This EIB doesn't fully support incremental updates. If you're updating existing purchase items, we recommend you use the **Generate With Data** option to prevent loss of existing purchase item data. • **Creating New Purchase Items:** If creating new purchase items, you might find it helpful to manually create a purchase item like the ones you want to load. Then use the **Generate Spreadsheet with Data** option to determine how to populate the EIB input file. • **Images:** Although you can add images using this EIB, we don't recommended it, as there are some challenges in loading document content through EIB. If you need to add images

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	through an integration, you might find it helpful to refer to the **Populating File Attachments for the EIB** section in Future: Concept: Put Worker Document EIB . This is a different web service, but the same information applies to *Put Purchase Item* in regard to populating attachments. • **Worktags:** If using worktags, see the **EIB Input File Guidelines** section for tips on changing the template.

Common Issues and Errors

Issue	Cause and Solution
EIB issues an error like this when generating a spreadsheet with data: *Response Message*. *Integration Failed. com.capeclear.mediation.MediationException: application=assemblyGenerateSpreadsheetE2 - Custom step ID=GenerateWhenSplit, ref=SpreadsheetGenerationBean_EIBWXF - Error while invoking bean, reason: One or more of the columns in your template model includes file-based (base64) data that will be cut off due to a spreadsheet cell limit of 32,767. To fix this, go to the template model and hide the related file-based data columns. Root Cause: java.lang.Exception: One or more of the columns in your template model includes file-based (base64) data that will be cut off due to a spreadsheet cell limit of 32,767. To fix this, go to the template model and hide the related file-based data columns. See the consolidated report for further details.*	This issue can occur if you're generating data for purchase items with images. To avoid this error, hide the images. See the **EIB Input File Guidelines** section.
After using the EIB to update existing purchase items, some information is missing, such as commodity code and supplier information	This EIB doesn't fully support incremental updates. If you update existing purchase items and don't include the existing information in the EIB input file, you might lose data. If you lost data in Production, to recover: 1. Find a non-Production tenant that still has the data. 2. Generate with data in the non-Production tenant. 3. Then load the file to Production.
After loading purchase items, we display them in the **Find Purchase Item** report but not in search catalog when creating a requisition.	We run an indexing job periodically to make the purchase items searchable. Wait 4 hours and check again.
Unable to launch the EIB	This issue is most likely security-related. See the **EIB Input File Guidelines** section.

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Use Cases and Guidelines for Recovering From a Bad Load

- This web service enables you to add new purchase items or update existing purchase items. You can't delete purchase items.
- Since this EIB doesn't use a business process, there's no option to rescind or cancel. If you inadvertently upload incorrect entries, you can either:
  - Rerun the EIB to update the purchase item with correct information
  - Rerun the EIB and update the purchase items with Inactive flag enabled. You could also add *DNU* to the beginning of the purchase item name.
- If you need to restore the original values, 1 option would be to find another tenant such as a Sandbox or an Implementation tenant, that still has the correct information. Then use **Generate Spreadsheet with Data** in that tenant to build an EIB input file to load into the tenant where information needs corrected.

For reference documentation for all web services including *Put Purchase Item*, see Operation Directory.

Sample EIB Input File

Put_Purchase_Item-v39

Concept: Submit Requisition EIB

Background

You can use this EIB to add or update procurement requisitions.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

For job requisitions, consider using either a Create Job Requisition or an Edit Job Requisition EIB.

Equivalent Workday Task

Task: Create Requisition.

You can also perform mass procurement requisition changes through:

- Mass Cancel Procurement Documents
- Mass Close Procurement Documents
- Mass Reopen Procurement Documents

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version.

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	• Verify you have the correct security configuration. • You must have access to the *Submit Requisition* business process in the Procurement functional area to run this EIB.
Guidelines for Adding Worktags to the EIB Template	If you're populating more than 1 worktag for the requisition goods lines or service lines, then add extra worktags to the template. • From the related actions of your EIB, select **Template Model > View**. • On the left click **Item Request Line Data+**. • On the right, locate **Worktags+**. • From the related actions on the magnifying glass next to Worktags+, select **Template Model Column > Maintain Additional Columns**. • Enter all worktags that you need to assign to the template. • Click **OK**. • (Optional): If you wish to add worktags to Service Lines, select **Service Request Line Data+** in the left panel and follow the same steps. • Regenerate the spreadsheet template.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • A you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each requisition. • **Requisition:** Populate this field if updating existing requisition. Change cell D4 to *Requisition_Number*. If updating an existing requisition, include all existing lines and other information to prevent it from removal. • **Auto Complete:** Set to **Y** to automatically complete approvals, reviews, and To Do steps in business process and to suppress notifications • **Worker:** If populating this field, most likely, you'll want to change the

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	reference ID type, in cell H4, from *Contingent_Worker_ID* to *Employee_ID*. • **Submit:** Set to **Y** to submit business process. If set to N, the requisition loads in Draft Status • **Requisition Type:** You can find the reference ID values by running the **View Reference IDs** report for business object *Requisition Type*. • **Ship-To Address:** Change the reference ID type (on or near cell W4), from *IID* to *WID*. You can use a custom report to get the Workday ID (WID) of the Ship-To Address. The custom report that you use will depend on whether you want a location address or company address. • **Item Request Line Data+** Section: This section starts at around column AU (column location might vary based on web service version you're using and any customizations): Enter the goods lines in this section. Enter a unique row ID for each goods line. • **Service Request Line Data+** Section: This section starts at around column DN (column location might vary based on web service version you're using and any customizations): Enter the service lines in this section. Enter a unique row ID for each service line. • **Worktags** both the goods lines and service lines, have a section where you can populate worktags. If you wish to populate 2 or more worktags in the EIB input file to add extra worktags to the EIB input file, follow the steps in *Guidelines for Adding Worktags to the EIB Template* section. Workday automatically assigns worktags to the requisition and it isn't necessary to populate them in the EIB input file.

Common Issues and Errors

Issue	Cause and Solution
EIB issues an error like this: *Validation error occurred. Instance ID cannot be parsed.*	This issue occurs if the Ship-To Address field is using reference ID type IID instead of WID. Change the reference ID type in cell W4 to *WID*.
Unable to launch the EIB	This issue is most likely security-related. Follow the steps in *Web Service Version and Security Configuration Guidelines* section.

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Business Processes

Requisition Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new requisitions or update existing requisitions that are still in progress. You can't delete, close, or cancel requisitions through this web service.
- Although this web service uses a business process, there's no option to cancel or rescind. So if you've inadvertently uploaded incorrect entries, consider using the **Cancel Requisition** web service to back out the requisitions if they're still in progress. Or run 1 of these tasks:
    - Mass Cancel Procurement Documents
    - Mass Close Procurement Documents
    - Mass Reopen Procurement Documents

For documentation for all web services including Submit Requisition, see Operation Directory.

Sample EIB Input File

Submit_Requisition-WD37

Concept: Submit Supplier Contact Information EIB

Background

You can use this EIB to create or update supplier contact information. The supplier must be in an Approved state.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Any information that you submit with this EIB replaces and overwrites the information currently in Workday.

To avoid data loss, include all existing supplier contact information and any new supplier contact information that you want to add in your EIB input file.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Change Supplier Contact Information.
- On the supplier in Workday, select **Overview** > **Contact** and edit the contact details.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From related actions of the EIB, select **Template Model** > **View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version.

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	• Verify you have the correct security configuration. • You must have access to the *Submit Supplier Contact Information* business process in the Suppliers functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • As you populate the EIB input file, consider: • If you're updating or removing any contact information, you might find it helpful to create a custom report, using a data source such as **Suppliers** to help you populate the EIB input file. Refer to end of this document for an example of a custom report you could create. • If you need to remove entries (such as remove a phone number or remove an email address), there are 2 approaches you can use. There are also examples in the attached input file. Be sure to test in a nonproduction tenant to verify you're not inadvertently removing any contact information that you intended to keep: • If you want to remove an entry and don't want to replace it with another entry, then set the **Do Not Replace All** flag to '**Y**', set the **delete flag** to **Y**, and specify the reference id for the item you wish to remove. • If you want to remove all the entries (Example: all entries for email) and replace with another entry, set **Do Not Replace All** flag to '**N**'. (No need to populate reference id of items you wish to delete, for this scenario). • If adding or updating **phone numbers**, note: • **Country_Code:** Workday requires this field. You can get a list of country codes by running the **Integration ids** report and

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	searching for business object *Country Phone Code*. • **Complete Phone Number**: If you've configured phone validations (in edit tenant setup – global), then this field should contain numbers only. Also, don't include the country code

Common Issues and Errors

Issue	Cause and Solution
There's no option to launch the integration	This issue will occur if you've not yet created the business process and if you don't have the proper access to the **Supplier Contact Info Change Event** business process security policy. To resolve: • Check if the business process exists. If not, use **Create Business Process Definition** to create it. • Check the business process security policy and make certain you have access to Initiating Action **Submit Supplier Contact Information (Web Service)** • Activate the change.
Can't delete Primary Address / Email Address / Phone	You can't delete using Web Service a Primary Address / Email Address / Phone as it is Required to have a Primary Address / Email Address / Phone. However, you can update the instance by: • Referencing the Primary Address / Email Address / Phone. • Setting **Do Not Replace All** flag as **True**. • Populating the items that you wish to update.
Receive this error when attempting to delete an email: *E1: Email Reference is required when you delete an email address.*	1. Don't specify existing email address. It isn't needed when deleting an email. 2. Be sure to specify the email_id you wish to delete. Refer to the example in the attached input file that displays how to remove an email address
Receive this error when attempting to delete an address: *Validation error occurred. Address deletion is not supported in this web service request.*	At the moment, this Web Service doesn't support deleting addresses.

Business Processes

Supplier Contact Info Change Event.

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Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add, update, or delete existing entries.

Although Workday uses a business process to add/update/delete the supplier contact information, there isn't an option to cancel or rescind the event. If you've inadvertently uploaded incorrect entries, you would need to reload the entries with the corrected information.

For reference documentation for all web services including Submit Supplier Contact Information, see Operation Directory.

Sample EIB Input File

Submit_Supplier_Contact_Information-v39

Concept: Submit Supplier EIB

Background

You can use this EIB to add or update a supplier.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Workday provides 2 web service operations:

- *Submit Supplier* supports operations for up to 1,000 suppliers.
- *Bulk Import Submit Supplier* supports operations for more than 1,000 suppliers. *Bulk Import Submit Supplier* doesn't support the Generate Spreadsheet With Data option. If you want to use *Bulk Import Submit Supplier*, but you aren't certain how to populate the fields, use *Submit Supplier* first. Then, copy generated data into your EIB Input file for *Bulk Import Submit Supplier*.

Before loading a large volume of suppliers, test EIBs based on both web service operations in a nonproduction tenant to determine what performs best for your data.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Supplier: You can use this task to create a new supplier.
- Find Suppliers: You can use this task to update an existing supplier. On the related actions of the supplier, select **Supplier > Create Supplier Change**.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version.

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	• Verify you have the correct security configuration. • You must have access to the *Submit Supplier* business process in the Suppliers functional area to run this EIB. • In addition, if you wish to use the Generate Spreadsheet with Data option, you'll need access to the *Reports: Supplier* domain in the Suppliers functional area.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. To prevent data loss, we recommend that you generate your spreadsheet with data for the Put External Disability Self Identification Record EIB. See: Example: Generate EIB Spreadsheet Template with Data . • When updating existing suppliers, best practice is to populate the EIB input file with all existing field values. • If you're updating existing suppliers, then you can use the Generate Spreadsheet with Data option to help you populate the EIB input file. But in addition, below are a couple other tips: • You could also create a custom report using a report data source such as *Suppliers*. • Copy the standard report *Find Suppliers* then modify and add or remove fields to suit your needs. • After loading the data, you might find it helpful to run the **Supplier Change History** report and spot check the changes for a few suppliers to verify that the data loaded as expected. This report is secured by domain security policy Supplier Change History. As you populate the EIB input file, consider: • **Spreadsheet Key :** Specify a unique value for each Supplier. • **Auto Complete**: Set to **Y** if you want to bypass all approvals, reviews, to-dos, and notifications. • **Supplier** and **Supplier ID**: If you're updating an existing supplier, populate these columns (Column D and Column H) with the supplier ID. (The Find Suppliers report lists the Supplier ID values).

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	• **Supplier Name** (required): Specify the supplier name. Note that the value in this field must match the value in the **Business Entity Name** field. • **Restricted to Companies**: If you've selected to restrict Supplier to certain companies, list each company on a separate line. • **Submit**: Set to **Y** if you want to automatically submit the supplier event. If you set it to **N**, it will remain in Draft status. • **Supplier Category** (required): Enter the reference ID for the supplier category. To find valid IDs, you can run the **View Reference ID** report and search for business object *Supplier Category*. • **Payment Types Accepted** (required): Enter the reference ID for the payment type. If there are multiple payment types that apply, enter each payment type on a separate line. To find the reference ID values, you can run the **View Reference ID** report and search for business object *Payment Type*. • **Default Payment Type** (required): Enter the reference ID for the payment type. To find the reference ID values, you can run the **View Reference ID** report and search for business object *Payment Type*. • **Business Entity Name** (required): Specify the supplier name. Note that the value in this field must match the value in the **Supplier Name** field. • **Status**: If you wish to inactivate the Supplier, enter INACTIVE here. • **Worktags:** Worktag information can be a bit tricky to populate. If you need to make mass changes to the supplier worktags, you can: • From the related actions of your EIB, select **Template Model > View**. • On left panel, edit sections Related Worktags by Type Data and Allowed Worktag Data. • In the right section, locate the worktag and select **Separate Type Column**. • Save your changes. • Manually add the worktags to 1 supplier • Use the Generate Spreadsheet with Data option for the above supplier and it will display how to populate the worktags in the EIB input file.

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Common Issues and Errors

Issue	Cause and Solution
When updating an existing supplier, you can receive one or more of the errors below: • *Element Content 'Supplier_Name' is required, on internal element 'Supplier Data'* • *Business Entity Data is required.* • *Default Payment Type Reference is required.* • *Payment Types Accepted Reference is required.* • *Supplier Category Reference is required.* • *Supplier Name must match Business Entity Name*	There's a validation process in this web service that requires certain fields to be populated (even if you aren't updating these fields). See *Additional Input File Guidelines* section for the required fields. Also, the best practice is to always populate all existing field values when updating through a web service. If you choose not to do this, then make certain no existing Supplier fields are removed after running the EIB.
When updating an existing supplier, you receive one or more of the errors below: • *When Do Not Replace All is False for all phone elements, you can't pass a Phone Reference.* • *When Do Not Replace All is False for all email elements, you can't pass an Email Reference.* • *When Do Not Replace All is False for all Instant Messenger elements, you can't pass an Instant Messenger Reference.* • *When Do Not Replace All is False for all web address elements, you can't pass a Web Address Reference.*	Update the EIB input file and set the Do Not Replace All fields to Y.
When updating existing suppliers, the web service wipes out some of the existing fields such as 1099 status, default spend category and other fields	Before v37.0, this web service didn't support incremental updates for some fields. Make certain you're using v37.0 or higher to take advantage of incremental updates. Refer to *Web Service Version and Security Configuration Guidelines* section for instructions on how to check your EIB's version.
EIB issues this error: *Business Entity Tax ID cannot be used as tax ID for Supplier.*	This issue occurs if you populate the same TAX ID in both Tax_ID_Text and Business_Entity_Tax_ID fields in the EIB input file. To resolve, test by removing the ID from Business_Entity_Tax_ID. Verify that this eliminates the error and that the information properly loads.
I'm not able to change the value for the Supplier Reference ID.	You can't change the supplier reference ID using this EIB. However, you can do this using the **Put Reference** EIB.
When running the Generate Spreadsheet with Data option, Workday doesn't create a spreadsheet template. And if I check the background process that created the template, it displays an error that includes the message *Task Submitted is not Authorized.*	This issue is a security-related error. Note that *Get Suppliers* web service is used to generate the template with data. Therefore, you must have access to this web service. To resolve this issue, make certain that you have get access to domain security policy *Reports: Supplier*.
Even though I set the **Auto Complete** and **Submit** fields to Y in my EIB input file, the	This issue can occur if you have configured custom validations and the suppliers that you're

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Issue	Cause and Solution
Suppliers that I uploaded weren't submitted and are still in progress.	updating are failing to pass the validation check. To address this issue: 1. Use EIB **Cancel Pending Supplier Change** to undo the updates that you loaded. 2. Review the custom validations and either modify them or temporarily disable them. 3. Resubmit the EIB.
EIB issues this error when adding a secondary email address. *One and only one business email address must be marked as primary.*	This issue will occur if adding a secondary email address but omitting the primary address from the EIB input file. If adding a secondary email address, you must also populate the existing primary address. Consider using Generate with Data option to populate existing supplier data in the EIB input file.
When submitting the EIB, the default value configured for the Tax Applicability, doesn't get populated. However when processing the same in the User Interface (UI) the default works as expected.	The Tax Applicability relies on a value being submitted for the Ship-To Address. Include *Ship-To Address* in the EIB input file, for the tax applicability to properly populate.
I'm unable to launch the EIB	In the Supplier Event business process security policy, add access to the initiating action **Submit Supplier (Web Service).**

Business Processes

This EIB uses 2 different business processes depending on the scenario:

- If you create new suppliers, this EIB uses the Supplier Event business process.
- If you update existing suppliers, this EIB uses the Supplier Change Event business process.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new Suppliers or update existing Suppliers. You can't delete Suppliers; however, you can use the EIB to set them to an Inactive status.
- Although this web service uses a business process, there are no cancel or rescind options. If you have inadvertently uploaded incorrect entries, you might want to consider taking 1 of these actions:
    - Run the EIB again and update the Supplier with the correct data. If existing data was overwritten and you no longer have access to the correct values, check if they're still available in a nonproduction tenant such as Sandbox.
    - If you inadvertently created Suppliers that you don't want to keep, you can run the EIB again and set them to inactive. And you might also want to add DNU to the beginning of the supplier name.
    - If you uploaded Supplier changes that are still in progress, you can use EIB **Cancel Pending Supplier Change** to cancel the changes and then resubmit the corrected data.

For reference documentation for all web services including Submit Supplier, see Operation Directory.

Sample EIB Input Files

Submit_Supplier-v39

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Bulk_Import_Submit_Supplier-v39_0

Concept: Submit Supplier Invoice EIB

Background

You can use this EIB to add or update supplier invoices.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Supplier Invoice.

There are additional integrations and EIBs related to supplier invoices. Consider these options as you determine what works best for you:

- Import Supplier Invoice: You can use this EIB to add or update supplier invoices with a large number of lines. Example: Invoices with 300 lines or more.
- Supplier Network Connector – Procurement Punchout Purchase Order and Invoicing: You can use this integration template to process supplier invoices. See Steps: Set Up Supplier Invoicing Integration for more information.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday frequently updates and enhances the **Submit Supplier Invoice** web service. Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Submit Supplier Invoice* business process in the Supplier Accounts functional area to run this EIB.
Guidelines for Adding Worktags to the EIB Template	If you need to populate multiple worktags for your supplier invoice, you'll want to add additional worktag fields to your spreadsheet for each worktag you use. • From the related actions of your EIB, select **Template Model > View**. • On the left, click **Invoice Line Replacement Data+**. If there are 2 entries titled **Invoice Line Replacement Data+**, select the second one. If you need to add worktags for split

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	lines, then click **Supplier Invoice Split Line Data+**. • Locate the **Worktags+** label in the right pane. • From the related actions of the magnifying glass next to Worktags+, select **Template Model Column > Maintain Additional Columns**. • Add a row for each worktag type that you might specify in your EIB input file. You don't need to populate worktag values for all the worktags you specify. • Regenerate the spreadsheet template and add newly added worktags to the spreadsheet.
Modify the EIB Template	• From the related actions of your EIB, select **Template Model > View**. • On the left, click **Invoice Line Replacement Data+**. If there are 2 entries titled **Invoice Line Replacement Data+**, select the first one. • Click **Edit Template Model Area**. • Select the **Separate Type Column** check box for both the Purchase Order Line and the Supplier Contract Line. If you never reference POs or Contracts, it's not necessary to do select the check box. However, it does no harm to make this change. • (Optional): Change the **Reference ID** type for the Purchase Item from *Catalog Item ID* to *Purchase Item ID* or *Supplier Item ID*. • Click **OK**.
Configure the EIB to Generate with Data	This EIB has a Generate Spreadsheet with Data option. Use this option when you aren’t certain how to populate the input file. To use it: • You might find it helpful to start by manually creating a supplier invoice like the invoices that you plan on loading by EIB. • From the related actions of your EIB, select **Integration IDs > View IDs**. • Copy either the Supplier_Invoice_Reference_ID value or the WID value to the clipboard as you'll need 1 of these values in a later step. • From the related actions of your EIB, select **Template Model > View**. • Click **Edit Template with Data Options**. • Paste in either the Supplier_Invoice_Reference_ID value or the WID value from the supplier invoice ID. If

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	you use the WID value, change the **ID Type** from *Supplier Invoice Reference ID* to *WID*. • You can regenerate the template and click the **Generate Spreadsheet with Data** option. Note that this option populates all data even derived data. You might need to clean it up and remove unnecessary field values before you can use it.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. To prevent data loss, we recommend that you generate your spreadsheet with data for the Submit Supplier Invoice EIB. See: Example: Generate EIB Spreadsheet Template with Data . As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each supplier invoice. • **Supplier Invoice** (column D): Populate this field if updating an existing supplier invoice or if you want to assign your own supplier invoice id. • **Auto Complete:** If set to **Y**, Workday skips all approval steps, review steps and to do steps and suppresses notifications. • **Supplier Invoice ID** (column H): Populate this field if updating an existing supplier invoice or if you want to assign your own supplier invoice id. • **Submit:** Set to **Y** to submit the Invoice. If set to **N**, it will stay in draft status. • **Locked in Workday:** If set to **Y**, you can make modifications to the invoice only by the EIB or web service. • **Company:** Workday requires this field. To find the value, you can use the **Reference iIDs** report and search for business object *Company*. • **Supplier ID** and **Contingent Worker** fields: Supply a value for either Supplier ID -or- Contingent Worker. But don't populate a value for both fields. • **Ship-To Address:** As of v35.0, the header ship-to-address populates from the company that you provide. • **Attachment Data**: Although you can add or update attachments using this EIB, it isn't recommended as there are some challenges in loading document content through EIB. You can also use the *Put Procurement*

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Document Attachment web service to add attachments.

- **Taxes**: The EIB defaults header information (including tax information onto taxable documents). If you don't want the tax fields to populate, you need to explicitly enter {empty} in the field.
- **Invoice Line Item Data**: The invoice line data displays in the **Invoice Line Replacement Data** section, which starts in column DH in the attached sample input file. Below are additional details for some of the more commonly used fields:
    - **Row ID** (Column DH): Enter a unique row id value for each line item.
    - **Purchase Order Line:** If you're referencing a purchase order, be sure to follow the instructions in *Modify the EIB Template* section on how to change the template to use a separate type column for the purchase order line. You'll also need to update the EIB input file and change the **Reference ID Type** for the Parent ID Value to *Document_ Number* (cell DQ4 in the attached sample file). Refer to the sample input file, which displays how you populate the PO number and line in the Purchase Order Line section (starting in column DL in the example).
    - **Supplier Contract Line:** If you're referencing a contract line, be sure to follow the instructions in *Modify the EIB Template* section on how to change the template to use a separate type column for the supplier contract line. You'll also need to update the EIB input file and change the **Reference ID Type** for the Parent ID Value to *Supplier_Contract_ID* (cell DU4 in the attached sample file). Refer to the sample input file, which displays how you populate the Contract number and line in the Supplier Contract Line section (starting in column DR in the example).
    - **Worktags**: If you're using multiple worktags, be sure to follow the instructions in *Guidelines for Adding Worktags to the EIB Template* section to add all relevant worktag columns to the EIB template. Also, note that there's no need to populate the related tags as they'll automatically populate. If needed, you can configure worktag

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	type precedence. See Configure Worktag Defaulting for more details. • **External Supplier Invoice Source**: Originating system of the supplier contract. Populate this field only if using the Supplier Contract ID External field on the spreadsheet to reference a supplier contract. • **Invoice Split Line Item Data:** if you need to specify details for split lines, enter this data in the **Supplier Invoice Split Line Data** section, which starts in column FX in the attached sample input file. Note that if you're referencing a PO that has split items, Workday automatically brings in this information into the invoice, and doesn't need to be populated in the EIB input file, unless you wish to change it to be different than the PO.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues this error: *The total extended amount of all lines must be greater than zero.*	Make certain that your EIB is using v34.0 or higher as this version is when the web service started supporting $0 amounts. Create a new EIB to ensure you are on the latest web service version.
Performance is slow.	• If you have a lot of custom validations, it can degrade performance. • Evaluate which web service to use: if most of the invoices have very few line items, use **Submit Supplier Invoice.** But if the invoices have a larger number of line items, test using **Import Supplier Invoice** instead.
The EIB issues errors such as *Task submitted isn't authorized* -or- *The entered information doesn't meet the restrictions defined for this field. (Supplier_Reference)*	Check the business process security policy for **Supplier Invoice Event** and make certain you have access to Initiating Action *Submit Supplier Invoice (Web Service)*. If you're loading supplier invoices across all organizations, you should have unconstrained access to the business process security policy.
When attempting to attach the EIB input file, you receive an error like this: *The size of the file 'xxxx' is greater than the maximum permitted file size (30,720KB). Please select a different file or reduce the size of this file.*	The size of the EIB input file, for supplier invoices, can be quite large due to the amount of data associated with each supplier invoice. Unfortunately, there isn't a way to increase the file limitations when attaching EIB input files. But below are a couple suggestions that might help. • If you have an SFTP server, 1 option would be to load your EIB input file to the SFTP site, and then configure your EIB with a

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Issue	Cause and Solution
	retrieval step that pulls the file from the SFTP site (instead of manually attaching the file from your browser). If you do this step, you can load a file up to 1 gig. • If you're using an XML input file, consider switching to XLSX format as the file size will be smaller.
The **Withholding Tax Code** isn't populated on the invoice line in these situations: • When a **Default Withholding Tax Code** is populated on the invoice header level. • When the Supplier has a Default Withholding Tax Code.	In general, the web service doesn't populate values because we don't know if the value was intended to be blank or defaulted. However, for this field, you can use the Withholding Tax Rule for Country feature. When configuring this rule, the user interface and web service will populate the value to the line.
When loading load invoices with split lines, the EIB completes successfully however doesn't liquidate the PO.	This issue occurs if the **Line Split Allocation** value isn't populated in the *Supplier Invoice Split Line Data* section. When the value isn't populated, the web service is unable to match the split information against the PO line splits, and doesn't properly liquidate the PO. To resolve this, you can: • Populate Workday ID (WID) of PO line splits in the **Line Split Allocation** field of the EIB input file • Or, if none of the line split information is changing, then you can remove all the data from the *Supplier Invoice Split Line Data* section.
When using the EIB to update an existing invoice and add new lines, it removes any existing lines.	When updating an existing invoice, the EIB will remove all the existing lines and then add the lines from the EIB input file. So you must include all lines in the EIB input file.
I can't find a **hold removal** option using the EIB.	The web service currently doesn't support this functionality.

Business Processes

Supplier Invoice Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new supplier invoices or update existing supplier invoices. You can't delete or rescind supplier invoices.
- If you have inadvertently uploaded incorrect supplier invoices, check if 1 of these options will work for your situation:
    - Rerun the EIB and update the invoices with correct information. (You could create a custom report using a data source such as *Supplier Invoices* to help identify the supplier invoice reference id values, and invoice numbers that need populated in the EIB input file to update the existing invoices.)
    - Use the **Cancel Supplier Invoice** EIB to cancel the erroneous invoices.

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For reference documentation for all web services including Submit Supplier Invoice, see Operation Directory.

Sample EIB Input File

Submit_Supplier_Invoice-v39

Staffing EIBs

Concept: Assign Organization EIB

Background

You can use this EIB to assign company, cost center, region, fund, grant, business unit, program, and custom organizations configured for staffing usage to a staffing position.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Note: When you run this EIB, it replaces all existing organization assignments data for a worker or position with the information that you specify in the EIB input file. We recommend using the Change Organization Assignments EIB for your organization assignments instead.

Equivalent Workday Task

There are similar EIBs and tasks that you can use to assign organizations. Examples include:

- Change Organization Assignments: We recommend that you use this EIB to assign members to organizations.
- On the related actions menu of a worker profile, select **Organization > Change Organization Assignments**.
- Workday tasks that enable you to mass-assign organizations to workers, such as:
    - Move Workers (Supervisory)
    - Move Workers (by Organization)

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- This EIB replaces all existing organization assignments data for a worker or position with the information that you specify on the sheet.
- Include all organizations that are already assigned to a worker or position, as well as any organizations that you want to add. If you don't include the existing organization assignments, the EIB will overwrite and replace them when you run it.

Business Processes

Change Organization Assignments for Worker.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB replaces all existing organization assignments data for a worker or position with the information that you specify in the EIB input file.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You

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can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind.

For reference documentation for all web services including Assign Organization, see Operation Directory.

Sample EIB Input File

Assign_Organization-WD31

Concept: Assign Roles EIB

Background

You can use this EIB to assign roles to positions, workers, or eligible investigators. For more information on eligible investigators, see ../../../../education-and-government/grants-management/award-setup-and-management/grants-management-role-assignments/concept--eligible-investigators.dita.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Role assignment changes aren't rescindable. We recommend that you exercise extreme caution and review and finalize any role assignment changes before you submit them.

Equivalent Workday Task

See **Assign Roles** from the related actions menu of the worker profile.

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- **Academic Affiliate:** You can change this to the reference ID type of the position, worker, or eligible investigator instance that you want to assign to or remove from a role assignment. Example: To assign a role to an eligible investigator, change *Academic Affiliate* to *Eligible Investigator Reference ID* on the **Assignees to Add+** column.
- **Academic Division Configuration ID:** You can change this to the reference ID type of the object on which you want to assign the role. Example: To assign a role on an award, change *Academic Division Configuration ID* to *Award Reference ID* on the **Role Assigner** column.
- **Effective Date:** To make the role assignment effective immediately, leave this field blank to default to today's date. You can also specify a future date. Avoid using a date in the past; we don't recommend backdating role assignments.
- **Event Target Assignee:** Specify the position or worker that you want to assign to a role.
- **Remove All Role Assignments for Event Target Assignee:** Removes all role assignments for an assignee if you specify TRUE ALL - including role assignments with a future-dated effective date. Role assignment changes aren't rescindable. We recommend that you review and finalize any role assignment changes before you submit them.
- **Update Later Dated Assignments:** Workday recommends that you set this field to Y so that assignees don't lose their role assignments in the future. If you set it to N, Workday might drop the role assignment if there are any future-dated assignments for the role.
- **Assignees to Add+:** Specify the position, worker, or eligible investigator that you want to assign a role to.
- **Remove Existing Assignees for Assignable Role on Role Assigner:** You can set this to Y if you want to remove all role assignments for a given role and organization. Role assignment changes aren't rescindable. We recommend that you exercise extreme caution and review and finalize any role assignment changes before you submit them.

Select the*Edit* check box.

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Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully, but you don't see the new role assignments.	• You might have specified an older effective date in the input file. Role assignments with the most recent effective dates take precedence and immediately override older role assignment. • Ensure you've populated the **Assignees to Add+** field.
There's no option to launch the integration.	Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Assign Roles* business process type in the Organizations and Roles functional areas.
Performance is slow.	• The Effective Date in the EIB input file might be before today's date. Avoid backdating the effective date.
The EIB issues these errors: • *Assignable Role isn't valid* • *The entered information doesn't meet the restrictions defined for this field (Assignable_Role_Reference)*	Access the **Maintain Assignable Roles** task and ensure that there's a value in the *Assigned by Security Groups* field for the role in question.
The EIB fails with this error: *Validation error occurred. "Role Assignees to Add" can't contain existing assignee as of effective date specified.*	This occurs if you try to remove all role assignments and then add them back in the same request. If you want to remove all assignees and then add them back, submit separate requests.
The EIB partially loads roles and uses the assignee location for the role assignment time zone.	If a tenant is configured to use the assignee location for the role assignment time zone, then Workday assumes the effective date that you specify in the EIB input file is Pacific time. If you then try to load multiple roles for the same organization using separate spreadsheet key values, they might use different effective dates/times - which causes some roles to be immediately outdated. If you want to assign multiple positions to the same role/organization, we recommend grouping them together using the same spreadsheet key value so that they all have the same effective date/time.
EIB fails with these errors when you specify *WorkdayUserName* in the EIB Input File. • *E1: The provided Role Assignee is not valid as an Event Target Role Assignee.* • *E2: The entered information does not meet the restrictions defined for this field. (Assignees_to_Add_Reference).*	This EIB currently doesn't support the *WorkdayUserName* identifier. We only support this identifier for the Assign Roles web service, not the Assign Roles EIB.

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Business Processes

Assign Roles.

Guidelines for Recovering from a Bad Load

You can't rescind this EIB. If you've uploaded incorrect entries, rerun the EIB to update the role assignments. You can also use the **Role Assignment Snapshots for Role Assignee** report to help identify role assignments you might have changed or removed.

For reference documentation for all web services including Assign Roles, see Operation Directory.

Sample EIB Input Files

Assign_Roles-v39-Example1-General

Assign_Roles-v39-Example2-Gifts

Assign_Roles-v39-Example3-Account-Certification

Concept: Change Job EIB

Background

You can use this EIB to perform a job change on an employee or contingent worker. This can include changing worker-related information such as organization assignments, compensation changes, pay groups and locations.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

For a similar EIB, consider the Import Change Job EIB. You can use the Import Change Job EIB to load large volumes of job changes (Example: 1000 or more). If you need to load large volumes of job changes, consider testing in your sandbox tenant to determine whether the Change Job or Import Change Job EIB performs better for your use case.

You can also perform mass change jobs through:

- Worksheets: See ../../../../human-capital-management/staffing/Change-Job/new-change-job/khr1644514585754.dita.
- Org Studio: See Org Studio and Mass Actions.

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

- Ensure that the steps in your *Change Job* business process definition in Workday align with the information that you populate in the EIB input file. Example: If the *Change Job* business process has an Assign Pay Group step, then:
  - If you want to update the pay group field, populate the pay group information in the EIB input file.
  - If you don't want to update the pay group field, edit the *Change Job* business process definition in Workday and mark the step as optional. Then in the EIB input file, set the processing instructions to *Skip Processing* for optional steps. You can also add condition rules on steps to skip them in the business process if needed. Example: Add a condition rule where External Load = N.
- If the business process definition doesn't align with the EIB input file, then the EIB might fail to complete or load with incomplete information.

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- If you populate a subprocess in the EIB input file, ensure that the *Change Job* business process definition in Workday has a step for that subprocess.
    - Example: If you're populate role assignments in the EIB input file, ensure that the *Change Job* business process definition in Workday has an Assign Roles step.
- The **Reason** field in the EIB input file is required. As you populate the **Reason** field, consider:
    - Specify the reference id type as *Change_Job_Subcategory_ID* on row 4 in the input file.
    - You can find a list of reference ID values by running the **Integration IDs** report and searching for the *Change Job Subcategory* business object.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully but you don't find the change job events you loaded.	This can occur if the information in your EIB input file doesn't align with the steps in your *Change Job* business process definition in Workday. 1. Run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to cancel any in progress *Change Job* events. 2. Update the information in your EIB input file to align with the steps in your *Change Job* business process definition. 3. (Optional) In Workday, consider updating the business process definition by: • Marking any unnecessary steps as optional and then setting the processing instructions in the EIB input file to *Skip Processing* for optional steps. • Adding condition rules on steps to skip them in the business process if needed. Example: Add a condition rule where External Load = N. 4. Rerun the EIB. You can use the **Business Processes** tab in the EIB integration event to view and identify the business processes that are still in progress.
The EIB completes successfully and some changes are made but others are missing.	The business process definition might have condition rules that skip some of the steps. View the business process event and look for steps that are marked as not required. Change the condition rules on the steps as needed. The input file might also be missing a row ID. When you populate a section of an EIB input file that contains a row ID, you must specify a row ID value or the section is skipped automatically.

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Issue	Cause and Solution
	After you adjust the business process definition or input file, you can mass cancel or mass rescind the previous EIB and then rerun the updated EIB.
EIB issues this error: *Validation error occurred. Either the Proposed Position Restriction is required or Create Position needs to be true.*	If you want to move an employee to a new supervisory organization, then you need to either specify a new position or move the position restriction from the old organization to the new organization. To move the position restriction, specify *MOVE* in the **Headcount Option** field. To create a new position, specify *Y* in the **Create Position** field in the EIB input file.
Role assignments are missing after the Change job event completes.	Role assignments are associated with the position, not the employee. If an employee is promoted to a new position, they lose their existing role assignments on the effective date of the promotion and pick up any role assignments that are assigned to their new position. If the new position doesn't have any role assignments associated with it, you can either: • Specify the new role assignments in the Change Job EIB. • Create a separate Assign Roles EIB to assign the relevant roles to the new position.
Unexpected changes to the worker's organization assignments.	If a worker moves to a new position or supervisory organization, the organization assignments might change based on the configuration of the new assignments. See Reference: Default Organization Assignments for more information.

Business Processes

Change Job.

View Change Job Event Details

For the enhanced user interface, when you view a change job event created by the EIB, the event displays based on your configuration on the Change Job template with the Change Job initiating action.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB only enables you to add new change job events. You can't update or delete existing change job events with this EIB.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You

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can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind.

For reference documentation for all web services including Change Job, see Operation Directory.

Sample EIB Input Files

Change_Job-WD31-Example1-Position-Changes

Change_Job-WD31-Example2-Add Roles and Organizations

Change_Job-WD31-Example3-Move-Manager-and-Team

Change_Job-WD31-Example4-Change-Pay-Group

Change_Job-WD31-Example5-Change-Location

Concept: Change Organization Assignments EIB

Background

You can use this EIB to assign organizations to worker positions. You can assign organizations to a filled position or position restriction.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Change Organization Assignments
- On the related actions menu of the worker profile, select **Organization > Change Organization Assignments**.

There are also similar EIBs that you can use to assign organizations. Consider these options as you determine what works best for you:

- Assign Members to Custom Organization: You can use this EIB to assign and unassign worker positions as members of a custom organization. This functionality is also supported by the Change Organization Assignments EIB.
- Import Assign Matrix Organization: You can use this EIB to assign members to matrix organizations.
- Import Change Organization Assignments: You can use this EIB to load large volumes of organization assignments (Example: 1000 or more). If you need to load large volumes of organization assignments, consider testing in your sandbox tenant to determine whether the Change Organization Assignments or Import Change Organization Assignments EIB performs better for your use case.
- Import Remove Matrix Organization: You can use this EIB to remove members from matrix organizations.

You can also perform mass organization changes through:

- Move Workers (Supervisory) task
- Move Workers (by Organization) task
- Workbooks: See Initiate Change Organization Assignments in Mass Action Workbooks.
- Org Studio: See Org Studio and Mass Actions.

EIB Input File Guidelines

We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

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- **Spreadsheet Key**: Specify a unique value for each position.
- **Position** (Required): Specify the position ID for the worker. Consider creating a custom report with the *All Workers* data source to get the position ID.

Common Issues and Errors

Issue	Cause and Solution
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Change Organization Assignments for Worker* business process type in the Organizations and Roles functional area.
EIB issues one of these two errors: • *Validation error occurred. One of the Custom Organizations is not allowed because its type is not allowed for positions.* • *Validation error occurred. The custom organization(s) xxxxx does not exist on this worker and cannot be deleted.*	Select the **Show Change Organization Assignments and Job Requisitions** checkbox for the organization type you want to assign or remove: 1. Access the **Maintain Organization Types** task. a. Security: *Set Up: Organization* domain in the Organization and Roles functional area. 2. On the **Custom** tab, locate the organization type you want to assign or remove. 3. Click the **Edit** button. 4. Select the **Show Change Organization Assignments and Job Requisitions** checkbox for the organization type you want to assign or remove. You should then be able to successfully run the Change Organization Assignments EIB. When you're done, you can us the same steps to unselect the checkbox if you want.
EIB issues the following errors: • *The Company is required based on the position assignment details settings for the company organization type.* • *The Cost Center is required based on the position assignment details settings for the organization type.* • *Element Content Position_Reference is required, on internal element Change Organization Assignments Data.*	Populate the position field in the EIB input file.
EIB issues this error: *Validation error occurred. You cannot initiate this action because there are other pending or completed organization actions for P00001 (Position Vacate:12/31/2018) that conflict with this one.*	Check these: • If you want to assign a future dated termination, ensure you're using the latest web service version for your EIB. This functionality isn't available for older web service versions.

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Issue	Cause and Solution
	• If you're not attempting to assign to a future dated termination: • Check historical org assignments for the worker. • Ensure they're prior to the effective date used in the EIB input file. • Verify there are no pending organization assignments for the worker. • If you need to make out-of-order organization assignments, see Set Up Out of Order Insertion and Correction for Organization Assignments .
EIB issues an error like this: *Validation error occurred. Invalid instance 247$5174 for Staffing_Interface_for_Assign_Organization_Secured--IS (15$34955).*	This can occur if you specify an employee ID instead of a position ID in the **Position** column in the EIB input file. Ensure that you specify a position ID in the EIB input file.
EIB issues an error like this: *Validation error occurred. At least one of the Custom organization types is required based on the position assignment details settings but has no entries.*	This can occur if you don't include all required custom organization assignments in the EIB input file: 1. Access the **Maintain Organization Types** task. 2. On the **Custom** tab, identify all organization types where **Position Assignment Required** = *Yes*. 3. Edit EIB input file and add all required organizations.

Business Processes

Change Organization Assignments for Worker.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add new organization assignments, replace existing assignments and delete assignments.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind.

For reference documentation for all web services including Change Organization Assignments, see Operation Directory.

Sample EIB Input File

Change_Organization_Assignments-WD31_0

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Concept: Contract Contingent Worker EIB

Background

You can use this EIB to add new contracts for pre-hires in a contingent worker position.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Contract Contingent Worker.

There are also similar EIBs that you can use to update contracts and contingent worker information. Consider these options as you determine what works best for you:

- Correct Contingent Worker: You can use this EIB to correct the contract start date and conversion start date.
- End Contingent Worker Contract: You can use this EIB to end a contingent worker's contract.
- Import Contract Contingent Worker: You can use this EIB to load a large volume of contingent worker contracts (Example: 1000 or more).
- Maintain Employee Contracts: You can use this EIB to load contracts for an employee.
- Put Applicant: Creates pre-hires.
    - You can also create pre-hires with the Contract Contingent Worker EIB. If you prefer to create the pre-hires before running the Contract Contingent Worker EIB, you can use the Put Applicant EIB.
- Put Assign Supplier to Contingent Worker: You can use this EIB to add or update a supplier for an existing contingent worker.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Contract Contingent Worker* business process type in the Staffing functional area to run this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

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	• **Spreadsheet Key:** Specify a unique value for each contingent worker. • **Applicant:** This field performs the same function as specifying an existing pre-hire when hiring in Workday. Leave this field blank if you want to create the pre-hire within the EIB. • **Position:** Populate this field if you want to add a new contract for a worker from an open position. If you populate the **Position** field, don't populate the **Job Requisition** field. • **Job Requisition:** Populate this field if you want to add a new contract for a worker from an open job requisition. If you populate the **Job Requisition** field, don't populate the **Position** field. • **Position ID:** Leave blank unless you want to add a new contract for a worker in a headcount group or job management organization and you know that a new position will be created for them. • **Contract Worker Reason:** You can find a list of reference ID values by running the **View Reference IDs** report, searching for the *General Event Subcategory* business object and then filtering the **Business Object Instance** field for *Contract Contingent Worker*. • **Create Purchase Order:** Set to *True* if you use Workday Procurement and you want to create a purchase order for the contingent worker. • If you set this field to *True*, it initiates the *Create Purchase Order for Contingent Worker* subprocess. The subprocess only initiates if it's defined as part of the supervisory organization's business process definition. You also need to manually finish the process manually online to activate the purchase order. Setting the field to *True* also makes the **Contract End Date** field required and will require currency and frequency (hourly) values if you specify a pay rate. • **Supplier:** If the worker isn't an independent contingent worker, specify the reference ID for the supplier.

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Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it seems that the data wasn't loaded.	This can occur if the information in your EIB input file doesn't align with the steps in your *Contract Contingent Worker* business process definition in Workday. 1. Run the **Mass Cancel Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) to cancel any in progress *Contract Contingent Worker* events. 2. Update the information in your EIB input file to align with the steps in your *Contract Contingent Worker* business process definition. 3. (Optional) In Workday, consider updating the business process definition by: • Marking any unnecessary steps as optional and then setting the processing instructions in the EIB input file to *Skip Processing* for optional steps. • Adding condition rules on steps to skip them in the business process if needed. Example: Add a condition rule where External Load = N. 4. Rerun the EIB. You can use the **Business Processes** tab in the EIB integration event to view and identify the business processes that are still in progress.
I need to mass update existing contracts to change the start date.	Consider: • Using a Correct Contingent Worker EIB to correct the contract start date and conversion start date. • Manually updating the dates in Workday. • Running the **Mass Rescind Business Processes** task (secured to the *Business Process Administrator* domain in the System functional area) for the contingent worker contracts and then reloading them with the corrected date.
Can I mass update any contract information using this EIB?	This EIB only enables you to add new contracts. You can't update existing contingent worker contracts.
Can I convert employee to contingent or the other way around, using this EIB?	This EIB doesn't support this functionality. As a workaround, you can terminate the worker in their current position and then hire them into their new position.

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Issue	Cause and Solution
The EIB isn't creating the Workday account, even though the user information is populated in the EIB input file.	There are 2 different Create Workday Account steps that you can configure in the *Contract Contingent Worker* business process. One is a Service step, and the other is an Action step: • If you're using the Service step: The business process event automatically initiates the step and creates the Workday account based on the naming conventions specified through the **Maintain User Name Rules** and **Maintain Password Rules** tasks (secured to the *System Administrator* domain in the Customer Central and System functional areas). The EIB then ignores any Workday account information populated in the EIB input file. • If you're using the Action step: The event uses the information supplied in the EIB input file to create the Workday account. To address this issue, check the *Contract Contingent Worker* business process definition and verify that the Create Workday Account step is an Action step.
EIB issues an error like this: *Validation error occurred. Multiple Element Contents—including Contract Contingent Worker Business Process Data/a3/Create Applicant Data [EL]—contain data where only one is allowed by mutex Contract Contingent Worker Business Process Data.*	If you specify an applicant ID (that is, a pre-hire ID) or a former worker ID in the EIB input file, then you can't populate any other data associated with the applicant or former worker, such as name, country, email, phone, or addresses. This information is redundant, and the EIB issues an error so that you don't overwrite existing information. To resolve this error, remove all applicant/former worker information from the input file—including any sections in the EIB input file with description containing applicant/former worker data—and specify only the applicant ID or former worker ID. If you need to update information for the applicant or former worker, you can either: • Update it within a subprocess of the EIB (the *Change Personal Information* business process, secured to the *Personal Information Change* domain in the Personal Data functional area). • Run another integration after the Contract Contingent Worker EIB to update the applicant/former worker information (Examples: Change Home Contact Information, Put Applicant, and so on).
EIB performs slowly	Consider these:

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Issue	Cause and Solution
	• If you want to load a large volume of contingent worker contracts (Example: 1000 or more), consider using the Import Contract Contingent Worker EIB for your use case. • If you're attempting to load a large volume of workers to the same supervisory organization, we advise loading no more than 1000-2000 at a time to avoid data congestion.
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Contract Contingent Worker* business process type in the Staffing functional area.

Business Processes

Contract Contingent Worker.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB only enables you to add new contracts. You can't delete or update existing contracts.

If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Add Vaccination* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Contract Contingent Worker, see Operation Directory.

Sample EIB Input File

Contract_Contingent_Worker-v38

Concept: Delete Worker Document EIB

Background

You can use this EIB to delete worker documents.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Maintain Worker Documents.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. You must have access to the *Worker Data: Edit and Delete Worker Documents* domain in the Personal Data functional area to run this EIB.
Additional Input File Guidelines	• Proceed with great caution when using this web service as you can't recover the documents once the EIB deletes them. • To help you populate the EIB input file, you can create a custom report using the All Workers report data source. As you define the custom report and filters: • Add columns with values from the Worker Documents related business object. Ensure that 1 field is Reference ID. Use the Reference ID value returned by the report for the ID field in the EIB input file. • In the Filter tab, define a filter *And | Worker Documents | is not empty*, along with any other filter criteria for your business use case. • Add a • In the Subfilter tab, define a filter on the Worker Documents related business object *And | Business Process | is empty*. • We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each worker. • **Worker**: If deleting documents for employees, you'll need to change the reference ID type in Row #4

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	from **Contingent_Worker_ID** to **Employee_ID**. • **Row ID**: This field is typically a value 1 for each entry, unless you have multiple row entries for the same worker. • **Worker Document**: This field is the reference ID for the document. Use the above report to find this value from the **Reference ID** field.

Common Issues and Errors

Issue	Cause and Solution
Unable to Launch the Integration	This issue occurs if you don't have proper security access. Make sure you have Put access to domain security policy **Worker Data: Edit and Delete Worker Documents**.
The EIB issues an error like: Validation error occurred. Invalid instance 13230$3 for Delete_Worker_Document__Singular--IS (15$406825)	The File_ID specified in the input file isn't the proper reference ID type. Use the above custom report to get the correct file ID.
EIB issues error: *Validation error occurred. You can't delete a worker document that's attached to a business process. To remove the worker document, correct the business process event.*	You can't use this EIB to delete worker documents that are part of a business process event. Instead, you must correct the business process event to remove the document (or use the task **Manage Attachments**, see Concept: Business Process Step Attachments and Steps: Enable Attachments on an Individual Business Process).
EIB issues error: Validation error occurred. Invalid ID value. 'xxxxx' is not a valid ID value for type = 'Contingent_Worker_ID'	Make sure you specified the correct reference ID type for the worker. If you're removing a document for an employee, you need to change the reference ID type (cell C4) from **Contingent_Worker_ID** to **Employee_ID**.
EIB issues one of these 2 errors: 1. Validation error occurred. Invalid ID value. 'xxxx' is not a valid ID value for type = 'File_ID' 2. Validation error occurred. Worker document is not valid for the specified worker.	The File_ID that you specified for the worker isn't correct. Verify the File_ID you entered by using the above report to identify the correct file ID.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to remove documents only. If you need to add or update documents, use **Put Worker Document**.

You can't recover the documents once the EIB deletes them. If you have inadvertently removed the wrong documents, check if the documents are still available from another tenant (Example: Sandbox). Then retrieve the documents from the other tenant and upload the documents to Production.

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Note: you can't upload worker documents using EIB, as there are limitations on the size of files that EIB can upload. To upload documents, create a custom integration or load the documents manually using the Workday UI.

For reference documentation for all web services including Delete Worker Document, see Operation Directory.

Sample EIB Input File

Delete_Worker_Document-WD32

Concept: Edit Worker Additional Data EIB

Background

You can use this EIB to update effective dated custom objects for a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

From the related actions menu of the worker profile, select **Additional Data > Edit Effective-Dated Custom Object**.

There are additional EIBs related to custom objects. Consider these options as you determine what works best for you:

- Edit Job Requisition Additional Data
- Edit Position Restrictions Additional Data

EIB Input File Guidelines

Security Configuration Guidelines	Verify you have have access to the *Edit Worker Additional Data Event* business process type in the Staffing functional area.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. As you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each worker. • **Effective Date**: Workday requires this field. • **Worker**: The spreadsheet requires this section. Update the reference in row 4 from *Contingent_Worker_ID* to *Employee_ID*. • **WID**: If the first column for your custom object has a field with format *WID*, don't populate it. This field displays for multi-instance custom objects where there was no reference ID when you created the custom object. The WID makes the custom object unique. However, the web service will populate it and maintain it.

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	• To update existing custom object values, you might want to create a custom report, and use it to help you populate the EIB input file. When you generate the EIB template, it includes all effective-dated Worker custom objects configured in your tenant. However, you need to populate only the fields for custom objects that you wish to load. • Ensure that the *Edit Worker Additional Data Event* business process definition contains a step for any custom objects that the EIB is updating. If the business process definition contains steps for custom objects that the EIB isn't uploading, remove the steps or add a condition rule to prevent step execution. (Example: External Load is blank).

Common Issues and Errors

Issue	Cause and Solution
Workday displays this error: *Validation error occurred*.	• If populating an employee ID, verify that the reference ID type, specified in cell D4, is Employee_ID instead of Contingent_Worker_ID. • If populating amount or number fields, verify that they contain no special characters such as commas.
There's no option to select the EIB when launching the integration.	This issue occurs if you don't have the proper access to the*Edit Worker Additional Data Event* business process security policy. Ensure that you have access to the Initiating Action for *Edit Worker Additional Data (Web Service)*.
After the EIB loads data to a multi-instance custom object, the EIB removed some of the previous entries.	When you update custom objects that enable multiple instances, you must include data for existing instances in the EIB input file. Otherwise, the EIB removes the instances. If this issue occurs, use the **Mass Rescind Business Processes** task to rescind the business process events, and then reload all entries. You might want to create a custom report to help identify the existing entries.
The EIB completes successfully but you don't find the custom object you loaded.	This issue can occur if the business process events are still *in progress* as one of the steps didn't complete. This issue occurs when: • The EIB input file and business process definition don't align. • Processing instructions don't have the proper settings in the EIB input file. You can run the **Mass Cancel Business Processes** task to cancel the *in progress* business process events, and rerun the EIB after you address the problem.

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Issue	Cause and Solution
	Also, this issue can occur if you don't load the custom objects in chronological order.
EIB issues an error similar to this message: *Validation error occurred. Current System User does not have permission to edit 7574$4 for 247$1*	This issue occurs if you don't have access to the domain security policy that secures the custom object. Use **View Custom Object** to check which domain secures your custom object. Then give the appropriate security groups *Put* access to that domain.
EIB issues this error: *The entered information does not meet the restrictions defined for this field. (Worker_Reference*)	This issue occurs when you don't have sufficient access to the *Edit Worker Additional Data Event* business process security policy. Ensure you have unconstrained access to Initiating Action for *Edit Worker Additional Data (Web Service)*. If you have constrained access instead of unconstrained access, then you might not be able to update custom objects for all workers.
EIB issues an error similar to this message, when updating a multi-instance custom object: *Processing error occurred. The 9613$184 business object has custom data with duplicate value: ABC, for reference ID field: xxx*.	If you assigned a reference ID when you created the custom object, Workday uses the reference ID to determine whether each instance is unique. Ensure that each entry in the input file (for a given worker) has a unique value for the field that you configured as the reference ID. You can't remove or change the reference ID after you activate the custom object. If the configuration of the custom object doesn't work for you, create a new custom object.
EIB issues error *Validation error occurred. One or more of the custom objects submitted is not configured in the business process definition*.	1. Ensure that you aren't using a rule-based business process definition for the *Edit Worker Additional Data*. The web service doesn't support rule-based business process definitions. 2. Ensure that you configured a step in the *Edit Worker Additional Data Event* business process definition for the custom object you're loading. Example: To load information for the custom object *Drug Tested*, you need to have this step in the business process definition: • Type: Edit Additional Data • Specify: Drug Tested
The EIB is adding extra decimal places to numbers and causing an error such as this: *Validation error occurred. value 1121.8499999999999 must be limited to 3 decimal places*	This issue can occur due to an Excel limitation with storing decimals when using xml files. See Numeric precision issue in Excel 2007 when saving as XML to learn why it happens and why it occurs only for certain decimals. We recommend that you generate the template using xlsx instead of xml to avoid these problems. If you wish to use an XML input file, you can work around this issue by converting the numbers to text before adding to the EIB input file:

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Issue	Cause and Solution
	1. Place the numbers in an Excel file. 2. Then use a formula to convert them. Ex: *=text(a1,"0.00")*. 3. Paste Special from Excel to the EIB input file
The EIB issues an error similar to this message: *Invalid instance with ID: 247$8 for field xxxxx (7576$30)*	Ensure that you aren't placing a value in the field with *Reference* appended to the end. Example: in the attached sample EIB input file, field *petsAllowedInOfficeReference* should remain blank.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB enables you to add new entries or update existing entries. You can't delete entries. If you have inadvertently uploaded incorrect entries, use the **Mass Rescind Business Processes** or **Mass Cancel Business Processes** tasks. Select the applicable task depending on whether the business process event completes or is still in progress. Then, select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind. Alternately, you can enter *Edit Worker Additional Data Event* at the Business Process Types prompt.

You can't delete entries with this EIB. To delete a large number of instances for an effective dated custom object, you have these options:

- Rescind the business process events that you originally used to add the custom object data. You might be able to use the **Mass Rescind Business Process Events** task, if you're able to identify the events to rescind, based on a date range. You can also use the Rescind Business Process EIB.
- If you can risk removing the historical custom object data, and want to ensure that the current data as of today is correct, reload the data. Use an effective date that is newer than previous data that you loaded, and populate the EIB with the current information. If the worker should no longer have any custom object information assigned, you can load a *blank* custom object entry. You can load a blank entry only if the custom object has no reference ID assigned. Also, you must configure the custom object fields as optional.
- As a last resort, create a new custom object and load all relevant information to that custom object. Then retire the old custom object.

Sample EIB Input Files

Edit_Worker_Additional_Data-WD31-Example1-SingleInstance

Edit_Worker_Additional_Data-WD31-Example2-MultiInstance

Concept: Hire Employee EIB

Background

You can use this EIB to hire a pre-hire (new or existing) into an employee position.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Hire Employee.

There are also similar EIBs that you can use for hiring employees. You can use the *Import Hire Employee* EIB to load large volumes of new hires (Example: 1000 or more). If you need to load large volumes of new hires, consider testing in your sandbox tenant to determine which EIB performs better for your use case.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Hire* business process type in the Staffing functional area to run this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. You might find it helpful to enter data manually and make note of all the information when you hire an employee. You'll then know what information you need to populate in the EIB input file. Make certain that the steps in the Hire business process align with what you populate in the input file. Example: if the Hire business process has an **Assign Pay Group** step, then you need to populate the pay group information in the EIB input file. Alternately, add a condition rule to skip the step in the Hire business process. Example: Add condition rule External Load = N. As you populate the EIB input file, consider: • **Spreadsheet Key**: Use a unique value for each employee. • **Applicant**: This field equates to specifying an existing pre-hire when hiring in Workday. Leave this field blank if you want to create the pre-hire within the Hire EIB.

Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully, but you don't find the hires you loaded.	The business process events are still in progress due to the misalignment of the EIB input file and the business process definition. Use the **Mass**

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Issue	Cause and Solution
	Cancel task to cancel the in-progress hire events, and start over.
When you include an existing applicant ID (that is, pre-hire) or former worker ID in the EIB input file, the EIB fails with one of these errors: • Validation error occurred. Multiple Element Contents, including Hire Employee Business Process Data/a1/Applicant/CL] contain data where only one is allowed by mutex Hire Employee Business Process Data. • Validation error occurred. Multiple Element Contents, including Hire Employee Business Process Data/a2/Former Worker [CL], contain data where only one is allowed by mutex Hire Employee Business Process Data	If you populate an applicant ID (pre-hire ID) or a former worker ID, you can't populate any other data associated with the applicant or former worker. Examples: name, country, email, phone, addresses. This information is redundant, and the EIB issues an error so that you don't overwrite existing applicant information. To resolve this error, remove all applicant information from the input file, including any sections in the EIB input file with description containing applicant data. Then specify only the applicant ID or former worker ID. If there's information that you need to update for the applicant or former worker that you're hiring, the options are: 1) Update it within a subprocess of the hire EIB (that is, Change Personal Information) 2) Or run another integration after the hire to update applicant information (that is, Change Home Contact Information, Put Applicant, and so on).
The EIB issues this error: *Validation error occurred. Enter a unique Employee ID. The ID is already in use by xxx.*	If you hire employees but rescind their offers, the input file can contain an employee ID that you already used. To resolve the issue, you could: • Change the reference IDs for the hires you previously loaded through the **Put Reference** EIB. See the tips and tricks for the **Put Reference** EIB for an example. • Use different employee IDs. • Reload the hire and specify the pre-hire ID (the applicant ID) in the input file. You'll also need to remove all information for the pre-hire from the input file, including their name.
The EIB issues errors stating that localized information is missing. Example: *Gender isn't tracked* or *Marital status doesn't exist.*	These fields support specific countries and the web service can't find the country to check against. To resolve this issue: 1. Bring up the location associated with the position of the worker. 2. Go to the Contact Information tab and click Edit. 3. Change the effective date to an earlier date such as 01/01/1900.
The EIB issues the error: *Validation error occurred. Multiple Element Contents, including Hire Employee Business Process Data/d1/Job Requisition for Fill WWS Events Secured by Transactions [WS]*ST,*	This issue occurs when you populate both the position and job requisition.

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Issue	Cause and Solution
contain data where only one is allowed by mutex Hire Employee Business Process Data.	
Even though the Create Workday Account section gets completed in the EIB input file, the EIB doesn't use the User Name populated in the template.	There are two different Create Workday Account steps that can get configured in the Hire business process. One has a type of Service and the other has a type of Action: • If using Service step: The Hire event automatically launches the step and creates the Workday account. It creates the account based on the naming conventions configured on the **Maintain User Name Rules** and **Maintain Password Rules** tasks. The EIB ignores any Workday account information populated in the EIB input file. • If using Action step: The event uses the information supplied in the EIB input file to create the Workday account. To address this issue, check the Hire business process definition and verify that the Workday Account step is type Action.
Even though you entered personal information, such as gender and birth date, in the EIB input file, it isn't loading.	This issue typically occurs if the row ID field is blank. For information such as gender, verify that you populated a row ID in sections: • Personal Information • Personal Information for Country Data, and • Country Personal Information Data. Also, verify that you have Put access to the domain security policies for pre-hire personal data.

Business Processes

Hire.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add only. You can't change, correct, or delete the hire through the EIB.
- If you have inadvertently uploaded incorrect entries, run the mass rescind or mass cancel, depending on whether the business process event completes or is still in progress. You can then select Business Processes Loaded by EIB to find the integration event that you wish to cancel or rescind.

For reference documentation for all web services including Hire Employee, see Operation Directory.

Sample EIB Input File

Hire_Employee_v47.0_all_tabs

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Concept: Import Assign Matrix Organization EIB

Background

You can use this EIB to assign members to matrix organizations.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on the type of organization that you're creating or updating. Examples of equivalent Workday tasks include:

- Assign Matrix Member.
- Assign Matrix Organization.
- On the related actions menu of the worker profile, select **Organization > Assign Matrix Organization**.
- On the related actions menu of the matrix organization, select **Organization > Assign Matrix Member**.

If you want to remove members from a matrix organization, you can use an Import Remove Matrix Organization EIB.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Assign Matrix Organization* business process type in the Organizations and Roles functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • **Worksheet#1** for **Import Assign Matrix Organization**. As you populate this worksheet, consider: • You would typically have just 1 entry in this worksheet with *Header Key* value set to *1*. The only exception to this rule would be if you have a very large

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	volume of assignments (Example: 10,000+), in which case you might test in a nonproduction tenant to see if the integration runs more efficiently if breaking the assignments into multiple header key values. • **Header Key**: Enter a value of *1*. • **Worksheet#2** for **Assign Matrix Organization Info**. As you populate this worksheet, consider: • **Header Key**: Enter a value of *1*. • **Line Key**: Enter a unique value for each assignment. • **Autocomplete**: Set to *Y* to skip approval steps, to do steps and notifications. • **Worker**: The EIB requires this value (in column N). Most likely you'll need to change the reference id, in row 4, from *Contingent_Worker_ID* to *Employee_ID*. • **Position**: Workday requires this field. • **Effective Date**: Effective Date of the Assignment. • **Matrix Organization**: To find the matrix organization values, run the **View Reference ID** report and enter Matrix Organization at the Business Object prompt

Common Issues and Errors

Issue	Cause and Solution
There's no option to launch the EIB.	This issue can occur if you don't have proper access to the **Assign Matrix Organization** business process security policy. To resolve this issue: 1. Edit the business process security policy for **Assign Matrix Organization**. 2. Go to the *Initiating Action* section for *Import Assign Matrix Organization (WS Background Process)*. 3. Add a security group that you're a member of. 4. Activate the change.
The EIB issues error *Invalid ID value. 'xxxx' is not a valid ID value for type = 'Contingent_Worker_ID'*	This issue can occur when the reference ID type is Contingent Worker instead of Employee ID. If you're attempting to assign employees to the matrix organization, then check the value in cell N4 and verify that it's Employee_ID

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Issue	Cause and Solution
The EIB issues an error like this message: *The position isn't valid for this Worker as of the effective date. Worker: xxx Position xxx: MM/DD/YYYY*	1. Make certain that the worker isn't already a member of the matrix organization 2. Make certain that you entered the correct position for the worker in the EIB input file

Business Processes

Assign Matrix Organization.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to assign members only. To remove members, use the **Import Remove Matrix Organization** web service.

If you have inadvertently uploaded incorrect entries, you can use these tasks to remove the entries:

- **Mass Rescind Business Processes**
- **Mass Cancel Business Processes** (if the events are still in progress).

There's no *Business Processes Loaded by EIB* option when using the mass cancel or mass rescind tasks. Instead, go to the *Business Process Types* prompt and enter *Assign Matrix Organization*. Then select the date range in which the EIB ran to find the events you need to cancel or rescind.

For reference documentation for all web services including Import Assign Matrix Organization, see Operation Directory.

Sample EIB Input File

Import_Assign_Matrix_Organization-WD32

Concept: Import Remove Matrix Organization EIB

Background

You can use this EIB to remove members from matrix organizations.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Remove Matrix Member.
- Remove from Matrix Organization.
- On the related actions menu of the worker profile, select **Organization > Remove from Matrix Organization**.
- On the related actions menu of the matrix organization, select **Organization > Remove Matrix Member**.

If you want to assign members to a matrix organization, you can use an Import Assign Matrix Organization EIB.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration: • You must have access to the *Remove from Matrix Organization* business process type in the Organizations and Roles functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider • **Worksheet#1** for **Import Remove Matrix Organization**: As you populate this worksheet, consider: • You would typically have just 1 entry in this worksheet with Header Key value *1*: the only exception to this rule would be if you have a very large volume of assignments you are removing (Example: 10,000+), in which case you might want to test in a nonproduction tenant to see if the integration runs more efficiently if breaking the removals into multiple header key values. • **Header Key**: Enter a value of *1* • **Worksheet#2** for **Remove Matrix Organization Info**. As you populate the worksheet, consider: • **Header Key**: Enter a value of *1* • **Line Key**: Enter a unique value for each removal • **Autocomplete**: Set to *Y* to skip approval steps, to do steps and notifications • **Worker**: The EIB requires this value (in column N). Most likely you'll need to change the reference id, in row

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	4, from *Contingent_Worker_ID* to *Employee_ID* • **Position**: Workday requires this field • **Effective Date**: Effective Date of the Removal from the Matrix Organization • **Matrix Organization**: To find the matrix organization values, run the **View Reference ID** report and enter Matrix Organization at the Business Object prompt • You might find it helpful to create a custom report to help you populate the EIB input file. Add a filter to check *Matrix Organizations is not empty* along with any other appropriate filters for your use case.

Common Issues and Errors

Issue	Cause and Solution
There's no option to launch the EIB	This error will occur if you don't have proper access to the **Remove from Matrix Organization** business process security policy. To resolve this issue: • Edit the business process security policy for **Remove from Matrix Organization** • Go to the *Initiating Action* section for *Import Remove Matrix Organization (WS Background Process)* • Add a security group that you're a member of • Activate the change
The EIB issues the error: *Invalid ID value. 'xxxx' is not a valid ID value for type = 'Contingent_Worker_ID'*	This issue can occur when the reference id type is Contingent Worker instead of Employee ID. If you're attempting to remove employees from the matrix organization, then check value in cell N4 and verify that its' Employee_ID
The EIB issues an error like this: *The position isn't valid for this Worker as of the effective date. Worker: xxx Position xxx: 01/25/2019*	Check to make certain that: 1. The worker displays as assigned to the matrix organization 2. You entered the correct position for the worker in the EIB input file

Business Processes

Remove from Matrix Organization.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to remove members only. If you need to assign members, use web service **Import Assign Matrix Organization**.

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If you've inadvertently uploaded incorrect entries and the events are still in progress, you might want to use task **Mass Rescind Business Processes** or **Mass Cancel Business Processes** to remove the entries. There's no *Business Processes Loaded by EIB* option when using the mass cancel or mass rescind tasks. Instead, you can:

1. Go to the *Business Process Types* prompt and select *Remove from Matrix Organization*.
2. Select the date range of the EIB and find the events you need to cancel or rescind.

For reference documentation for all web services including Import Remove Matrix Organization, see Operation Directory.

Sample EIB Input File

Import_Remove_Matrix_Organization-WD32

Concept: Put Worker Document EIB

Background

You can use this EIB to add or update a worker document. This EIB doesn't support reviewed documents.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

We recommend using this EIB to change the document category for an existing worker document.

Note: If you want to add or update the contents of a worker document using this EIB, the attachment files must be base-64 encoded. This is extremely challenging to do in the input file for this EIB. For this reason, consider creating a custom Studio integration instead.

Equivalent Workday Task

Task: Maintain Worker Documents.

You can use the Delete Worker Document EIB to delete worker documents.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Worker Data: Add Worker Documents* domain in the Personal Data functional area to run this EIB.
Populating File Attachments for the EIB	It can be a bit tricky loading documents using EIB, for 2 reasons:

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	1. You need to base-64 encode the documents and then populate the base-64 value in the EIB input file 2. Excel has a limitation of 32,767 characters per cell. After encoding the document, it needs to be fewer than 32,767 characters. For the above reasons, customers often opt to use a custom integration when it's necessary to load attachments. If you need to upload file attachments, you might want to check these Community Posts for alternatives to loading worker documents to your tenant: • Here's a solution to mass upload Worker Documents using Studio: https://collaborate.workday.com/t5/-/-/m-p/1248315 • Here's a solution to mass upload Worker Documents using Microsoft.NET: https://collaborate.workday.com/t5/-/-/m-p/1252983 If you wish to go forward with using the EIB, below are some suggestions for populating attachments: • You'll need a tool to base 64 encode your file. There are many free tools available to base 64 encode files. (Such as Notepad++ for which you'll need to install the MIME Tools plug-in). • After you encode the document, the size needs to be under 32,767 characters to be able to paste it into Excel. If it's larger, there are a couple options: • If the document is an image, you could make it smaller using a third-party tool such as Image Optimizer available at www.imageoptimizer.net. Note that this tool isn't Workday endorsed. Proceed at your own risk. • You could edit the EIB input file with a text editor such as Notepad++ (instead of opening it with Excel) and paste in the encoded value. This action removes the restriction of 32,767 characters.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • **Proceed with great caution** when updating existing documents using this EIB as you can't easily recover the original documents after you update them. • There's an option to generate the spreadsheet with data. However, we don't

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advise using this functionality for this particular EIB, for these reasons:

1. The template generation includes the content of the worker document files (base 64-encoded), which results in a very large template file that you might have issues opening using Excel.
2. Even if you're able to open the spreadsheet template generated by the EIB, be aware that Excel has a limitation of 32,767 characters per cell. For this reason, when you open the template using Excel, the document contents might be truncated. If you attempt to reload the generated template (with truncated file contents), it could corrupt the documents.

- If you plan on updating or adding **file content**, see the *Populating File Attachments for the EIB* section.
- If you're **updating existing entries**, consider:
  - If you aren't updating the file content, then it's not necessary to include the existing file content in the EIB input file. Example: If you merely need to update the document category, then you don't need to include the existing file content of the document in the EIB input file. However, do note that at a minimum, you must populate these fields: **Spreadsheet Key**, **ID**, **File Name**, **Worker**, and **Document Category**.
  - You might find it useful to create a custom report to help you populate the EIB input file.
- As you populate these fields in the input file, consider:
  - **Spreadsheet Key**: Specify a unique value for each document.
  - **ID**: The reference id for the document.
  - **Filename**: Name of file. Workday requires this field even if updating an existing document.
  - **File**: Provide the base-64 encoded file content. See *Populating File Attachments for the EIB* section for details on how to populate this field. Note that if you're updating an existing entry, you need to populate this field

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	only if you want to replace the existing file content. • **Document Category**: If you aren't specifying a Workday owned document category, you'll need to change the reference id type in Row#4, from *Document_Category__Workday_Owned__ID to Document_Category_ID*. To get a list of all reference id's, run the **Integration IDs** report and search business objects Document Category and Document Category (Workday Owned) • **Worker**: If adding or updating documents for employees, you'll need to change the reference id type, in Row #4, from *Contingent_Worker_ID to Employee_ID*. If you need to update worker documents for both employees and contingent workers, you might find it helpful to split the columns using the *Separate Type Column* option as described in Customize EIB Spreadsheet Template. By splitting the columns you can populate document information for both employees and contingent workers in the same EIB input file. • **Content Type**:An optional field. To find reference id values, run the **Integration IDs** report and search for business object *Mime Type*.

Common Issues and Errors

Issue	Cause and Solution
Unable to view files that uploaded using the EIB. You receive an error such as *unable to load* or *failed to load* or *string length must be a multiple of 4* or *not a supported file*. Or the document loads, but doesn't properly display.	Most likely there was an issue with the base 64 encoding or the encoded file was larger than Excel's limit of 32,767 characters. See*Populating File Attachments for the EIB* section for details on how to encode the file.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add or update Worker Documents. If you need to remove documents, use **Delete Worker Document**.

This EIB doesn't use a business process event. If you made mistakes when adding or updating documents, it might be difficult to recover, since you can't rescind. Consider these options:

- If you added new documents, and need to remove them, use **Delete Worker Document**.

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- If you didn't change the contents of the document but rather made errors changing an attribute such as document category, then you should be able to update the existing documents using the EIB (after correcting information in the EIB input file).
- If you changed the contents of the documents and there were errors, then an option would be to check if the documents are still available from another tenant such as Sandbox and retrieve them from that tenant and reupload to Production. But note that this isn't something you could easily do using the EIB due to limitations on the size of files that EIB can upload.

For reference documentation for all web services including Put Worker Document, see Operation Directory.

Sample EIB Input File

Put_Worker_Document-WD32

Concept: Terminate Employee EIB

Background

You can use this EIB to terminate employees.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Terminate Employee.

You can also perform mass termination changes through the Mass Operation Management task. See Steps: Automate Initiation of Termination for more information.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Terminate Employee* business process in the Staffing functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • You might find it helpful to start by manually terminating an employee and entering the same type of information you want to load

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	using the EIB. By doing this, you can verify which fields are required fields. • Make certain that the steps in the **Termination** business process definition are align to what you are populating in the EIB input file. Example: If the Termination business process definition includes a *Review COBRA Eligibility* step, then you need to do one of the following: • If you wish to provide COBRA information, then populate the COBRA eligibility information in the EIB input file. Also, in the *Overview* tab of the EIB input file, set the processing instructions to *Automatic Processing* for Review COBRA Eligibility. • If you don't want to provide COBRA information, then you can add a condition rule to skip the step in the Termination business process definition. Example: add condition rule of “External Load = N”. • Or modify the Termination business process definition and mark the step as optional. Then in the EIB input file, set the processing instructions to *Skip Processing when Step is marked optional*. • If you're populating a subprocess within the EIB input file, you need to make certain that the Termination business process definition has a step for this process. Example: If you're populating Service Dates in the EIB input file, then the Termination business process definition needs to include the *Edit Service Dates* step. • You'll need to go through the above checks for each step in the Termination business process definition. If the business process definition and the EIB input file aren’t aligned, then you’ll run into situations where information isn't loaded and the Termination event is still in progress, after the EIB load completes. • As you populate these fields in the input file, consider: • **Spreadsheet Key**: Specify a unique value for each employee. • **Primary Reason**: To find the Reference ID values for this field, use the **Integration IDs** report and search business object *Termination Subcategory*

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Common Issues and Errors

Issue	Cause and Solution
The EIB completes successfully with some of the changes but others are missing.	Most likely the business process definition has condition rules causing Workday to skip some of the steps. Even if you supply information in the input file, Workday will ignore it if the business process step has a condition rule that evaluates to false (or if the business process definition is missing the step). To check for these types of issues, view the full process record of the business process event and look for steps marked as *not required*. Change the condition rules on these steps, if needed. After making corrections, you can run task **Mass Cancel Business Processes** (or **Mass Rescind Business Processes** if the event completed). Then you can rerun the EIB.
The EIB completes successfully but the changes weren't made	This issue typically occurs because the business process events are still *in progress* as one of the steps didn't complete due to the EIB input file and business process definition being out of alignment. See *Additional Input File Guidelines* section on how to get the business process definition and input file aligned. If this issue occurs, you can run **Mass Cancel Business Processes** to cancel the *in progress* termination events. Then correct the problem, and rerun the EIB. Also, note that there's a **Business Processes** tab that displays in the EIB integration event, after the EIB successfully completes. This tab enables you to quickly view all loaded business process events. From here, you can determine whether the events are still in progress or if they completed. If you want to take a closer look at any of the termination events, you can view the full process record from the related action of the event.
When attempting to use this EIB to update Regrettable Status field for previously terminated employees, it fails with these errors: • *The date entered must be on or after the day the position was last updated.* • *The worker cannot be terminated because there are future approved staffing actions for this worker.*	You can't use this EIB to update or correct existing terminations: you can only use this EIB to terminate employees who you haven't yet terminated. If you want to go back and add the "regrettable status" for previously terminated employees, the only options are to: • Manually correct the termination event for each terminated employee, and add the regrettable status. • Mass rescind the termination events. Then reload the terminations and include the

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Issue	Cause and Solution
	regrettable status in the EIB input file. (If using this option, test in Sandbox first).
Even though the **Regrettable** field value is present in the EIB input file, it isn't being loaded	Make certain you're using the latest web service version as there were recent changes made to the regrettable field. If you aren't certain what web service version you're using, create a new EIB and it will pick up the latest web service version.

Business Processes

Termination.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to create new termination events. You can't modify or delete an existing termination event.

If you've inadvertently uploaded incorrect entries, use task **Mass Cancel Business Processes** (or **Mass Rescind Business Processes** if the business process event is in progress). You can then select *Business Processes Loaded by EIB* to find the integration event that you wish to cancel or rescind. Or the other method is to enter *Termination* at the Business Process Types prompt, then enter the date range that you ran the EIB.

For reference documentation for all web services including Terminate Employee, see Operation Directory.

Sample EIB Input Files

Terminate_Employee_v47.0

Student Finance EIBs

Concept: Import Charges for Students EIB

Background

You can use this EIB to apply a charge to a student or adjust an existing charge.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Actions

- For a new charge: the **Apply Student Charge** task
- For adjusting an existing charge: On the student's profile, access the **Account Transactions** in the **Student Financials** section. On the related actions menu of the transaction, select **Student Charge > Adjust**.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check

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	the version of your EIB by following these steps: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify that you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify that you have the correct security configuration. • You must have access to the *Student Charge Event* business process type in the Student Financials functional area to run this EIB.
Guidelines for Adding Worktags to the EIB Template	You can specify more than 1 worktag for any of the student charges. 1. From the related actions of the EIB, select **Template Model > View**. 2. In the left pane, click **Apply Student Change Data+**. In the right pane, locate **Worktags**. 3. From the related actions on the magnifying glass next to Worktags, select **Template Model Column > Maintain Additional Columns**. 4. Enter the worktags that you need to assign to the template. 5. After you've completed the previous steps, regenerate the spreadsheet template and add newly added worktags to the spreadsheet template.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each student charge. • **ID**: If adjusting an existing charge, enter the reference ID value of the original charge. You can create a custom report with data source *Student*

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Charges to find reference ID value. Refer to the example below:

- **Section** for **Apply Student Charge**: Populate this section if creating a new student charge.
    - **Row ID**: Typically a value of *1* for each entry.
    - **Student**: The reference ID value of the student. Note that the reference ID type populates as *Academic_Person_ID*. If you wish to use a different reference ID type such as Student_ID, change it in cell E4.
    - **Institution Academic Unit**: To find reference ID values, run the **View Reference IDs** report and search "business object: academic unit."
    - **Transaction Date**: The Student Charge Transaction Date. Enter the date using YYYY-MM-DD format.
    - **Due Date**: The Student Charge Due Date. Enter the date using YYYY-MM-DD format.
    - **Academic Period**: To find reference ID values, run the **View Reference IDs** report and search "bo: academic period."
    - **Student Charge Item**: To find reference ID values, run the **View Reference IDs** report and search "bo: student charge item."
    - **Worktags**: If adding worktags, modify the template and select worktag types that you need to populate. See the *Guidelines for Adding Worktags to the EIB Template* section above.
- **Adjust Student Charge Section**: Populate this section if adjusting an existing student charge:
    - **Row ID**: Typically a value of *1* for each entry.

      Amount: The new adjusted charge amount. Enter *0* to back out a charge.
    - **Student Charge Adjustment Reason**: To find reference ID values, run the **Integration IDs**

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	report and search "bo: student charge adjustment reason."

Common Issues and Errors

Issue	Cause and Solution
Performance is slow.	This web service runs background jobs to process accounting information for student charges. The background processes can run slowly if using an older version of the web service and populating multiple header key values. If performance is slow: 1. Verify that you're using the latest web service version of *Import Charges for Students*. If you're using an EIB input file that includes a **Header Key** column, this column indicates that you're using an older web service version. Performance can be slow. 2. To prevent further performance issues, create a new EIB to uptake the latest web service version.
My EIB input template doesn't match the sample attachment – it has extra worksheets.	Workday made major changes to this spreadsheet with WWS v36.0. Create a new EIB if you're using an older web service version.
I'm unable to launch the EIB.	This issue is most likely security related. See the *Performance is slow* issue above.

Business Processes

Student Charge Event

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new student charges or adjust existing student charges. You can't delete or cancel charges.
- If you've inadvertently uploaded incorrect entries, there are options to correct the entries:
  - If the business process is still in progress, use the **Mass Cancel Business Processes** task to cancel the student charge events.
  - If the student charge events complete, you can't rescind this business process, but you can take one of these actions:
    - Rerun the EIB and adjust the student charges with the correct amount and/or due date.
    - Cancel the entries using the EIB for the *Import Mass Cancel Student Charges* web service. Then reload the correct entries.

For reference documentation for all web services including *Import Charges for Students*, see Operation Directory.

Sample EIB Input File

Import_Charges_for_Students-WD36

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Talent EIBs

Concept: Manage Certifications EIB

Background

You can use this EIB to add, update, or delete certifications for a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Career > Certifications** from the related actions of the worker's profile.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Manage Certifications* business process type in the Worker Profile and Skills functional area to run this EIB.
Guidelines for Creating a Custom Report for the EIB Input File	This web service does a replace all when updating existing worker certifications. Therefore it's very important to populate the EIB input file with all existing information that you need to retain. You can create a custom report to help populate the EIB input file with existing data. You can also use the *Skill Reference ID* field in the custom report to get the reference ID value that you'll need if removing worker certifications.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files.

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	• As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each person that you're loading certifications for. • **Role:** Enter the reference ID of the person assigned to the certification. It will likely be a value for Employee_ID. If entering a value other than employee ID, change the reference ID type in cell C4 accordingly. **Row ID** (column E): Workday requires this field. The value should always be 1 unless you're loading more than 1 certification for a given person. • **Certification:** (column F): If updating or deleting a worker's existing certification, supply the reference ID value here. Use the report from the Guidelines for Creating a Custom Report for the EIB Input File section to determine the value to use (use the Skill Reference ID value from the report). • **Row ID** (column G): Enter value 1. • **Certification ID** (column H)**:** This field is optional. You can assign a value if you're adding a new certification and wish to assign the reference ID value. (If left blank, the web service will autoassign the reference ID value) • **Remove Certification:** Enter Y to remove an existing worker certification. • **Certification** (column J): The worker's assigned certification. For a list of reference ID values, run the *View Reference IDs* report for business object Certification. • **Worker Document Data:** Although you can add attachments using this EIB, we don't recommended it, as there are some challenges in loading document content through EIB. If you need to add attachments through an integration, see the EIB Input File Guidelines section in Future: Concept: Put Worker Document EIB . It's a different web service, but the same information applies to this EIB in regard to the method for populating attachments. If you're updating existing certifications with existing attachments, include the attachments in the EIB input file, or the EIB removes them.

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Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, the data didn't load.	This issue might be a result of a missing row ID value. Edit the EIB input file: • Spreadsheet Key value must have a unique value for each person that you're loading certifications for. • The row ID, in column E, must contain a value.
When updating existing certifications, the EIB successfully completes the update, however some of the existing certification information gets removed, including any attachments.	This web service does a replace all when updating existing worker certifications. Therefore, you must make certain you populate the EIB input file with all information you wish to keep. Use the report from the Guidelines for Creating a Custom Report for the EIB Input File section above to help identify existing information.
EIB issues an error like this: *Element Content 'Certification_Data' is required, on internal element 'Certification Achievement'.*	This issue will occur if you don't populate the row ID in the Certification Data section. Verify that the Row ID value is present in column G.
EIB issues an error like this: *Validation error occurred. This certification is already in use.*	Check: • If you're updating existing certifications, make sure you've specified the correct reference ID in column F. • If adding new certifications, column F should be empty. • The spreadsheet key is unique for each worker listed in the EIB input file.
EIB issues an error like this: *Validation error occurred. Invalid ID value. '22666' isn't a valid ID value for type = 'Employee_ID'.*	Review EIB input file and verify that cell C4 specifies the correct reference ID type for the people you're assigning certificates to. Example: For a contingent worker, use *Contingent_Worker_ID*. For an employee, use *Employee_ID*.
Unable to launch the EIB.	This issue is most likely security-related. See the EIB Input File Guidelines section above for details on how to configure security.
I want to remove fields from existing certifications such as Expiration Date.	Since the EIB does a replace all, you can do just leave the field blank in the EIB input file.

Business Processes

Manage Certifications.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, or delete certifications.
- If you've inadvertently uploaded incorrect entries, use task **Mass Cancel Business Processes** or **Mass Rescind Business Processes.** What you use depends on whether the business process event is complete or in progress. You can then select *Business Processes Loaded by EIB to* find

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the integration event that you wish to cancel or rescind. Your other option is to enter *Manage Certifications* at the Business Process Types prompt and enter a date range that you ran the EIB.

For reference documentation for all web services including Manage Certifications, see Operation Directory.

Sample EIB Input File

Manage_Certifications-WD35

Concept: Manage Flex Team EIB

Background

You can use this EIB to create and update flex teams, add or update roles for advanced flex teams, assign flex team hosts, and specify required skills for flex teams and flex team roles.

This topic provides details on how to fill out the spreadsheet template for this EIB. Before you can fill out the spreadsheet, you must create this EIB in your tenant and then generate the spreadsheet. See Set Up Inbound EIB .

Equivalent Workday Task

- **Create Flex Team**
- **Edit Flex Team**
- **Revise Flex Team**

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. To check the version: • From the related actions menu of the EIB, select **Template Model View**. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have permissions for the *Set Up: Flex Teams* domain. • You must have access to the **Manage Flex Team (Web Service)** initiating action on the *Manage Flex Team* business process.
Guidelines for Modifying the EIB Template	Before generating the spreadsheet, modify the template to add separate columns for the skill ID type for simple flex teams and flex team roles: 1. From the related actions menu of your *Manage Flex Team* EIB, select **Template Model > View** . 2. Select **Edit Template Model Sheet**.

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	3. In the **Skill Reference+ Template Model Area** for required skills for simple flex teams, select the **Separate Type Column** check box on the **Skill** row. 4. In the **Skill Reference+ Template Model Area** for skills needed for advanced flex team roles, select the **Separate Type Column** check box on the **Skill** row. 5. Save and generate the EIB template.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • There's a **Generate Spreadsheet with Data** option for this EIB, which helps determine the fields that you need to populate and the reference ID values that you can use. See: Example: Generate EIB Spreadsheet Template with Data . Before generating the spreadsheet, complete the steps in the *Guidelines for Modifying the EIB Template* section. • If updating flex teams, use the **Generate Spreadsheet with Data** option to get data for the flex teams that you want to change, and then make your changes in the spreadsheet. The EIB overwrites existing data for each flex team that you include in the spreadsheet. For example, if you want to add a required skill for a flex team, make sure to include its existing skills in the spreadsheet to avoid removing them. • If you're adding new flex teams, you can start by creating a flex team in the Workday application that's similar to the flex teams you want to add. Consider adding the skills that you want to use so that your input file contains the skill IDs. • For each flex team, enter data either in the **Simple Flex Team** area or the **Advanced Flex Team > Flex Team Role+** area, depending on the flex team type. If you enter data in both areas, the EIB operation surfaces a validation error. You cannot change an existing flex team's type. Additional details for some of the fields: • **Flex Team Host**: Ensure that you enter a value for the host. If you leave this field

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	blank, the user who launches or schedules the integration is assigned as the flex team host. • **Display Image Name**: Use a value from this list. Value / Image Description Img_Celebration / Cactus Img_Communication / Sticky notes Img_Flexibility / Balanced items Img_Knowledge / Books and lamp Img_Success / Toaster Img_Toolkit / Toolkit Img_Window / Monitor and tea Img_Workshop / Laptop with sticky notes • **Number of Workers**: Flex teams need at least 1 worker. Depending on the team type, enter a value in: • The **Simple Flex Team > Number of Workers** field for a simple flex team. • The **Advanced Flex Team > Flex Team Role > Number of Workers** field for each role in an advanced flex team.

Common Issues and Errors

Issue	Cause and Solution
You can't launch the EIB, either from its related actions menu or from the **Launch / Schedule Integration** task.	You don't have the required access to the *Manage Flex Team* business process security policy. Make sure that you have access to the initiating action **Manage Flex Team (Web Service)**.
EIB issues an error like: *Specify a valid ID. The ID you submitted is invalid for your request.*	Your spreadsheet assigns an invalid reference ID to a new object. For example, a new flex team in the spreadsheet has the same ID as an existing flex team in the Workday application. Remove the reference ID and leave the value blank. The integration process assigns a reference ID value automatically.
EIB issues an error like: *Specify either External Skill Reference or Skill Reference.*	By default, the **Skill** and **External Skill** fields are marked optional in the *Manage Flex Team* web service template, but you must enter data in at least 1 field. If both are left empty, the process will surface a validation error. Also, when generating the template with data in this case, maintained skill IDs are not included.

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Issue	Cause and Solution
	Add a separate type column for the **Skill** field for both simple and advanced flex teams when editing the *Manage Flex Team* web service template. See the *Guidelines for Modifying the EIB Template* section.
Canceled and Completed flex team roles do not appear in spreadsheet.	When generating the *Manage Flex Team* web service template with data, the spreadsheet won't populate flex team roles with **Canceled** or **Completed** statuses. You can't update roles with these statuses, either in the Workday application or through an EIB. To view these flex team roles, view the **Simple and Advanced Flex Teams** report in Workday.

Business Processes

Manage Flex Team.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new flex teams or update existing flex teams.
- If you uploaded incorrect entries, use the **Mass Rescind Business Processes** for in-progress business process events or the **Mass Cancel Business Processes** task for complete business process events. This web service doesn't allow you to specify the EIB event when rescinding or canceling. Instead, select *Manage Flex Team* at the **Business Process Types** prompt and enter a date range during which you ran the EIB.

For reference documentation for all web services including *Manage Flex Team*, see Operation Directory.

Sample EIB Input File

Manage_Flex_Team_v45.1.xlsx

Concept: Manage Professional Affiliations EIB

Background

You can use this EIB to add, update, and delete professional affiliations for a role, such as employee, contingent worker, or student.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Careers > Professional Affiliations** from the related actions of the worker's profile.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• It's important that your EIB uses the most recent web service version, so that you have all the latest enhancements and fixes. If

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	you aren't certain what version you're using, follow these steps: • From related actions of the EIB, select **Template Model > View**. • You can view the version on this page. Verify you're using a newer version. • If you're using an older web service version, you can create a new EIB to get the latest version • Verify you have the correct security configuration. • You must have access to the **Manage Professional Affiliations** business process in the Worker Profile and Skills functional area.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. • When updating existing affiliation assignments, populate all existing fields in the EIB input file, as the web service doesn't support incremental updates. Therefore, if existing fields remain blank the web service removes the field in the EIB input file • As you populate these fields in the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each Person. • **Role:** Enter the reference ID of the person that you're assigning the professional affiliation to. Most likely, you'll want to change the reference ID, in cell C4, from Academic_Affiliate_ID to Employee_ID • **Row ID** (column E): Enter a unique row ID for each person • **Row ID** (column G): Enter a unique row ID for each professional affiliation assigned to a given person • **Professional Affiliation ID**(column H): • If **updating** or **removing** an existing professional affiliation assignment, enter the reference ID value in this field. You can use a custom report such as the example below, to find the reference ID value. • If **adding** a new professional affiliation assignment, you can

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	leave the field blank and the web service will automatically assign a value. Or you can populate a value that you haven't used yet. • **Remove:** Enter **Y** to remove a professional affiliation • **Professional Affiliation** (column J): Enter the reference ID of the professional affiliation. To find values, run the *View Reference IDs* report and specify business object Professional Affiliation. If you want to populate a professional affiliation that you haven't yet set up in your tenant using Maintain Professional Affiliations task, then leave this column blank and populate Professional Affiliation field in column K. • **Professional Affiliation** (column K): If assigning a new professional affiliation in the tenant using Maintain Professional Affiliations task, enter value here. This action is the same as checking the box labeled *If you can't find affiliation, click here* when manually assigning an affiliation.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it displays that the data wasn't loaded	1. Confirm that you've populated the row ids in columns E and G. 2. Confirm that the business process completed successfully: it might still be in progress. If it's still in progress, mass cancel the events. Then change processing instructions to automatic processing and relaunch EIB.
EIB issues an error like this: *Validation error occurred. Invalid ID value. '21001' is not a valid ID value for type = 'Academic_Affiliate_ID'*	Check the Role column and confirm that you're specifying the correct reference ID type based on the type of person you're assigning the professional affiliation to. Example: If assigning to an employee, change cell C4 from Academic_Affiliate_ID to Employee_ID.
EIB issues an error like this: *Validation error occurred. Invalid ID value. 'PROFESSIONAL_AFFILIATION_xxxx' is not a valid ID value for type = 'Job_History_Company_ID'*	Verify that you've specified the correct reference ID type for the Affiliation value in row J. Most likely, cell J4 needs to change from Job_History_Company_ID to Professional_Affiliation_ID.
Unable to launch the EIB	This issue is most likely security-related. Refer to the EIB Input File Guidelines section above.

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Business Processes

Manage Professional Affiliations.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, and remove professional affiliation assignments.
- If you've inadvertently uploaded incorrect entries, use task **Mass Cancel Business Processes** or **Mass Rescind Business Processes**. What you use depends on whether the business process event is complete or in progress. You can select *Business Processes Loaded by EIB to* find the integration event that you wish to cancel or rescind. Your other option is to enter *Manage Professional Affiliations* at the Business Process Types prompt and enter a date range that you ran the EIB.

For reference documentation for all web services including Manage Professional Affiliations, see Operation Directory.

Sample EIB Input File

Manage_Professional_Affiliations-WD37_0

Concept: Put Talent Pool EIB

Background

You can use this EIB to add or update talent pools and membership information.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Create Talent Pool
- Edit Talent Pool
- On the Find Workers report, you can use the **Add to Pool** button.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Set Up: Talent* domain in the Talent Pipeline functional area to run this EIB

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Configure the EIB to Generate with Data	This EIB has a Generate Spreadsheet with Data option. To use it: • From the related actions of your EIB, select **Template Model > View**. • Click **Edit Template with Data Options**. • Select **Condition Rule Filter** in the Filter section. • Build the rule conditions. Example: if you want to return all data, select a rule such as *Name is not blank*. • Generate a spreadsheet template and select the **Generate Spreadsheet with Data** check box. • You can now view the template populated with all the existing talent pools. • See Customize EIB Spreadsheet Template for more details on generating spreadsheet templates:
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • It's very important to **test in a non-Production tenant** before running the EIB in Production for these reasons: • This EIB doesn't use a business process event. Thus, you can't cancel or rescind you make an error. • If you don't properly populate the EIB input file, it might create a talent pool for each entry. And you can't remove the talent pools. • Note that there's currently a 5,000-member limit for static talent pools. So, if you have more than 5,000 members, you will need to break it up into two or more talent pools. • As you populate these fields in the EIB input file, consider: • **Spreadsheet Key:** The best practice is to use the same value for all entries for a given pool, as it will provide optimum performance. However, if you're troubleshooting an error, you might want to assign a separate value to each spreadsheet key as this will help you identify the specific entry that is causing the error. Refer to the sample spreadsheets as there's an example for using a single spreadsheet key value compared to

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	multiple spreadsheet key values for a talent pool. • **Add Only:** If you're only adding new entries, you can set this value to **Y**. • **Static Talent Pool:** Don't populate this field. • **Replace All:** Set to **Y** if you want to remove all the existing memberships and replace with the memberships in the EIB input file. • **ID:** If you're making modifications to an existing Talent Pool, then use this field to populate the reference id of the talent pool. To find the reference id, you can run the **Talent Pools** report and then from related actions of the talent pool, select **Integration IDs > View IDs**. Note that if you're creating a new talent pool, you can either leave this field blank, or enter an unused value. • **Name:** Name of the Talent Pool. Workday requires this field. • **Row ID:** Specify a unique row id value for each worker that you're assigning to the pool. • **Delete:** Enter **Y** to remove a worker from the pool. • **Worker:** Enter the employee id. If you're updating contingent workers, change cell N4 to **Contingent_Worker_ID**. If you're loading both employees and contingent workers, you might want to configure the **Separate Type Column** option so you can load both types of workers using the same EIB input file. See Future: Concept: Change Emergency Contacts EIB for more details about configuration the separate type column. Note: it's for another EIB but still applicable.

Common Issues and Errors

Issue	Cause and Solution
The EIB successfully completes, however it has created a separate talent pool for each entry in the EIB input file	This issue will occur if you didn't populate the reference id of the talent pool, in column F. To resolve this issue: • Bring up the talent pool that you're attempting to update.

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Issue	Cause and Solution
	• From related actions, select **Integration IDs > View IDs** to get the reference id value. • Place the value from the above step in column F • Note that there isn't a way to delete the talent pools that the EIB inadvertently created. But you can inactivate and rename them. Refer to the section below, on how to recover from a bad load, for instructions.
The EIB successfully completes however it didn't load the employees to the talent pool.	Check to ensure: • Make certain you didn't run the EIB in validation mode. • Chances are that the EIB did add the members, but it might have created another talent pool and added the members there. This will happen if you don't have the correct reference id value in column F. Check **Talent Pools** report to see if the EIB added a duplicate Talent Pool. If this is what happened, see the above issue for details on how to address the issue. • Make certain you're updating a static pool. This EIB won't load members to pools with dynamic membership.
Unable to launch the EIB	When running report **View Security for Securable Items**, you'll see that you need **Put** access to domain security policy **Set Up: Talent** to run this EIB for Put Talent Pool. Add the access and activate the change. Then retest.
EIB fails with an error such as: *Validation error occurred. Invalid ID value. '21081' is not a valid ID value for type = 'Employee_ID'.*	Validate that the employee_id is correct. Also, if it's a continent worker, the EIB input file needs to specify Contingent_Worker_ID in cell N4
Poor performance	You might experience slow performance if using a different spreadsheet key value for each entry in the EIB input file. Use the same spreadsheet key value for all entries for a given talent pool.
EIB fails with error: *Validation error occurred. Element Content 'Name' is required, on internal element 'Talent Pool Data'.*	Be sure to populate a name value in column G
EIB fails with error: *Validation error occurred. The entered information does not meet the restrictions defined for this field. (Worker_Reference).*	This issue is a security-related error. Make certain you have unconstrained security access to the EIB. Also, verify you have access to the worker (they might be in an organization that has restricted access). If the above doesn't help, try manually assigning the worker to a pool: this might result in an error that yields more clues as to the cause of the problem.

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Use Cases and Guidelines for Recovering from a Bad Load

- This EIB enables you to create and update talent pool and membership information. You can't remove talent pools.
- Since the EIB doesn't use a business process, there's no option to rescind or cancel. There are a few options to review in the event that you've inadvertently loaded incorrect data
    - If you inadvertently created talent pools that you're not going to use, there's no option to delete them. However, you can inactivate the pools as follows:
        - Use the **Generate Spreadsheet with Data** option to populate the existing talent pools in the EIB input file.
        - Edit the EIB file created by the above step and remove all the entries for all talent pools except the ones you want to inactivate.
        - Set the **Inactive** flag to **Y** for the entries in the EIB input file.
        - You might also want to add *z_DNU* to the beginning of the Pool Name so that it's obvious not to use the entries and they display at the bottom of the list when viewing talent pool reports.
        - Now run the EIB.
- If you've inadvertently assigned the wrong members to the pool, you can:
    - Edit the EIB input file and set **Replace All** to **Y**.
    - Then add the members who you want to assign to the Pool.
    - Note that if you want to get the pool members back to what they were before the EIB load, you can go to another tenant where the proper memberships are still intact and use the **Generate Spreadsheet with Data** option to build the EIB file. You can then use that EIB file to reload the previous memberships to production.
- For reference documentation for all web services including Put Talent Pool, see Operation Directory.

Sample EIB Input Files

Put_Talent_Pool-WD33-Example1

Put_Talent_Pool-WD33-Example2

Tenant Data Translation EIBs

Concept: Put Translatable Tenant Data Public EIB

Background

You can use this EIB to add or update translatable data.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Business Object Translations.
- Translations Hub. See Concept: Translations for more information.
- See **Translation > Translate Instance** on the related actions of the object that you want to translate.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Data Translation* domain in the System functional area to run this EIB.
Guidelines for Modifying the EIB Template	• From the related actions of your EIB, select **Template Model > View**. • On the left, click **Translated Value for Instance...**. • On the right, locate the row with **Instance*** label and click the magnifying glass. • From the related actions of the **Instance*** row, select **Template Model Column > Edit Details**. • Remove the value *WID* from the **Reference ID Type** field and select the **Reference ID Type as Separate Column** check box.
Configure the EIB to Generate with Data	• From the related actions of your EIB, select **Template Model > View**. • Click **Edit Template with Data Options**. • Select **Reference ID Filter** in the Filter section. • Enter the Workday ID(also known as WID) values of 1 or more classes that you want to translate. You can get these values from the custom report. Note: Currently there aren't any other filtering options, other than classes. Therefore, you can't select just 1 targe language for example. • Regenerate the EIB and select the **Generate Spreadsheet with Data** check box. • The spreadsheet that generates display data first by User Language, then by other attributes. There isn't a way to control how the information gets sorted.

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Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • We suggest you create a custom report, using **All Translatable Tenant Data** report data source to help identify the class and Workday ID (also known as WID) needed to populate the EIB input file. This custom report will also help in configuring the EIB to generate with data. • To prevent data loss, we recommend that you generate your spreadsheet with data for the Put Translatable Tenant Data Public EIB. See: Example: Generate EIB Spreadsheet Template with Data . • As you populate the EIB input file, consider: • **Spreadsheet Key:** Specify a unique value for each combination of **User Language**, **Class Name**, and **Name.** • **Row ID** (column C): Set value to 1. • **User Language**: Enter the reference ID for the Target language that you're translating to. You can identify the value by manually initiating a translation (Example: use **Business Object Translations**). Then from related actions of the language, select Integration IDs -> View IDs. • **Class Name:** If you generate the spreadsheet with data, the Class Name values will populate in the EIB input file. You can also check the report in the Guidelines for Creating a Custom Report for the EIB Input File section above to identify the values for this field. • **Name:** If you generate the spreadsheet with data, the values will populate in the EIB input file. Another way to identify the values is to manually initiate a translation. (Example: Use **Business Object Translations**). Then check the **Attribute** column for values that are you wish to use. • **Namespace URI:** Leave this field blank. • **Row ID:** (Column H): Increment the value for each entry for a given spreadsheet key value. • **Instance:** See the Guidelines for Modifying the EIB Template section above for information on splitting the

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	column so that there's column for **ID Type** and **ID Value**. Then enter the reference ID type and value for the object that you're translating. Example: For job profile, the ID Type would be Job_Profile_ID and ID Value would be the reference ID value of the job profile you're translating. To populate these values, you can use the reference ids report and enter the business object (Example: Job Profile) that you're translating. • **Parent ID:** There's typically no need to populate this field. • **Base Value:** The base value for a plain text field. The field is *display only* and the web service ignores it. (If you need to add or update base values, you need to edit the actual object. Example: Edit Job Profile). • **Translated Value:** if you're translating a plain text value, enter it here. • **Rich Base:** The base value for a rich text field. The field is *display only* and the web service ignores this field. If you need to add or update base values, you need to edit the actual object. Example: Edit Job Profile. • **Translated Rich Value** if you're translating a rich text value, place the value here. **Note:** the web service performs some high-level validation checks of any html tags used within the value. However, it doesn't perform a complete validation as there are many ways to construct html. There would be significant overhead in attempting to validate that the html markup abides by what the Workday rich text editor permits. For this reason, it's very important to ensure that you're using proper html markup in the EIB input file. In addition, note that when you load an invalid html markup, Workday won't detect it until you edit the instance where the markup is present. At that time, Workday's rich text editor will identify the issue and might alter the text when attempting to correct the html markup. So, after editing the instance for the first time, the appearance of the field might change. • **Effective Date** Enter the effective date of the translation.

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Common Issues and Errors

Issue	Cause and Solution
Even though the EIB completes successfully, Workday didn't update some of the data.	A few different scenarios can cause this situation: 1. The base values in the EIB input file don't get loaded as they're display-only fields. If you want to update the base values, you must do it in the object. Example: For job profiles, you need to update the job profile. 2. This situation will also occur if you're loading a translated value for an item that currently has no base value. Example: If a job profile has no value for Job Description, then you can't add a translated value for the Job Description. 3. Make certain that you're specifying an effective date in the EIB input file that is after the effective date of the item you're translating. Example: If a job profile has an effective date of 1/1/2020, load the translation with an effective date after 1/1/2020. If the above doesn't explain why the data remained unchanged, try manually adding a translation for 1 of the values that the EIB didn't update to determine if it's allowed. This task might provide some clues as to what is going wrong.
This error displays when you attempt to generate the spreadsheet with data: *Integration Failed. com.capeclear.mediation.MediationException: application=assemblyGenerateSpreadsheetE2 - Error code: 1 The following error occurred when getting data for the template: Processing error occurred. The task submitted isn't authorized. See the consolidated report for further details.*	This issue will occur if you don't have the security needed to access the translation data. You can: 1. Edit the domain security policy for **Data Translation.** 2. Make certain you're in a security group that has Put access. 3. Activate the Security Change.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new translation values or update existing translation values. You can't delete entries.
- If you have inadvertently uploaded incorrect entries, there isn't an option to remove them. Instead, you should run the EIB again with the corrected translation values. If you've accidentally added a translation for a language that you didn't intend to translate, you could edit the EIB input file and copy and paste the value of the base language into the translation value.

For reference documentation for all web services including Put Translatable Data, see Operation Directory.

Sample EIB Input File

Put_Translatable_Tenant_Data_Public-WD34

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Time Tracking EIBs

Concept: Assign Work Schedule EIB

Background

You can use this EIB to assign work schedule assignments to workers. You can assign predefined work schedule calendars or create work schedule calendar assignments based on patterns specific to a worker.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

The equivalent task in Workday depends on your configuration. Examples of equivalent Workday tasks include:

- Assign Work Schedule
- Assign Custom Work Schedule

You can also use the Import Ad Hoc Schedules web service to load large batches of schedule blocks (Example: 1000 or more) on an infrequent basis. Example: you could use it to import schedules from a third-party scheduling vendor into Workday Time Tracking.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Assign Work Schedule* business process type in the Time off and Leave, Time Tracking and Workday Scheduling functional areas to run this EIB.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each worker's assignment. • **Worker**: Specify the reference ID of the person. Change the reference ID type value in cell C4 from Contingent_Worker_ID to

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	Employee_ID if you want to enter employees instead of contingent workers. • **Start Date** and **End Date**: Use format YYYY-MM-DD. • **Work Schedule Calendar**: If you want to assign a predefined work schedule calendar, specify it here. You can find a list of reference ID values by running the **View Reference IDs** report and searching for the *Work Schedule Calendar* business object. • Only populate these fields if you want to create a worker-specific pattern schedule: • **Number of Weeks**: Specify the number of weeks for the work schedule calendar. • **Row ID**: (Column H): You can use this field to group days of the week together as a schedule pattern and assign them a row ID value. Example: if the worker's start and end time is 8am-5pm for Monday to Thursday, then group the Monday, Tuesday, Wednesday, and Thursday entries together under row ID 1. If the worker starts and ends at 9am-12pm on Friday, add another entry with row ID 2. • **Week Number**: Specify the relevant week number. • **Day of the Week**: You can find a list of reference ID values by running the **Integration IDs** report and searching for the *Day of the Week* business object. • **Start Time** and **End Time**: Use format HH:MM. • **Row ID**: (Column O): Specify a unique value for each lunch break for a given start and end time. • **Meal In** and **Meal Out**: Use format HH:MM.

Common Issues and Errors

Issue	Cause and Solution
Although the EIB completes successfully, it seems that the data wasn't loaded.	Check and address these issues: • Check the status of the business process event. If it's still in progress, consider mass canceling all in-progress events, making any needed changes to the EIB and rerunning it. • Check if a worker has multiple work schedules that affect the same date.

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Issue	Cause and Solution
	Workday prioritizes the changes in this order to determine the schedule for that date: 1. Changes that the worker's manager makes using the My Team's Schedule report. 2. One-time changes that the worker makes. 3. Recurring changes that the worker makes. 4. New work schedule calendar assignments. 5. Workers' default work schedule calendar assignments and any changes an administrator makes to those calendars. Refer to the work schedule calendar assignment precedence . If multiple assignments contain overlapping dates, Workday prioritizes the most recent assignment. If the most recent assignment has an end date, Workday prioritizes the most recent assignment without an end date.
EIB fails with this message: Validation error occurred. Invalid ID value. '21289' isn't a valid ID value for type = 'Contingent_Worker_ID'	Verify that the reference ID type in cell C4 is correct. Change the reference ID type value in cell C4 from Contingent_Worker_ID to Employee_ID if you want to enter employees instead of contingent workers.
EIB issues with this error: The entered information doesn't meet the restrictions defined for this field. (Worker_Reference).	Check these issues: • Verify that the worker isn't terminated. • Verify that you have unconstrained access to the *Assign Work Schedule* business process type in the Time off and Leave, Time Tracking and Workday Scheduling functional areas.
Unable to launch the EIB	This is most likely security-related. Verify you have the correct security configuration. Ensure that you are in the relevant security group and have access to the *Assign Work Schedule* business process type in the Time off and Leave, Time Tracking and Workday Scheduling functional areas.

Business Processes

Assign Work Schedule.

Use Cases and Guidelines for Recovering from a Bad Load

This EIB only enables you to add new work schedules.

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If you've uploaded incorrect entries, you can use either the **Mass Cancel Business Processes** task (if the event is still in progress) or **Mass Rescind Business Processes** task (if the event is complete). Both of these tasks are secured to the *Business Process Administrator* domain in the System functional area. You can then select **Business Processes Loaded by EIB** to find the integration event that you want to cancel or rescind. Alternatively, you can enter *Assign Work Schedule* in the **Business Process Types** prompt and enter the date range that corresponds to when you ran the EIB.

For reference documentation for all web services including Assign Work Schedule, see Operation Directory.

Sample EIB Input File

Assign_Work_Schedule-v38

Concept: Import Ad Hoc Schedules EIB

Background

You can use this EIB to load large batches of schedule blocks on an infrequent basis. For more details, see: Concept: Importing Work Schedules.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

My Team's Schedule

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Worker Data: Work Schedule: Time Tracking* domain in the Time Tracking functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. • **Header Key**: This web service is an **Import** web service, which means it batches the schedule entries into jobs and processes the jobs asynchronously. The **header key**

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	tells the web service which entries to batch together in each job. All entries with the same header key value will batch into 1 job. We recommend you batch together 1,000 schedule entries per job (tip: test in your nonproduction tenant first). In this case, the first 1,000 entries would have a header key value *1*, the next 1,000 entries would have header key value *2*, and so on. • The first tab of the input file lists the header key values that you're using. If you have <1,000 entries, there will be 1 entry with value *1*. If you have ~2,000 entries, you'll have 2 entries. See screenshot below for reference. • **Line Key**: This value should be unique for each schedule entry (within a header key). • **Ad Hoc Schedule ID**: Populate this field even if you're adding new entries. Each schedule entry needs to have a unique value. To make each value unique, consider appending the employee ID, date, and an incremental number. • **Employee**: Enter the value for the employee or contingent worker ID. If populating values for employee IDs, change the reference ID type (located in row 4 of the input file) from *Contingent_Worker_ID* to*Employee_ID*. If you're updating schedules for both employees and contingent workers, split the columns using the *Separate Type Column* field (as described in Customize EIB Spreadsheet Template). By splitting the columns, you can list both employees and contingent workers in the same input file. • **Position ID**: If an employee has multiple positions, populate the position ID. Otherwise, you can leave this field blank. • **Schedule Start Date Time and Schedule End Date Time**: base these dates and times on the worker's local time zone. • **Meal ID**: If supplying a meal ID, the value needs to be unique.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues the *Time Entry Code cannot be Hours Only* error.	Check the default time entry code for the time entry template that the employee is using. The code should be**in/out only** instead of **hours only**.
The EIB issues the *xxxx: Worker xxxx(99999) must be active on the Schedule Start Date* error.	There are 2 causes for this error:

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Issue	Cause and Solution
	• The employee isn't active on the start date that you specified in the input file. • Worker isn't Time Tracking Eligible or you don't have the Time Tracking SKU. Time Tracking Eligible requires these conditions, which you can check in the **View Worker's Time Eligibility** report: • Work Schedule Calendar • Period Schedule • Time Entry Template
After running the EIB, you're unable to edit or add new events using the user interface. When attempting to add events for a date that the EIB updated, Workday returns this error: *You cannot update your work schedule for YYYY-MM-DD because there is an existing imported schedule change. Please review the dates for your schedule change.*	Workday doesn't enable you to perform this action. Imported schedules take precedence over any other schedule in Workday. After you update the schedule using the EIB, you have read-only access to that information in the user interface. If you try to add or edit events for a date that the EIB updated, you'll receive the error. To resolve this issue, either: • Use the EIB to make your adjustments. • Rerun the EIB and delete the entries that you previously updated. After deleting the entries, you can make the adjustments in the Workday user interface.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to add, update, or delete schedule entries.

If you have inadvertently uploaded incorrect entries, you can reload the same EIB input file. Set the **Delete** flag to **Y** to undo the entries and revert back to the original schedule.

For reference documentation for all web services including *Import Ad Hoc Schedules*, see Operation Directory.

Sample EIB Input File

Import_Ad_Hoc_Schedules-WD31

Concept: Import Reported Time Blocks EIB

Background

You can use this EIB to load large batches of time blocks. Example: Holiday time blocks.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Enter Time for Worker.

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EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Process: Import Time Blocks* domain in the Time Tracking and Time Tracking Hub functional areas to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider • This web service doesn't automatically pull in related worktags; you must specify the related worktags in the EIB input file. • **Spreadsheet Key:** Specify a unique value for each time block • **Worker**: The EIB requires this value. Most likely you'll need to change the reference ID in row 4 from *Contingent_Worker_ID* to *Employee_ID* • **Worker Time Block**: Enter a value here only if you're updating or deleting an existing time block. To identify the reference ID value, you might find it helpful to make a copy of standard report **Time Block Audit**, then add field *Reference ID* (the field you need to populate in the *Worker Time Block* field). You might also want to add field *Is Deleted* to the report. • **ID:** Enter a value here if adding a new time block and you want to assign the reference ID value. If you leave it blank, Workday will autoassign a reference ID value. • **Delete Time Block**: Enter Y if you need to delete an existing time block. Note that you'll also need to specify a **Worker Time Block** value for the time block you wish to delete. • **In Date Time and Out Date Time**: Keep in mind that when populating **In Date Time** and

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	Out Date Time, Workday is assuming the times are in PT. You might find it preferable to populate the input file using a UTC offset to correctly load the time zone for each time block. Examples showing the UTC format: • Oct 25 at 8:00am CET is 2021-10-25*T08:00:00+02:00* • Oct 25 at 8:15am EST is: *2021-10-25T08:15:00-05:00* • Oct 25 at 8:15am EDT is *2021-10-25T08:15:00-04:00*

Common Issues and Errors

Issue	Cause and Solution
Even though the EIB successfully finishes, some time block entries are missing.	This error can occur for multiple reasons. 1. This EIB is an import web service that processes the data asynchronously. Therefore, even though the EIB Integration Event has completed, the background job might still be running. So you might need to give it more time to complete. This error could occur if you haven't configured the EIB business process in your tenant. a. Use task Create Business Process Definition b. Search for business process type *Reported Time Batch Event*. If it comes up, it indicates that you haven't yet configured it in your tenant so go ahead and create it. You'll also need to configure the business process security policy with the appropriate security groups then activate the changes 2. Lastly, note that if you submit the same request multiple times, the EIB ignores it: that is, if the time block already exists, the EIB won't reload it.
My EIB input file looks different than the attached sample: it has 2 worksheets.	This web service underwent major changes starting with v36.2. Create a new EIB to make certain you're using v36.2 or higher.
The Time Block Entries are taking hours to display up in the tenant.	This error will occur if you're using an EIB older than v36.2 and you've assigned a separate header key value to each time block entry. Example: You upload 1,000 time blocks and assign each time block a different header key value. The result is that Workday creates 1,000

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Issue	Cause and Solution
	background jobs, thus they queue up and take a long time to process. There's no easy way to recover from this scenario, other than wait for all the jobs to complete their processing.
EIB issues the error: . *Invalid ID value. 'xxxxx' isn't a valid ID value for type = 'Contingent_Worker_ID'*	This issue can occur when the reference id type is Contingent Worker instead of Employee ID. If you're attempting to add time blocks for employees, check the value in cell D4 and make certain it's **Employee_ID**.
The **Worker Time Block** and **Delete Time Block** fields aren't in the EIB input file.	Workday introduced these fields in Workday 32. If you don't see the fields, create a new EIB (which will use the latest web service version available in your tenant), then regenerate your template.
EIB issues an error such as: *These related worktag types are required: ABC*	This web service doesn't automatically pull in related worktags; you must specify the related worktags in the EIB input file.
EIB issues an error like this when updating an existing time block: *Out type is not valid for the ~worker~, Logan McNeil (Mgr 4000), for the date 2020 05 08.*	When updating a time block that specifies in and out times, also populate the Out Reason in the EIB input file.
EIB issues an error like this when attempting to import project time for a worker: *[worker] cannot use the project, [project], to report the time on [date].*	You need to enter a time entry code ID and a project task ID ONLY. Don't add the project code as well.
The time blocks load with a Not Submitted status.	This result is expected behavior. If you need to mass submit the unsubmitted time blocks loaded using the web service, you can use the **Mass Submit Time** Task. (If the Enter Time business process includes an approval step, then the tasks also need approved). You can also use the **Auto Submit Time** task to create schedules to submit time automatically when you don't want to create separate schedules to mass submit time for each period.

Business Processes

Reported Time Batch Event.

Use Cases and Guidelines for Recovering from a Bad Load

This web service enables you to **Add, Update,** and **Delete** time blocks. Note that Workday added the Delete and Edit features with Workday 32. If you need to edit or delete, make certain your EIB integration is using version v32, or higher (tip: create a new EIB to pick up the latest web service version).

If you have inadvertently uploaded incorrect entries, 1 option would be to use the **Mass Rescind** task. You'll find the entries you uploaded by searching for business process *Reported Time Batch Event* for the period of time the EIB entries. To view the batch event associated with a worker, make a copy of the report **Time Block Audit**, then add the field *Batch Events*.

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For reference documentation for all web services including Import Reported Time Blocks, see Operation Directory.

Sample EIB Input File

Import_Reported_Time_Blocks_v47.0

Concept: Import Time Clock Events EIB

Background

You can use this EIB to load large batches of time clock events (Example: 1,000 or more) on an infrequent basis.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Time and Leave > Add Time Clock Event** from the related actions of the worker's profile.

If you want to load smaller batches of time clock events (Example: less than 150) on a frequent basis, consider using the Put Time Clock Events EIB.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: 1. From the related actions of the EIB, select **Template Model > View**. 2. On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. 3. If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Process: Time Clock Integration* domain in the Time Tracking functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider: • **Header Key:** The time clock events load in *batches* and the header key indicates the batch number. We suggest adding at least 1,000 time clocks per batch (test in a nonproduction tenant to determine what works best for you). The first

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	1,000+ rows in your EIB input file would use header key value *1*. The next 1,000+ entries would use spreadsheet key value *2*, and so on. • **Line Key**: if there are multiple time clock events for the same worker, then the line key needs to be unique for each of those time clock events. • **Time Clock Event ID**: Workday assigns this unique ID to each time clock event. When adding new time clocks, you can leave the field blank (or assign another unique value). If updating or deleting an existing time clock, be sure to populate the time clock event ID for the existing time clock. • There's a report definition below, that you can use to identify the Time Clock Event IDs: See section Details about Add/Update/Delete Capabilities for this EIB and how to recover from Bad Load. • **Time Clock Event Date Time**: See FAQ: Time Entry for details on how Workday handles time zones. • **Time Entry Code**: The *out punch* doesn't have a time entry code associated with it. When you load the *out punch*, the value doesn't need populated.

Common Issues and Errors

Issue	Cause and Solution
The EIB has completed successfully, however, the time clocks aren't visible	If you see this behavior, remember that Workday initially loads and saves the time clocks with a status of **Unprocessed**. Although the EIB completed, it might not have processed all the entries. Normally, the EIB immediately processes the first *batch* of time clock events when the EIB loads the time clocks. The first *batch* would be the time clock entries with header key value *1*. There's a background job called TCE Sweeper that runs every 15 minutes to look for unprocessed entries. This sweeper processes just 1 *batch* at a time. If you have multiple header key values in the input file, the sweeper immediately processes the entries with header key value *1* .The TCE Sweeper job processes the entries with value *2* when it runs 15 minutes later. The TCE Sweeper runs again in 15 minutes and processes the entries with spreadsheet key value *3*, and so on.

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Issue	Cause and Solution
	This delay is why it's important to load at least 1,000 time clocks per batch (or header key value). If you have a separate header key assigned to each time clock event, then it will take a very long time for the processing to complete. Below are some tools that you can use to monitor the loading of the time clock events: • Report **Unprocessed Time Clock Events**: If you see the entries here, it tells us they loaded but haven't processed yet. • Task **Maintain Invalid Time Clock Events**: This task will identify if there are any errors for the time clock events you loaded. • You could also create a custom report from data source **All Time Clock Events** that checks the **TCE Status** and use it to monitor the load.
Some time clock events are loading as unmatched	Suggestions to avoid unmatched time clock events: • Submit the time punches in chronological order from oldest to newest • If loading multiple check-ins at the same time for the same worker, then follow every Check-in with a Check-Out • Try to avoid matching IN and OUT timestamps (example Check-out for worker at 12:34pm and then Check-in for break at 12:34pm. Instead, use a check in of 12:34:01 if possible) • Verify that you're not loading time clock events to a locked or closed period: if you need to load time clocks to locked period, EIB user needs Put access to domain Time Tracking: Exempt from Lockout.
EIB didn't load Worktags even though they're present in the EIB input file.	Be aware that: • Worktag won't populate for Out time clock events. This rule applies for both the web service and the user interface. Both In and Out events must have the same worktag values. • If you're populating Worktag data for an In-time clock event and it doesn't load, then check if the entry process completed or if there was a validation error. See issue *EIB has completed successfully, however the time clocks aren't visible* for more information.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, and delete time clocks.

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- If you have inadvertently uploaded incorrect entries, you can either:
  - Reload the input file and set **Delete Time Clock Event** to **Y**. You'll need to be sure to populate the **Time Clock Event ID** values to delete the entries.
  - Or you can reload the file and update the existing entries to correct them.You'll need to be sure to populate the **Time Clock Event ID** values to update the entries.

For reference documentation for all web services including Import Time Clock Events, see Operation Directory.

Sample EIB Input File

Import_Time_Clock_Events_v46.1

Concept: Put Time Clock Events EIB

Background

You can use this EIB to add time clock events from a third party vendor.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

See **Time and Leave > Add Time Clock Event** from the related actions of the worker's profile.

If you want to load batches of more than 1,000 time clock events on an infrequent basis, use the Import Time Clock Events EIB.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Process: Time Clock Integration* domain in the Time Tracking functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. Additionally, as you populate the EIB input file, consider:

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	• As you populate the EIB input file, consider: • **Spreadsheet Key**: Note that Workday loads the time clock events in batches and the spreadsheet key indicates the batch number. We suggest adding a maximum of 150 time clocks per batch (test in a nonproduction tenant to determine what works best for you). So, the first 150 rows in your input file would use spreadsheet key value 1. The next 150 entries would use spreadsheet key value 2, and so on. • **Row ID**: If there are multiple time clock events for the same worker, then the row ID must be unique for each of those time clock events. • **Time Clock Event ID**: A unique ID assigned to each time clock event. If adding new time clocks, you can leave this field blank, or assign a unique value. If updating or deleting an existing time clock, be sure to populate the time clock event ID for the existing time clock. • **Time Clock Event Date Time**: See FAQ: Time Entry for details on how Workday handles time zones. • **Time Entry Code**: Note that the out punch doesn't have a time entry code associated with it. So, when you load the out punch, the value doesn't need populated.

Common Issues and Errors

Web services **Put Time Clock Events** and **Import Time Clock Events** are very similar and issue the same type of error messages. See Concept: Import Time Clock Events EIB for information on the issues and errors for both of the web services.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, and delete time clocks.
- If you have inadvertently uploaded incorrect entries, you can either:
  - Reload the input file and set **Delete Time Clock Event** to**Y**. You'll also need to be sure to populate the **Time Clock Event ID** values for the entries you wish to delete.
  - Or reload the file and update the existing entries to correct them. You'll also need to be sure to populate the **Time Clock Event ID** values for the entries you wish to update.

For reference documentation for all web services including **Put Time Clock Events**, see Operation Directory.

Sample EIB Input File

Put_Time_Clock_Events-WD30

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Concept: Put Time Requests EIB

Background

You can use this EIB to load large batches of time requests. For more information on time requests, see Concept: Time Requests.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Click **New Request** from the **Time Requests** or **My Team's Time Requests** report.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB: • From the related actions, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Process: Import Time Requests* domain in the Time Tracking functional area to run this EIB.
Additional Input File Guidelines	• We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. As you populate the EIB input file, consider: • **Spreadsheet Key**: Specify a unique value for each worker's time request. • **User Time Request Block**: Only enter a value if you're updating or deleting an existing time request. • **ID**: If you're adding a new time block and want to assign the reference ID value, enter a value. If you leave this

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	field blank, Workday will autoassign a reference ID value. • **Worker**: Specify the reference ID of the person. • **Time Request Code**: Specify the time request code for the request. • **Delete Time Request**: Enter Y if you need to delete an existing time request. Note that you'll also need to specify a User Time Request Block for the time request you want to delete. • **Start Date** and **End Date**: Use format YYYY-MM-DD. • **Start Time** and **End Time**: Use format HH:MM. • **Total Hours**: Use positive whole or partial numbers. • **Comment**: Specify a comment to add context to the time request. • Additionally, as you populate the EIB input file, consider: • IDs are evaluated in the order on the input file. If the same ID is used in multiple places in the file, the first instance creates the time request, and the second updates it. • Custom IDs aren't supported for in/out requests that span multiple days, even though they're created through 1 submission. After submission, Workday handles them as individual time requests.

Common Issues and Errors

Issue	Cause and Solution
The EIB issues the *Specify a time request code that the worker is eligible for during the specified date range* error.	The worker isn't eligible for the specified time request code in the specified date range. Specify a time request code for which the worker is eligible.
The EIB issues the *Specify an end date that is after or the same as the start date* error.	The end date is before the start date.
The EIB issues the *Specify either the total hours or both the start and end times of the time request* error.	There are values in the **Total Hours** field, and both the **Start Time** and **End Time** fields of the time request. Specify either a number of total hours, or both start and end times.
The EIB issues an error such as *The [Worktag Type] is not available on [name] Time Request Code .*	Specify a valid worktag for the specified time request code.
The EIB issues an error such as *The [Worktag Type] is required on [name] Time Request Code .*	Specify a worktag for the specified time request code.

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Issue	Cause and Solution
The EIB issues an error such as *The [name] Time Request Code does not support start and end times*.	The entry method for the specified time request code is *Hours Only*. Specify a number of total hours instead of start and end times.
The EIB issues an error such as *The [name] Time Request Code does not support hours*.	The entry method for the specified time request code is *In/Out Only*. Specify both start and end times instead of total hours.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add, update, and delete time requests.
- If you have inadvertently uploaded incorrect entries, you can either:
  - Reload the input file and set **Delete Time Requests** to Y. You'll also need to specify values for the entries you want to delete in the **Time Requests ID** field .
  - Reload the file and update the existing entries to correct them. You'll also need to specify values for the entries you want to update in the **Time Requests ID** field.

For reference documentation for all web services, including **Put Time Requests**, see Operation Directory.

Sample EIB Input File

Put_Time_Requests-v45

Workday Connect EIBs

Concept: Submit Connect Campaign EIB

Background

You can use this EIB to create or update a campaign and related items and reminders.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Task: Create Campaign.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by • From related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version.

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	• Verify you have the correct security configuration. • You must have access to the *Submit Connect Campaign* business process in the System functional area to run this EIB. • If you're using the Generate Spreadsheet with Data functionality, you'll also need Get access to the Administer Campaigns domain in the Learning Core functional area.
Guidelines for Modifying the EIB Template	This EIB has a Generate Spreadsheet with Data option, which is helpful if you're not sure how to populate the EIB input file. This option is also handy if editing existing campaigns so that you can prepopulate all existing data. Before using the Generate Spreadsheet with Data option, we suggest you modify the template so that the template generation properly populates the content field and audience field: • From the related actions of your EIB, select **Template Model > View**. • On the left, click **Campaign Item Data+**. • Locate the **Content** row. • From the related actions of the magnifying glass next to Content, select **Template Model Column > Edit Details**. • Select the **Reference ID Type as Separate Column** check box. • Click **OK**. • View the EIB template again and: • Click **Connect Campaign Data**. • In right pane, locate Audience. • From the related actions of the magnifying glass select **Template Model Column > Edit Details**. • Change the reference id type to what is appropriate for your organization. Most likely you'll want to change it from *App Audience ID* to *Audience ID*.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines , which provides a general overview for populating EIB files. To prevent data loss, we recommend that you generate your spreadsheet with data for the Submit Connect Campaign EIB. See: Example: Generate EIB Spreadsheet Template with Data .

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- There's a Generate Spreadsheet with Data option for this EIB, which helps determine the fields that you need to populate and the reference ID values that you can use:
    - If you're adding new campaigns, you can start by manually creating a campaign, like the campaigns you're loading. Then complete the steps in the *Guidelines for Modifying the EIB Template* section so you can see how the EIB input file populates.
    - If updating existing campaigns, complete the guidelines above to get all existing information for the campaign. Then make any necessary modifications. Note that the web service does a Replace All so it's important to populate all existing information.
- Additional details for some of the fields.
    - **Spreadsheet Key:** Specify a unique value for each Campaign
    - **Connect Campaign:** If updating existing campaign, enter the reference ID here. The Generate with Data tool doesn't populate this field. To find the value, you can create a custom report from data source campaigns and include report field **Reference ID Value**.
    - **Campaign Title:** Enter the desired title for your campaign
    - **Campaign Type:** To find reference ID value for campaign type, run the **Integration IDs** report and search business object *Connect Campaign Type*.
    - **Campaign Category:** If you want to enter a campaign category, run the**Integration IDs** report and search business object*Campaign Category (All)* to get a list of the campaign categories and their corresponding reference ID values.
    - **Audience:** Most likely, you'll want to change the reference ID type in cell G4 from *App_Audience_ID* to *Audience_ID*. To find the ID, run the **Integration IDs** report and search business object *Connect Audience (Framework)*.
    - **Content Type:** To find reference ID value for Content Type, run the

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	Integration IDs report and search business object *Connect Campaign Item Type*. • **Row ID** (Section **Campaign Item Data +**): Enter a unique row ID value for each **Campaign Item**. • **Campaign Item:** If updating existing campaign item, enter the reference ID here. To find the reference ID value, run the **Integration IDs** report and search business object *Connect Campaign Step*. • **Campaign Item Title:** Enter desired Campaign Item Title. • **Content:** We recommend that you configure **Reference ID type as a Separate Column** option for this field. See *Guidelines for Modifying the EIB Template* section. After modifying the template, you'll have 2 columns in your EIB input file, for Content. Enter the reference ID type in the first column and reference ID value in the second column. Refer to attached Sample EIB Input file for examples. • **Channels:** To find reference ID value for channels, run the **Integration IDs** report and search business object *Notification Channel Group*. • **Message Template:** If you want to supply a message template, run the **Integration IDs** report and search for the *Message Template* business object to get a list of the templates and their corresponding reference ID values. • **Row ID (**Section **Campaign Item Reminder Data)**: Enter a unique row ID value for each Reminder.

Common Issues and Errors

Issue	Cause and Solution
When attempting to generate a spreadsheet with data, it fails with an error like this: *Integration Failed. com.capeclear.mediation.MediationException:*	This issue can occur if there are campaigns in your tenant that you've saved but haven't submitted. Add a condition to your filter to check *Campaign Event is Not Empty*.

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Issue	Cause and Solution
application=assemblyGenerateSpreadsheetE2 - Error code: 1 The following error occurred when getting data for the template: Validation error occurred. The entered information does not meet the restrictions defined for this field.	
When attempting to generate spreadsheet with data, it fails with error: *Processing error occurred. The task submitted is not authorized.*	This issue is most likely security-related. See *Additional Input File Guidelines* section.
Unable to launch the EIB.	This issue is most likely security-related. See *Additional Input File Guidelines* section.
Even though the EIB completed successfully, it didn't assign users the campaign items.	The EIB only submits the campaign event. Launch the campaign event to assign the items.
EIB fails with error, when loading campaigns with reminders: *You must configure Email Configuration Data to use Email as a channel.*	In some situations, such as when configuring reminders, you must include text for**Email Subject** and **Body** fields in the EIB input file. Use the **Generate Spreadsheet with Data** functionality to help populate this information.
EIB fails with error: *Validation error occurred. Audience is not valid for Category and Type*	This issue occurs if the audience category doesn't match the Campaign Category entered in the EIB input file. Run **Edit Audience** task to check the category for Audience. Then verify that the EIB input file uses the same value.
After updating an existing Campaign, some of the campaign items are missing	Perform a Replace All when updating campaigns. Use the **Generate Spreadsheet with Data** option so that EIB input file has all existing data. If you inadvertently lost information, rescind the campaign event that the EIB updated to restore data.

Business Processes

Campaign Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to add new campaigns or update existing campaigns.
- If you've inadvertently uploaded incorrect entries, use task **Mass Cancel Business Processes** or **Mass Rescind Business Processes.** What you use depends on whether the business process event is complete or in progress. This web service doesn't allow you to specify the EIB event when canceling or rescinding. Instead, select *Campaign Event* at the Business Process Types prompt and enter a date range that you ran the EIB.

For reference documentation for all web services including Submit Connect Campaign, see Operation Directory.

Sample EIB Input File

Submit_Connect_Campaign-v37_1

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Concept: Submit Engagement Builder EIB

Background

You can use this EIB to create or update engagements used in the **Engagement Builder** report.

This topic provides details on how to fill out the spreadsheet template for this EIB. To use this topic, you must create this EIB in your tenant, then generate a spreadsheet from that EIB.

Equivalent Workday Task

Engagement Builder report.

EIB Input File Guidelines

Web Service Version and Security Configuration Guidelines	• Workday recommends using the latest web service version for your EIB. You can check the version of your EIB by: • From the related actions of the EIB, select **Template Model > View**. • On the **View Template Model** page, check the **Version** field to verify you're using the latest web service version. • If you're using an older web service version, you can create a new EIB to get the latest version. • Verify you have the correct security configuration. • You must have access to the *Campaign Event* business process type in the System functional area to run this EIB. Configure the Initiating Action section for *Submit Engagement Builder (Web Service)*.
Guidelines for Modifying the EIB Template	This EIB has a *Generate Spreadsheet with Data* option, which is helpful if you're not sure how to populate the EIB input file. This option is also handy if editing existing campaigns so that you can prepopulate all existing data. Before using the *Generate Spreadsheet with Data* option, we suggest you modify the template so that the template generation properly populates the content field and audience field: • From the related actions of your EIB, select **Template Model > View**. • On the left, click **Engagement Item Data+**. • Locate the **Content** row. • From the related actions on the **Content** row, select **Template Model Column > Edit Details**. • Select the **Reference ID Type as Separate Column** check box. • Click **OK**.

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	• View the EIB template again and click **Engagement Data**. • Locate the **Audience** row. • From the related actions on the **Audience** row, select **Template Model Column > Edit Details**. • Change the reference ID type to what is appropriate for your organization.
Additional Input File Guidelines	We recommend that you review Concept: EIB Spreadsheet Data Entry Guidelines, which provides a general overview for populating EIB files. To prevent data loss, we recommend that you generate your spreadsheet with data for the Submit Engagement Builder EIB. See Example: Generate EIB Spreadsheet Template with Data. • There's a *Generate Spreadsheet with Data* option for this EIB, which helps determine the fields that you need to populate and the reference ID values that you can use: • If you're adding new engagements, you can start by manually creating an engagement, like the engagements you're loading. Then complete the steps in the *Guidelines for Modifying the EIB Template* section so you can see how the EIB input file populates. • If updating existing engagements, complete the guidelines above to get all existing information for the engagement. Then make any necessary modifications. Note that the web service does a Replace All so it's important to populate all existing information. • Additional details for some of the fields: • **Spreadsheet Key**: Specify a unique value for each engagement. • **Engagement:** If updating an existing engagement, enter the reference ID here. The Generate with Data tool doesn't populate this field. To find the value, you can create a custom report from data source engagements and include the report field **Reference ID Value**. • **Engagement Title:** Enter the title for your engagement. • **Engagement Type:** To find reference ID value for engagement type, run the **Integration IDs** report and search

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business object *Connect Campaign Type*.

- **Engagement Category:** If you want to enter an engagement category, run the Integration IDs report and search business object *Campaign Category (All)* to get a list of the engagement categories and their corresponding reference ID values.
- **Audience:** You might consider changing the reference ID type from *App_Audience_ID* to *Audience_ID*. To find the ID, run the **Integration IDs** report and search business object *Connect Audience (Framework)*.
- **Content Type**: To find reference ID value for Content Type, run the **Integration IDs** report and search business object *Connect Campaign Item Type*.
- **Row ID** (Section **Engagement Item Data+**): Enter a unique row ID value for each engagement item.
    - **Engagement Item**: If updating an existing engagement item, enter the reference ID here. To find the reference ID value, run the **Integration IDs** report and search business object *Connect Campaign Step*.
    - **Engagement Item Title**: Enter your engagement item title.
    - **Content**: We recommend that you configure *Reference ID type as a Separate Column* option for this field. See *Guidelines for Modifying the EIB Template* section. After modifying the template, you'll have 2 columns in your EIB input file for Content. Enter the reference ID type in the first column and reference ID value in the second column. Refer to attached Sample EIB Input file for examples.
    - **Channels+**: To find reference ID value for channels, run the **Integration IDs** report

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	and search business object *Notification Channel Group*. • **Row ID** (Section **Engagement Item Reminder Data+**): Enter a unique row ID value for each reminder. • **Reminder**: If updating an existing reminder, enter the reference ID here. To find the reference ID value, run the **Integration IDs** report and search business object *Reminder*. • **Reminder Title**: Enter your reminder title. • **Reminder Channels+**: To find reference ID value for channels, run the **Integration IDs** report and search business object *Notification Channel Group*.

Business Processes

Campaign Event.

Use Cases and Guidelines for Recovering from a Bad Load

- This web service enables you to create or update engagements used in the **Engagement Builder** report.
- For reference documentation for all web services including *Submit Engagement Builder*, see Operation Directory.

Sample EIB Input File

Submit_Engagement_Builder-v46.0

Getting Started with Workday Connectors

Browse Connector Templates

Prerequisites

Security: *Integration Build* and *Integration Reports* domains in the Integration functional area.

Context

To determine which Connector templates best meet your needs, use the **Integration Template Catalog** report. The report displays a complete list of Connector templates delivered by Workday. The report doesn't display deprecated or retired templates.

Steps

1. Access the **Integration Template Catalog** report.

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2. (Optional) To view details about the services, attributes, and maps associated with a template in the list, select **View Details** for that template.

Concept: Workday Connectors

Workday Connectors are prebuilt integration templates that extend Workday functionality to external endpoints for Human Capital Management (HCM), Payroll, Payroll Interface, Financial Management, and Student. Workday hosts and maintains all integrations.

Workday provides 2 types of Connectors:

- *End-to-end Connectors* support a specific named third-party application or service. When you deploy a Connector, the Connector supports the third-party application with no additional coding required.
- *Connectors* are prebuilt integrations that address most of the integration effort required to connect to third-party end points. These integrations import and export data in a Workday-defined file format.

Note: All Connectors require some level of tenant configuration and testing. Each customer can have specific mapping requirements and different endpoint configurations. Workday integration templates and mapping capabilities can accommodate these differences in customer configurations.

Each integration template provides a framework for Workday to communicate with an external endpoint. Each integration template contains a set of integration services, comprised of integration attributes and maps, that define specific connection points. To reduce complexity, many integration templates have factory settings for common definitions and requirements.

Workday Connectors are currently available for:

- Benefits
- HCM
- Workday Payroll
- Third-Party Payroll
- Financials
- Student

Audit Reports and Extracts

Workday commonly attaches audit reports to integration events that provide additional details about the integration. Audit reports support human use only and can aid in the troubleshooting of failures and data. Output, format, and accessibility are subject to change at any time. Never use audit files within Integration processing or logic.

Reference: Workday Connectors Catalog

Benefits Connectors

Workday provides well over 100 Benefits integration templates. To view a current list, access the **View Integration Template Category** report in Workday and select *Cloud Connect for Benefits* at the **Integration Template Category** prompt.

Financials Connectors

Connector	Description
Accounting Journal Connector	Imports accounting journal data from external endpoints into Workday. This integration requires

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Connector	Description
	transformation of accounting journal data into a Workday-defined format.
Ad Hoc Bank Transaction Connector	Imports ad hoc bank transaction data from external endpoints into Workday. This integration requires transformation of bank transaction data into a Workday-defined format.
AMEX Remittance	Generates and exports American Express Remittance files from the credit card secure environment.
Award to Requisition (WSS)	Transforms Strategic Sourcing awards into Workday requisitions.
Bank Fee Statement Connectors	Imports bank fee statements from your financial institutions for analysis and reporting purposes in these formats: • ASC X12 EDI 822 • ISO 20022 *camt.86 V1* • ISO 20022 *camt.86 V2* • Workday-defined XML format.
Bank Statement Load Integrations	Imports bank statements of any type into Workday. For formats other than BAI2, BTRS, ISO 20022, and MT940/942, requires transformation of bank statement files into a Workday-defined format.
Consolidation Data - Inbound Integration	Imports summarized trial balance data for non-Workday companies to build a consolidated trial balance.
Core Connector: Electronic Supplier Invoice	Imports electronic supplier invoices into Workday in a Workday-defined file format.
Currency Exchange Rate Connector	This integration can import currency exchange rates into Workday. Files must be in a Workday-defined file format.
Customer Credit Card Payments	Connects Workday to *CyberSource* for authorization and processing of payments for customer credit cards.
Customer Payment Lockbox	Imports Bank Administration Institute (BAI) lockbox data files into Workday. Files must be in a Workday-defined file format.
DAS2 Integration	Generates DAS2 audit files from accounting entries to present to French tax authorities.
DocuSign Integration	Uses the DocuSign vendor API to create and manage eSignature agreements and upload signed documents back to Workday. These agreements are driven by Review Document business process steps in Workday that have been configured with the DocuSign eSignature Integration.

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Connector	Description
EDI Supplier Integrations	Exchanges data with external suppliers in American Standards Committee (ASC) EDI X12 810, 850, 855, and 856 formats.
Electronic Payments	Connects Workday to the financial institution that your company uses for inbound and outbound payment processing. Includes *Electronic Filing 1099* integration.
Electronic Invoice Connector	Exports electronic invoicing data in XML format.
Evisort Document Transfer Connector	Exports and synchronizes financial business documents from Workday to Contract Management and Document Intelligence (Evisort). This integration is specifically designed for customers who use Contract Management and Document Intelligence to analyze their existing and ongoing Workday contract data.
Expense Credit Card Transactions	Imports credit card data into Workday for use in expense reports. Workday provides integration templates for these formats: • American Express • Citibank Commercial Format (CCF for VISA and MasterCard) • Bank of America VISA credit card transactions • MasterCard Common Data Format 3 (CDF3 Release 15_01_00_00) credit cards and credit card transactions • Visa Commercial Data Format 4.4 R1 (VCF4.4) credit cards and credit card transactions.
External Cash Activity Inbound Connector	Imports external cash activities.
FEC Integration	Generates FEC audit files from accounting entries to present to French tax authorities.
Financial Journal Lines Outbound Connector	Exports journal lines for financial reporting.
Financial Management Connector for Salesforce	Exchanges sales data between Salesforce.com and Workday. Download this app from the Salesforce.com *AppExchange*.
German ELSTER Periodic VAT Return	Generates XML file for German monthly/quarterly VAT return (UStVA) upload to the ELSTER portal. Includes *ELSTER Lohnsteuer Anmeldung* integration template.
GoBD Integration	Generates audit files that you can submit to German tax authorities in compliance with GoBD tax regulations.
Inventory Label Data Integrations	These integrations export inventory label data in a Workday-defined file format for use by an external label printing service or application.

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Connector	Description
Payment Acknowledgment	This integration can import payment acknowledgment files in ISO 20022 format so that you can: • View payment status. • Complete successful payments. • Cancel or reprocess rejected payments.
PSA Inbound Connector	Adds and updates HCM data for Professional Services Automation (PSA) scenarios. Imports data in Workday-defined XML format.
SAF-T Integrations	Generates audit files that you can submit to tax authorities in compliance with OECD SAF-T requirements.
Supplier Onboarding (WSS)	Transfers supplier information both ways between Workday and Workday Strategic Sourcing (WSS).
Supplier Punchout	Connects Workday to external suppliers for procurement.
Tax ID Integration	Checks the validity of tax IDs using the European VAT Information Exchange System (VIES) external service.
Third-Party Payments Integration	Generates audit files containing information about payments and payees. This integration enables you to create declarations of payments to third parties and submit them to tax authorities.
Travel Booking Inbound Connector	Imports travel booking records from your third-party travel providers into Workday. This integration gives you a unified view of corporate travel booking records from your third-party travel providers against your actual expense report.
Workday Strategic Sourcing Contract Integration	Transfers supplier contract information between Workday Procurement and Workday Strategic Sourcing.
Workday Strategic Sourcing: Savings	Transfers savings data from Strategic Sourcing projects into Workday for Discovery Boards and custom reports.

HCM Connectors

Connector	Description
Absence Third-Party Calendar Integration	Sends approved time-off events to Google Calendar or Outlook 365.
Account Provisioning Integration	Sends worker profiles and provisioning group assignments to an account provisioning application. This integration exports data in System for Cross-domain Identity Management (SCIM) file format.

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Connector	Description
Account Provisioning Connector	Sends worker profiles and provisioning group assignments to an account provisioning application. This integration exports data in Workday XML format.
Affordable Care Act (ACA) Connectors	Connects Workday to the Internal Revenue Service (IRS). Enables you to submit IRS Form 1094-C and 1095-C data for the Affordable Care Act.
AngelPoints	Connects Workday to *AngelPoints*. Enables you to create, modify, and delete accounts in *AngelPoints* as worker status changes in Workday.
Assign Organizations Inbound Connector	Imports organization assignment data from an external server into Workday.
Cloud Connect for Learning	Integrates learning content providers with Workday. Includes these integration templates: • *Coursera Import Template* • *Go1 Content Import* • *OpenSesame Import Template* • *Percipio Import Template*
Core Connector: Background Check Order Inbound	Imports information for background checks on a person from an external server.
Core Connector: Background Check Order Outbound	Exports requests for background checks on a person to an external server.
Core Connector: Candidate Outbound	Exports candidate, job application, and prospect details.
Core Connector: Competency Model	Detects new and changed competency model data and produces a configurable output file in XML format.
Core Connector: Global Worker	Exports worker data changes from Workday in simple XML format.
Core Connector: Job Postings	Detects new and changed job postings produces a configurable output file in XML format.
Core Connector: Job Profile and Job Family	Detects new and changed job profile and job family data and produces a configurable output file in XML format.
Core Connector: Job Requisitions	Detects new and changed job requisitions and job requisition data and produces a configurable output file in XML format.
Core Connector: Location	Detects new and changed location data and produces a configurable output file in XML format.
Core Connector: Organization Outbound	Detects new and changed organization data and produces a configurable output file in XML format.
Core Connector: Positions	Detects new and changed position data and produces a configurable output file in XML format.

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Connector	Description
Core Connector: Worker	Detects changes to a worker and produces a configurable output file in XML format or a nonconfigurable file in CSV (Comma-Separated Value) format.
Core Connector: Worker for LMS Outbound Integration	Detects new and changed worker, job, location, organization, and talent data. Produces a configurable output file in XML format for export to a Learning Management System (LMS).
Directory Service	Connects Workday to LDAP and Active Directory servers.
E-Verify Integration	Connects Workday to the E-Verify service provided by the United States Citizenship and Immigration Services (USCIS). Enables you to verify employment eligibility for your employees and applicants.
ExternalCalendarCreateEdit	Manages interviewer availability and coordinates schedules by dynamically interacting with external calendar systems, such as Microsoft Outlook and Google Calendar.
Image Upload	Uploads worker photos and document images into Workday in bulk.
Inline Assessment	Connects Workday to third-party assessment vendors for registering candidates that have applied for a job using an external career site.
Kenexa Connector	Exports organization, location, job profile, and job family data from Workday to Kenexa. Requires that you use Job Management staffing model.
Kronos Workforce Timekeeper Outbound	Exports worker data from Workday to Kronos Workforce Timekeeper.
Labor Optimization Integration	Imports historical Labor Optimization Metric data for the Labor Optimization SKU (under Workforce Management).
Learning Virtual Classroom For MS Teams	Integration template for Learning Virtual Classroom for MS Teams.
Learning Virtual Classroom for Zoom	Integrates Workday Learning with Zoom to automatically generate Zoom meeting links when scheduling virtual classroom lessons. It designates the lesson instructor/organizer as the Zoom host and syncs calendar invites.
LinkedIn Recruiter System Connect	Enables data transfer between Workday Recruiting and LinkedIn Recruiter. Integration includes these templates: • LinkedIn Recruiter System Connect Export • LinkedIn Recruiter System Connect Import • LinkedIn Recruiter System Connect One Click Export

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Connector	Description
Medicare Integrations	Sends and receives coordination of benefits request and response files from the Centers for Medicare & Medicaid Services (CMS). Files can include data for active and retired employees and their dependents.
Okta Integration	Sends event-based notifications of employee changes directly to your Okta tenant.
OPM Connector: EHRI	Exports employee personnel data and personnel actions for the Office of Personnel Management (OPM).
OPM Connector: eOPF	Exports Employee Data Feed and SF-50 forms for the Office of Personnel Management (OPM).
Organization Inbound Connector	Imports new, changed, and inactivated organization data from an external application.
Salesforce.com Chatter Integration	Posts events from Workday to Salesforce.com Chatter.
Salesforce.com Worker Sync	Connects Workday to Salesforce.com for account provisioning.
Skillsoft Integration	Imports licensed courseware from Skillsoft into your learning catalog in Workday as external digital courses.
Social Security Number Verification Service Integration	Generates data file for upload to Social Security Number Verification Service. Enables you to verify that your employee names and Social Security numbers (SSN) match Social Security Administration records.
Talent Profile Inbound Connector	Imports updates to certifications, competencies, and completed trainings for one or more workers.
Unistaff Connectors	Exchanges data between Workday and Unistaff, enabling your organization to align with data privacy requirements for the Russian Federation. Supports: • Export of Workday foundation data. • Import of new hires and personal information updates for workers.
USAJOBS Inbound Job App	Imports candidate job applications and resume data from USAJOBS and loads them into Workday Recruiting, supporting both Resume Builder and external attachment flows.
USAJOBS Post Job	Moves a job posting from Workday to USAJOBS.
USAJOBS Unpost Job	Removes a job posting from USAJOBS.
Workday Esignature Integration	Creates and manages eSignature agreements and uploads signed documents back to Workday. These agreements are driven by Review Document business process steps in Workday

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Connector	Description
	that have been configured with the Adobe Sign eSignature Integration.

Student Connectors

Connector	Description
Education Test Result Inbound Connector See Student Admissions Connectors.	Imports test results in a Workday-defined XML format. Use this connector to import results for education tests not supported by other Student Admissions connectors.
National Student Clearinghouse Connectors	Sends enrollment, degree, and graduation data to the National Student Clearinghouse (NSC).
SPEEDE External Transcript Inbound See Student Admissions Connectors.	Imports student transcripts from the NSC Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) service.
Student Admissions Connectors	Imports test results for these education tests: • ACT (formerly American College Testing) • Advanced Placement (AP). • Graduate Management Admission Test (GMAT). • Graduate Record Examination (GRE). • Postsecondary Education Readiness Test (PERT). • SAT (formerly Scholastic Assessment Test). • Test of English as a Foreign Language (TOEFL). Note: Workday provides a separate integration template for each test. Each template supports only 1 test.
Student Financial Aid Connectors	Imports and exports transaction data for these formats: • Alternative Loan Applications. • Common Origination and Disbursement (COD). • Institutional Student Information Reports (ISIRs). • Transfer Student Monitoring (TSM) and Financial Aid History (FAH).
Student Financials Connectors	• Sends refund data to Transact (formerly Cashnet) merchants. • Generates IRS Form 1098-T data for enrolled students.
Student Outbound Connector	Exports data for students with changes in their status and profile information in a Workday-defined XML format.

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Connector	Description
Student Records Connectors	Exports transcript data in a Workday-defined XML format.
Student Recruiting Connectors	Imports student prospects from the ACT Enroll student search service.
Student Transaction Log Outbound Connector	Monitors your tenant for Student-related transactions that meet specified transaction type, effective date, and entry date criteria. Exports an XML file with transaction records for these transactions from Workday.
The Common Application Inbound Integration	Imports a subset of first-year student applicant data from The Common Application.

Third-Party Payroll Connectors

Connector	Description
ADP PayForce	Synchronizes employee and payroll data between Workday and ADP PayForce. Deprecated integration, do not use.
External Payroll Documents	Imports external payslips, external tax documents, and other external payroll documents into Workday.
External Payroll Results Inbound	Imports data generated by an external payroll endpoint to payroll results.
Global Payroll Reconciliation	Compares Payroll Effective Change Interface (PECI) worker payroll data between Workday and a third-party payroll vendor to identify discrepancies.
Import External Payslips	Imports employee payslips from an external payroll endpoint.
Payroll Effective Change Interface	Exports payroll-related subset of HR, compensation, and benefits deduction data. The connector exports the data in XML format with effective dates in the sequence that they occurred. You can transform the XML into a format supported by your payroll provider.
Payroll Interface	Exports payroll-related subset of HR, compensation, and benefits deduction data. The connector exports the data in XML format. You can transform the XML into a format supported by your payroll provider.
Payroll Interface Configurable Output	Flexible outbound payroll template that extracts global worker demographic and compensation data for third-party payroll providers.
PECI - Merge Files Integration Template	Merges output files from separate Payroll Effective Change Interface (PECI) integration runs.

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Connector	Description
Worker Effective Change Interface	Captures a full stack of worker data changes within an effective range. The connector exports the data in an XML format text file and includes data changes related to corrections, rescinds, indirect, retroactive, and future-dated transactions.
VPS Page Generator	Generates JSON objects for VPS pages.

Workday Payroll Connectors

Connector	Description
ADP Check Print	Exports Workday payroll and payslip data to ADP, enabling you to outsource printing of checks and pay advices.
Australian Taxation Office (ATO) STP Integration	Exports periodic payroll and worker data to the Australian Taxation Office (ATO) via third-party service provider (Ozedi). Regulatory requirement in Australian Payroll.
Ceridian Check Print Service	Exports Workday payroll and payslip data to Ceridian, enabling you to outsource printing of checks and pay advices, or to outsource full banking services.
Check Printing Connector	Connects Workday to regional banks that don't use the Ceridian check printing format. The Check Printing Connector enables you to customize output for the requirements of a specific bank.
DSN Deposit (Machine to Machine)	Sends DSN submissions to the net-entreprises.fr portal.
Set Up Earned Wage Access	Connects Workday to DailyPay to enable workers to access the wages they earn before their scheduled payday.
Electronic Income Withholding Order Integrations	Connects Workday to the Federal Office of Child Support Enforcement (OCSE) web portal for exchange of Electronic Income Withholding Order records and acknowledgments.
Electronic Payments	Connects Workday to your company bank or financial institution for inbound and outbound payment processing.
HM Revenue & Customs Incoming Notifications	Connects Workday to HM Revenue & Customs Data Provisioning Service (DPS) to receive: • P6/P6B and P9 tax notifications • SL1 and SL2 student loan notifications
HM Revenue & Customs RTI Integration	Connects Workday to HM Revenue & Customs Real Time Information (RTI) to send Full Payment Submission (FPS) files.

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Connector	Description
HM Revenue & Customs RTI Employer Payment Summary Integration	Connects Workday to HM Revenue & Customs Real Time Information (RTI) to send Employer Payment Summary (EPS) files.
Irish Incoming Notifications Integration	
Payment Acknowledgment	Imports payment acknowledgments in ISO 20022 format so that you can view payment status, complete successful payments, and cancel or reprocess rejected payments.
Payment Connector	Connects Workday to your company bank or financial institution for outbound payment processing.
Payroll Journal Outbound Connector	Exports journal entries, include payroll accounting details, from Workday to an external endpoint.
Service Canada ROE	Generates ROE (Record of Employment) files for manual upload to Employment and Social Development Canada (ESDC), and imports ROE status files generated by Service Canada into Workday.
SuperStream (Australia)	Transforms SuperStream reports into the SuperStream Alternative File Format (SAFF). You then upload the SAFF file to your Superannuation Clearing House.
Tax Filing (Canada T4, T4A, RL-1, RL-2)	Generates T4, T4A, RL-1, or RL-2 files for manual upload to the Canadian Revenue Agency or the Revenue Quebec Agency.
Tax Filing (USA)	Exports periodic, quarterly, and annual tax data from Workday Payroll to ADP or Ceridian.
Time Off Inbound and Payroll Input Connectors	Connects Workday to external time and attendance tracking applications, such as Kronos Workforce Timekeeper.
UK Civil Service Pension Files	Generates data files for manual upload to the Civil Service pension scheme administrator.
Worker Time Block Inbound Connector	Imports time block data generated by an external time and attendance application into Workday.
Worksite Reporting	Generates MWR (Multiple Worksite Record) files for upload to the Bureau of Labor Statistics, United States Department of Labor.

Benefits Connectors

Setup Considerations: Cloud Connect for Benefits

You can use this topic to help make decisions when planning your configuration and use of Cloud Connect for Benefits (CCB). It explains:

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- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Cloud Connect for Benefits is a collection of prebuilt integrations to benefit providers across a range of categories, including:

- Medical, Dental, Vision.
- Life and Disability.
- Flexible Spending Accounts and Health Savings Accounts.
- COBRA Administration.
- Retirement Savings (Outbound and Inbound).
- Medical Underwriting Decisions (inbound).

Cloud Connect for Benefits also supports integrations for additional benefit plans. Examples: Employee assistance programs, commuter benefits, or long-term care.

Business Benefits

Cloud Connect for Benefits enables you to exchange benefits-related data between Workday and benefit providers.

Use Cases

With Cloud Connect for Benefits, you can:

- Select an integration template specific to your vendor and product.
- Configure integration service attributes to control integration behavior.
- Map data from Workday to the format that the vendor supports.
- Define a schedule for integration runs.
- Exchange data securely with vendors using different network transport protocols.

Questions to Consider

Question	Considerations
Does Workday provide a Cloud Connect for Benefits integration template that supports your vendor/product combination?	• To see if Workday supports your vendor/product combination, search the CCB Providers or CCB Products pages on Workday Community. • If your provider supports the ANSI X12N 834 file format, use the generic **ANSI X12 834 V2** template.
Are your vendors based in the US?	Most CCB integrations are for US-based vendors. Workday supports these Canadian providers: • Great West. • ManuLife. • Standard Life Assurance. • Sun Life.

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Recommendations

- Consider engaging with professional services when implementing Cloud Connect for Benefits integrations.
- Start your implementation well in advance of your open enrollment period. For many CCB providers, Workday might not hear about changes to vendor file formats until you start your implementation. Try to test early so that Workday can make necessary changes to a template in time for your go-live date.
- Before setting up your integration test environment, work with your benefits functional partner to ensure that integrations can support your plan setup.
- Plan out the number and type of test cycles that the benefits provider requires before certifying your integration. Work with your benefits provider to determine how many test cycles they require.
- Consider using the generic Benefits Connector integration if these conditions are true:
    - Workday doesn't provide a template that supports your vendor/product combination.
    - Workday doesn't plan to develop a template that supports your vendor/product combination.

Requirements

Subscribe to the Cloud Connect for Benefits SKU.

Limitations

Actual contribution amounts are only available to Cloud Connect for Benefits integrations from Workday Payroll. If you use a third-party payroll provider, benefit integrations send estimated amounts based on the benefit plan setup.

Tenant Setup

No impact.

Security

Enable security for these domains to configure Cloud Connect for Benefits integrations.

- *Integration Build*
- *Integration Configure*

Enable security for these domains for Cloud Connect for Benefits integrations to access Workday data:

Security Domain	Required for Products
Change Retirement Savings (Business Process)	Retirement Savings Inbound.
Integration Event	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.
Person Data: Citizenship Status	Outbound.
Person Data: Date of Birth	Outbound.
Person Data: Date of Death	Outbound.
Person Data: Gender	Outbound.
Person Data: ID Information	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.
Person Data: Marital Status	Outbound.

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Security Domain	Required for Products
Reports: Pay Calculation Results for Worker (Results)	Outbound.
Worker Data: Beneficiaries and Dependents	Outbound only.
Worker Data: Benefit Elections	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.
Worker Data: Benefits	• Evidence of Insurability (EOI) Inbound. • Retirement Savings Inbound.
Worker Data: Compensation by Organization	Outbound.
Worker Data: Court Order Details	Outbound.
Worker Data: Current Staffing Information	Outbound.
Worker Data: Payroll (Payroll Input)	Retirement Savings Inbound.
Worker Data: Payroll Interface (Payroll Input by Worker)	Retirement Savings Inbound.
Worker Data: Public Worker Reports	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.

Business Processes

You can use the *Integration Process Event* business process to manage how your integrations run.

Reporting

Report	Description
All Integration Systems	View all integrations that you've created.
View Integration System	View an integration that you've created. You can then edit a specific integration that you locate with this report.
Integration Events	Displays: • A summary of integration events that are in process or completed. • Details about the status for each integration event.

Connections and Touchpoints

Features	Considerations
Benefits	Cloud Connect for Benefits integrations send and receive benefits data to and from vendors.
HCM Core	Cloud Connect for Benefits integrations send worker data to vendors.

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Features	Considerations
Payroll	If you use Workday Payroll, outbound Cloud Connect for Benefits integrations send actual contribution amounts.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Getting Started with Cloud Connect for Benefits

Concept: Cloud Connect for Benefits

Cloud Connect for Benefits (CCB) is a collection of prebuilt integrations to benefit providers across a range of categories. You can configure an integration using attributes, maps, and overrides. Data then flows to your benefit providers based on a predefined schedule that incorporates benefit life events. You can use any CCB provider-specific integration, or the Benefits Connector, an integration template with a configurable set of HCM data across a range of categories.

Workday delivers information to providers in their preferred format by supporting:

- Industry standards such as ANSI ASC X12N 834 (version 5010) and LIMRA Data Exchange (LDEx) formats.
- Proprietary file formats.
- Text file with comma-delimited fields.
- Text file with pipe-delimited fields.
- Text file with fixed-width fields.
- XML.

Text files are UTF-8 encoded rather than using ANSI encoding.

Workday maintains data security throughout the transmission process by using data encryption and secure transport protocols. If provider specifications change, Workday updates the integration to meet the new requirements.

View the current Cloud Connect for Benefits catalog: https://community.workday.com/node/141741.

Each integration has a template associated with it that contains services, attributes, maps, and overrides. You create an integration system using the specific integration template. You're then able to configure:

- Optional services.
- Field attributes to select specific data elements to be reported on the file for these templates: BC, ANSI, and LDEx.
- Integration attributes for data that are the same for everyone reported on the file
- Maps to translate Workday tenanted values to what the provider needs to see
- Overrides for items that might not be stored in discrete fields in Workday or for accessing calculated fields

The integration takes care of all data fields that are the same for ***all*** customers and implementations. The integration hides attributes with a default value because it shouldn't override the value.

Sent and Retrieved Data

The information that Workday passes to or receives from benefit providers depends on:

- The type of benefits available to workers.
- The requirements for each provider.

Examples:

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Medical, Dental, Vision	• Subscriber data. • Enrollment data. • Dependent information. • Eligibility data.
Life and Disability	• Subscriber data. • Enrollment data. • Compensation data. • Coverage information. • Beneficiary information.
Flexible Spending Accounts and Health Savings Accounts	• Subscriber data. • Enrollment data. • Contribution amounts. • Goal amounts.
COBRA Administration	• Subscriber data. • Termination data. • Data for persons newly enrolled in COBRA-eligible plan.
Retirement Savings (outbound)	• Subscriber data. • Enrollment data. • Contribution amounts.
Retirement Savings (inbound)	• Changes to contribution elections. • Loan data. Workday Payroll uses data from inbound integrations to maintain deductions.
Medical Underwriting Decisions (inbound)	Statuses (approved or denied) and the decision date.
Additional Benefit Plans	• Employee assistance programs. • Commuter benefits. • Long-term care.

Contribution Amounts

Workday Payroll can send contribution amounts to providers of defined contribution plans and flexible spending account plans (HSA, spending accounts, commuter, and retirement savings).

Goal Amounts

Workday sends goal amounts to flexible spending account plan administrators to ensure that claims don't exceed annual plan contributions.

The integration uses values from benefit elections for the workers and the effective date used to launch the integration. The integration relies on what is in the Benefits data and performs no calculations.

Related Information

Tasks

Include Payroll Balances in Benefits Integration

Reference

The Next Level: Benefits Integrations

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Concept: Planning a Benefit Provider Integration

Each Cloud Connect for Benefits integration requires initial configuration to tailor the way that it maps and delivers data to a benefit provider. You can arrange configuration through Workday Professional Services or any certified Workday Services Partner.

Note: Schedule plenty of time before your next open enrollment for configuring and testing your integrations. If you change benefit providers, your timeline is longer. The timeline varies depending on whether your benefit provider is already in the Cloud Connect for Benefits catalog or a new addition.

These sections describe the prerequisites and implementation process to help you plan a new benefit provider integration. Most of these activities happen in parallel with your Workday HCM implementation.

Before You Begin

Verify the quality of your data to shorten your implementation cycle. If you start with clean data, you encounter fewer problems.

Implementation Process

Workday provides a set of templates as the starting point for all Cloud Connect for Benefits integrations. To simplify initial configuration as well as ongoing maintenance, the templates have some delivered values and prompts for data in Workday.

Related Information
Tasks
Set Up Test Environment for Benefits Integration

Concept: Cloud Connect for Benefits Integration Templates

Workday provides a template for each Cloud Connect for Benefits integration to enable configuration of customer-specific values.

- Attributes are available for data elements that pertain to everyone on the file.
- Maps are used to translate *internal* Workday values to *external* vendor values. Workday provides enumerations in a drop-down list, where possible. Drop-down lists streamline implementation, reduce configuration errors, and simplify ongoing maintenance.
- Overrides provide an even more powerful way to configure what Workday sends to your provider.

Related Information
Tasks
Change Benefit Provider Integration Maps

Concept: Cloud Connect for Benefits Field Overrides

Field overrides are a flexible tool to customize integration systems that use a Workday integration template. Each Workday template provides a standard framework for integration system creation and configuration. Field overrides give you an additional way to control data sent on the file, including use of custom or calculated fields.

Overrides give you the ability to use report fields or calculated fields to supply the values that your benefit provider requires. Example: To match a class structure or division in your provider environment, you can create calculated fields to concatenate multiple values in Workday. You can use overrides along with attributes and maps.

Concept: Inbound Cloud Connect for Benefits Integrations

Cloud Connect for Benefits supports 2 types of inbound integrations:

- Retirement Savings
- Evidence of Insurability (EOI) Underwriting Decisions

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Depending on the inbound data and product, the integration updates data in Workday in different ways:

- Retirement Savings, Loans: Workday creates new payroll input records.
- Retirement Savings, Deferrals: Workday creates retirement savings benefits change events.
- EOI Underwriting Decisions:
    - Workday updates decision status and date of decision.
    - Workday supports Approved and Denied statuses only.
    - You can configure the integration to leave open or close EOI Underwriting Decisions with a status that Workday doesn't support. Future updates to closed EOI Underwriting Decisions require manual processing.

Processing for Third-Party Payroll

Workday creates payroll input records for loan changes.

Workday doesn't process deferral changes as direct payroll input. Workday updates elections with benefit events.

You can view payroll inputs for third-party payroll in the **External Payroll Input Finder** report. You can view inputs for a specific worker in the **Maintain External Payroll Input for Worker** task. You can also use the related action off a worker under **Pay** to view inputs.

There's no indicator on the payroll input for ongoing deductions for third-party payroll. Workday displays these deductions without an end date.

Related Information

Concepts

FAQ: Benefit Provider Integration Common Issues

Tasks

Manage External Payroll Input for Worker

Reference: Benefits Connectors Catalog

Workday supports and maintains the connectors to meet the required file formats and specifications of each benefit provider. For any worker enrolled in a Workday HCM benefit plan, Workday sends the HCM indicative data for the benefit provider, as well as any changes in benefit enrollments. Benefits Connectors enable you to integrate with a wide range of benefit providers in these categories:

- Medical
- Dental
- Vision
- Life and Disability
- Flexible Spending Accounts
- COBRA Administration
- Retirement Savings

The Workday Community lists offerings in each category at https://community-content.workday.com/content/workday-community/en-us/reference/products/human-capital-management/cloud-connect-for-benefits/ccb-products.html.

Workday also provides a generic Benefits Connector to enable you to create a benefits integration to a vendor not supported by our catalog. It gives you the tools to export a benefits-related subset of HR, compensation, and benefits deduction data to the benefits provider of your choice. Benefits Connector provides:

- A configurable output file
- A choice of change detection options
- Flexible launch parameters

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- Built-in audit reports

Create Benefit Provider Integration

Steps: Set Up Benefit Provider Integration

Prerequisites

Request a file specification from your benefit provider so that you can familiarize yourself with their data requirements.

Context

Set up an integration system using a template in the Cloud Connect for Benefits Template Category that sends employee benefits data to a benefit provider.

Steps

1. Create Integration System .

   In the **New Using Template** prompt, select the **Cloud Connect for Benefits** category, then select the template for your benefit provider. Some benefit providers have multiple integration templates for different products. Make sure that you select the correct template. The template names have this format: *WBN* - [*Provider Name*]: [*Product*].
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the applicable domains:

Security Domain	Required for Products
Change Retirement Savings (Business Process)	Retirement Savings Inbound.
Integration Event	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.
Person Data: Citizenship Status	Outbound.
Person Data: Date of Birth	Outbound.
Person Data: Date of Death	Outbound.
Person Data: Gender	Outbound.
Person Data: ID Information	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.
Person Data: Marital Status	Outbound.
Reports: Pay Calculation Results for Worker (Results)	Outbound.
Worker Data: Beneficiaries and Dependents	Outbound.
Worker Data: Benefit Elections	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.
Worker Data: Benefits	• Evidence of Insurability (EOI) Inbound.

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Security Domain	Required for Products
	• Retirement Savings Inbound.
Worker Data: Compensation by Organization	Outbound.
Worker Data: Court Order Details	Outbound.
Worker Data: Current Staffing Information	Outbound.
Worker Data: Dependent National IDs	Outbound (Dental, Medical, Vision only).
Worker Data: Payroll (Payroll Input)	Retirement Savings Inbound.
Worker Data: Payroll Interface (Payroll Input by Worker)	Retirement Savings Inbound.
Worker Data: Public Worker Reports	• Evidence of Insurability (EOI) Inbound. • Outbound. • Retirement Savings Inbound.
Worker Data: Workers	Outbound. Use for contextual security only. See the *Get_Workers Contextual Security* section of Concept: Get Workers SOAP Web Service Guidelines and Troubleshooting.

See: Steps: Grant Integration or External Endpoint Access to Workday.

3. Set Up Attributes and Maps in Benefits Integration .
4. Set Up Integration Field Overrides for a Connector .

Related Information

Concepts

Concept: Cloud Connect for Benefits Integration Templates

Concept: Planning a Benefit Provider Integration

Set Up Attributes and Maps in Benefits Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

After you create a benefit provider integration, configure the integration attributes and maps to specify values for the output file.

- Integration attributes identify what benefit plans to include in the integration. Integration attributes also provide customer-specific values for data elements.
- Integration maps define relationships between values in Workday and codes in the external endpoint.

Steps

1. Access the **View Integration System** report.
2. As a related action on the integration system, select **Integration System > Configure Integration Attributes**.

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3. Specify values for the attributes in the **Integration Attributes** grid:
    - For attributes without automatically populated values, add a row and specify a **Value**.
    - For attributes whose automatically populated values you want to change, or attributes that have a comment in the **Value** field, select the **Override Template Values** check box. Then specify a new **Value**.
    - Optionally specify that a value applies to a particular environment using the **Restricted to Environment** field.

    Look at each attribute **Description** for guidance on how to configure the appropriate values. If necessary, request the correct values from your benefit provider.
4. Save your changes, then as a related action on the integration system, select **Integration System** > **Configure Integration Maps**.
5. In the **Integration Maps** grid, specify how to map Workday data to the output file:
    a) Add a row for each value from your tenant, select an **Internal Value** at the prompt, then select the corresponding **External Value**.

    You can map more than 1 **Internal Value** to each **External Value**, but you can't map the same **Internal Value** to more than 1 **External Value**. The **External Value** prompt displays the valid values for your provider based on their file specification. You can view a description of each value from its related actions menu.

    b) (Optional) Provide a **Default Value** for any data element that doesn't have mapped values.

    Each map **Description** identifies the corresponding position in the file. Workday requires every map; don't leave any map blank or Workday sends data from your tenant data to the output file, which results in an error.
6. Click **OK** to save your changes.

Example

These tables display sample values for the attributes and maps in the *WBN - HIPAA 834 Health Insurance (v2)* integration service:

Attribute	Value
Carrier Output HIPAA 834 EDI	Yes
Interchange Sender ID	76-0689535
Application Sender Code	472243
Master Policy Number	98675
Plan Sponsor Name	Global Modern Services, Inc.
Sponsor ID	2458538
Provider Entity Relationship Code	25

Map	Automatically Populated Value	Internal Value	External Value
Coverage Level Code	IND	EE+1 Dependent	ECH
		EE+Family	FAM
		EE Employee Only	EMP
Enrollment Relationship	53	Child	03
		Domestic Partner	04
		Spouse	01
Gender	U	Female	F
		Male	M
Health Care Classification	PDG	HMO	HLT

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Map	Automatically Populated Value	Internal Value	External Value
Position Time Type		Indemnity PPO Full-time Part-time	HLT HLT FT PT

Next Steps

If the integration system has a field override service, configure the override values.

Set Up Field Overrides in Benefits Integration

Prerequisites

Determine if your integration system has field overrides. Access the **View Integration System** report and look for either of these field override documents for Version 1 of the ANSI X12 834 template:

- *WBN - HIPAA 834: Medical, Dental, Vision, Insurance - Field Override*
- *WBN - HIPAA 834: Medical, Dental, Vision, Insurance - Coverage Level Field Override*

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

A field override service gives you greater flexibility to map data to 834 elements. Each benefit provider has a unique set of fields that enable override values based on the provider implementation of the 834 format. You can use calculated fields or report fields to provide values for these fields, which often require a class structure or division. Cloud Connect for Benefits uses the Data Initialization Service (DIS) to manage field overrides. See Steps: Set Up Data Initialization Service (DIS) Integration .

With some integration services you can create parameters at multiple levels, depending on what you need to send to your benefits provider. The integration uses parameters to extract data from Workday, optionally with calculated fields, and store data for later use. Where you create these parameters dictates how you can use them downstream. You can create parameters globally (for the entire integration event) or at the document level (worker, dependent, or benefit election, or benefit plan). You can use parameters downstream in other parameters or in calculated fields.

Consider:

- Dated field overrides only accept values with a *date* data type. The DIS framework validates the values and an error is produced if there is a non-date value or null.
- Loop 2300 in the 834 is for plan-level data. You can now create a calculated field to return different values based on plan rather than based on worker (non-DIS).

Steps

1. Access the **View Integration System** report and select your integration system from the **Cloud Connect for Benefits** prompt.
2. As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.

   The Configure Integration Field Overrides grid displays the integration service and the field overrides. Depending on the service that you select, you might see **Parameters**, which you can expand to view the field overrides.
3. To understand what values your provider expects, review the list of fields against the file specification for your provider.

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4. For each field, click the **Override External Field** prompt to select a calculated field or report field that provides the appropriate value.

   The selection list only contains fields related to the business object shown in **uses Business Object as Class**.
5. If any fields have a *Prompt - Text* override, specify the **Value Type** and **Value** for the field.
6. When you're finished, click **OK** to save your changes.

Related Information
Concepts
Concept: Calculated Fields

Test and Manage Benefit Provider Integration

Set Up Test Environment for Benefits Integration

Prerequisites

Before setting up your integration test environment, make sure that you configured the benefits part of your Workday test environment correctly. Your integration won't cause some errors that you can encounter when testing your integration, especially benefits elections not appearing on the output file. Instead, not configuring electronic signatures correctly, or by not finalizing benefits open enrollment before running the integration causes errors.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can test our tenant sandbox integrations by associating different attribute values with your sandbox and production environments. Example: You can test an integration to validate data after you modify benefit plans or you modify integration maps. Testing is also useful during open enrollment.

Another option is to switch to test mode, which limits each integration event to 500 records. By working with a subset of data, you can view the integration results faster to validate your mappings and setup.

Workday recreates tenant sandboxes with each update. If you configure integration attributes in your sandbox environment, copy these values to your production environment to ensure that they aren't overwritten in the next update.

Steps

1. Access the **View Integration System** report.
2. Select an integration system at the prompt.
3. As a related action on the integration system, click **Integration System > Configure Integration Attributes.**
4. For each attribute that you want to configure:
   a) Add a row in the **Attribute Value(s)** column.
   b) In the **Value** field, specify the value that you want to use for testing.
   c) In the **Restricted To Environment** field, select **Sandbox**.

      Note: Leave the **Restricted To** field blank to specify a value that applies to all environments except the one with a restricted value. Example: To use ABCPROD.TXT as the output filename for your production environment and ABCTEST.TXT for all other environments. Restrict ABCPROD.TXT to your production environment. Leave the **Restricted To** field blank for ABCTEST.TXT. When the integration runs in the production environment, it creates an output file named ABCPROD.TXT. When it runs in any other environment, it creates a file named ABCTEST.TXT.

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5. If you want to test the integration with a subset of data, set the *Enable Test Mode* attribute to **true** in the WBN outbound integration service.
   As a best practice, restrict this value to your sandbox environment to ensure that integrations in your production environment always include a full set of data.

Example

- Send sandbox data to your own FTP site. Then, specify a sandbox value for the *Endpoint* attribute.
- Send your benefit provider a test value by specifying a sandbox value for the *Output Filename* attribute.

Next Steps

When you finish testing or if you want to test with a full set of data, set the *Enable Test Mode* attribute to **false**. Using this option, the integration events include all applicable records. Always make sure that *Enable Test Mode* is set to **false** when you go into production.

Related Information
Concepts
Concept: Planning a Benefit Provider Integration
Tasks
Set Up Benefit Electronic Signatures
Finalize Open Enrollment Elections

Include Payroll Balances in Benefits Integration

Prerequisites

Actual contribution amounts are only available to Cloud Connect for Benefits integrations from Workday Payroll. If you use a third-party payroll provider, benefit integrations send estimated amounts based on the benefit plan setup.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Send actual contribution amounts from Workday Payroll to benefit providers who manage defined contribution plans and flexible spending accounts. Benefit providers can receive the subscriber data, enrollment data, and actual contribution amounts in a single integration file.

For defined contribution plans, the payroll amounts include both the employee and employer contributions, as well as any loan repayments by an employee.

Steps

1. Access the **View Integration System** report.
2. Select an integration system at the prompt.
3. As a related action on the integration system, click **Integration System > Configure Integration Services.**
4. In the **Integration Services** grid, select the **Enabled** check box for the *WBN - Include Payroll Balances* service.
5. As a related action on the integration system, click **Integration System > Configure Integration Attributes.**

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6. In the **Integration Attributes** grid, edit the attributes for the *WBN - Include Payroll Balances* service:
    a) Find the *Employee Deduction Codes* and *Employer Deduction Codes* attributes in the grid.
    b) Add a row for each attribute.
    c) In the **Value** column, enter the deduction code values in a comma-delimited list. These values are the deduction codes that you defined in Workday for the associated benefit plan.

Next Steps

Integrations that include payroll results have 2 additional launch parameters, **Payroll Start Date** and **Payroll End Date**. Edit the integration schedule so that it corresponds to your pay periods by using the **Launch / Schedule Integration** task.

Related Information
Concepts
Concept: Cloud Connect for Benefits
Tasks
Steps: Schedule, Launch, and Troubleshoot Benefit Provider Integration

Change Benefit Provider Integration Maps

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Integration maps specify how values in Workday map to values in an external endpoint. Benefit provider integrations have 2 map types:

- *Simple maps* have a one-to-one correlation between Workday values and external values.
- *Configurable maps* concatenate multiple values in Workday to match a class structure or division in a benefit provider endpoint.

You configure maps during initial configuration, but if your benefit programs change, you can modify the maps to accommodate these changes. Typically, you update integration maps when you add or change benefit plans, benefit options, coverage codes, or deduction codes. You can also modify integration maps due to:

- Organizational changes, such as adding a division.
- Data discrepancies between Workday and your benefit providers.

Steps

1. Access the **View Integration System** report.
2. At the **Integration System** prompt, select the integration system that you want to edit.
3. As a related action on the integration system, select **Integration System > Configure Integration Maps.**
4. Edit maps by adding, removing, or changing entries in the **Map Values** columns:
    - To add an entry, insert a row in the grid and specify the **Internal Value** and **External Value**.
    - To delete an entry, remove the current row from the grid.
    - To change an entry, edit the values in the **Internal Value** and **External Value** columns.

    Note: Use caution when you edit integration maps. If you enter values in an incorrect format, errors can occur when the integration runs. Values are both case sensitive and space sensitive.

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Launch and Troubleshoot Benefit Provider Integration

Steps: Schedule, Launch, and Troubleshoot Benefit Provider Integration

Context

Schedule a benefit provider integration that runs either one-time in the future or on a recurring basis. Select the integration frequency, define the schedule, and specify dates for the launch criteria. In scheduled integrations, Workday typically determines the appropriate values for date parameters when the integration runs.

In manual integrations, specify values for date parameters instead of having Workday calculate the values when the integration runs.

Security: *Integration Build* and *Integration Configure* in Integration functional area.

Steps

1. Launch an Integration .
2. (Optional) View status reports for the integration.
   See: Reference: Integration Status Reports
3. (Optional) Audit Integration Events .
4. (Optional) FAQ: Benefit Provider Integration Common Issues .

Related Information
Tasks
Create Integration Notifications
Manage Scheduled Future Processes

Concept: Benefits Integration Launch Parameters

Scheduled Integration Launch Parameter Examples

<table>
<tr>
<td>Example 1: Full File, Run Weekly</td>
<td>To schedule a weekly full file integration, specify these values for the Effective Date and Last Update launch parameters:
<table>
<tr><th>Field</th><th>Value Type</th><th>Value</th></tr>
<tr><td>Effective Date</td><td>Determine Value at Runtime</td><td>Current Effective Date</td></tr>
<tr><td>Last Update</td><td>Determine Value at Runtime</td><td>Current Moment (DateTime)</td></tr>
</table>
Each time the integration runs, it sends a full file with all benefit enrollment data that is:

Current as of the Last Update
Effective as of the Effective Date

Based on the date and time at launch.</td>
</tr>
</table>

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<table>
<tr>
<td>Example 2: Full File, Include Ended Coverage Once, Run Now</td>
<td>To schedule a weekly full file that includes ended coverages, specify these parameter values:
<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>Effective Date</td><td>Determine Value at Runtime</td><td>Current Effective Date</td></tr><tr><td>Last Update</td><td>Determine Value at Runtime</td><td>Current Moment (DateTime)</td></tr><tr><td>From Effective Date</td><td>Determine Value at Runtime</td><td>As Of Effective Date of Last Completed Integration Event</td></tr><tr><td>From Last Update</td><td>Determine Value at Runtime</td><td>As Of Entry DateTime of Last Completed Integration Event</td></tr></table>(WBN - Full File - Include Ended Coverage Once integration service enabled).
Each time the integration runs, it sends a file that contains:
All current enrollment data as of the Last Update and effective as of the Effective Date.
Terminations entered between the From Last Update and the Last Update with an effective date no later than the Effective Date.
Terminations that have an effective date between the From Effective Date and the Effective Date.</td>
</tr>
<tr>
<td>Example 3: Change File, Run Weekly</td>
<td>To schedule a weekly change file integration, specify these parameter values:
<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>Effective Date</td><td>Determine Value at Runtime</td><td>Current Effective Date</td></tr><tr><td>Last Update</td><td>Determine Value at Runtime</td><td>Current Moment (DateTime)</td></tr></table></td>
</tr>
</table>

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	<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>**From Effective Date**</td><td>*Determine Value at Runtime*</td><td>As Of Effective Date of Last Completed Integration Event</td></tr><tr><td>**From Last Update**</td><td>*Determine Value at Runtime*</td><td>As Of Entry *DateTime* of Last Completed Integration Event</td></tr></table> (*WBN - Launch Change File - Event Based* integration service enabled.) Each time the integration runs, it sends a file that contains: • Enrollment changes that occurred between the last integration run (**From Last Update**) and the current date and time (**Last Update**). • Changes that are effective between the **From Effective Date** and the **Effective Date**.
Example 4: Payroll Contributions, Run Semi-Monthly	Schedule a semimonthly integration that includes payroll contribution data for a flexible spending account or a retirement savings plan: <table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>**Effective Date**</td><td>*Determine Value at Runtime*</td><td>Current Effective Date</td></tr><tr><td>**Last Update**</td><td>*Determine Value at Runtime*</td><td>Current Moment (*DateTime*)</td></tr><tr><td>**From Effective Date**</td><td>*Determine Value at Runtime*</td><td>As Of Effective Date of Last Completed Integration Event</td></tr><tr><td>**From Last Update**</td><td>*Determine Value at Runtime*</td><td>As Of Entry *DateTime* of Last Completed Integration Event</td></tr></table>

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	<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>**Payroll Start Date**</td><td>*Determine Value at Runtime*</td><td>As Of Entry *DateTime* of Last Completed Integration Event</td></tr><tr><td>**Payroll End Date**</td><td>*Determine Value at Runtime*</td><td>Current Moment (*DateTime*)</td></tr></table> (*WBN - Include Payroll Balances* integration service enabled. *WBN - Launch Change File - Event Based* integration service required for change file in this example. *WBN - Full File - Include Ended Coverage Once* integration service required for full file in this example.) Each time the integration runs, it sends a file that contains: • Enrollment changes that occurred between the last integration run (**From Last Update**) and the current date and time (**Last Update**). • Changes that are effective between the **From Effective Date** and the **Effective Date**. • Payroll contributions made between the last integration run (**Payroll Start Date**) and the current date and time (**Payroll End Date**).

Manual Integration Launch Parameter Examples

Example 1: Open Enrollment, Run Now	Send open enrollment data for the upcoming plan year. Specify the **Effective Date** of the benefit plan and enable the **Last Update** to populate the current date automatically. In this example, the **Effective Date** is 1/1/2012 and the **Last Update** automatically populates with 11/30/2011: <table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>Effective Date</td><td>Specify Value</td><td>01/01/2012</td></tr><tr><td>Last Update</td><td>Specify Value</td><td>11/30/2011 05:57:37 PM</td></tr></table> This integration runs once on 11/30/2011. The integration creates an output file that contains all open enrollment data for the 2012 plan year.
Example 2: Full File, Run Now	To send a full enrollment file, use the default parameters. The **Effective Date** automatically populates with the current date. The **Last Update**

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<table>
<tr><td></td><td>automatically populates with the current date and the time at launch:
<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>Effective Date</td><td>Specify Value</td><td>07/08/2011</td></tr><tr><td>Last Update</td><td>Specify Value</td><td>07/08/2011 03:55:45.515 PM</td></tr></table>
In this example, the integration runs once on 7/8/2011. The integration creates an output file that contains all current enrollment data as of the Last Update (7/8/2011 at 3:55:45.515). The file is effective as of the Effective Date (7/8/2011).</td></tr>
<tr><td>Example 3: Full File, Include Ended Coverage Once, Run Now</td><td>To send a full file that includes ended coverages, keep the default Effective Date and Last Update values. Change the From Effective Date and From Last Update to specify the date range for ended coverages:
<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>Effective Date</td><td>Specify Value</td><td>07/08/2011</td></tr><tr><td>Last Update</td><td>Specify Value</td><td>07/08/2011 03:57:06.956 PM</td></tr><tr><td>From Effective Date</td><td>Specify Value</td><td>07/01/2011</td></tr><tr><td>From Last Update</td><td>Specify Value</td><td>07/01/2011 02:57:06 PM</td></tr></table>
(WBN - Full File - Include Ended Coverage Once integration service enabled).

If you enabled the WBN - Include Payroll Balances service, specify the Payroll Start Date and Payroll End Date. These values enable you to report payroll contributions.

In this example, the integration runs once on 7/8/2011 and creates an output file that contains:
All current enrollment data as of the Last Update (7/8/2011 at 3:57:06.956) and effective as of the Effective Date (7/8/2011).
Terminations with these constraints:
Entered between the From Last Update (7/1/2011 at 2:57:06) and the Last Update (7/8/2011 at 3:57:06:956)
With an effective date no later than the Effective Date (7/8/2011)</td></tr>
</table>

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<table>
<tr>
<td></td>
<td>

Any terminations that have an effective date between the From Effective Date (7/1/2011) and the Effective Date (7/8/2011).

This integration would include a termination entered on 7/5 with an effective date of 6/15. The integration wouldn’t include a termination entered on 7/5 with an effective date of 7/15.
</td>
</tr>
<tr>
<td>Example 4: Change File, Run Now</td>
<td>
To send a change file, keep the default Effective Date and Last Update. Change the From Effective Date and From Last Update to specify the date range for changes:
<table>
<tr><th>Field</th><th>Value Type</th><th>Value</th></tr>
<tr><td>Effective Date</td><td>Specify Value</td><td>07/08/2011</td></tr>
<tr><td>Last Update</td><td>Specify Value</td><td>07/08/2011 04:52:00.55 PM</td></tr>
<tr><td>From Effective Date</td><td>Specify Value</td><td>07/01/2011</td></tr>
<tr><td>From Last Update</td><td>Specify Value</td><td>07/01/2011 03:52:00 PM</td></tr>
</table>
(WBN - Launch Change File - Event Based integration service enabled.)
If the integration has the WBN - Include Payroll Balances integration service, specify the Payroll Start Date and Payroll End Date. These values enable you to report payroll contributions.
In this example, the integration runs once on 7/8/2011 and creates an output file that contains:

Changes that were:

Entered between the From Last Update (7/1/2011 at 3:52:00) and the Last Update (7/8/2011 at 4:52:00.55)
With an effective date no later than the Effective Date (7/8/2011)

Any changes that have an effective date between the From Effective Date (7/1/2011) and the Effective Date (7/8/2011).

This integration would include a change entered on 7/5 with an effective date of 6/30. The integration wouldn’t include a change entered on 7/5 with an effective date of 7/15.
COBRA integrations are an exception: they always include future dates for ending of coverage that are past the Effective Date at the time of launch.
</td>
</tr>
<tr>
<td>Example 5: FSA, Run Now</td>
<td>To send an FSA file, use the Payroll Start Date and Payroll End Date parameters. The Payroll Start</td>
</tr>
</table>

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Date and **Payroll End Date** parameters select data from any pay period that *ends* during the date range.

Field	Value Type	Value
Payroll Start Date	Specify Value	07/05/2011
Payroll End Date	Specify Value	07/15/2011 11:59:00 PM

In this example, the integration runs once. The integration creates an output file that contains all FSA data for any pay period that *ends* during the range. The integration would include a pay period that runs from 07/01/2011 and ends on 07/14/2011. The integration includes this pay period even though the pay period starts before the **Payroll Start Date** value.

Concept: Benefit Integration Error Reporting

How Workday Reports Errors

Error messages identify the context of a problem, along with any missing map values and missing or invalid fields, such as the name of a worker or dependent. Example: the name of the worker or dependent.

When an integration file contains errors, Workday doesn't transmit data but fully processes the file to produce a comprehensive error report. If field truncation occurs, Workday reports the issue as a warning, processing continues, and Workday transmits data if the integration encounters no other errors. Integration events can generate up to 500 error messages before processing stops and up to 500 warnings before Workday issues a final warning.

Enhanced error messages are available in all integrations that support the ANSI ASC X12N 834 (834) format, as well as these integrations with proprietary output formats:

A - D	E - L	M - Z
ADP COBRA	*EideBailly* FSA	MetLife Voluntary Products
ADP FSA	Fidelity Investments 401K	*SunLife* Life and AD&D
AST Equity Solutions ESPP	Hartford Life and Disability	*SunLife* Health
CBIZ FSA	Innovative Care Systems STD LTD	United HealthCare FSA
Ceridian COBRA	ING *Compsych*	UNUM Life and AD&D
CIGNA *Starbridge* Medical	Lincoln Financial Life and AD&D	UNUM Telephonic Output
Conexis COBRA		*WageWorks* FSA

Message Examples

Common integration errors include missing fields or attributes, empty map values, and field truncation.

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Message	Resolution
John Doe has missing or invalid data. "Employee SSN" is required and is missing a value.	To add the missing data, access the **Edit IDs** task. In the **National IDs** grid, select the **National ID Type** and enter the **Identification** #.
Ann Smith has missing or invalid data. The value 123-456-78910 is too long for "Phone Number" and will be truncated in the output. Phone Number should have length equal to or shorter than 12.	To avoid field truncation warnings in the future, access the **Contact Information** report. As a related action on the worker, select **Personal Data > Maintain Contact Information.** Correct the phone number to fit the required length.
"Client Id" is required and is missing a value. Please check the value in the integration attribute "Originator ID."	To specify the attribute value, access the **View Integration System** report. As a related action on the integration system, select **Integration System > Configure Integration Attributes.** Find *Originator ID* in the grid, add a row, and specify the appropriate value.
The value 6 isn't valid for "Plan Identifier." "Plan Identifier" is mapped from the group number on the benefit plan in Workday. Please check the integration map "Plan Identifier" to verify the value has been mapped.	To map the correct data, access the **View Integration System** report. As a related action on the integration system, select **Integration System > Configure Integration Maps.** Find *Plan Identifier* in the grid and specify the correct internal value.

Reference: Integration Status Reports

You can monitor the status of an integration with these Workday reports:

Process Monitor	View integrations that are currently running or have already run.
Scheduled Future Processes	View integrations that you scheduled but haven't yet launched. You can also edit, delete, suspend, or activate a scheduled request, or transfer integration ownership.
Integration Events	View a summary of all integration activities that are in process or completed.

Related Information

Concepts

Concept: Workday Scheduled Processes

Tasks

View Integration Events

Manage Scheduled Future Processes

FAQ: Benefit Provider Integration Common Issues

Transmission Errors

What if my integration event has a status of ***Completed with errors***?	If the response message indicates that Workday couldn't find the destination address, try to relaunch the integration. The destination site might be temporarily down. If the response message indicates that a mapping error occurred, check with your provider for more

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	specific information. If you can identify the point of failure, you can modify the integration map.
How do I resolve a transaction failure for an integration event?	A transaction failure status indicates that a service wasn't available. Try to launch the integration again.

Data Errors

Benefit providers use different methods to communicate data errors, including reports and online tools. No matter how you receive error reports, note that if you fix data directly with your provider, you must also update Workday. Otherwise the next integration event will overwrite the corrected data with your provider.

What if my provider reports a discrepancy in enrollment data?	First check eligibility and enrollment data for the employee in Workday. If the data is incorrect or missing, update the employee information in Workday. Workday retransmits the corrected data with the next scheduled integration. If the employee data is correct in Workday, contact your provider to verify the issue or contact Workday support.
What if my provider reports that data is missing?	If auditing is enabled in your integration, access the **Integration Events** report to look for missing data in the output file. You might need to relaunch the integration using different parameters. Also, make sure that your integration mapping supplies values for all fields required by your provider. Some providers have mandatory data requirements that don't match fields required by Workday.
Why are new hires missing from the integration file?	Check your benefit plan configuration in Workday. Your enrollment event rules and benefit eligibility rules might specify a waiting period or certain eligibility criteria. Ensure that you launched the integration with the correct date parameters. In most cases, the **Effective Date** and **Last Update** fields should be the integration run date. Using this date ensures that the integration file captures all current enrollment data.
How do I resolve data mismatches?	Name, address, or Social Security number mismatches are often due to poor data quality. Review employee data in Workday to find and resolve these issues. Data mismatches can occur when policy effective dates differ from event occurrence dates. Plan or dependent mismatches can result when the plan accepted enrollment information under a different plan.

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	Other data discrepancies might be due to coding differences. Verify that your integration map specifies the correct values for provider codes.
What if an employee reports an issue?	First check the eligibility and enrollment data for the employee in Workday. If the data is incorrect or missing, update the employee information in Workday. Workday retransmits the corrected data with the next scheduled integration. If the employee data is correct in Workday, compare the change dates for the employee data with the integration launch date. If you made changes after the last launch, then Workday includes the information the next time the integration runs.
What happens if an employee moves to a foreign country?	Workday has added support for foreign addresses to all integrations that use the 834 format. Integration templates have factory settings to match foreign address requirements for each provider. Integrations that report ended coverage or COBRA qualifying events complete successfully for employees who relocate outside of the U.S. or Canada.
If an error occurs during creation of the HTML audit file, does it affect the integration?	No, this error doesn't affect the integration. Workday logs a warning, but the integration processing continues.
What happens if the date range for the integration spans 2 plan years?	The integration always sends data applicable to the Plan Year in which the Effective Date falls. Workday uses the integration launch parameters to determine the Plan Year. Example: assume that you schedule your integration to run on the 10th day of each month. Also assume that you specify the Effective Date as the first day of the next month. If your Plan Year is the same as the calendar year, the integration sends data for the current Plan Year. The integration sends data for the 10 January through 10 November integration events. However, the 10 December integration event sends data applicable for the next Plan Year. In this case, the Effective Date would be 01 January, thus in the next Plan Year. To avoid this issue, Workday recommends that you create and configure a separate integration schedule for December. This schedule should use the last day of the current month as the Effective Date.

Related Information

Tasks

View Integration Events

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Reference
Reference: Integration Message Components and Error Handling

Open Enrollment Integration Tasks

Concept: Open Enrollment Integration Checklist

Careful planning is essential during open enrollment to ensure proper configuration and testing of benefit provider integrations. Use these guidelines when planing your open enrollment activities so that integrations are ready for production when benefits become effective for the new plan year.

Not all benefit plan years are identical to a calendar year. Common other plan years span calendar years. Examples: Apr 1st through March 31, July 1st through June 30th, November 1st through October 31.

Additional open enrollment planning tools are available in the Open Enrollment Checklist on the Workday Community.

Plan Integrations with New Providers	If you're introducing a new benefit provider, first check the Cloud Connect for Benefits catalog. The new provider might be in the network. Next, ensure that you understand the time line and responsibilities. The time line and responsibilities vary based on whether: • The provider is already in the network. • The provider is new to the Cloud Connect for Benefits catalog.
Establish Benefit Plans for the New Plan Year	Create new benefit plans or update existing plans for the new plan year. Be sure to request benefit rates from your providers early so that you can complete your benefit plan definitions. Don't change the name of an existing benefit plan or provider as a shortcut to creating new plans or providers. These changes impact current integrations and benefit enrollment history. Ask your providers if benefit plan codes change for the new plan year so that you can update your integration maps. Coordinate the timing of map changes with your providers based on how you manage current year enrollment data during and after open enrollment. Also, take this opportunity to review the overall configuration of your benefit plans to see if consolidation is possible. The ideal configuration is a one-to-one relationship between a Workday benefit plan and a third-party provider benefit plan.
Link Benefit Plans to Integration Systems	When you offer a new benefit plan with the same provider, link the plan to your existing integration. Likewise, if you discontinue a plan, remove the integration link. If you're establishing relationships with new benefit providers, you'll configure links from

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	the benefit plans to the new integrations during implementation.
Manage Integrations During Open Enrollment	During open enrollment, you gather benefit elections for the new plan year. You still manage enrollment data for new hires, terminations, and life events in the current plan year. Check with your benefit providers and find out how to manage integration schedules while open enrollment is in progress. Some providers prefer to receive existing enrollment data as scheduled, while others can suspend or stop the current integration schedule.
Submit Final Enrollment Data to Benefit Providers	When open enrollment concludes, send final enrollment data to your providers. Schedule a one-time integration with an effective date that matches the start of the new plan year. Example: specify an **Effective Date** of 1/1/2012 if the benefit plan year is the same as the calendar year. The integration sends benefit elections for the new plan year only. Be sure to arrange the timing of this integration with your provider. It's also important to finalize the open enrollment event in Workday. The integration file then contain all enrollments for your employees. Otherwise, if an employee record is missing from the file, some benefit providers could end coverage.
Reset Integration Schedules	You can schedule integrations on a plan-year basis. Before the new plan year starts, reset the integration schedules with your existing benefit providers.
Send Final Elections for the Current Year	When the current plan year ends, send your provider the final file as of the last day of the year. Example: if the benefit plan year is the same as the calendar year, specify an **Effective Date** of 12/31/2011. This integration event is likely an ad hoc launch rather than a scheduled event. The final file notifies the provider of ended coverage for employees who change benefit providers during open enrollment. The final file also includes elections, terminations, and other changes for the current plan year only.

Related Information

Concepts

Concept: Cloud Connect for Benefits

Concept: Planning a Benefit Provider Integration

Tasks

Start Open Enrollment

Manage Scheduled Future Processes

Steps: Schedule, Launch, and Troubleshoot Benefit Provider Integration

Reference

The Next Level: Benefits Integrations

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Link Benefit Plans to Integration Systems

Prerequisites

You've already set up Benefit plans in Workday for the upcoming plan year.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Update the links between benefit plans and provider integrations so that they reflect changes for the new plan year. Link new benefit plans to a current integration if the plans are with the same provider, or remove links for any discontinued plans.

Integration attributes establish links between benefit plans and integrations.

Steps

1. Access the **View Integration System** report.
2. Select the **Integration System** and click **OK**.
3. As a related action on the integration system, click **Integration System > Configure Integration Attributes.**
4. In the **Integration Attributes** grid, configure the *Benefit Plans* attribute in the WBN outbound integration service:
    - To add benefit plans to the integration system, click the **Value** prompt to select the new plans that are associated with this benefit provider.
    - To remove benefit plans from the integration system, select the discontinued plans.

Next Steps

After you add a benefit plan to an existing integration system, modify the integration map to include any new parameters that the plan requires.

Related Information
Concepts
Concept: Planning a Benefit Provider Integration

COBRA Integration

Set Up Event-Based Change Files

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Configure a *COBRA* integration so that it subscribes to life events, so that the integration sends event-based change files rather than full file extracts.

You usually configure change files during initial implementation. If you didn't configure change files, or if you need to edit the integration subscriptions, follow this procedure.

Steps

1. Access the **View Integration System** report.

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2. Select the integration system at the prompt and click **OK**.
3. In the **Integration Services** grid, check to see if these services are configured correctly:
    - *WBN - Launch Change File - Event Based*: Enable
    - *Transaction Log Service* Enable

    If not, follow these steps to enable the services:
    a) As a related action on the integration system, select **Integration System > Configure Integration Services.**
    b) Select the **Enabled** check box for each service.
    c) Click **OK** to save your changes.
4. As a related action on the integration system, click **Integration System > Configure Integration Transaction Log.**
5. Click **Subscribe to specific Transaction Types** and then select these transaction types at the prompt:
    - For a COBRA new hire integration, select *Benefit Election - Event Lite Type*.
    - For a COBRA qualifying event integration, select *COBRA Record - Event Lite Type*
    - If your provider receives new hire and qualifying event information in a single integration, select both *Benefit Election - Event Lite Type* and *COBRA Record - Event Lite Type*.

Result

When launched, the *COBRA* integration makes web service calls to obtain the event history for the transactions that you've configured and sends a change file to the provider.

Concept: COBRA Integration

Workday tracks employee COBRA eligibility; Workday is not a COBRA administrator. To enable COBRA administration, you create an integration with a third-party COBRA service provider. When qualifying events occur, Workday sends employee COBRA eligibility data to the service provider. Your service provider can then manage the COBRA administration and notifications.

Planning

Some COBRA administrators require 2 integration files, each with its own integration system:

- An initial enrollment file that identifies new members of COBRA-eligible benefit plans.
- A qualifying events file that identifies COBRA qualified beneficiaries

Other COBRA administrators only need the qualified beneficiary data as they receive initial enrollments outside of Workday. Work with your COBRA administrator and Workday Professional Services to determine the appropriate configuration for your organization.

Prerequisites

Before you configure a COBRA integration, define how Workday designates COBRA eligibility.

Configuration

Map the COBRA eligibility reasons in Workday to the corresponding event codes for the COBRA administrator. COBRA administrators have different requirements so configuration can vary by integration. Contact Professional Services for assistance.

Configure your COBRA Qualifying Events integration to support plan activity that bridges the current plan year. Enable the integration service *Get Prior Plan Year Benefit Plans Data Initialization Service*.

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Launch Options

Use the **Launch / Schedule Integration** task to launch a COBRA integration. You can schedule the integration to run now, in the future, or on a recurring basis.

COBRA integrations require date parameters to search for qualifying events. You can specify values for these parameters at launch time or, in scheduled integrations, you can have Workday determine the values.

Maintenance

Notify your COBRA administrator when you change existing benefit plans or rates, or when you add new plans eligible for COBRA. These changes often occur during open enrollment.

After manually coordinating these changes with your COBRA administrator, review and modify your integration attributes and map to reflect the changes.

COBRA Dates

COBRA integrations capture 3 dates from the **Grant COBRA Eligibility** task:

Date	Definition
COBRA Eligible Date	The date that a worker or dependent is eligible for COBRA coverage. Typically, this date is the day after the loss of coverage, which isn't necessarily the same as the event date.
Qualifying Event Date	The date of the event that caused a worker or dependent to lose regular benefit coverage.
COBRA Coverage End Date	The last date of benefit coverage for a worker or dependent. Example: Coverage might end on the last day of the month in which the qualifying event happened. Note: This date is the end of COBRA coverage (the continuation), not the end of regular coverage. The length of coverage is typically 18 months, but it can be longer in certain circumstances.

Example: You terminate an employee on September 9 and regular benefit coverage is in effect through September 30. The **Grant COBRA Eligibility** task would have these dates:

- **COBRA Eligible Date** = October 1
- **Qualifying Event Date** = September 9
- **COBRA Coverage End Date** = April 1 (18 months after COBRA Eligible Date)

Example: A dependent loses coverage at age 25. If the birthday of the dependent is July 31, the COBRA dates would be:

- **COBRA Eligible Date** = August 1
- **Qualifying Event Date** = July 31
- **COBRA Coverage End Date** = February 1 (18 months after COBRA Eligible Date)

Related Information

Tasks

Grant COBRA Eligibility

Steps: Schedule, Launch, and Troubleshoot Benefit Provider Integration

Steps: Set Up Passive Events

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Ended Coverage Reporting

Steps: Report Ended Coverage Once

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Configure a benefit provider integration to report ended coverages one-time and then drop subscribers from subsequent integration output files. This setting only applies to full files. The setting works with the *End Coverage Configuration* attribute to determine when ended coverages are reported.

Steps

1. Access the **View Integration System** report and select the integration at the prompt.
2. In the **Integration Services** grid, check to see if the *Full File - Include Ended Coverage Once* service is enabled. If not, follow these steps to enable the service:
    a) As a related action on the integration system, select **Integration System > Configure Integration Services**.
    b) Select the **Enabled** check box.
3. Configure the ended coverage attributes in the *WBN - Enrollment Transform* integration service:
    a) As a related action on the integration system, select **Integration System > Configure Integration Attributes**.
    b) For *End Coverage Configuration*, specify ALWAYS, COVERAGE, or CARRIER based on your benefit provider requirements. Don't specify NEVER. Don’t leave this attribute blank.

    Note: The *End Coverage Configuration* attribute has a preset setting in newer integration templates. If Workday doesn't display this attribute in your integration system, then the integration template includes the appropriate setting automatically.
    c) For *End Coverage History*, leave the value blank. This option isn't applicable for integrations that report ended coverage once.
4. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Human_Resources* web service.

    See: Steps: Grant Integration or External Endpoint Access to Workday.
5. Set up integration subscriptions:
    a) As a related action on the integration system at the top of the page, select **Integration System > Configure Integration Transaction Log**.
    b) Click **Subscribe to specific Transaction Types** and at the prompt, select *Benefit Election - Event Lite Type*.

Result

When you launch or schedule the integration, specify values for 2 additional integration parameters: **From Effective Date** and **From Last Update**. Output files then report ended coverages for workers based on enrollment events that occurred between the specified dates. To have Workday determine these values when a scheduled integration runs, use these settings:

Field	Value Type	Value
Effective Date	*Determine Value at Runtime*	*Current Date*
Last Update	*Determine Value at Runtime*	*Current Moment (DateTime)*

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Field	Value Type	Value
From Effective Date	*Determine Value at Runtime*	*As Of Effective Date of Last Completed Integration Event*
From Last Update	*Determine Value at Runtime*	*As Of Entry DateTime Date of Last Completed Integration Event*

The integration reports future-dated ended coverages when the ended coverage becomes effective, not when you entered the change. Example: Workday records a benefit change for a worker on November 25 that results in ended coverage effective December 15. When the integration runs on November 30, it doesn't report the ended coverage for the worker. However, when the integration runs on December 15, the integration reports ended coverage and then drops the record.

COBRA integrations are an exception. They always include future-dated ended coverages. The *WBN - Enrollment (v2)* integration service includes an *Include Future Coverage End Dates* attribute set to *Yes* in all COBRA integrations. Since it's preconfigured, Workday doesn't display this attribute.

Related Information

Concepts

Concept: Cloud Connect for Benefits Integration templates

Tasks

Steps: Grant Integration or External Endpoint Access to Workday

Concept: Ended Coverage Options

Each benefit provider has specific requirements regarding when and how you report ended coverage in integration files. Workday accommodates these requirements through a combination of integration configuration options.

Note: Workday doesn't report future dated ended coverage, except in COBRA integrations. All other benefit provider integrations report ended coverage when the change takes effect.

When Ended Coverage Is Reported

Workday provides 4 options for reporting ended coverages. If your integration uses a vendor-specific integration template, ended coverage has a factory default setting based on your provider requirements. Otherwise, this setting is configured in the *End Coverage Configuration* attribute in the *WBN - Enrollment Transform* integration service. The ended coverage setting applies to both full extracts and change files.

Workday provides these ended coverage options:

ALWAYS	Ended coverages are always in output files. This option is the default.
NEVER	Ended coverages are never in output files. If all coverage ends for a subscriber, the integration drops the subscriber information from the output file.
COVERAGE	Ended coverages are in output files only when all coverage in a plan type ends. The integration includes only the latest ended coverage.
CARRIER	Ended coverages are in output files only when all coverage with a carrier ends.

Example: An organization has 2 health care providers:

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- Provider A offers PPO and EPO medical plans and a dental plan
- Provider B offers an HMO medical plan

This table displays how the integration reports ended coverages when the same option applies to both providers:

Event	Always		Never		Coverage		Carrier	
Subscriber Enrolls in PPO and Dental Plans with Provider A	Provider A	PPO Dental	Provider A	PPO Dental	Provider A	PPO Dental	Provider A	PPO Dental
Subscriber Changes to EPO Plan with Provider A	Provider A	PPO *End* EPO Dental	Provider A	EPO Dental	Provider A	EPO Dental	Provider A	EPO Dental
Subscriber Changes to HMO Plan with Provider B	Provider A	PPO *End* EPO *End* Dental	Provider A	Dental	Provider A	EPO *End* Dental	Provider A	Dental
			Provider B	HMO	Provider B	HMO	Provider B	HMO
	Provider B	HMO						
Subscriber Ends Dental Coverage with Provider A	Provider A	PPO *End* EPO *End* Dental *End*	Provider A	No Subscriber Data	Provider A	Dental *End*	Provider A	EPO *End* Dental *End*
			Provider B	HMO	Provider B	HMO	Provider B	HMO
	Provider B	HMO						
Subscriber Ends Medical Coverage with Provider B	Provider A	PPO *End* EPO *End* Dental *End*	Provider A	No Subscriber Data	Provider A	No Subscriber Data	Provider A	No Subscriber Data
			Provider B	No Subscriber Data	Provider B	HMO *End*	Provider B	HMO *End*
	Provider B	HMO *End*						

How Long Ended Coverage Is Reported

You can report ended coverage once or for a given period. These options are mutually exclusive and apply only to full files, not change files.

Include Ended Coverage Once	The *WBN - Full File - Include Ended Coverage Once* integration service specifies that ended coverages

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	are reported only once. The integration drops ended coverages from subsequent integration output files. This option requires integration subscriptions to particular benefit enrollment events. Integrations that report ended coverages once have 2 additional launch parameters: *From Effective Date* and *From Last Update*. Output files include ended coverages for workers who completed benefit enrollment events between the given dates.
Ended Coverage History	The *Ended Coverage History* attribute in the *WBN - Enrollment Transform* service specifies how long to include ended coverages in output files. The attribute value indicates the number of days to include ended coverages in full extracts. The number of days is based on the **Effective Date** that you use to launch the integration. Example: you specify a value of 30 for the *Ended Coverage History* attribute. In this case, the integration includes ended coverages within the last 30 days of the **Effective Date**. If you launch an integration with an **Effective Date** of 1/31/10, the output file includes subscribers and dependents with ended coverages on or after 1/1/10. If you set this attribute to zero or leave it blank, the integration includes all ended coverages in output files.

Ended Coverage for Dependents

You can report ended coverage for dependents differently than for participants by using the *Dependent End Coverage Configuration* attribute in the *WBN - Enrollment Transform* integration service. Specify a value of ALWAYS, NEVER, COVERAGE, or CARRIER. ALWAYS is the default option.

Leave this attribute blank to have dependents inherit the employee configuration that the *End Coverage Configuration* attribute specifies.

Related Information
Concepts
Concept: Cloud Connect for Benefits Integration Templates
Concept: Planning a Benefit Provider Integration

Workday Benefits Connector

Concept: Workday Benefits Connector

With Workday Benefits Connector, you can manage benefits-related HR data and send it to a third-party benefits provider of your choice. Benefits Connector can capture changes to employee data and configure a benefits extract. You can then transform the file to meet the requirements of your external benefits provider.

Benefits processing needs can vary based on:

- Organization size.

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- Data complexity.
- External vendor requirements.

To support different processing needs, Workday Benefits Connector offers a choice of implementation options.

All Benefits Connector integrations extract data using Workday Web Services or Data Initialization Service (DIS). Benefits Connector integrations then create benefits extract files in a Workday-defined XML format.

There are 2 versions of the Workday Benefits Connector:

- V1 is the original connector that uses web services to extract data but doesn't support all benefit plan types.
- V2 (Recommended) is the latest connector that provides DIS extraction and supports all benefit plan types.

Your benefits provider might require you to transform the file into the format that they support using one of these options:

- Transformation step on the business process. You configure the business process definition to transform the Benefits Connector output file into the format required by your benefits provider.
- Workday Studio integration. You configure the business process definition to launch a Workday Studio integration. The Studio integration transforms the Benefits Connector output file into the format required by your benefits provider.

Note: If your benefits provider is able to transform Benefits Connector output files, you don’t need to use either option.

Benefits Connector is an integration template with a configurable set of HCM data across a range of categories. Benefits providers only need a subset of the employee data in Workday. Benefits Connector enables you to specify which data elements to include in benefits output files. You can also specify how to detect changes based on Workday transactions. When launched, the integration captures changes to employee data and creates an output file in XML format based on your specifications.

You can also create full extracts of employee data with integrations that use the Benefits Connector template. This option is helpful during initial implementation, supports vendors who require full files, and also enables you to synchronize data when necessary. Full extracts include all data for active employees, plus data for terminated employees.

Supported Plan Types

Benefits Connector enables you to export data relevant to these types of benefits plans:

Supported Plan Type	v1	v2
Additional Benefits		Yes
Flexible Spending Account (FSA)	Yes	Yes
Health Plans (Medical, Dental, Vision, Drug)	Yes	Yes
Health Savings Plans (HSA)		Yes
Life and Disability	Yes	Yes
Retirement Savings Account	Yes	Yes

Benefits Connector Launch Parameters

Benefits Connector provides these launch parameters:

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Parameter	Value Type	Description
Effective Date	*Specify Value* or *Determine Value at Runtime*	The date when enrollments are valid. Workday populates the current date automatically. In most cases, specify the launch date unless you're sending enrollment data for the next plan year.
Last Update	*Specify Value* or *Determine Value at Runtime*	The launch date. Workday populates the current date and time automatically. To ensure that the integration uses the current snapshot of Workday, don't change this value.
From Effective Date	*Specify Value* or *Determine Value at Runtime*	The effective date for enrollment changes to include in the file. Workday populates the current date automatically. Only applies to change files.
From Last Update	*Specify Value* or *Determine Value at Runtime*	The date and time of the last successful change file integration. Workday populates the current date and 1 hour before the current time automatically. Only applies to change files.
Change Detection	*Specify Value*	(v1 only) Specify how to search for changes to benefits data: • *All Effective*. Selects changes to employee data with an effective date between these launch parameters: *Effective Date* and *From Effective Date*. This option selects changes regardless of when you entered them. • *Incremental*. Selects changes to employee data that you entered between the *Last Update* and *From Last Update* launch parameters. This option selects changes with an effective date on or before the *Effective Date* parameter.
Payroll Start Date	*Specify Value* or *Determine Value at Runtime*	The start date and time for payroll contributions reported by the integration. Only applies to flexible spending accounts and retirement savings plans. The *Use Payment Date* integration attribute determines whether amounts are based on period dates or payment dates.
Payroll End Date	*Specify Value* or *Determine Value at Runtime*	The end date and time for payroll contributions reported by the integration. Only applies to flexible spending accounts and retirement savings plans. The *Use Payment Date* integration attribute determines whether amounts are based on period dates or payment dates.

Related Information

Concepts

Concept: Planning a Benefit Provider Integration

Concept: Workday Benefits Connector

Set Up Benefits Connector V2 Integration Services

Set Up Benefits Connector V2 Attributes and Maps

Reference: Benefits Connector Data Sections

Concept: Benefits Connector V2 Change Detection

Reference: Benefits Connector V2 Audit Files

Steps: Set Up the Workday Benefits Connector V2 Integration

Prerequisites

- Request the file specification from your benefit provider so that you can familiarize yourself with their data requirements.
- Compare the data requirements for your benefit provider with the output options provided by Benefits Connector.
- Determine an approach for transforming integration output into the benefit provider format. Example: a Document Transformation integration or Workday Studio integration.

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- Plan out the number and type of test cycles that the benefits provider requires before certifying your integration. Work with your benefits provider to determine how many test cycles they require.

Context

You can create an integration that sends employee benefits data to a benefits provider. Workday simplifies the configuration process with the Benefits Connector integration template. The template provides predefined categories of data that you can select and customize for output.

Steps

1. Create Integration System .

   Enter *Benefits Connector* at the **New Using Template** prompt.
2. Set Up Benefits Connector V2 Integration Services .
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Build*
   - *Integration Event*
   - *Integration Process*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select and Set Up Connector Output Fields .
5. Set Up Benefits Connector V2 Attributes and Maps .
6. (Optional) Set Up Integration Sequence Generators .

   Set up the Workday sequence generator to create unique filenames for integration output files. To perform this step, enable the *BC Filename* integration service.
7. (Optional) Add Custom Fields to Connector Output .

   If the output file requires additional data elements beyond elements offered in the predefined data sections, create a field override service and configure custom fields.
8. (Optional) For the Changes Only file, you can override the translation logs as a related action on the integration system**Integration System > Configure Integration Transaction Log**.
9. (Optional) Steps: Set Up Document Transformation Connector .
10. Launch an Integration .
11. Test the integration by running the number of test cycles requested by the benefits provider.
12. Perform a full load and validate the results.

Related Information

Concepts

Create Integration System

Tasks

Set Up Benefits Connector V1 Attributes and Maps

Reference

FAQ: Benefit Provider Integration Common Issues

Steps: Set Up the Workday Benefits Connector V2 Integration

Set Up Benefits Connector V2 Integration Services

Set Up Benefits Connector V2 Attributes and Maps

Reference: Benefits Connector Data Sections

Concept: Benefits Connector V2 Change Detection

Reference: Benefits Connector V2 Audit Files

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Set Up Benefits Connector V2 Integration Services

Prerequisites

Security: *Integration Configure* domain in the Integration functional area.

Context

Specify the categories of data or configuration options for the output file.

Steps

1. As a related action on the integration, select **Integration > Configure Integration Services**.
2. In the **Integration Services** grid, select the **Enabled** check box for each integration service that you want to activate.

   Note: Workday requires the *Benefits Connector* integration service and enables it automatically. Workday also automatically enables the *Transaction Log Service* for change detection processing when you enable the *Changes Only* integration services.

Option	Description
CCB - Benefit Connector v2	Enabled by default. A service that indicates processing.
CCB Benefits Connector v2 Full File	Reports the most recent data in Workday as of these *Effective Date* and *Last Update* launch parameters: • *Effective Date* • *Last Update* • *From Effective Date* • *From Last Update*
CCB - Benefit Connector v2 Changes Only	Report changes with an effective date or entry date within a date range: • *Effective Date* • *Last Update* • *From Effective Date* • *From Last Update*
Transaction Log Service	Conditionally enabled when you enable the *CCB Benefits Connector V2 Changes Only* service. Workday configures a subset of transaction types by default. Modify as needed for your integration.
CCB Benefit Connector v2 Payroll Results	Provides these additional launch parameters to the **Launch/Schedule Integration** task for reporting payroll contribution start and end dates: • *Payroll Start Date* • *Payroll End Update* • *Payroll Date Selection Based on:* • *Based on Payment Date* • *Based on Period End Date*

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Option	Description
CCB - Sequence Generator	Specifies unique output filenames.
CCB - Delivery Service	Specifies file transport and encryption options for the output file.
Integration Document Retention	Specifies the duration (in days) that the integration output is available for viewing.
CCB - Additional Filters	Specifies the organizations that you want to include in the integration.
CCB - Debug Service	Provides the ability to filter output by workers as well as scrub files using these parameters: • *Exclude Members or Only Include Members* • *Employees* • *Mask Workday Support Files*

Next Steps

Select the individual fields to include in each data section, then configure the output file and map Workday values to the external endpoint. See Reference: Benefits Connector Data Sections .

Related Information
Steps: Set Up the Workday Benefits Connector V1 Integration
Set Up Benefits Connector V1 Integration Services
Steps: Set Up the Workday Benefits Connector V2 Integration
Steps: Set Up the Workday Benefits Connector V2 Integration
Concept: Benefits Connector Workflow
Concept: Workday Benefits Connector

Set Up Benefits Connector V2 Attributes and Maps

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

After you create a Benefits Connector integration system and select output fields, configure the integration attributes and maps for the output file.

You can configure required and optional attributes for your integration system, enabling you to customize how the integration reports the data changes. The integration map enables you to map an internal value to a different external value in the output file. Workday maps data according to these rules:

- In the *Integration Maps* grid, add a row for each tenant value. Select the **Internal Value** and enter the **External Value** for the output file.
- (Optional) Provide a **Default Value** for data elements for values that you haven't mapped.

Steps

1. Access the **View Integration System** report.
2. As a related action on the integration system, select **Integration System > Configure Integration Attributes**.

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3. Specify values for the attributes in the **Integration Attributes** grid:
    - For attributes without automatically populated values, add a row and specify a **Value**.
    - For attributes whose automatically populated values you want to change, select the **Override Default Values** check box and specify a new **Value**.
    - Optionally specify that a value applies to a particular environment using the **Restricted to Environment** field.

Attribute	Description
Benefits Plans	Add a row for each benefit plan that the integration system supports. The benefit plan must exist in Workday; if necessary, use the **Create Benefit Plan** task to add a benefit plan.
Document Retention Policy	Specify the duration, in days, that the integration output is available for viewing.
Enable Test Mode	Select to limit the number of subscribers in the output file to 100 and to prevent delivering the file to the vendor
Include Benefit Eligible Employees	Include employees in the population selection who are eligible but not enrolled.
Include Prior Values	Select to include the*PriorValue*attribute that contains the previous value for a field.
Organization Type for Organization One, Two, Three, Four, and Five	Specify which type of organization to include in the output file (Example: Cost Center or Region). When you configure the integration maps, you map a Workday value for this organization type.
Perform Character Translation	Enable translation of UTF-8 accented characters to nonaccented equivalents.

4. Save your changes, then as a related action on the integration system, select **Integration System** > **Configure Integration Maps**.
5. In the **Integration Maps** grid, specify output file values for Workday data:
    a) Add a row for each Workday value, select the **Internal Value**, and enter the **External Value** for the output file.
    b) (Optional) Provide a **Default Value** for any data elements whose values you haven't mapped.

    The contingent worker organization has *Regular* and *Contingent* types. In the *Worker Type* map, define external values for the *Regular* and *Contingent* types. Then create a **Default Value** of *Other* for any unmapped worker types.

    You only define mappings for the data elements that you include in the output file. Example: if the Personal Data Section only includes Gender and Marital Status, specify values in those 2 maps and leave the other maps in the section empty.

Related Information

Steps: Set Up the Workday Benefits Connector V1 Integration

Set Up Benefits Connector V1 Attributes and Maps

Steps: Set Up the Workday Benefits Connector V2 Integration

Steps: Set Up the Workday Benefits Connector V2 Integration

Concept: Benefits Connector Workflow

Concept: Workday Benefits Connector

Concept: Benefits Connector Workflow

Workday manages the benefits data extract process by requesting 2 pieces of information: *what* changes to look for, and *when* to look for those changes. When you launch an integration built with Benefits Connector, you specify:

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- The *Effective Date* when enrollments are valid.
- The *Last Update* date and time; always use the current moment for this value.

If you enabled the **CCB Benefits Connector V2 Changes Only** integration service, you must specify:

- The *From Effective Date*, the effective date for enrollment changes to include in the file.
- The *From Last Update* date and time, the date of the last successful change file integration.

Workday looks for field-level changes to employee data and generates a benefits extract that reflects the changes you're interested in. The transaction log drives the change detection process by tracking event-based changes to employee data. Through a subscription to transaction log events, the integration identifies employees whose changes it reports to your payroll provider.

Note: Workday automatically enables the transaction log service for the **Changes Only** output files. If you configure this service in your integration, Workday filters employees based on their transaction log entries within the specified time period. Otherwise, the integration skips this step and all employees pass to the next stage of processing.

Workday uses this logic to create a benefits output file:

- Find employees eligible for the plan that you specified in the *Benefit Plan* attribute.
- Filter employees based on subscriptions to transaction log events (if you configured the transaction log service):
  - Select employees who have transaction log events that are effective before or during the defined date range.
  - Exclude events with effective dates forward (future to) the defined date range.
- Compare data for the selected employees at the beginning and end of the date range for which you launched the integration.
- Identify field-level data changes.
- Determine if the integration includes the changed data in the integration output.
- Include employees who have changes to data in the integration.
- Exclude employees who have no data changes or whose changes don't affect data in the integration.

Related Information
Reference
Reference: Integration Status Reports
Concept: Benefits Connector Workflow
Set Up Benefits Connector V2 Integration Services
Set Up Benefits Connector V2 Attributes and Maps
Reference: Benefits Connector Data Sections
Concept: Benefits Connector V2 Change Detection
Reference: Benefits Connector V2 Audit Files

Concept: Benefits Connector V2 Change Detection

Benefits Connector integrations support 2 change detection methods. Using the **Change Only** or **Full File** integration services, you can select the appropriate method depending on the requirements of your benefits provider. The methods are:

Full File	To send a full file to the benefits provider, select this integration service. The benefits extract includes employee data that is effective in the defined date range. When Workday has future-dated transactions, it excludes them from the extract file.

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	(Optional) You can also include previous values for data fields when you enable the *Include Prior Values* integration attribute.
Changes Only	To send a changes-only file to your benefits provider, select this method. The benefits extract includes only changes that: • You entered in Workday after the date of the last successful run. • Are effective before or during the defined date range.

How Dates Affect Benefits Extracts

Dates are important to understanding the changes that Benefits Connector integrations pick up. If you discover that events are missing from an extract, look at the relationship between:

- The last successful run date.
- The period start date.
- The event entry date.
- The event effective date.

Example: Events might be missing from an extract if these conditions are true:

- The event entry date is after the last successful run.
- The event effective date isn't in the current or prior period.

Related Information

Steps: Set Up the Workday Benefits Connector V1 Integration

Concept: Benefits Connector V1 Change Detection

Steps: Set Up the Workday Benefits Connector V2 Integration

Steps: Set Up the Workday Benefits Connector V2 Integration

Concept: Benefits Connector Workflow

Concept: Workday Benefits Connector

Concept: Benefits Connector V2 Data Validation and Error Handling

Benefits Connector applies a number of validation rules to employee data based on how you configure your benefits integration.

View integration messages by accessing one of these reports:

Report	Description
Process Monitor	View integrations that are currently running or have already run. To view message details, drill-down on the numbers in the **Errors & Warnings** column.
Integration Events	Lists integration events and displays the launch date and time, the name of the person who launched the integration, its status, and the event response message.
Integration Messages	Provides a status summary and message details for integration events.

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Reference: Benefits Connector Data Sections

Before you build an integration with the Benefits Connector template, familiarize yourself with each section of the benefits extract. Understand which fields are available for output and how the configuration options affect integration behavior.

During integration configuration, you enable integration field attributes for each data section that you want to include in benefits extracts. The integration system has an integration attribute that specifies whether to create a full extract file, or a file that includes only changes:

- Full extract: the integration includes all data for all employees, regardless of changes.
- Changes only: the integration includes data for employees who had at least 1 change. If an employee had 1 change, the integration includes all data for all sections for that employee.

Section	Description
Header	• Every output file has a header section. • Always includes: • *Effective Date*. • *Last Update*. • *From Effective Date*. • *From Last Update*. • Workday includes these fields only if you enable the **Payroll Results** integration service: • *Payroll Start Date*. • *Payroll End Date*. • Transmission Type: *Changes File* or *Full File*. • Includes*Employee Count*.
Personal Data	• This section has a single record. • Name fields are based on the legal name. • Map: *Gender* and *Marital Status* values using the integration maps provided for these values.
Status Data	• This section has a single record. • Map *Worker Type*, *Termination Reason*, and *Leave Type* using the integration maps provided for these values. • *Employee Status* codes are: Active, On Leave, On Leave with Benefits, On Leave with Pay, and Terminated.
Position Data	• This section has a single record. • Reports employee's primary position. • An employee can belong to several different organizations. You can include up to 3 organization references in the output file. Configure the integration attributes to specify which organization type is valid for each field. • Map *Organization* type using the integration map provided for this value.
Coverage: Health Plan	• This section can have multiple records. • Operation codes are ADD, REMOVE, MODIFY, and NONE when you enable the Changes Only service. • Map *Plan Type* using the integration map provided for this value.
Coverage: FSA Plan Data	• This section can have multiple records. • Operation codes are *ADD*, *REMOVE*, *MODIFY*, and *NONE*. • Map *Plan Type* using the integration map provided for this value.

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Section	Description
Coverage: Retirement Savings Plan Data	• This section can have multiple records. • Operation codes are ADD, REMOVE, MODIFY, and NONE when you enable the *Changes Only* service. • Map *Plan Type* using the integration maps provided for these values.
Coverage: Life and Disability Data	• This section can have multiple records. • The **Coverage Target** field applies to employees or dependents. • Operation codes are ADD, REMOVE, MODIFY, and NONE when you enable the Changes Only service. • Map *Plan Type* using the integration maps provided for these values.
Coverage: HSA Plan	• This section can have multiple records. • Operation codes are ADD, REMOVE, MODIFY, and NONE when you enable the Changes Only service. • Map *Plan Type* using the integration maps provided for these values.
Coverage: Additional Benefits Plan	• This section can have multiple records. • Operation codes are ADD, REMOVE, MODIFY, and NONE when you enable the Changes Only service. • Map *Plan Type* using the integration maps provided for these values.
Dependent Data	• This section can have multiple records. • Name fields are based on legal name. • Map *Relationship* using the integration maps provided for these values.
Beneficiary Data	• This section can have multiple records. • Name fields are based on legal name. • Map *Relationship* using the integration maps provided for these values.
Plan Eligibility Data	This section can have multiple records.
Payroll Results Data	• This section can have multiple records. • Map *Deduction Codes* and *Accumulation Codes* using the integration maps provided for these values. Note: This map is required to output payroll data.
Additional Information	Create extensible field overrides to add data not included in the previous sections to the output file.

Related Information

Steps: Set Up the Workday Benefits Connector V1 Integration

Set Up Benefits Connector V1 Attributes and Maps

Steps: Set Up the Workday Benefits Connector V2 Integration

Steps: Set Up the Workday Benefits Connector V2 Integration

Concept: Benefits Connector Workflow

Concept: Workday Benefits Connector

Reference: Benefits Connector V2 Audit Files

Workday attaches 4 audit reports to each Benefits Connector integration event. After an integration runs, access the **Integration Events** report to view the audit files. Select the event that you're interested in to

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open the **View Background Process** page and then click the **Output Files** tab. Audit files expire 90 days after Workday creates them. Workday automatically deletes the files after they expire.

Data Changes Audit

The Data Changes Audit is a readable version of the integration output file. This report has 2 components:

Extract Summary	Displays the change detection method and date range specifications.
Worker Details	Provides summarized and detailed views of employee data changes, and displays the worker count. The summarized view displays employee names, IDs, and the categories of changed data. The detailed view displays current field values. If the data has changed, the detailed view also displays prior values. Workday highlights new records in green, modified records in gray, and highlights deleted records in red. To toggle between views for all employees, or select an employee in the summary list to view details, select **Show** or **Hide**.

Partition Audit Report

The **Partition Audit** report includes details on all employees that the integration processed when creating the benefits output file. The employee records identify in what audit file that you can find the employee record for troubleshooting.

Exception Log Report

The **Exception Log** report helps you troubleshoot integration errors. The report includes employee details that generate a warning or error when the integration creates the benefits output file. You can view these details for each employee to determine why the benefits extract included or excluded the employees:

- Processing details
- Validation messages
- Current properties
- Transaction log details

In some cases, employees had transactions that didn't affect the set of data configured in the benefits extract. In other cases, the integration encountered an error while processing these employees.

XML Output File

The output file contains the actual data that the Benefits Connector integration created. This file is in XML format.

Messages Audit

The **Messages Audit** is a zip file that contains a summary of web service requests and responses in XML format. Workday generates this audit report for troubleshooting purposes.

Related Information
Steps: Set Up the Workday Benefits Connector V1 Integration
Concept: Benefits Connector V1 Data Validation and Error Handling

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Steps: Set Up the Workday Benefits Connector V2 Integration
Steps: Set Up the Workday Benefits Connector V2 Integration
Concept: Benefits Connector Workflow
Concept: Workday Benefits Connector

FAQ: Benefits Connector

Does Benefits Connector support changing output field values to uppercase?	The Benefits Connector template itself doesn't include the ability to change the case of field values. Example: from *Logan Mcneil* to *LOGAN MCNEIL*. The Benefits Connector output file can require a transformation into the file format that your benefits provider uses. To the file format, use a Document Transformation integration or a Studio-based integration. You could change the case of field values using that subsequent transformation.

Workday Benefits Connector (V1)

Steps: Set Up the Workday Benefits Connector V1 Integration

Prerequisites

- Request the file specification from your benefit provider so that you can familiarize yourself with their data requirements.
- Compare the data requirements for your benefit provider with the output options provided by Benefits Connector.
- Determine an approach for transforming integration output into the benefit provider format. Example: a Document Transformation integration or Workday Studio integration.
- Plan out the number and type of test cycles that the benefits provider requires before certifying your integration. Work with your benefits provider to determine how many test cycles they require.

Context

You can create an integration that sends employee benefits data to a benefits provider. Workday simplifies the configuration process with the Benefits Connector integration template. The template provides predefined categories of data that you can select and customize for output.

Steps

1. Create Integration System .
   Enter *Benefits Connector* at the **New Using Template** prompt.
2. Set Up Benefits Connector V1 Integration Services .

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3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Person Data: Birth Place*
   - *Person Data: Citizenship Status*
   - *Person Data: Date of Birth*
   - *Person Data: Date of Death*
   - *Person Data: Disabilities*
   - *Person Data: Gender*
   - *Person Data: Home Contact Information*
   - *Person Data: ID Information*
   - *Person Data: Marital Status*
   - *Person Data: Military Status*
   - *Person Data: Nationalities*
   - *Person Data: Personal Data*
   - *Reports: Pay Calculation Results for Worker (Results)*
   - *Worker Data: Beneficiaries and Dependents*
   - *Worker Data: Benefit Elections*
   - *Worker Data: Compensation By Organization*
   - *Worker Data: Public Worker Reports*
   - *Worker Data: Work Contact Information*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select and Set Up Connector Output Fields .
5. Set Up Benefits Connector V1 Attributes and Maps .
6. (Optional) Set Up Integration Sequence Generators .

   Set up the Workday sequence generator to create unique filenames for integration output files. To perform this step, enable the *BC Filename* integration service.
7. (Optional) Add Custom Fields to Connector Output .

   If the output file requires additional data elements beyond elements offered in the predefined data sections, create a field override service and configure custom fields.
8. As a related action on the integration system, select **Integration System > Configure Integration Transaction Log**.

   Select **Subscribe to all Transaction Types except** and select the transactions to exclude from benefits processing.
9. (Optional) Steps: Set Up Document Transformation Connector .
10. Launch an Integration .
11. Test the integration by running the number of test cycles requested by the benefits provider.
12. Perform a full load and validate the results.

Related Information

Steps: Set Up the Workday Benefits Connector V1 Integration

Set Up Benefits Connector V1 Integration Services

Set Up Benefits Connector V1 Attributes and Maps

Concept: Benefits Connector V1 Change Detection

Concept: Benefits Connector V1 Data Validation and Error Handling

Reference: Benefits Connector V1 Audit Files

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Set Up Benefits Connector V1 Integration Services

Prerequisites

Security: *Integration Configure* domain in the Integration functional area.

Context

Specify which categories of data to include in the output file and select output file options.

Steps

1. As a related action on the integration, select **Integration > Configure Integration Services**.
2. In the **Integration Services** grid, select the **Enabled** check box for each integration service that you want to activate. These integration services provide categories of data or configuration options for the output file.

   Note: The *Benefits Connector* integration service is required and enabled automatically. The *Transaction Log Service* isn't enabled automatically, but is required for change detection processing.

Option	Description
BC Change File Launch Parameters	Provides an additional *Change Detection* launch parameter to the **Launch/Schedule Integration** task when generating change files. The launch parameter includes these options: • All_Effective • Incremental
BC Workday Payroll Service	Provides these additional launch parameters to the **Launch/Schedule Integration** task for reporting payroll contribution start and end dates: • Payroll Start Date • Payroll End Update
BC Personal Data Section Fields	Provides employee personal data and contact information.
BC Status Data Section Fields	Provides employment status and service dates.
BC Position Data Section Fields	Provides: • Job profile data. • Salary and base compensation elements. • Organization membership data.
BC FSA Plan Data Section Fields	Provides FSA (Flexible Spending Account) plan data, including: • Enrollment and coverage dates. • Employee and employer goal amounts. • Period and Year-To-Date (YTD) contribution amounts.
BC Retirement Savings Data Section Fields	Provides data for retirement savings plans, including: • Plan identification data.

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Option	Description
	• Coverage dates. • Payroll dates. • Payment dates. • Loan data. • To-date amounts.
BC Life and Disability Data Section Fields	Provides life and disability plan data, including: • Plan identification data. • Enrollment period and coverage dates. • Approved coverage level details. • Beneficiary IDs.
BC Dependent Data Section Fields	Provides personal data and contact information for dependents of employees.
BC Eligibility Data Section Fields	Provides Benefit Plans and plan eligibility dates for the employee. Use for Retirement Savings Plans only.
Transaction Log Service	Provides a record of event-based changes to employee data that are relevant to benefits integrations. Don't enable this service in integrations that generate full extracts.
BC Delivery Service	Provides file transport and encryption options for the output file.
BC Filename	Provides unique output filenames by using the Workday sequence generator.
CCB - Debug Service	Generates a Messages Audit file each time the integration runs. For best performance, Workday recommends that you disable this integration service for any integration that runs in Production.

Next Steps

Select the individual fields to include in each data section, then configure the output file and map Workday values to the external endpoint.

Related Information

Steps: Set Up the Workday Benefits Connector V2 Integration

Set Up Benefits Connector V2 Integration Services

Steps: Set Up the Workday Benefits Connector V1 Integration

Steps: Set Up the Workday Benefits Connector V1 Integration

Set Up Benefits Connector V1 Attributes and Maps

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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Context

After you create a Benefits Connector integration system and select output fields, configure the integration attributes and maps for the output file.

Integration attributes define various processing options for the output file, such as:

- The retention period for audit files.
- Data validation rules.
- Whether Workday always includes data or only when changes occur.

Integration maps control how Workday maps values to the external benefits provider. Only a subset of data elements requires an integration map. Workday maps data according to these rules:

- If an integration map has rows of data, Workday uses the map to convert Workday values to external values. If you don't define a Workday value in the map, Workday uses the automatically populated value for the map. If the automatically populated value is blank, Workday issues an error or a warning message and the external value is empty.
- If an integration map is empty, Workday uses reference IDs in the output file. In the **View Integration System** report, click the **Integration Maps** tab to see which reference ID corresponds to each map. The only exception is the Region map, which uses the Workday region name instead of a reference ID. If a Workday value has no reference ID, Workday issues an error or warning and the external value is empty.

Steps

1. Access the **View Integration System** report.
2. As a related action on the integration system, select **Integration System > Configure Integration Attributes**.
3. Specify values for the attributes in the **Integration Attributes** grid:
    - For attributes without automatically populated values, add a row and specify a **Value**.
    - For attributes whose automatically populated values you want to change, select the **Override Default Values** check box and specify a new **Value**.
    - Optionally specify that a value applies to a particular environment using the **Restricted to Environment** field.

Attribute	Description
Benefits Plans	Add a row for each benefit plan that the integration system supports. The benefit plan must exist in Workday; if necessary, use the **Create Benefit Plan** task to add a benefit plan.
Client Name	Enter your organization name. The integration includes this value in the benefits extract header.
Client Number	Unique number that identifies you to your benefits provider.
Country Code	Specifies the country code used in addresses in the benefits extract. If you don't override this attribute, the integration uses ISO 3166-1 Alpha 2 codes. If you want to provide 3-digit codes instead, add a row and select *ISO_3166-1_Alpha-3_Code*.
Document Retention Policy	If you don't override this attribute, sets to 30 days. You can change the retention period to 60, 90, 120, or 180 days.
Employee Deduction Codes	Select payroll deductions to include in the output file.

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Attribute	Description
Full Extract	Generates a full file of employee data, including all data sections and fields that you configure in the integration, rather than a changes-only file. If you select this option, don't enable the *Transaction Log Service*.
Identifier Type for Alternative Identifier	Select the type of identifier for employees and dependents.
Include Prior Values	Includes the prior values of data elements that have changed.
Organization Type for Organization One, Two, Three, Four, and Five	Specify which type of organization to include in the output file (Example: Cost Center or Region). When you configure the integration maps, you map a Workday value for this organization type.
Remove Accented Characters	Replaces accented characters in employee data with the unaccented equivalent characters in the output file.
Use Payment Date	Specifies that Workday use the payment date for employee payroll when generating the output file.
Use Preferred Name when present	If you don't override this attribute, the output file uses **Legal Name**. To use **Preferred Name** instead of **Legal Name**, select the check box.
Version	Select the version number of the output file. The initial version number matches the current Workday version number. In future releases, you upgrade to a later version only if you need new functionality.
Worker Data Validation	Select how Workday resolves processing errors for employee data, such as when a mapped field contains a value that you didn't define in the corresponding map: • *abort*: Workday doesn't create an integration output file. • *include*: Workday includes the affected employee data and returns a warning on the associated integration process event. • *omit*: Workday doesn't include the affected employee data on the integration output file.
Output Document Tags	Applies selected tags to the integration output file.

4. Save your changes, then as a related action on the integration system, select **Integration System** > **Configure Integration Maps**.
5. In the **Integration Maps** grid, specify output file values for Workday data:
    a) Add a row for each Workday value, select the **Internal Value**, and enter the **External Value** for the output file.
    b) (Optional) Provide a **Default Value** for any data elements whose values you haven't mapped.

    Example: your organization has *Hourly* and *Salary* pay rate types. In the *Pay Rate Type* map, define external values for the *Hourly* and *Salary* rate types. Then create a **Default Value** of *Other* for any unmapped pay rate types.

    You only define mappings for the data elements that you include in the output file. Example: if the Personal Data Section only includes Gender and Marital Status, specify values in those 2 maps and leave the other maps in the section empty.

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Related Information

Steps: Set Up the Workday Benefits Connector V2 Integration

Set Up Benefits Connector V2 Attributes and Maps

Reference: Benefits Connector Data Sections

Steps: Set Up the Workday Benefits Connector V1 Integration

Steps: Set Up the Workday Benefits Connector V1 Integration

Concept: Benefits Connector V1 Change Detection

Benefits Connector integrations support 2 change detection methods. Using the **Change Detection** launch parameter, you select the appropriate method depending on the requirements of your benefits provider. The methods are:

Include all changes effective in the defined time period	To send a full file to the benefits provider, select this method. The benefits extract includes all changes to employee data that are effective in the defined date range. The extract includes these changes regardless of when you entered the changes into Workday. When Workday has future-dated transactions, Workday excludes them from the extract file. Workday includes these transactions when their effective date is in the defined date range processed by the integration.
Include only changes entered since the last successful run	To send a changes-only file to your benefits provider, select this method. The benefits extract includes only changes that: • You entered in Workday after the date of the last successful run. • Are effective before or during the defined date range.

How Dates Affect Benefits Extracts

Dates are important to understanding the changes that Benefits Connector integrations pick up. If you discover that events are missing from an extract, look at the relationship between:

- The last successful run date.
- The period start date.
- The event entry date.
- The event effective date.

Example: Events might be missing from an extract if:

- The event entry date is after the last successful run, but the event effective date isn't in the current or prior period.
- The event entry date isn't after the last successful run and change detection isn't set to *All Effective*.
- The event entry date isn't after the last successful run and change detection is set to *All Effective*, but the event effective date isn't in a specified date range.

Related Information

Steps: Set Up the Workday Benefits Connector V2 Integration

Concept: Benefits Connector V2 Change Detection

Steps: Set Up the Workday Benefits Connector V1 Integration

Steps: Set Up the Workday Benefits Connector V1 Integration

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Concept: Benefits Connector V1 Data Validation and Error Handling

Benefits Connector applies a number of validation rules to employee data based on how you configure your benefits integration. An integration attribute called *Worker Data Validation* gives you control over integration processing when employees fail these validation checks. Workday provides 3 options that can accommodate the needs of your benefits provider:

Include	Includes an employee in a benefits output file even if validation errors occur. Integration processing continues and Workday reports the errors as warnings on the integration event. Select this option if your benefits provider can accept benefits output files that contain some invalid data. The benefits provider can fix the imported data and you can apply the same changes to the data in Workday later.
Omit	Excludes data for an employee from a benefits output file when validation errors occur. Integration processing continues, Workday reports the errors, and the benefits output file contains data for the rest of the employees. Select this option if your benefits provider rejects benefits files that contain invalid data. In this case, the invalid or missing data for 1 employee doesn't hold up benefits processing for other employees. You can update the employee data in Workday later and generate a supplemental benefits output file.
Abort	Stops all integration processing when data validation fails for any employee. This option is useful when a benefits provider can only process a single benefits output file per period. In this case, you can fix the employee data in Workday and recreate the benefits extract. The integration reports this action with critical severity message.

View integration messages by accessing one of these reports:

Report	Description
Process Monitor	View integrations that are currently running or have already run. To view message details, drill-down on the numbers in the **Errors & Warnings** column.
Integration Events	Lists integration events and displays the launch date and time, the name of the person who launched the integration, its status, and the event response message.
Integration Messages	Provides a status summary and message details for integration events.

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Related Information

Steps: Set Up the Workday Benefits Connector V2 Integration

Reference: Benefits Connector V2 Audit Files

Steps: Set Up the Workday Benefits Connector V1 Integration

Steps: Set Up the Workday Benefits Connector V1 Integration

Reference: Benefits Connector V1 Audit Files

Workday attaches 4 audit reports to each Benefits Connector integration event. After an integration runs, access the **Integration Events** report to view the audit files. Select the event that you're interested in to open the View Background Process page and then click the **Output Files** tab. Audit files expire 90 days after Workday creates them. Workday automatically deletes the files after they expire.

Data Changes Audit

The Data Changes Audit is a readable version of the integration output file. This report has 2 components:

Extract Summary	Displays the change detection method and date range specifications.
Worker Details	Provides summarized and detailed views of employee data changes, and displays the worker count. The summarized view displays employee names, IDs, and the categories of changed data. The detailed view displays current field values. If the data has changed, the detailed view also displays prior values. Workday highlights new records in green, modified records in gray, and deleted records in red. To toggle between views for all employees, or select an employee in the summary list to view details, select **Show** or **Hide**.

Diagnostic Audit

The Diagnostic Audit is designed to help you troubleshoot integration errors. The report includes details on all employees that the integration processed when creating the benefits output file. You can view these details for each employee to determine why the benefits extract included or excluded the employees:

- Processing details
- Validation messages
- Current properties
- Transaction log details

In some cases, employees have transactions that don't affect the set of data configured in the benefits extract. In other cases, the integration encounters an error while processing these employees.

You can also use the Diagnostic Audit to tune the performance of a Benefits Connector integration. The audit lists the transaction log entries that the integration processed for each employee. If many employees in the diagnostic audit file don't have relevant data changes, reconfigure the transaction log service to exclude certain transaction types.

Benefits Extract

The benefits extract contains the actual data that the Benefits Connector integration created. This file is in XML format.

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Messages Audit

The Messages Audit is a zip file that contains a summary of web service requests and responses in XML format. Workday generates this audit report for troubleshooting purposes. Workday generates this file only if you enable the **CCB - Debug Service** integration service.

Note: For best performance, Workday recommends that you disable this integration service for any integration that runs in Production.

Related Information
Steps: Set Up the Workday Benefits Connector V1 Integration
Steps: Set Up the Workday Benefits Connector V1 Integration

Data Initialization Service (DIS) Integration

Concept: Data Initialization Service (DIS)

Custom integrations can use a Data Initialization Service (DIS) to gather data using report fields in Workday. The Data Initialization Service is an integration service that you create, configure, and associate with an integration based on the *Cloud Integration Template*. This service provides these benefits:

- DIS provides flexible configuration options for navigating to as many related business objects as your integration requires, using *Document Builders*. Example: you can navigate from Worker, to Dependents, to Benefit Elections, to Beneficiaries.
- You can configure these custom integrations to extract only the data fields that you need. DIS improves performance by eliminating processing time spent retrieving, filtering, and joining data.
- DIS provides data extract parallelization, improving performance and reducing complexity.
- DIS doesn’t make API calls. Your integration is more resilient to network fluctuations and more performant. Using DIS eliminates time spent waiting for data over the network.
- Time spent gathering data in DIS doesn’t count toward the Studio processing time limit. Using DIS reduces the failure rate of your integrations and improving the number of integrations you can run overall.
- You can assign a DIS to more than 1 custom integration. You can associate more than 1 DIS with a *Cloud Integration Template*-based integration.
- You can nest multiple sublevels of data. Using *Document Builders*, you can group related data together, then add that data to integration output. DIS currently doesn't support file data types. Grouping related data together improves performance.

Overview

DIS is an integration service that you add (as a custom integration service) to an integration based on the *Cloud Integration Template*. This service enables you to define:

- How to extract data from Workday.
- How to format the data in XML.

Because DIS works with template-based integrations, you can schedule the integration, and specify delivery options.

Related Information
Reference
Workday 33 What's New Post: Data Initialization Service for Custom Integrations

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Steps: Set Up Data Initialization Service (DIS) Integration

Prerequisites

- Evaluate your integration processing needs before setting up this integration.
- (Optional) Write a Studio integration to retrieve and process DIS documents.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can build a custom integration that exports only the data that your integration needs, in a format that you define. You can select report fields and calculated fields

Steps

1. Create Integration System .

   Enter *Cloud Integration Template* at the **New using Template** prompt.
2. From the related actions menu of the integration, select **Integration System > Configure Integration Services**.
3. In the **Integration Service** prompt, select *Create Integration Data Initialization Service*.
4. Set Up Integration Data Initialization Service .
5. (Optional) Set Up Sub-Document for Data Initialization Service (DIS) .
6. (Optional) To write a Studio integration to retrieve and process DIS documents, select **Integration System > Add Cloud Collection** as a related action on the integration.

   Use the parallel Studio component to process files in parallel, which doesn't increase load on tenants and remote servers.
7. (Optional) Create Integration Business Process .
8. (Optional) Set Up Integration Delivery .
9. Grant the account under which the integration runs access to these domains:

   - *Integration Event*
   - *View* access to any domain that secures the report fields and calculated fields that your Data Initialization Service uses.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
10. Launch an Integration .
11. (Optional) Use the **Integration Event > Retrieve Technical Files** related action to view DIS Partial Documents, DIS Performance Log, Exception Log, and schemas for these logs.

    Use the Exception Log to view diagnostic information about all exceptions thrown when Workday uses these configured items to build the DIS output files:

    - Population.
    - Report fields.
    - Calculated fields.
12. (Optional) Use the **Integration Event > Generate DIS Performance Summary** related action after the integration completes to generate 1 HTML summary report per DIS output file.

    The report provides a summary of the longest running fields and instances. Workday doesn't track fields that take less than 5 milliseconds. Workday doesn't collect performance data once the raw performance log exceeds 4 megabytes.

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Set Up Integration Data Initialization Service

Prerequisites

Security: *Integration Build Custom Services* domain in the Integration functional area.

Context

You can create a Data Initialization Service and define how the service extracts data from Workday. You can define file formatting and field attributes. You can then add the service to a *Cloud Integration Template*-based integration system.

Steps

1. Access the **Create Integration Data Initialization Service** task.
2. As you complete the **Output Document** section, consider:

Option	Description
Document Filename	Workday applies this name to the partial and final integration output files. Workday appends partial files with a - character and number of the partition. Example: *HelloWorldDIS-23.xml*.
Wrapper Element Name	Workday applies this value as the root XML element in the integration output file.

3. As you complete the **Population** section, consider:

Option	Description
Population using	Select a custom advanced report that defines the data set to populate the integration. The integration uses this report and the report filters to define the population only. The integration doesn't use any of the report fields in the custom report or the namespaces of the report. The custom report must be an advanced report.
Returned Business Object	Workday displays the primary business object for the data source of the custom report.
Order using	(Optional). To specify the sort order for data fields, select a *Text* report field or calculated field. If you don't select a report field or calculated field: • The integration uses the order of the custom report from the **Population using** field. • The integration doesn't use the sort order of the custom report.
Partition Size	(Optional). You can select the maximum number of instances of the population per partial integration output file. To reduce out of memory or time risks with downstream processing optimization, Workday recommends that you specify *25*, or the

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Option	Description
	minimum possible size. The maximum size is 2000. Each partition has a 2-hour process limit.

4. As you complete the **Schema and Build** section, consider:

Option	Description
Web Service Alias	Specify the name of the XML node element for 1 object of the population.
Do Not Merge Documents	Workday recommends that you select this check box. If selected, the integration doesn't merge partial documents. Example: If the integration returns 45 workers, and you set the **Partition Size** to *25*, Workday generates 2 output files. If you select this check box, create a downstream integration (such as a Studio integration) to process and merge the partial documents in parallel. Using this approach doesn't increase the load on tenants and remote servers.
Field Details	• To create a single field, select **Data Type**. Then, specify the data type that matches the report field or calculated field that you want to use. You can override the datatype returned by the report or calculated field. Instances (plural) datatype serializes using Reference IDs. For Instances (plural) cast to text, Workday uses the display ID in the integration output. Reference ID Type: Applies only to fields that return Instances (plural). Select a reference ID to include in the integration output. If you don't select a reference ID type, the integration includes all reference IDs in the integration output. • To create a subdocument with related data fields (Example: Address fields for a worker home address), select **Sub-Document**.
Build content using	• For a single field, select the report field from the **Value** prompt. Or, select a Document Parameter created and saved in Step 7. Workday displays report fields associated with the **Returned Business Object**. • For a subdocument, select or create a **Document Builder** that defines the subdocument.
Loop on instances	Select a report field to loop on the instances for the document builder. The return type of the

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Option	Description
	field must match the context business object of the document builder. Workday doesn't display report fields with required prompts.
Value	Select a report field or calculated field based on the business object of the document. This prompt displays only: • Report fields and calculated fields with a data type that matches the **Data Type** value. • All fields if the **Data Type** field is empty.
Value Type (External Parameter Assignment(s))	Select how you want to provide values for prompts that the report field or calculated field uses.
Value (External Parameter Assignment(s))	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field. • *Document Parameter*: select a parameter that you defined in the previous step. Workday requires that you save the document parameter before you can use it here. • *Specify a Value*: select or enter a value based on the prompt.

5. (Optional) In the **Field Attribute Service Options** section, consider:

Option	Description
Field Attribute Service?	Enables you to configure formatting options for fields that you select in the **Schema and Build** grid.
Show "Required" Option	Adds a Required flag to the DIS schema. This option doesn't affect whether the integration includes data in the output file.
Show "Maximum Length" Option	Enables you to define maximum lengths for fields in the output file.

6. As you complete the **Parameters** section, consider:

Option	Description
Value Type	Select how you want to provide values in the **Value** field.
Value	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field based on

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Option	Description
	the business object of the document. This prompt displays only: • Report fields and calculated fields with a data type that matches the **Value Type** value. • All fields if the **Value Type** field is empty. • *Specify a Value*: select or enter a value based on the prompt. • *Integration Attribute*: Select an integration attribute of the integration system. Available for Global Parameters only. • *Launch Parameter*: Select a launch parameter of the integration system. Available for Global Parameters only.
Value Type (External Parameter Assignments(s))	Select how you want to provide values for prompts that the report field or calculated field uses.
Value (External Parameter Assignments(s))	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field. • *Specify a Value*: select or enter a value based on the prompt.

7. As you complete the **Report Criteria** section, consider:

Option	Description
Value Type	Select how you want to provide values for the prompts.
Value	Value: Enter a value depending on the Value Type: • *Determine Value at Runtime*: select a report field or calculated field. • *Document Parameter*: select a parameter that you defined in the previous step. Save the document parameter before you can use it here. • *Specify a Value*: select or enter a value based on the prompt.

8. (Optional) As you complete the **Integration Attributes** section, consider:

Option	Description
Attribute Type	Select the type of attribute: • *Enumeration*: Select an integration enumeration from the prompt. To create a new integration enumeration, access the **Create Integration Enumeration Definition** task. • *Data Type*: Select a datatype to apply.

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Option	Description
Multi-Select	Enables you to enter multiple values for the attribute.
Option(s)	Select additional attribute configuration options: • *Display As Password*: Displays the entered text as asterisks. • *Required for Launch*: Prevents the integration from launching if the attribute has no value.

You can set separate values for each integration that uses the Data Initialization Service. You can also use attributes as report filters or output them as fields using doc parameters.

9. (Optional) As you complete the **Integration Maps** section, consider:

Option	Description
Internal Value Type	• *Enumeration*: Select an integration enumeration from the prompt. To create a new integration enumeration, access the **Create Integration Enumeration Definition** task. • *Data Type*: Select a datatype to apply. • *Option(s)*: To display the entered text as asterisks, select *Display As Password*.
External Value Type	• *Enumeration*: Select an integration enumeration from the prompt. To create a new integration enumeration, access the **Create Integration Enumeration Definition** task. • *Data Type*: Select a datatype to apply. • *Option(s)*: To display the entered text as asterisks, select *Display As Password*.
Exception Rule(s)	Select exception rules to apply to the map. Workday prevents the integration from running if the integration triggers the exception rules.

- Use the **Integration Document Field > Configure Integration Map** related action to add the map to a field you selected in the Schema and Build grid. The **Internal Value Type** of the map must match the **Build content Using** field value.
- The **External Value Type** of the map must match the data type of the report field or calculated field.
- Configure a default value for the map that the integration uses when there's no default value for the integration.

10. As you complete the **Launch Parameters** section, consider:

Option	Description
Launch Parameter Type	• *Enumeration*: Select an integration enumeration from the prompt. To create a new integration enumeration, access the **Create Integration Enumeration Definition** task.

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Option	Description
	• *Data Type*: Select a datatype to apply.
Option(s)	Select additional options for the launch parameter.
Default Processing	Default values when the integration launches.

Each integration that uses DIS displays the DIS launch parameters, as well as the launch parameters of its other services. You can use launch parameters to configure variable fields used to populate DIS output dynamically.

Set Up Sub-Document for Data Initialization Service (DIS)

Prerequisites

Security: *Integration Build Custom Services* domain in the Integration functional area.

Context

You can use the **Create Document Builder** task to define a discrete set of related data fields. You can then use the Document Builder in:

- A Data Initialization Service.
- Another Document Builder.

The Document Builder specifies a group of fields for an integration output document.

Steps

1. Access the **Create Document Builder** task.
2. Specify a **Document Builder Name** and **Context Business Object**.

   The **Context Business Object** field enables you to access fields related to a different Primary Business Object than the object that the parent subdocument uses.
3. As you complete the **Schema and Build** section, consider:

Option	Description
Field Details	• To create a single field, select **Data Type**. Then, specify the data type that matches the report field or calculated field that you want to use. You can override the data type returned by the report or calculated field. Instances (plural) data type serializes using Reference IDs. For Instances (plural) cast to text, Workday uses the display ID in the integration output. Reference ID Type: Applies only to fields that return Instances (plural). Select a reference ID to include in the integration output. You must select a Reference ID Type. If you don't select a Reference ID Type, Workday won't include any reference IDs in the integration output.

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Option	Description
	• To create a subdocument with related data fields (Example: Address fields for a worker home address), select **Sub-Document**.
Build content using	• For a single field, select the report field from the **Value** prompt. Or, select an existing Document Parameter. Workday displays report fields associated with the **Returned Business Object**. • For a subdocument, select or create a **Document Builder** that defines the subdocument.
Loop on instances	Select a report field to loop on the instances for the document builder. The return type of the field must match the **Context Business Object** of the document builder.
Value Type (External Parameter Assignment(s))	Select how you want to provide values for prompts that the report field or calculated field uses.
Value (External Parameter Assignment(s))	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field. • *Document Parameter*: select a parameter that you defined in the previous step. Workday requires that you save the document parameter before you can use it here. • *Specify a Value*: select or enter a value based on the prompt.

Result

You can select this Document Builder from the **Document Builder** prompt in:

- The **Create Integration Data Initialization** task.
- The **Create Document Builder** task, if you want to add this Document Builder as a subdocument under another Document Builder.

Document Transformation Connector

Steps: Set Up Document Transformation Connector

Prerequisites

Before setting up this integration, you must:

- Create an integration system that generates the file in the original format.
- Determine what format the recipient of the output file requires.

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- Review the available options for Element Transformation and Validation (ETV) and XML To Text (XTT) formatting.
- Create an Extensible Stylesheet Language Transformation (XSLT) file that defines the transformation from Workday XML format to the recipient format.

Context
Create a Document Transformation integration to take the output file generated by a Connector and transform the file based on instructions in an XSLT file. Document transformation supports only Connector integrations such as Benefits Connector, Payroll Interface, or Core Connector: Worker. Since these integrations don't support a specific endpoint, their XML output documents require transformation before the integration sends them to the endpoint.

Steps

1. Access the **Create Integration System** task and at the **Integration Template** prompt, enter *Document Transformation*.

   Security: *Integration Build* in the Integration functional area.
2. As a related action on your Document Transformation, select **Workday Integration System > Configure Integration Attributes**, then add a row for each attribute and specify a value:

Option	Description
Transformation	Select tags to use to find tagged documents and to apply to output documents: • **Input Document Tags**. Select the tags that the Document Transformation integration should search for. The integration system will process the first document that it finds with a tag matching what you specify. If empty, the integration searches for documents tagged *Deliverable*. • **Output Document Tags**. Select the tags that the Document Transformation integration should apply to a document after transforming it. A subsequent *Document Delivery* **Service** step can use the tag to identify a document for delivery to a specific endpoint. If empty, the integration applies a *Deliverable* tag.
Output Encoding	Select the encoding of the output file. Examples: US-ASCII, ISO-8859-1, UTF-8, UTF-16. This value overrides any encoding that you specify in the XSLT transformation file.
Audit Validation Messages	Attaches complete validation messages for each event in the Messages Audit. If not selected, the integration generates a single message for all events and doesn’t include full details for all events.
Multiple Input Documents	Processes all input documents with tags that match all of the tags specified on the Input Document Tags attribute. The tags enable the integration to process multiple input documents on a single XSLT

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Option	Description
	file. Attaches complete validation messages for each event in the Messages Audit. If not selected, the integration generates a single message for all events and doesn't include full details.
Carry Forward Input Tags	Adds tags to the output document from the corresponding input document and the Output Document Tags attribute. The tags enable you to identify transformed output documents uniquely.
Integration Document Retention	Enter the number of days that Workday should preserve output files.

Security: *Integration Configure* in the Integration functional area.

3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Set Up Integration Sequence Generators .
5. As a related action on your integration system, select **Integration System > Configure Integration Attachment Service** and add the XSLT file that defines how the integration system transforms output documents.

   Security: *Integration Configure* in the Integration functional area.
6. Create Integration (Step).

   Add the integration system as a subprocess on the business process for the outbound integration system that generates the Workday XML output file.

Related Information
Concepts
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Reference: Arithmetic Attributes for Document Transformation

Overview

These attributes enable you to:

- Count the number of times an element occurs in a document.
- Calculate the sum of the values in a number of elements.

You can place the resulting number into another element. This action is a common requirement for text formats that require a footer to contain such totals. Each of these attributes contains the name of a variable or a comma-separated list of variable names.

Note: Element Transformation and Validation (ETV) and XML To Text (XTT) variables share scope as internal variables used by the Document Transformation Connector. The Document Transformation Connector prefixes its variables with *dt*. To avoid conflicts, don't name your variables with a prefix of *dt*.

- **addNumber** – Adds the value of the element to the existing value of the variable.
- **incrementNumber** – Increments the value of the variable by one.
- **number** – Replaces the value of the element with the value of the variable.
- **setBoolean** – Sets the variable to a Boolean value.

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- **setNumber** – Sets the variable to the value of the element.
- **setProperty** – Sets the variable to a string value.

addNumber

Summary	Adds the numeric value of the current element to a variable.
Valid Values	A comma-separated list of variable names.
Scope	Element only.

The *addNumber* attribute adds the numeric value of the current element to the variable named in the attribute. Typically, this action updates a single variable. You can update multiple variables by providing a comma-separated list of variable names.

Calculate the total of 2 record elements:

```
<Sample>
  <record etv:addNumber="aNumber">3.56</record>
  <record etv:addNumber="aNumber">1.01</record>
  <result etv:number="aNumber"/>
</Sample>
```

This example produces:

```
<Sample>
  <record>3.56</record>
  <record>1.01</record>
  <result>4.57</result>
</Sample>
```

incrementNumber

Summary	Counts the number of occurrences of an element.
Valid Values	A comma-separated list of variable names.
Scope	Element only.

Increment the value of a variable or variables named in the attribute. To increment multiple variables, included a comma-separated list of variable names. The attribute usually is attached to each occurrence of the element that you want to count. The *number* attribute can then be used to place the value of the variable into the results produced. Workday assumes that all number variables have a value of zero when first used or retrieved.

Count the occurrence of elements:

```
<Sample>
  <record etv:incrementNumber="aNumber">3.56</record>
  <record etv:incrementNumber="aNumber">1.01</record>
  <result etv:number="aNumber"/>
</Sample>
```

This example produces:

```
<Sample>
  <record>3.56</record>
  <record>1.01</record>
  <result>2</result>
```

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```
</Sample>
```

number

The count element is populated with the number of *incrementNumber* attributes that have been found in the document up to this point. Because the execution of the *incrementNumber* attribute updates the value of a mediation context property, it's possible to access or modify this property across ETV invocations.

Example: when processing a large XML input set the assembly can split and apply ETV attributes to the XML in chunks. Using the same property with *incrementNumber* across all ETV invocations enables the developer to share a running count across the entire input.

Summary	Workday replaces the value of the element with the value of the variable.
Valid Values	A variable name.
Scope	Element only.

Place the value of a variable into an element. Use this attribute with *setNumber*, *incrementNumber*, and *addNumber* to provide counts and totals in the footers of documents. All *number* variables are assumed to have a value of zero when first used or retrieved. They're not scoped and can be reassigned with the *setNumber* attribute.

Populate the value of the result element:

```
<Sample>
  <record etv:addNumber="aNumber">3.56</record>
  <record etv:addNumber="aNumber">1.01</record>
  <result etv:number="aNumber"/>
</Sample>
```

This example produces:

```
<Sample>
  <record>3.56</record>
  <record>1.01</record>
  <result>4.57</result>
</Sample>
```

setBoolean

Summary	Sets the value for a variable to a Boolean value.
Valid Values	A property name.
Scope	Element only.

Define the property of a variable. Use assembly, XSLT, or other programming constructs like any other property in the mediation context. Workday generates the Boolean value using Java rules for determining true/false values.

Set the value of a property in the mediation context:

```
<record etv:setBoolean="error.indicator">true</record>
```

This XML populates the mediation context property *error.indicator* with the Boolean TRUE:

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setNumber

Summary	Sets the value for a variable to the value in the element.
Valid Values	A variable name.
Scope	Element only.

Place the value of an element into a variable. Use this attribute with *incrementNumber*, *addNumber*, and *number* to provide counts and totals in the footers of documents.

Initialize a variable that you'll increment later and use to populate the count element:

```
<Sample>
  <initial etv:setNumber="aNumber">5</initial>
  <records>
      <record etv:incrementNumber="aNumber">3.56</record>
      <record etv:incrementNumber="aNumber">1.01</record>
  </records>
  <result etv:number="aNumber"/>
</Sample>
```

This example produces:

```
<Sample>
  <initial>5</initial>
  <records>
     <record>3.56</record>
     <record>1.01</record>
  </records>
  <count>7</count>
</Sample>
```

setProperty

Summary	Sets the value for a variable to a string value.
Valid Values	A string name.
Scope	Element only.

Place a string value into a variable. Access the value using assembly, XSLT, or other programming constructs like any other property in the mediation context.

Set the value of a property in the mediation context:

```
<Sample>
  <ssnetv:setProperty="employee.ssn">123-45-6789</record>
</Sample>
```

The mediation context property *employee.ssn* is populated with the value 123-45-6789.

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Reference: Comma-Separated Value (CSV) Attributes for Document Transformation

Overview

These attributes provide support for formatting documents in CSV format. Workday can use the separator and quotes attributes together to indicate whether to add separators. You can create both comma and pipe-delimited formats using a combination of the separator and quotes attributes. If other delimiters are required, the *quotesWhenMatches* attribute can be used to specify a regular expression that is used to determine if a value is quoted.

- **quotes** – Specify the rules governing when an element value is placed in quotes – possible values are *csv*, *pipe-delimited*, *always* and *never*.
- **quoteStyle** – Specify the type of quotation mark to use.
- **quoteWhenMatches** – Specify a regular expression to determine if the element values are included in quotes.
- **separator** – Display a character in the results between each of the child elements that this attribute is attached to.

quotes

Summary	Indicates whether Workday includes the values from elements in quotes when displayed in the results.
Valid Values	Either *always*, *never*, *csv*, or *pipe-delimited*. If you don't specify a value, Workday never includes the values from elements in quotes.
Scope	Element and all child elements.

The *quotes* attribute indicates whether the values from elements are included in quotes. If the value is *always*, then Workday always uses quotes. If the value is *csv*, then the rules commonly associated with the use of quotes in CSV files are applied. In this case, Workday applies quotes to a value if it contains a comma, newline, or quote character. If the value it starts or ends with white space, Workday applies quotes to the value. Workday replaces a quote character in the value with 2 quote characters.

Apply the CSV rules for *quotes*:

```
<Sample xtt:separator="," xtt:quotes="csv">
  <item>Simple</item>
  <item>Includes a ,</item>
  <item> Starts with space</item>
  <item>Ends with space </item>
  <item>Contains a " character</item>
  <item>Contains a newline character</item>
</Sample>
```

This example produces:

```
<Simple,"Includes a ","," Starts with space","Ends with space ","Contains a
 "" character","Contains a newline character"
```

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quoteStyle

Summary	Indicates whether to use single or double quotes when the results are quoted using the *quotes* attribute.
Valid Values	Either *single* or *double*. If you don't specify a value, Workday uses double quotes.
Scope	Element and all child elements.

When you use the *quotes* attribute, use the *quoteStyle* attribute to define whether to use single (') or double (") quotation marks.

Using the *quoteStyle* attribute to apply CSV rules:

```
<Sample xtt:separator="," xtt:quotes="csv" xtt:quoteStyle="single">
  <item>Simple</item>
  <item>Includes a ,</item>
  <item> Starts with space</item>
  <item>Ends with space </item>
</Sample>
```

This example produces:

```
Simple,'Includes a,','Startswith space','Ends with space '
```

quoteWhenMatches

Summary	Quotes values when Workday uses unusual separator characters in CSV style files.
Valid Values	A regular expression.
Scope	Element and all child elements.

Specify a regular expression that, when matched, places the value within quotes.

Using the *quoteWhenMatches* attribute to apply CSV rules:

```
<Sample xtt:separator="X" xtt:quoteWhenMatches=".*X.*">
  <item>Simple</item>
  <item>Includes an X character</item>
  <item>Simple</item>
</Sample>
```

This example produces:

```
SimpleX"Includes an X character"XSimple
```

separator

Summary	Workday places an attribute value between the text contained in each of the child elements of the element that the attribute is attached to.
Valid Values	Any text.
Scope	Element only.

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Place the value of the separator attribute separator.

```
<Sample xtt:separator=",">
  <item>One</item>
  <item>Two</item>
  <item>Three</item>
</Sample>
```

This example produces:

```
One,Two,Three
```

Reference: Date/Time Attributes for Document Transformation

Overview

These attributes enable you to specify a date or *dateTime* format. Format the element values provided as input to the steps as defined by the XML Schema specification. Workday converts these values to the format specified in the attributes.

- **dateFormat** – The date format pattern, such as *yyyyMMdd*.
- **dateTimeFormat** – The date/time format pattern, such as *yyMMdd:HH:mm:ss*.
- **timezone** – The time zone to be used when creating the value for the returned document, such as *PST*. If you've opted in to the Workday 32 - Time Zones feature and don't use an ISU, then Workday uses the user's local time zone.

dateFormat

Summary	Specifies the date format pattern that Workday converts dates to.
Valid Values	A date format pattern as used in Java.
Scope	Element only.

Convert the value of an element to the format specified in the attribute.

Use the *dateFormat* attribute to specify a date format.

```
<Birth_Date etv:dateFormat="dd/MM/yyyy">1960-03-24</Birth_Date>
```

This example produces:

```
<Birth_Date>24/03/1960</Birth_Date>
```

dateTimeFormat

Summary	Specifies the *dateTime* format pattern that Workday converts *dateTime* values to.
Valid Values	A date format pattern as used in Java.
Scope	Element only.

Specify a date and time format. Workday processes the value of the element as a *dateTime* and converts the original value to the format specified in this attribute.

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Specify a date and time format:

```
<Last_Update etv:dateFormat="dd/MM/yyyy:hh/mm/ss" >2010-10-13T07:30:45</
Last_Update>
```

This example produces:

```
<Last_Update>13/10/2010:07/30/45</Last_Update>
```

timezone

Summary	Specifies the time zone that Workday uses for *dateTime* values in the results.
Valid Values	The name of a time zone as used by the Java class *java.util.TimeZone*.
Scope	Element and all child elements.

Specify the time zone for values formatted using the *dateTimeFormat* attribute. Values formatted using the *dateFormat* attribute are unaffected by the *timezone* attribute.

Convert a *dateTime* value using a *timezone* offset of -08:00:

```
<Last_Update etv:timezone="EST" etv:dateTimeFormat="dd/MM/yyyy:hh|mm|
ss">2010-11-18T02:57:22.019-08:00</Last_Update>
```

Workday changes the hour value from 02 to 05:

```
<Last_Update>18/11/2010:05|57|22</Last_Update>
```

Workday doesn't convert a *dateTime* value because the *dateTime* value has no *timezone* offset.

```
<Last_Update etv:timezone="EST" etv:dateTimeFormat="dd/MM/yyyy:hh|mm|
ss">2010-11-18T02:57:22.019</Last_Update>
```

This example produces:

```
<Last_Update>18/11/2010:02|57|22</Last_Update>
```

Reference: Fixed-Length Formatting Attributes for Document Transformation

Overview

These attributes enable the integration to create fixed width format documents. The fixed length of each element is specified using the *fixedLength* attribute. Workday pads values shorter than the length specified by the attribute using the *paddingCharacter*. Workday truncates values that are longer than the attribute value.

- **align** – Indicates whether values are aligned to the left or to the right when padding is added.
- **fixedLength** – The number of characters in this fixed-length field.
- **paddingCharacter** – The padding character to use for a value shorter than the fixed length.

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align

Summary	Indicates whether Workday aligns fixed-length values that require padding to the left or the right.
Valid Values	Either *left* or *right*. If you don't specify a value, Workday applies left padding.
Scope	Element and all child elements.

Control whether Workday aligns fixed-length values that require padding to the left or the right.

Right-align content of a fixed length:

```
<Sample xtt:align="right">
  <item xtt:fixedLength="10">Short</item>
  <item xtt:fixedLength="10">Much Too Long</item>
  <item xtt:fixedLength="10">Just Right</item>
</Sample>
```

This example produces:

```
ShortMuch Too LJust Right
```

fixedLength

Summary	Indicates the length of a fixed-width field.
Valid Values	A positive integer.
Scope	Element only.

Control display of the element values in a fixed-width field. Values shorter than this length are padded with the space character to the length specified. To specify an alternative character, use the*paddingCharacter* attribute.

Workday truncates values longer than the length without any error or warning messages. To display an error or warning message, use the *maxLength* attribute.

Truncate values to a fixed length:

```
<Sample>
  <item xtt:fixedLength="10">Short</item>
  <item xtt:fixedLength="10">Much Too Long</item>
  <item xtt:fixedLength="10">Just Right</item>
</Sample>
```

This example produces:

```
Short     Much Too LJust Right
```

paddingCharacter

Summary	Indicates the character that Workday uses for padding fixed-length values.
Valid Values	Any character. If you don't specify a value, Workday uses the space character.
Scope	Element and all child elements.

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Specify the padding character that Workday applies when fixed-length values require padding.

Pad fixed-length characters if less than a specified length:

```
<Sample xtt:paddingCharacter="-">
  <item xtt:fixedLength="10">Short</item>
  <item xtt:fixedLength="10">Much Too Long</item>
  <item xtt:fixedLength="10">Just Right</item>
</Sample>
```

This example produces:

```
Short-----Much Too LJust Right
```

Reference: Grouped Attributes for Document Transformation

Overview

Workday provides a single class attribute to apply 1 or more Element Transformation and Validation (ETV) attributes to an element.

class

Summary	Applies a number of ETV attributes to an element.
Valid Values	String – the name of a class defined using the *class* element.
Scope	Element only.

The *class* element enables you to define 1 or more *attributes* as part of a class. You can then use the *class* attribute as a convenient way to apply all of those attributes. Workday applies the attributes included in the *class* element only to the element that the *class* attribute is attached to. Workday ignores the scoping rules for the original attribute. You can use the *class* attribute with other attributes. An attribute placed directly on an element takes precedence over the same within the class.

This example displays 2 ways to group attributes:

```
<!-- 1. Creating simple class. Using XTT here-->
<xtt:class xtt:name="detailClass" xtt:fixedLength="30" xtt:align="left"
 xtt:paddingCharacter="*"/>
<!-- 2.  Create and build classes off one another. Using ETV here to show
 either works but you
      should use one or the other in your xsl depending on your output needs
 (XML or text).-->

      <etv:class etv:name="detailClass1" etv:fixedLength="30"/> <!-- Initial
 class -->
      <etv:class etv:name="detailClass2" etv:class="detailClass1"
 etv:align="left"/> <!-- Class extending  another class -->
      <etv:class etv:name="detailClass3"  etv:class="detailClass2"
 etv:paddingCharacter="*"/>
      <!-- Class  extending again. -->

 <!-- Using your classes -->
<Employee xtt:separator=",">
     <!-- 2. Using the class and adding more attributes -->
<FirstName etv:class="detailClass3" etv:startTag="DETAIL:" etv:endTag=":END">
    <xsl:value-of select="wd:First_Name"/> </FirstName>
<!-- 1. Using the simple class only -->
```

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```
<Last_Name xtt:class="detailClass">
<xsl:value-of select="wd:Last_Name"/> </Last_Name>
</Employee>
```

This XSLT produces:

```
First Name                              Last Name
    DETAIL:Abby************************:END,Brennan**********************,
    DETAIL:Adam************************:END,Carlton**********************,
```

Reference: Integration Value Attributes for Document Transformation

Overview

These attributes replace the value of an element with a value from the integration system. You can define Integration attributes, launch parameters, or integration maps using report fields that can contain references to objects as opposed to simple types. If Workday finds a reference, the Element Transformation and Validation (ETV) step places a Reference ID in the output file.

- **attribute** – The name of an integration attribute. Workday replaces the element value with the value from the integration attribute.
- **direction** – The direction that the integration map is applied in. This attribute controls whether the *map* attribute converts an internal Workday value to an external value or the other way around.
- **launchParameter** – The name of a launch parameter. Workday replaces the element value with the value from the launch parameter.
- **map** – The name of an integration map. Workday replaces the element value with the equivalent value as specified in the integration map.
- **mapAlternateValue** – Applies this value to the map attribute value. Use if the integration map named by the map attribute is empty.
- **mapAppliedOnEmptyInput** – If this attribute is set to true, then the integration map is applied even when there's no input value.
- **mapReferenceID** – If the integration map named by the map attribute is empty, Workday uses the value of this Reference ID.
- **sequencedValue** - The name of a sequenced value. Workday replaces the element value with the value from the sequenced value.

attribute

Summary	Specifies the name of an integration attribute whose value Workday places into the element.
Valid Values	The name of an integration attribute.
Scope	Element only.

You can use this attribute to replace the value of an element with the value of an integration attribute. If the attribute contains multiple values, then the Element Transformation and Validation (ETV) step returns the element multiple times, once for each value. The XML To Text (XTT) step returns the values as text, concatenated together.

Replace the value of an element with the value of an integration attribute.

```
<Cost_Center etv:attribute="Cost Center" />
```

This example produces:

```
<Cost_Center>CC46</Cost_Center>
```

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Define the integration attribute as a Reference ID and create a *wd:ID* element:

```
<Organization_Reference etv:attribute="Cost Center"/>
```

This example produces:

```
<wd:Organization_Reference wd:Descriptor="Cost Center 46">
   <wd:ID wd:type="WID">cda8ef556ddf425ebed3bc40f4016ccb</wd:ID>
</wd:Organization_Reference>
```

If the attribute contains multiple values, the ETV step outputs the element multiple times, once for each value. The XTT step outputs the values as text, concatenated together.

If the attribute value is part of XSLT logic, use the *xsl:param* element to retrieve an integration attribute value. To define the *xsl:param* name, prefix the integration attribute name with *attr_* and replace any spaces with an underscore. Example:

```
<xsl:param name="attr_Root_Organization"/>
```

The element contains the text value of any integration attribute value. Multivalued attributes are output as a comma-separated list.

direction

Summary	Specifies the direction that Workday uses when applying an integration map
Valid Values	Either *out* or *in*. If you don't specify a value, Workday maps internal values to external values. When the value is *in*, Workday maps external values to internal values.
Scope	Element and all child elements.

Integration maps contain 2 sets of values: the internal values and the external values. If you don't specify a value for *map*, the *map* attribute converts an internal value to an external value. The *direction* attribute enables an integration map to be used to convert external values to internal ones.

If the direction is *in* and the map contains multiple internal values and multiple values for the mapped value, the ETV step returns the element multiple times. The ETV step performs this action once for each value. The XTT step returns the values as text, concatenated together.

Add the direction attribute to the element containing the map attribute or to a parent element.

```
<Bank_Account_Type etv:direction="in" etv:map="AccountType">Checking</
Bank_Account_Type>
```

Workday replaces the value of the element with the internal value from the integration map. This example produces:

```
<Bank_Account_Type>C</Bank_Account_Type>
```

You can also use Reference IDs as the internal values in an integration map. If the map contains Reference IDs, then Workday creates a *wd:ID* element.

```
<wd:Worker_Type_Reference etv:direction="in" etv:Map="Employee
 Type">SEASONAL</wd:Worker_Type_Reference>
```

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This example produces:

```
<wd:Worker_Type_Reference wd:Descriptor="Seasonal">
  <wd:ID wd:type="WID">cda8ef556ddf425ebed3bc40f4016ccb</wd:ID>
</wd:Worker_Type_Reference>
```

If the value of *direction* is *in* and the map contains multiple internal values for the mapped value, ETV processing returns the element multiple times. ETV returns the element once for each value. XTT processing returns the values as text, concatenated together.

launchParameter

Summary	Specifies the name of a sequenced value that Workday places into the element.
Valid Values	The name of a launch parameter for the integration system.
Scope	Element only.

Use the *launchParameter* attribute to replace the value of an element with the value of a launch parameter.

If the launch parameter contains multiple values, then the ETV processing returns the element multiple times, once for each value. XTT processing returns the values as text, concatenated together.

Replace the value of an element with the value of a launch parameter:

```
<Cost_Center etv:launchParameter="Cost Center" />
```

The ETV processing replaces the value of this element with the value of the launch parameter:

```
<Cost_Center>CC46</Cost_Center>
```

You can also use Reference IDs as the launch parameter value in an integration system. If the launch parameter contains Reference IDs, then Workday creates a *wd:ID* element.

```
<Organization_Reference etv:launchParameter=”Cost Center” />
```

The ETV processing replaces the value of this element with the value of the launch parameter:

```
<wd:Organization_Reference wd:Descriptor="Cost Center 46">
  <wd:ID wd:type="WID">cda8ef556ddf425ebed3bc40f4016ccb</wd:ID>
</wd:Organization_Reference>
```

If the *launchParameter* contains multiple internal values, then ETV processing returns the element multiple times, once for each value. XTT processing returns the values as text, concatenated together.

map

Summary	Applies an integration map to the contents of the element.
Valid Values	The name of an integration map on the integration system for the integration.
Scope	Element only.

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Use the *map* attribute to apply integration maps to values. The values can be simple types or Reference IDs as required by the integration map. Workday reports unmapped values as messages. The *severity* attribute dictates the severity of these messages.

Replace the value of an element with the value of a launch parameter:

```
<Bank_Account_Type etv:map="Account Type">C</Bank_Account_Type>
```

The value of the *map* attribute is replaced with the value from the integration map.

```
<Bank_Account_Type etv:map="Account Type">Checking</Bank_Account_Type>
```

You can also use Reference IDs as the *map* attribute value in an integration map. If the *map* parameter contains Reference IDs, then Workday creates a *wd:ID* element is created.

```
<Employee_Type etv:map="Employee Type">
  <wd:Worker_Type_Reference wd:Descriptor="Seasonal">
    <wd:ID wd:type="WID">cda8ef556ddf425ebed3bc40f4016ccb</wd:ID>
    <wd:ID wd:type="Employee_Type_ID">EMPLOYEE_TYPE-10</wd:ID>
  </wd:Worker_Type_Reference>
</Employee_Type>
```

This example produces:

```
<Employee_Type>SEASONAL</Employee_Type>
```

The name of the first child element (*Worker_Type_Reference* in the preceding example) isn't important. The Workday Web Service return Reference IDs using a variety of names. This approach enables Workday to copy these elements directly from the Web service responses.

Apply an integration map named *Marital Status* to a marital status Reference ID:

```
<Marital_Status etv:map="Marital Status">
  <xsl:copy-of select="wd:Payee_Personal_Data/wd:Marital_Status_Reference"/>
</Marital_Status>
```

If you don't provide a value for the name of an integration map and you didn't specify a default value, Workday displays a message.

mapAlternateValue

Summary	Identifies an alternate value to use in the case where the integration map is empty.
Valid Values	The alternate value.
Scope	Element only.

If the integration map named by the *map* attribute is empty, use the *mapAlternateValue* attribute to populate the results with an alternate value. This option enables you to provide integration maps in the integration that you don't have to populate. If the integration map is configured with at least 1 value, then the *mapAlternateValue* attribute is ignored.

Map an empty attribute to an alternate value:

```
<Employee_Type etv:map="Employee Type" etv:mapAlternateValue="Full
 Time">Regular</Employee_Type>
```

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This example produces:

```
<Employee_Type>Full Time</Employee_Type>
```

Map an empty attribute of *Employee_Type_ID* to a nonexistent reference ID:

```
<Employee_Type etv:map="Employee Type" etv:mapAlternaveValue="alternate"
 etv:mapReferenceID="Employee_Type_ID">
  <wd:Worker_Type_Reference wd:Descriptor="Seasonal">
    <wd:ID wd:type="WID">cda8ef556ddf425ebed3bc40f4016ccb</wd:ID>
  </wd:Worker_Type_Reference>
</Employee_Type>
```

The mapping fails because the reference ID doesn't exist. This example produces:

```
<Employee_Type>alternate</Employee_Type>
```

mapAppliedOnEmptyInput

Summary	Maps an empty input value to a default value.
Valid Values	Boolean, either *true* or *false*. When set to *true*, an empty input value is mapped to a default value.
Scope	Element only.

If a field doesn't have an input value, you can set the value of *mapAppliedOnEmptyInput* to true, which sets the empty field value to a default value.

Attempting to apply a map without a default value to an empty input value generates an ETV message. The ETV message returns *No value output from applying integration map* (unless the integration map is empty and *etv:mapAlternateValue* is set). This message is the typical response when applying a map that doesn't produce an output value.

mapReferenceID

Summary	Identifies a Reference ID or Reference descriptor value used in the case where the integration map is empty.
Valid Values	The name of a Reference ID.
Scope	Element only.

If the integration map named in the *map* attribute is empty, use the *mapReferenceID* attribute to populate the value returned with a Reference ID or reference descriptor. This option enables you to provide integration maps on the integration that an implementer can decide not to populate. If the integration map is configured with at least 1 value, then the *mapReferenceID* attribute is ignored.

Map reference IDs to populate values when you don't configure the integration map with values:

```
<Employee_Type etv:map="Employee Type"
 etv:mapReferenceID="Employee_Type_ID">
  <wd:Worker_Type_Reference wd:Descriptor="Seasonal">
    <wd:ID wd:type="WID">cda8ef556ddf425ebed3bc40f4016ccb</wd:ID>
    <wd:ID wd:type="Employee_Type_ID">EMPLOYEE_TYPE-10</wd:ID>
  </wd:Worker_Type_Reference>
</Employee_Type>
```

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This example produces:

```
<Employee_Type>EMPLOYEE_TYPE-10</Employee_Type>
```

If the integration map isn't configured with any values, map *Descriptor* to the value of the *mapReferenceID* attribute.

```
<Employee_Type etv:map="Employee Type" etv:mapReferenceID="Descriptor">
  <wd:Worker_Type_Reference wd:Descriptor="Seasonal">
    <wd:ID wd:type="WID">cda8ef556ddf425ebed3bc40f4016ccb</wd:ID>
    <wd:ID wd:type="Employee_Type_ID">EMPLOYEE_TYPE-10</wd:ID>
  </wd:Worker_Type_Reference>
</Employee_Type>
```

This example produces:

```
<Employee_Type>Seasonal</Employee_Type>
```

sequencedValue

Summary	Specifies the name of a sequenced value that Workday places into the element
Valid Values	String, the name of a sequenced value.
Scope	Element only.

Sequence Generators defined on an integration system generate unique values for use within integrations. These values can be placed into an element using the *sequencedValue* attribute.

Replace the contents of an element with a value:

```
<Document_Number etv:sequencedValue="Document Number" />
```

This example produces:

```
<Document_Number>57</Document_Number>
```

Reference: Number Formatting Attributes for Document Transformation

Overview

These attributes enable you to specify a number format. Format the element values provided as input to the steps as defined by the XML Schema specification. Workday converts the values to the format specified in the attributes.

- **decimalSeparator** – The decimal separator character.
- **groupingSeparator** – The grouping separator character.
- **numberFormat** – The number format pattern. Example: *#,###.00*.
- **scale** – The position of an implied decimal place in the formatted value.

decimalSeparator

Summary	Specifies the decimal separator that Workday uses when reformatting numbers.

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Valid Values	Any character.
Scope	Element and all child elements.

Specify the symbol used as the decimal separator when Workday reformats numbers. If you don't specify a value, Workday uses the current locale.

Specify a decimal separator:

```
<Salary etv:numberFormat="##,###.00" etv:decimalSeparator="," 
 etv:groupingSeparator=".">10000</Salary>
```

This example produces:

```
<Salary>10.000,00</Salary>
```

groupingSeparator

Summary	Specifies the grouping separator that Workday uses when reformatting numbers.
Valid Values	Any character.
Scope	Element and all child elements.

Specify the symbol to use as a separator when Workday reformats numbers. If you don't specify a value, Workday uses the current locale if not specified.

Specify a grouping separator:

```
<Salary etv:numberFormat="##,###.00" etv:decimalSeparator="," 
 etv:groupingSeparator=".">10000</Salary>
```

This example produces:

```
<Salary>10.000,00</Salary>
```

numberFormat

Summary	Specifies the number format pattern that Workday converts numbers to.
Valid Values	String, a number format pattern as used in Java.
Scope	Element only.

Specify a number format. Workday processes the value of the element as a number and converts the number to the format specified in this attribute.

Specify a number format:

```
<Salary etv:numberFormat="##,###.00">10000</Salary>
```

This example produces:

```
<Salary>10,000.00</Salary>
```

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scale

Summary	Specifies the position of an implied decimal place that Workday uses when reformatting numbers.
Valid Values	A positive integer.
Scope	Element and all child elements.

Specify the position of an implied decimal place used when Workday reformats numbers.

Specify the position of an implied decimal place:

```
<Salary etv:numberFormat="0000000000" etv:scale="2">12345.67</Salary>
```

This example produces:

```
<Salary>0001234567</Salary>
```

Reference: Text Insertion and Removal Attributes for Document Transformation

Overview

These attributes enable you to add additional text before or after an element when it's converted to a text document. These attributes also enable you to remove the content of an element. These attributes can be useful when creating documents that use more complex text file formats such as Electronic Data Interchange (EDI).

- **endTag** – Place the contents of the attribute after the value of the element in the output document.
- **omit** – Don't copy the contents of the element to the output message.
- **startTag** – Place the contents of the attribute before the value of the element in the output document.

endTag

Summary	Place that attribute value after the value of the element in the output message.
Valid Values	Any text.
Scope	Element only.

Place the *endTag* attribute value in the output message after the value of the attached element.

Place a value before the element it's attached to:

```
<Sample xtt:endTag=":END">Hello World</Sample>
```

This example produces:

```
Hello World:END
```

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omit

Summary	Don't copy the contents of the element to the output message.
Valid Values	*true* or *false*.
Scope	Element and all child elements.

Specify that Workday doesn't copy the contents of an element to the output document. Use *omit* with XML To Text (XTT) processing in an XML document created by an Extensible Stylesheet Language Transformation (XSLT) to produce different results during conversion. Example: Apply an alternative stylesheet to your XML to generate an audit file that contains additional information that you later omit from the final document.

You can use the *omit* attribute with *setNumber*. Example: Introduce an additional element into the XML document containing a *setNumber* attribute to reset a variable to zero.

When the *omit* attribute contains the value *true* on an element, the values are processed but results aren't sent to the output. You can use this option when summing or incrementing number values that Workday doesn't use directly, but from which Workday derives information. The attribute inherits its value. In some instances, you can set the *omit* attribute to *false* to include a required child element in the output.

Exclude contents of an element from the output:

```
<Sample>
  <item>One</item>
  <item etv:omit="true">Two</item>
  <item>Three</item>
</Sample>
```

This example produces:

```
<Sample>
  <item>One</item>
  <item>Three</item>
</Sample>
```

startTag

Summary	Workday places an attribute value in the output file before the value of the element.
Valid Values	Any text.
Scope	Element only.

Place the value of the attribute value in the output message before the value of the attached element.

Place a value before the element it's attached to:

```
<Sample xtt:startTag="START:">Hello World</Sample>
```

This example produces:

```
START:Hello World
```

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Reference: Truncation Attributes for Document Transformation

Overview

The *maxLength* attribute specifies the maximum number of characters that an element can have. Unless otherwise stated, Workday returns an error message for any element that exceeds this length. These attributes enable you to state that Workday truncates these values.

- **fieldLengthCalculation** – Specifies whether the integration measures the length in characters or bytes.
- **reportTruncation** – Controls whether the integration reports truncation of a value:
  - In a validation message.
  - By adding an attribute to the XML document itself indicating that Workday truncates the value.
- **truncate** – A boolean value indicating if the integration truncates elements longer than their maximum length.

fieldLengthCalculation

Summary	Controls how the integration calculates the length of a value for use with the *maxLength* attribute.
Valid Values	Either *characters* or *bytes*, followed by the character encoding. If you don't specify a value, Workday calculates the length in characters.
Scope	Element only.

Indicate whether Workday calculates the length of a field in characters or in bytes. If Workday calculates the length in bytes, then Workday provides the character encoding in the attribute.

Count the length of a field set by the *maxLength* attribute:

```
<Sample etv:truncate="true" etv:fieldLengthCalculation="bytes:utf-8"
 etv:maxLength="6">Straße</Sample>
```

This example produces:

```
<Sample>Straß</Sample>
```

reportTruncation

Summary	Specifies how Workday reports the truncation of a value.
Valid Values	A comma-separated list containing one or more of these values: *none*, *attribute*, *critical*, *error*, *warning*, or *info*. If you don't specify a value, Workday doesn't report truncated values.
Scope	Element and all child elements.

If you set the *truncate* attribute to *true*, the integration truncates any value that exceeds the maximum length specified by *maxLength*. The *reportTruncation* attribute controls how the integration reports truncation of a value, if at all. Workday can report the truncation as a validation message, or Workday can add an attribute to the message itself.

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When *reportTruncation* is *none*, Workday truncates the values without reporting them. When the value is *attribute*, Workday adds a *truncated=”true”* attribute to any elements whose values Workday truncated. You can use this option in later processing steps to identify truncated values.

Truncate an element and apply the attribute value to later elements:

```
<City etv:truncate="true" etv:reportTruncation="attribute"

 etv:maxLength="30">Llanfairpwllgwyngyllgogerychwyrndrobwyllllantysiliogogogoch</
City>
```

This example produces:

```
<City etv:truncated="true">Llanfairpwllgwyngyllgogerychwy</City>
```

Truncate an element to a maximum length of 30 and display a warning:

```
<City etv:truncate="true" etv:maxLength="30"
 etv:reportTruncation="warning">Llanfairpwllgwyngyllgogerychwyrndrobwyllllantysiliogogog
City>
```

This example produces:

```
<City>Llanfairpwllgwyngyllgogerychwy</City>
```

Workday also produces a warning message:

```
<wdext:Integration_Message>
  <wdext:Severity>WARNING</wdext:Severity>
  <wdext:Summary> The value of City exceeds the maximum length of 30. The
 value has been truncated.</wdext:Summary>
</wdext:Integration_Message>
```

truncate

Summary	If a value exceeds the length specified in the *maxLength* attribute, controls whether the integration truncates the value.
Valid Values	Boolean; when *true*, the integration truncates values.
Scope	Element and all child elements.

Truncate a value when you add the *maxLength* attribute to the parent element. The integration truncates a value only if *truncate* (set to *true*) is attached to that element or a parent element.

Truncate an element to a maximum length of 30:

```
<City etv:truncate="true"
 etv:maxLength="30">Llanfairpwllgwyngyllgogerychwyrndrobwyllllantysiliogogogoch</
City>
```

This example produces:

```
<City>Llanfairpwllgwyngyllgogerychwy</City>
```

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Reference: Validation Attributes for Document Transformation

Overview

Workday provides attributes to apply validation rules to the contents of the element they're attached to for Element Transformation and Validation (ETV) or XML To Text (XTT) processing. These attributes provide control over the message that Workday reports when an element fails a validation rule, and create custom messages.

The messages use the name of the element, with underscores replaced with space, to refer to the value that failed the validation check. This convention is useful where you can give the elements meaningful names.

- **enumeration** – A comma-separated list of values. The element must contain one of the values listed.
- **maxLength** – The maximum length of the value in the element.
- **message** – Text of a message to be output in the same way as a message resulting from a validation. You can require other validation rules not supported by these existing sets of attributes. You can implement such validation rules in an Extensible Stylesheet Language Transformation (XSLT). You can use the message attribute to add your message to the list of messages generated by ETV or XTT processing.
- **minLength** – The minimum length of the value in the element.
- **name** – Use this attribute to provide a name to be used in validation messages instead of the element name.
- **nameAttribute** – This attribute contains the qualified name of another attribute that contains the name to be used in validation messages.
- **required** – The element much contain at least 1 character.
- **severity** – The severity of the message. One of these severity levels: info, warning, error, or critical.
- **target** – The target of the validation message. Example: when processing employee data, this target can be the employee name.
- **targetWID** – The Workday ID of the target. Workday uses the target to provide a hyperlink in the message.

enumeration

Summary	Validates that an element contains one of a specific list of values.
Valid Values	A comma-separated list of values.
Scope	Element only.

Set a list of values to validate the contents of the element. The enumeration attribute doesn't alter the contents of the element.

Validate the contents of an element using specific values:

```
<Sample>
  <A etv:enumeration="this,that">this</A>
  <B etv:enumeration="this,that">other</B>
</Sample>
```

This example produces:

```
<Sample>
  <A>this</A>
  <B>other</B>
```

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```
</Sample>
```

Workday also produces a warning message:

```
<wdext:Integration_Message>
  <wdext:Summary>The value of B is invalid</wdext:Summary>
</wdext:Integration_Message>
```

maxLength

Summary	Specifies the maximum length for the value of an element.
Valid Values	A numeric value indicating the maximum length.
Scope	Element only.

Workday acts on this attribute based on the *truncate* attribute. If *truncate* is true, then any value that exceeds *maxLength* is truncated. If *truncate* is false, a message reports that the value exceeds *maxLength*.

message

Summary	Provides the text of a message.
Valid Values	Any text value.
Scope	Element only.

Display a *message* for a custom validation rule applied during the XSL Transformation. The presence of this attribute always causes a validation message to display.

Display a message for a custom validation rule:

```
<Social_Security_Number etv:message="The Social Security Number is invalid"
 etv:severity="error">1234123412345</Social_Security_Number>
```

This example produces:

```
<wdext:Integration_Message>
  <wdext:Severity>ERROR</wdext:Severity>
  <wdext:Summary>The Social Security Number is invalid.</wdext:Summary>
</wdext:Integration_Message>
```

minLength

Summary	Specifies the minimum length for the value of an element.
Valid Values	A numeric value indicating the minimum length.
Scope	Element only.

If the value of the element is less than the length specified in this attribute, Workday returns a message stating that the value is too short.

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name

Summary	Provides the name that Workday uses in validation messages.
Valid Values	Any text.
Scope	Element only.

Supply a field name that validation messages use. If you don't specify a value, Workday uses the element name in the validation message.

Display an error message using the original element name:

```
<SSN etv:required="true"></SSN>
```

This example produces:

```
<wdext:Integration_Message>
  <wdext:Summary>No SSN was found. This is a required field for the output
 document.</wdext:Summary>
</wdext:Integration_Message>
```

Display an error message containing a custom element name:

```
<SSN etv:name="Social Security Number" etv:required="true"></SSN>
```

This example produces:

```
<wdext:Integration_Message>
  <wdext:Summary>No Social Security Number was found. This is a required
 field for the output document.</wdext:Summary>
</wdext:Integration_Message>
```

nameAttribute

Summary	Provides a reference to an attribute containing the name of the field used in validation messages.
Valid Values	A name identifying another attribute.
Scope	Element and all child elements.

Refer to another attribute that contains the name of the field required for a validation message.

Use the *nameAttribute* attribute to identify the attribute and the associated field to be displayed in a validation message.

```
<Sample xtt:nameAttribute="ID">
  <item ID="Z453" etv:required="true">One</item>
  <item ID="Z454" etv:required="true"> </item>
  <item ID="Z455" etv:required="true">Three</item>
</Sample>
```

This example produces:

```
<wdext:Integration_Message>
  <wdext:Summary>No Z454 was found. This is a required field for the output
 document.</wdext:Summary>
</wdext:Integration_Message>
```

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required

Summary	Indicates that the element must contain a value.
Valid Values	*true* or *false*.
Scope	Element only.

Require the Social Security Number element to contain a value and display a message if it's empty:

```
<Social_Security_Number etv:required="true">1234123412345</
Social_Security_Number>
```

This example produces:

```
<Social_Security_Number etv:required="true"></Social_Security_Number>
```

Workday also produces a warning message:

```
<wdext:Integration_Message>
  <wdext:Summary>No Social Security Number was found for John Smith. This is
 a required field for the output document.</wdext:Summary>
</wdext:Integration_Message
```

severity

Summary	Sets the severity of messages.
Valid Values	Either *info*, *warning*, *error*, or *critical*. Workday uses the default value used if you don't set this attribute to *error*.
Scope	Element and all child elements.

The *severity* attribute is used to control the severity of messages. This attribute applies to messages created by the validation attributes as well as the *message* attribute.

Set a severity level on a required attribute and produce the related validation message:

```
<Social_Security_Number etv:required="true" etv:severity="ERROR"></
Social_Security_Number>
```

This example produces:

```
<wdext:Integration_Message>
  <wdext:Severity>ERROR</wdext:Severity>
  <wdext:Summary> No value was found for Social Security Number. This is a
 required field for the output document.</wdext:Summary>
</wdext:Integration_Message>
```

target

Summary	Provides the name of the target, which is typically a worker.
Valid Values	Any text value.
Scope	Element and all child elements.

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When *required* is true, create messages that add information to the error message describing a failed validation.

Add text to a validation message.

```
<Social_Security_Number etv:required="true" etv:target="John Smith"></
Social_Security_Number>
```

This example produces:

```
<wdext:Integration_Message>
  <wdext:Summary>No Social Security Number was found for John Smith. This is
 a required field for the output document.</wdext:Summary>
</wdext:Integration_Message>
```

targetWID

Summary	Provides the Workday ID of the target.
Valid Values	A Workday ID. You can provide multiple Workday IDs as a comma-separated list.
Scope	Element and all child elements

When *required* is true, create messages that add the Workday ID (WID) of the target object. If the message is attached to an Integration Event, the message includes a hyperlink to the target object.

Add the Workday ID to a message:

```
<Social_Security_Number etv:required="true" etv:target="John Smith"
 etv:targetWID="2af9579a2bde48d49bfc16ce5bcda138"></Social_Security_Number>
```

This example produces:

```
<wdext:Integration_Message>
  <wdext:Target>2af9579a2bde48d49bfc16ce5bcda138</wdext:Target>
  <wdext:Summary>No Social Security Number was found for John Smith. This is
 a required field for the output document.</wdext:Summary>
</wdext:Integration_Message>
```

Reference: Document Transformation Sample Use Case

This example displays how you can use the XML To Text (XTT) step with an XSLT transformation to generate a CSV file containing employee data. The XTT step produces a file that contains these values for an employee:

- Name.
- Social Security Number.
- Postal address.
- Date of birth.
- Gender.

Use an XSLT stylesheet to loop through employee data and copy only the data needed for the CSV file.

```
<?xml version="1.0" encoding="UTF-8"?>
<xsl:stylesheet
    xmlns:wd="urn:com.workday/bsvc" version="2.0"
    xmlns:xsd="http://www.w3.org/2001/XMLSchema"
```

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```
    xmlns:xsl="http://www.w3.org/1999/XSL/Transform"
    xmlns:xtt="urn:com.workday/xtt">
  <xsl:output indent="yes" method="xml" />
  <xsl:template match="/*">
      <Employees xtt:truncate="true" xtt:severity="error">
        <xtt:class xtt:name="date" xtt:dateFormat="dd/MM/yyyy" />
        <xsl:for-each select="wd:Worker">
        <!-- Variable declarations have been omitted. -->
        <Employee xtt:target="{$EmployeeName}"
            xtt:targetWID="{$EmployeeWID}"
            xtt:quotes="csv"
            xtt:endTag="&#xD;&#xA;">
          <Personal_Data xtt:separator=",">
            <First_Name xtt:required="true">
              <xsl:value-of select="$NameData/wd:First_Name" />
            </First_Name>
            <Last_Name xtt:required="true">
              <xsl:value-of select="$NameData/wd:Last_Name" />
            </Last_Name>
            <Social_Security_Number xtt:required="true">
              <xsl:value-of select="$SSN" />
            </Social_Security_Number>
            <Address_Line_1 xtt:required="true" xtt:maxLength="10">
              <xsl:value-of select="$Address/wd:Address_Line_Data[1]" />
            </Address_Line_1>
            <Address_Line_2 xtt:maxLength="50">
              <xsl:value-of select="$Address/wd:Address_Line_Data[2]" />
            </Address_Line_2>
            <City xtt:required="true" xtt:maxLength="20">
              <xsl:value-of select="$Address/wd:Municipality" />
            </City>
            <State>
              <xsl:value-of select="$State" />
            </State>
            <Zip>
              <xsl:value-of select="$Address/wd:Postal_Code"/>
            </Zip>
            <BirthDate xtt:class="date">
              <xsl:value-of select="$PersonalData/wd:Birth_Date" />
            </BirthDate>
            <Gender xtt:map="Gender">
              <xsl:copy-of select="$PersonalData/wd:Gender_Reference" />
            </Gender>
          </Personal_Data>
        </Employee>
      </xsl:for-each>
    </Employees>
  </xsl:template>
</xsl:stylesheet>
```

In the preceding example, the *target* and *targetWID* attributes are set at the employee level. Any error messages produced by the XSLT include the current employee name. The XSLT parses through all of the fields, whether or not an employee record contains the field. The *xtt:class* element defines a *dateformat* pattern. The *BirthDate* element refers to this class attribute.

The XSLT produces:

```
<Employees
        xmlns:xtt="urn:com.workday/xtt"
        xmlns:wd="urn:com.workday/bsvc"
        xtt:truncate="true"
        xtt:severity="error">
    <xtt:class xtt:name="date" xtt:dateFormat="yyyy/MM/dd" />
```

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```
    <Employee
            xtt:target="Logan McNeil"
            xtt:targetWID="66a65677834f0a9b586dd5645e9004"
            xtt:quotes="csv"
            xtt:endTag="&#xD;&#xA;">
        <Personal_Data xtt:separator=",">
            <First_Name xtt:required="true">Logan</First_Name>
            <Last_Name xtt:required="true">McNeil</Last_Name>
            <Social_Security_Number xtt:required="true"></
Social_Security_Number>
            <Address_Line_1 xtt:required="true" xtt:maxLength="10">3870
 Pacific Avenue</Address_Line_1>
            <Address_Line_2 xtt:maxLength="50" />
            <City xtt:required="true" xtt:maxLength="20">San Francisco</
City>
            <State>CA</State>
            <Zip>94111</Zip>
            <BirthDate xtt:class="date">1972-05-25-08:00</BirthDate>
            <Gender xtt:map="Gender">
                <wd:Gender_Reference wd:Descriptor="Female">
                    <wd:ID wd:type="WID">77da47525a434e98894dd95c641a68d4</
wd:ID>
                    <wd:ID wd:type="Gender_Code">245.1</wd:ID>
                </wd:Gender_Reference>
            </Gender>
        </Personal_Data>
    </Employee>
</Employees>
```

Next, when you apply the XTT step, Workday produces these results:

```
Logan,McNeil,,3870 Pacif,,San Francisco,CA,94111,1972/05/25,F
```

The Social Security Number for the employee is missing from the example. The XTT step also produces this error message:

```
No Social Security Number available for Logan McNeil. Social Security Number
 is a required
     field.
```

Concept: Document Transformation Connector

Element Transformation and Validation (ETV) and XML To Text (XTT) provide a number of different ways to transform and validate elements in an XML document.

Workday provides several categories of attributes that enable you to process elements:

- Arithmetic elements: count and sum element values; optionally write calculation results to another element.
- Comma-separated Value (CSV) formatting: format output documents in CSV.
- Date/Time formatting: Apply date, date-time, and time zone formatting.
- Element Text Addition and Removal: apply additional fixed text to the start or end of an element, or leave element content out of the output document.
- Fixed-length formatting: define formatting rules to make all output values the same length, using truncation and padding characters.
- Grouped attributes: define groups of attributes and apply them to an element as a single action.
- Integration System: insert integration attribute, launch parameter, and map values into elements.
- Number Formatting: specify number formatting, including decimals, grouping, and scale.

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- Truncation: truncate element length (in characters or bytes) and specify error reporting.
- Validation: apply validation rules to elements and define messages that Workday returns when elements fail these rules.

XML Validity

The ETV and XTT processing instructions require that the XML output by the XSLT transformation is valid XML.

Scope Rules

You can attach many attributes (such as *dateFormat* or *maxLength*) to elements of simple types and only apply these attributes to the elements to which they're attached. Others (such as *target* or *truncate*) can be attached to any element and child elements inherit their value.

Reusing Attributes

ETV and XTT enable you to define groups of attributes as reusable classes. You can define these groups using an element called *class*. You can refer to the group later using the attribute *class*.

Example: Define a reusable number or date format:

```
<etv:class etv:name="decimal" etv:numberFormat="##,##.00"
 etv:decimalSeparator="," etv:groupingSeparator="." />
<Salary etv:class="decimal">10000</Salary>
```

This XML produces:

```
<Salary>10.000,00</Salary>
```

Precedence of Multiple Attributes

You can use different attributes together on the same elements. Example: you can extract the value of a launch parameter, map it using an integration map, and place it in the output file. If you use multiple attributes together, Workday applies these attributes in this order:

1. Data extraction: Example: *attribute*, *launchParameter*, *sequencedValue*, or *number*.
2. Apply Integration Map.
3. Formatting. Example: *numberFormat* or *dateFormat.*
4. Number addition. Example, *addNumber*.
5. Truncation.
6. Validation.

Note: If you use one or more of the attributes *launchParameter*, *sequencedValue*, or *number* on a single element, the behavior is undefined.

Concept: Document Transformation and Validation

Add Workday-Specific Instructions and Validate XML Documents

Element Transformation and Validation (ETV) and XML To Text (XTT) enable you to add processing instructions to an XSLT transformation using attributes. The Document Transformation Connector enables you to specify an XSLT transformation that generates XML with embedded ETV and XTT attributes. These attributes transform and validate the output documents for the integration.

The XTT step supports instructions that convert XML documents to text. It converts documents from XML to text formats such as comma-separated values (CSV), fixed width, or other text formats. XTT

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also supports many of the transformation and validation instructions supported by ETV. You can use the XTT step standalone or with the ETV step. You control the process by using the *namespace* attribute. The ETV step processes attributes in the *urn:com.workday/etv* namespace. Workday passes attributes in the *urn:com.workday/xtt* namespace through the ETV step. The XTT step then processes these attributes.

Transform and Validate XML Documents

Element Transformation and Validation (ETV) transforms and validates the elements within an XML document. ETV uses the instructions provided by attributes attached to the elements.

Specify that the maximum length for *City* is 30 and that longer values are truncated.

```
<?xml version="1.0" encoding="utf-8"?>
  <Sample xmlns:etv="urn:com.workday/etv">
  <City etv:truncate="true"
 etv:maxLength="30">Llanfairpwllgwyngyllgogerychwyrndrobwyllllantysiliogogogoch</
City>
</Sample>
```

This example produces:

```
?xml version="1.0" encoding="utf-8"?>
  <Sample>
  <City>Llanfairpwllgwyngyllgogerychwy</City>
</Sample>
```

Workday truncates the value to 30 characters and removes the ETV attributes.

Require that the *Social_Security_Number* element contain a value:

```
<?xml version="1.0" encoding="utf-8"?>
<Sample xmlns:etv="urn:com.workday/etv">
  <Social_Security_Number etv:required="true"></Social_Security_Number>
</Sample>
```

This example produces:

```
<?xml version="1.0" encoding="utf-8"?>
<Sample>
  <Social_Security_Number></Social_Security_Number>
</Sample>
```

Workday also produces a warning message:

```
No value is available for Social Security Number. Social Security Number is
 a required field.
```

Convert XML Documents to Text

XML To Text (XTT) converts documents from XML to text formats like comma-separated values (CSV), fixed width, or other text formats.

Separate each row with a newline, each item by a comma, and quote each value based on the rules for CSV files:

```
<?xml version="1.0" encoding="utf-8"?>
<Document xmlns:xtt="urn:com.workday/xtt" xtt:separator="&#xD;&#xA;"
 xtt:quotes="csv">
  <Row xtt:separator=",">
    <Item>A1</Item>
    <Item>B1</Item>
```

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```
    <Item>C1</Item>
  </Row>
  <Row xtt:separator=",">
    <Item>A2</Item>
    <Item>B2</Item>
    <Item>C2</Item>
  </Row>
  <Row xtt:separator=",">
    <Item>A3</Item>
    <Item>B3</Item>
    <Item>C3</Item>
  </Row>
</Document>
```

This example produces:

```
A1,B1,C1
A2,B2,C2
A3,B3,C3
```

Use ETV and XTT with XSLT

You can use the ETV and XTT steps with XSLT. Use the XSLT stylesheet to create the XML document that Workday processes by these 2 steps.

Apply an XSLT stylesheet to generate an error message for a missing Social Security Number. Add the *etv:required* attribute to the Social Security Number element:

```
<?xml version="1.0" encoding="UTF-8"?>
<xsl:stylesheet xmlns:xsl="http://www.w3.org/1999/XSL/Transform"
 xmlns:etv="urn:com.workday/etv">
  <xsl:template match="/*">
    <Sample>
      <Social_Security_Number etv:required="true">
        <xsl:value-of select="Worker/PersonalData/SSN" />
      </Social_Security_Number>
    </Sample>
  </xsl:template>
</xsl:stylesheet>
```

Use this approach to add simple *xsl:value-of* statements to the XSLT that copy values from the input document to the output document. The attributes control the processing applied to the elements.

Related Information
Reference
Reference: Accounting Journal Connector CSV File Format

Financials Connectors

Reference: Financials and Spend Management Connectors Catalog

Connector	Description
Accounting Journal Connector	Imports accounting journal data from external endpoints into Workday. This integration requires

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Connector	Description
	transformation of accounting journal data into a Workday-defined format.
Ad Hoc Bank Transaction Connector	Imports ad hoc bank transaction data from external endpoints into Workday. This integration requires transformation of bank transaction data into a Workday-defined format.
AMEX Remittance	Generates and exports American Express Remittance files from the credit card secure environment.
Award to Requisition (WSS)	Transforms Strategic Sourcing awards into Workday requisitions.
Bank Fee Statement Connectors	Imports bank fee statements from your financial institutions for analysis and reporting purposes in these formats: • ASC X12 EDI 822 • ISO 20022 *camt.86 V1* • ISO 20022 *camt.86 V2* • Workday-defined XML format.
Bank Statement Load Integrations	Imports bank statements of any type into Workday. For formats other than BAI2, BTRS, ISO 20022, and MT940/942, requires transformation of bank statement files into a Workday-defined format.
Consolidation Data - Inbound Integration	Imports summarized trial balance data for non-Workday companies to build a consolidated trial balance.
Core Connector: Electronic Supplier Invoice	Imports electronic supplier invoices into Workday in a Workday-defined file format.
Currency Exchange Rate Connector	This integration can import currency exchange rates into Workday. Files must be in a Workday-defined file format.
Customer Credit Card Payments	Connects Workday to *CyberSource* for authorization and processing of payments for customer credit cards.
Customer Payment Lockbox	Imports Bank Administration Institute (BAI) lockbox data files into Workday. Files must be in a Workday-defined file format.
DAS2 Integration	Generates DAS2 audit files from accounting entries to present to French tax authorities.
DocuSign Integration	Uses the DocuSign vendor API to create and manage eSignature agreements and upload signed documents back to Workday. These agreements are driven by Review Document business process steps in Workday that have been configured with the DocuSign eSignature Integration.

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Connector	Description
EDI Supplier Integrations	Exchanges data with external suppliers in American Standards Committee (ASC) EDI X12 810, 850, 855, and 856 formats.
Electronic Payments	Connects Workday to the financial institution that your company uses for inbound and outbound payment processing. Includes *Electronic Filing 1099* integration.
Electronic Invoice Connector	Exports electronic invoicing data in XML format.
Evisort Document Transfer Connector	Exports and synchronizes financial business documents from Workday to Contract Management and Document Intelligence (Evisort). This integration is specifically designed for customers who use Contract Management and Document Intelligence to analyze their existing and ongoing Workday contract data.
Expense Credit Card Transactions	Imports credit card data into Workday for use in expense reports. Workday provides integration templates for these formats: • American Express • Citibank Commercial Format (CCF for VISA and MasterCard) • Bank of America VISA credit card transactions • MasterCard Common Data Format 3 (CDF3 Release 15_01_00_00) credit cards and credit card transactions • Visa Commercial Data Format 4.4 R1 (VCF4.4) credit cards and credit card transactions.
External Cash Activity Inbound Connector	Imports external cash activities.
FEC Integration	Generates FEC audit files from accounting entries to present to French tax authorities.
Financial Journal Lines Outbound Connector	Exports journal lines for financial reporting.
Financial Management Connector for Salesforce	Exchanges sales data between Salesforce.com and Workday. Download this app from the Salesforce.com *AppExchange*.
German ELSTER Periodic VAT Return	Generates XML file for German monthly/quarterly VAT return (UStVA) upload to the ELSTER portal. Includes *ELSTER Lohnsteuer Anmeldung* integration template.
GoBD Integration	Generates audit files that you can submit to German tax authorities in compliance with GoBD tax regulations.
Inventory Label Data Integrations	These integrations export inventory label data in a Workday-defined file format for use by an external label printing service or application.

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Connector	Description
Payment Acknowledgment	This integration can import payment acknowledgment files in ISO 20022 format so that you can: • View payment status. • Complete successful payments. • Cancel or reprocess rejected payments.
PSA Inbound Connector	Adds and updates HCM data for Professional Services Automation (PSA) scenarios. Imports data in Workday-defined XML format.
SAF-T Integrations	Generates audit files that you can submit to tax authorities in compliance with OECD SAF-T requirements.
Supplier Onboarding (WSS)	Transfers supplier information both ways between Workday and Workday Strategic Sourcing (WSS).
Supplier Punchout	Connects Workday to external suppliers for procurement.
Tax ID Integration	Checks the validity of tax IDs using the European VAT Information Exchange System (VIES) external service.
Third-Party Payments Integration	Generates audit files containing information about payments and payees. This integration enables you to create declarations of payments to third parties and submit them to tax authorities.
Travel Booking Inbound Connector	Imports travel booking records from your third-party travel providers into Workday. This integration gives you a unified view of corporate travel booking records from your third-party travel providers against your actual expense report.
Workday Strategic Sourcing Contract Integration	Transfers supplier contract information between Workday Procurement and Workday Strategic Sourcing.
Workday Strategic Sourcing: Savings	Transfers savings data from Strategic Sourcing projects into Workday for Discovery Boards and custom reports.

Accounting Journal Connector

Steps: Set Up Accounting Journal Connector

Prerequisites

- Access to an SFTP server that contains the accounting journal files.
- Accounting journal data files must be in the Workday-defined XML or Comma-Separated Value (CSV) format.
- Create ledger accounts and worktags for all Workday accounts.

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Context

You can create an integration that imports accounting journal data files into Workday from an external SFTP endpoint.

Steps

1. Access the **Create Source System** task and create 1 source for each external endpoint.

   Security: *Set Up: Map Worktags* domain in the Worktags functional area.
2. Access the **Create Integration Worktag Mapping** task and map each external code to corresponding Ledger Account and worktags, Ledger Accounts, and worktags.

   Security: *Set Up: Map Worktags* domain in the Worktags functional area.
3. Access the **Create Integration System** task and enter *Core Connector: Accounting Journal Inbound* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. (Optional) Enable integration services. As you complete this section, consider:

Option	Description
Maintain Journal Sources Configuration – DIS	Enable this service if you configured **Suspense Accounting** with **Journal Sources**. If you enable this service, the integration displays a Warning message instead of an Error Message for each journal with missing code mappings. The integration continues to process the journal.
Financials Document Delivery Service	Select the **Configure Files for External Delivery** integration attribute to enable this service to deliver these output files to external endpoints: • **CSV Audit Diagnostic File** • **Errors Only File** To deliver these files, you must select the associated integration attributes: • **Create Audit File in CSV Format** • **Create Errors Only File** To deliver files to external endpoints, configure a document delivery step on a business process in the integration system. We don't support backslashes on these fields when you generate an audit file on a CSV import file: • Journal Entry Memo • Journal External Reference ID • Journal Line External Reference ID • Journal Line Memo

5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Accounting Journal Event* (business process)
   - *Integration Event*

   See: Steps: Grant Integration or External Endpoint Access to Workday.

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6. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
7. Select **Integration System > Configure Integration Maps** as a related action on the integration system. Map values between Workday and the accounting journal data files.

   Use the *Worktag Mapping Definition for External Code* integration map to associate the integration worktag mappings that you created in Step 3 with the integration system. Workday uses the External Value configured for this Integration Map in the input file to reference the map. Example: *<ExternalCode jc:name="RegionMap">West</ExternalCode>*.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
8. Set Up Integration Retrieval .
9. Launch an Integration .

   To return journals with any status update or within a specific date range:

   - Select *Payroll Journal Outbound Request* as your provider.
   - Use the *Journal Date Query Option* field.

Related Information
Reference
Workday 31 What's New Post: Audit Report Files in CSV Format

Concept: Accounting Journal Connector

Import accounting journal data into Workday from an external endpoint with the Accounting Journal Connector. This integration (and related Workday tasks) translates data between:

- External chart of account structures
- Your Workday worktag and account structures

The integration imports data in a Workday-defined XML or Comma-Separated Value (CSV) format.

Accounting Journal Connector Integration and Supporting Tasks

The Accounting Journal Connector consists of these components and supporting tasks:

Component	Description
Create Source System	This task enables you to define external source endpoints.
Create Integration Worktag Mapping	This task enables you to map between: • External codes for source accounts • Ledger accounts or worktags in Workday.
Core Connector: Accounting Journal Inbound	This integration template enables you to create an integration system that: • Retrieves an XML or CSV file from an external SFTP endpoint that contains accounting journal data. • Translates data by applying the mapping rules that you define with the **Create Integration Worktag Mapping** task. • Maps rules that you define directly in the integration as part of integration maps. • Loads the data into Workday.

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Component	Description
	• Supports reporting and error handling at the Journal and Journal Line levels.

Launch/Schedule Options

Workday provides these launch schedule options for the Accounting Journal Connector:

- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Processing Notes

If the *LedgerAccountingReferenceID* element exists in the Accounting Journal Connector input file, Workday ignores the external code values that map to ledger accounts. You can override integration attribute values by populating them in the input file.

Error Handling

The Accounting Journal Connector enables you to generate an errors-only file for faster error resolution:

- To enable this optional feature, enable the *Create Errors Only File* integration attribute.
- When the integration loads an accounting journal file, it creates an errors-only file if there are errors in the original file. The integration attached the errors-only file to the output files section of the integration event.
- The errors-only file is in the same format (XML or CSV) as the original accounting journal file. It contains only the journals that are in error. Example: you load 25 journals into Workday, and 2 journals fail to load. Workday generates an errors-only file that contains the 2 failed journals.
- After you resolve any errors in the errors-only file, you load the file into Workday using the Accounting Journal Connector.

Reference: Accounting Journal Connector CSV File Format

The CSV import file format has 2 types of rows:

- **Header** row. The first row in the CSV file is a fixed header row. The header row describes the columns that the journal data rows populate. There can be only 1 header row in a file, and it must be the first row of the file. You can skip the optional columns in the input file by removing the column or leaving it empty.
- **Journal Data** rows. These rows consist of journal header and journal lines details. The integration loads all journal lines with the same *JournalKey* value as a single journal entry in Workday.

Boolean values are *1* (true) and *0* (false). Date value format is *YYYY-MM-DD*.

When you enter a value for a **ReferenceID** field, you must also provide a reference ID type. Example: The header field is titled **AccountingJournalReferenceID**. Enter an acceptable value for the **AccountingJournalReferenceIDType** header field.

Workday considers a field required unless otherwise stated.

Download the Accounting Journal Connector CSV import file template to view a full list of available fields.

You can include these columns for the journal header:

Journal Header Fields	Type	Description
JournalKey	Text	Aggregates journal lines belonging to the same journal. Workday loads all journal lines

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Journal Header Fields	Type	Description
		with the same *JournalKey* as a single journal entry.
AccountingJournalID	Text	For this field, you can: • Create an accounting journal with the value provided in this field. If you leave the field empty, Workday generates a unique accounting journal ID. • Update an accounting journal by providing a reference to an existing accounting journal ID. • Change the accounting journal ID for an existing journal by entering a new value in this field. Enter the reference for the old accounting journal ID in the **AccountingJournalReferenceID** field.
AccountingJournalReferenceIDType	Text	Required if you provide a value on **AccountingJournalReferenceID**. Enter either: • *Account_Set_ID* • *WID*
AccountingJournalReferenceID	Text	Optional field. Identifies an existing accounting journal. Enter a reference to an existing journal in Workday or leave the field empty. If this field is empty, Workday generates a unique ID.
Submit	Boolean	Optional field. Determines if you save the journal in draft mode or submit it. Enter: • *0* to save the journal in draft mode with a status of *Created*. • *1* to submit the journal with a status of *Posted*. If the field is empty, Workday automatically enters *0*.
DisableOptionalWorktagBalancing	Boolean	Optional field. Disables worktag balancing for the given journal. Enter:

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Journal Header Fields	Type	Description
		• *0* to enable worktag balancing. • *1* to disable worktag balancing. If the field is empty, Workday automatically enters *1*.
LockedinWorkday	Boolean	Optional field. Determines if you can edit the journal in Workday. Enter a value of *1* to lock the journal. You can't edit, cancel, or change a locked journal. If the field is empty, Workday automatically enters *0*.
AddOnlyJournal	Boolean	Optional field. Determines if Workday updates an existing journal or creates a new journal. Enter: • *0* to update an existing journal. • *1* to create a new journal. If you update an existing journal, you must enter the reference on the **AccountingJournalReferenceID** field.
CreateJournalwithErrors	Boolean	Optional field. Determines if Workday creates a journal in *Created* status for a ledger company with alternate account sets, even if the alternate ledger account isn't mapped.
RoundLedgerAmounts	Boolean	Optional field. Determines how Workday balances the rounding differences for the ledger amounts on a multicurrency journal entry. Enter a value of *1* to enable rounding of ledger amounts. Don't set this value if your journal is intercompany.
JournalNumber	Text	Optional field. Workday automatically generates a value using the sequencing number configuration when you create a new journal. If you reference an existing journal entry, leave this field empty.
CompanyReferenceIDType	Text	Provide a value for this field based on the

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Journal Header Fields	Type	Description
		CompanyReferenceID field. Enter: • *Company_Reference_ID* • *Organization_Reference_ID* • *WID*
CompanyReferenceID	Text	Provide a reference ID to an existing company in Workday for the accounting journal.
Currency	Text	Provide references to the company currency. The currencies you reference must match company currencies.
JournalforAllLedgers	Boolean	Determines if Workday creates a single ledger journal or both primary and alternate ledger journals.
LedgerType	Text	Provide the value for an existing ledger type in Workday. If you configured the ledger type map in your integration system, you can enter an external value from the map. Workday then links the value to a Workday ledger type.
BookCode	Text	Optional field. Provide the value for an existing book code ID in Workday. If you configured the book code map in your integration system, you can enter an external value from the map. Workday then links the value to a Workday book code.
AccountingDate	Date	Provide the accounting date of the journal.
JournalSource	Text	Provide the value for an existing accounting journal source in Workday.
BalancingWorktagReferenceIDType	Text	Required field if you provide a value on **BalancingWorktagReferenceID**. The fields you can enter include: • *Business_Unit_ID* • *Cost_Center_Reference_ID* • *Custom_Organization_Reference_ID* • *Fund_ID* • *Organization_Reference_ID*

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Journal Header Fields	Type	Description
		• *Region_Reference_ID* • *WID*
BalancingWorktagReferenceID	Text	Optional field. Provide the reference ID for the anchor balancing worktag for the journal. If you enter a reference ID, you must enable worktag balancing. You can't enter a reference ID if you specify a value for **RoundLedgerAmounts**.
BalancingWorktag_ExternalCodeMapName	Text	Optional field. Provide the name of the balancing worktag external code map. After configuring an external code map using the **Create Integration Worktag Mapping** task, enter the external value for the map.
BalancingWorktag_ExternalCodeMapValue	Text	Optional field. Provide the value that Workday needs to look up from the balancing worktag external code map.
OptionalBalancingWorktags_WorktagType1	Text	Optional field. You can add 1 or more optional balancing worktags to the journal header. You must prefix the worktag type with *OptionalBalancingWorktags_*. Example: A cost center worktag should display as *OptionalBalancingWorktags_Cost_Center*. If you enter a value for this field, you must enable optional balancing worktag for the company.
OptionalBalancingWorktagsExternalCode_ExternalCodeMapName1	Text	Optional field. You can provide 1 or more optional balancing worktag external codes to the journal header. When you configure an optional balancing worktag external code map using the **Create Integration Worktag Mapping** task, prefix the *External Value* of *Map Name* with *OptionalBalancingWorktagsExternalCode_*. Example: An external code map called *RegionMap*

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Journal Header Fields	Type	Description
		should display as *OptionalBalancingWorktagsExternalCode_RegionM*
RecordQuantity	Boolean	Optional field. Enter *1* if you enter values for both **Quantity** and **Unit of Measure** on a journal line. If you don't provide a value, Workday automatically enters *0*.
JournalEntryMemo	Text	Optional field. Free text comment regarding the journal entry.
JournalExternalReferenceID	Text	Optional field. Enables you to maintain references to your external endpoints at the journal header level. You can use this free text field in reports.
DocumentLink	Text	Optional field. Enables you to provide a link to additional information regarding your journal.
AdjustmentJournal	Boolean	Optional field. Determines if the journal entry is an adjustment. Enter a value of *1* to treat this journal entry as an adjustment. If you don't provide a value, Workday automatically enters *0*.
IncludeTaxLines	Boolean	Optional field. Determines if the journal includes tax detail data. Enter a value of *1* to indicate if you enter tax detail data in the journal lines. If you don't provide a value, Workday automatically enters *0*.
CreateReversal	Boolean	Optional field. Determines if Workday should create a reversal journal for the original journal. Enter a value of *1* if you wish to create a reversal. If you don't provide a value, Workday automatically enters *0*.
ReversalDate	Date	Optional field. If you create a reversal journal, you can enter an accounting date for that reversal. If you leave this field empty, Workday uses the first day of the next open period to post the reversal journal. If there's no open period, then

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Journal Header Fields	Type	Description
		Workday generates the journal in *Created* status.
ControlTotalAmount	Decimal	Optional field. Provide a value that equals the sum of all journal lines. Workday validates the total value of all journal lines is equal to the amount you specify for the control amount. You can enter up to 26 total digits, including up to 6 fractional digits.
CurrencyRateType	Text	Optional field. Provide the value for an existing currency rate type in Workday. If you configured a currency rate type map in your integration system, you can enter the external value from the map. Workday then links the value to a Workday currency rate type.
AlternateLedgerCurrencyRateType	Text	Optional field. Provide the value for an alternate currency rate type.
DisplayAccountSetID	Text	Optional field. Provide the value for an existing account set in Workday. If you leave this field empty, Workday derives this field from the ledger account for the journal. If you configured a display account set map in your integration system, you can enter the external value from the map. Workday then links the value to a Workday account set.

You can include these columns for the journal lines:

Journal Line Fields	Type	Description
JournalLineOrder	Text	Optional field. Provide an ordered set of values that Workday can use to sort and display journal lines in the application. Workday also uses these values to sort your journal lines when you print invoices. Example: *1a*, *1b*, *1c*.
LineCompanyReferenceIDType	Text	Required if you provide a value on **LineCompanyReferenceID**. You can enter:

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Journal Line Fields	Type	Description
		• *Company_Reference_ID* • *Organization_Reference_ID* • *WID*
LineCompanyReferenceID	Text	Optional field. Uniquely identifies the company on the line for intercompany journals. If this field is empty in your input file, Workday uses the **CompanyReferenceID** value you provided. For journals that aren't intercompany, leave this field blank or use your **CompanyReferenceID** value.
LedgerAccountReferenceID_ParentIDType	Text	Required if you provide a value on **LedgerAccountReferenceID_ParentID**. You can enter: • *Account_Set_ID* • *WID*
LedgerAccountReferenceID_ParentID	Text	Optional field. Uniquely identifies an existing parent ledger account. You can provide the ID to the parent ledger account of the ledger account you enter for **LedgerAccountReferenceID**.
LedgerAccountReferenceIDType	Text	Required if you provide a value on **LedgerAccountReferenceID**. You can enter: • *Ledger_Account_ID* • *WID*
LedgerAccountReferenceID	Text	Optional field. Uniquely identifies an existing ledger account. You can provide a reference to an existing ledger account in Workday. You can leave this field empty and enter a reference to the ledger account on the **ExternalCode_ExternalCodeMapName** field. Workday then matches the external code you enter to the ledger account you mapped in the **Create Integration Worktag Mapping** task.
AlternateLedgerAccountReferenceID_ParentIDType	Text	Required if you provide a value for

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Journal Line Fields	Type	Description
		AlternateLedgerAccountReferenceID_Paren You can enter: • *Account_Set_ID* • *WID* Workday only uses this field if you've selected an alternate account set on the **Edit Company Accounting Details** task.
AlternateLedgerAccountReferenceID	Text	**Parent** Optional field. Uniquely identifies an existing alternate parent ledger account. You can provide the ID to the alternate parent ledger account of the ledger account you enter in the **AlternateLedgerAccountReferenceID** field.
AlternateLedgerAccountReferenceID	Text	**Type** Required if you provide a value for **AlternateLedgerAccountReferenceID**. You can enter: • *Ledger_Account_ID* • *WID*
AlternateLedgerAccountReferenceID	Text	Optional field. Uniquely identifies an existing alternate ledger account (ALA). You can provide a reference to an existing ALA in Workday. You can create ALA mapping using the **Create Alternate Account Set Mapping** task. Workday only uses this field if you configured an alternate account set for the company you specified on **CompanyReferenceID**. You can configure an alternate account set for a company using the **Edit Company Accounting Details** task.
DebitAmount	Decimal	Enter either a debit amount or a credit amount, but not both. You can enter up to 26 digits before the decimal point and 2 digits after.
CreditAmount	Decimal	Enter either a debit amount or a credit amount, but not both. You can enter up to 26 digits before

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Journal Line Fields	Type	Description
		the decimal point and 2 digits after.
LineCurrency	Text	Optional field. Provide the 3-digit ISO code for the currency you use on the journal line.
LineCurrencyRate	Decimal	Optional field. Provide the currency exchange rate for the line currency you specify.
LedgerDebitAmount	Decimal	Enter either a ledger debit amount or a ledger credit amount, but not both. You can enter up to 26 digits before the decimal point and 2 digits after.
LedgerCreditAmount	Decimal	Enter either a ledger debit amount or a ledger credit amount, but not both. You can enter up to 26 digits before the decimal point and 2 digits after.
AlternateLedgerCurrency	Text	References an existing alternate ledger currency for the company.
AlternateLedgerCurrencyRate	Decimal	Optional. Provide the positive numeric currency rate value that overrides the current alternate ledger currency rate value.
AlternateLedgerDebitAmount	Decimal	Enter the currency value that overrides the debit amount for the alternate ledger currency journal line.
AlternateLedgerCreditAmount	Decimal	Enter the currency value that overrides the credit amount for the alternate ledger currency journal line.
Quantity	Decimal	Optional field. Use with **Unit of Measure**.
UnitOfMeasure	Text	Optional field. Use with **Quantity**.
Quantity2	Decimal	Optional field. Use with **Unit of Measure 2**. Only use if you entered **Quantity** and **Unit of Measure**.
UnitOfMeasure2	Text	Optional field. Use with **Quantity 2**. Only use if you entered **Quantity** and **Unit of Measure**.

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Journal Line Fields	Type	Description
LineMemo	Text	Optional field. Use this as a freeform text field on the journal line.
JournalLineExternalReferenceID	Text	Optional field. Enables you to maintain references to your external endpoints at the journal line level. You can use this free text field in reports.
BudgetDate	Date	Optional field. Provide the budget date for the journal line. Required if you selected the **View Budget Date** check box when you created the ledger.
BalancingWorktagAffiliateIDType	Text	Required if you provide a value on **BalancingWorktagAffiliateID**. You can enter: • *Business_Unit_ID* • *Cost _Center_Reference_ID* • *Custom_Organization_Reference_ID* • *Fund_ID* • *Organization_Reference_ID* • *Region_Reference_ID* • *WID*
BalancingWorktagAffiliateID	Text	Optional field. Provide a reference to a balancing worktag affiliate. Enable worktag balancing to define a balancing worktag affiliate.
ExcludefromSpendReport	Boolean	Optional field. For expense reports and supplier invoice transactions tied to a capital project worktag, Workday creates special accounting to debit the Work in Progress account. Workday also records the amount as a debit into the spend account. This action is necessary to reflect correct amounts for the purposes of budget checking and reporting, and any other custom spend reports.
Worktag_WorktagType1	Text	Optional field. Enter 1 or more worktags at the end of each row. Each worktag column has a Worktag_ prefix. The field name identifies the worktag type.

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Journal Line Fields	Type	Description
		Example: If your worktag type is *Cost_Center*, then the name of the field is **Worktag_Cost_Center_Reference_ID**.
ExternalCode_ExternalCodeMapName1	Text	Optional field. If you map your external chart of accounts information with the **Create Integration Worktag Map** task, provide the external codes to the journal connector for lookup. Enter 1 or more external codes at the end of each row. Each external code column has an ExternalCode_ prefix followed by the map name created by Workday. Example: If your integration worktag map is *Region*, then the name of the field is **ExternalCode_Region**.

You can include these columns for the tax lines:

Tax Line Fields	Type	Description
TaxTransactionDate	Date	Required if you add any values to **Tax Details** on a journal line.
TaxTypeReferenceIDType	Text	Required if you provide a value on **TaxTypeReferenceID**. You can enter: • *Tax_Type_ID* • *WID*
TaxTypeReferenceID	Text	Required if you add any values to **Tax Details** on a journal line. Provide a reference ID to an existing tax type in Workday.
TaxableAmount	Decimal	Optional field. Provide the taxable amount of the transaction line, based on the journal line debit and credit amounts.
TaxCodeReferenceIDType	Text	Required if you provide a value on **TaxCodeReferenceID**. You can enter: • *Tax_Code_ID* • *WID* • *Withholding_Tax_Code_ID*
TaxCodeReferenceID	Text	Required if you add any values to **Tax Details** on a journal line.

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Tax Line Fields	Type	Description
		Provide a reference ID to an existing tax code in Workday.
TaxRateReferenceIDType	Text	Required if you provide a value on **TaxRateReferenceID**. You can enter: • *Tax_Rate_ID* • *WID* • *Withholding_Tax_Rate_ID*
TaxRateReferenceID	Text	Required if you add any values to **Tax Details** on a journal line. Provide the reference ID to an existing tax rate in Workday.
TaxApplicabilityReferenceIDType	Text	Required if you provide a value on **TaxApplicabilityReferenceID**. You can enter: • *Tax_Applicability_ID* • *WID*
TaxApplicabilityReferenceID	Text	Required if you provide a value for **TaxCodeReferenceIDType**. Provide a reference ID of your tax applicability or leave the field empty.
TaxRecoverabilityReferenceIDType	Text	Required if you provide a value on **TaxRecoverabilityReferenceID**. You can enter: • *Tax_Recoverability_Object_ID* • *WID*
TaxRecoverabilityReferenceID	Text	Optional field. If you have a transaction tax rate on a journal line, provide a reference ID to your tax recoverability. To find the reference IDs to your tax recoverability, access the **Integration IDs** report and select *Tax Recoverability* on the **Business Object** prompt.
TaxRecoverabilityTypeReferenceIDType	Text	Required if you provide a value on **TaxRecoverabilityTypeReferenceID**. You can enter: • *Tax_Recoverability_Type_ID* • *WID*
TaxRecoverabilityTypeReferenceID	Text	Required if you add any values to **Tax Details** on a journal line. Provide a reference ID to a tax

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Tax Line Fields	Type	Description
		recoverability type in Workday for your manual journals. You can enter references to these tax recoverability types: • *Fully Recoverable* • *Non Recoverable*
TaxPointDateTypeReferenceID	Text	Required if you add any values to **Tax Details** on a journal line. Provide a reference ID to a tax point date type on your manual journals. You can enter: • *Accounting Date* • *Expense Report Date* • *Goods/Service Delivery Date* • *Invoice/Adjustment Date* • *Invoice/Adjustment Received Date* • *Payment Date* • *Transaction Date*
TaxSupplierReferenceIDType	Text	Required if you provide a value on **TaxSupplierReferenceID**. You can enter: • *Supplier_ID* • *Supplier_Reference_ID* • *WID*
TaxSupplierReferenceID	Text	Optional field. Uniquely identifies an existing supplier. You can provide the reference ID of the supplier.
TaxCustomerReferenceIDType	Text	Required if you provide a value on **TaxCustomerReferenceID**. You can enter: • *Customer_ID* • *Customer_Reference_ID* • *WID*
TaxCustomerReferenceID	Text	Optional field. Uniquely identifies an existing customer. You can provide the reference ID of the customer.
TaxExternalBusinessEntityName	Text	Optional field. The name of the customer or supplier if you don't define them within Workday.
TaxExternalBusinessEntityAddress	Text	Optional field. The address for the customer or supplier if you don't define them within Workday.

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Tax Line Fields	Type	Description
TaxExternalBusinessEntityTaxID	Text	Optional field. The tax ID for the customer or supplier if you don't define them within Workday.
TaxableEventLineReferenceLineOrder	Text	Optional field. Enter the line order of the journal line to which the tax line relates. Workday uses the line order to relate the tax line to the taxable event journal line. Separate each taxable event journal line reference on the **TaxableEventLineReferenceLineOrder** field with a semicolon

You can include these columns for the business processes:

Business Process Fields	Type	Description
BP_AutoComplete	Boolean	Optional field. Determines how Workday handles business process steps. When you enter a value of *1*, Workday automatically completes business processes. Completion includes: • Automatically completing approvals. • Bypassing reviews and To Dos. • Suppressing notifications. Enter a value of *0* to disable automatic completion of business processes. If you leave this field empty, Workday automatically enters *0*.
BP_Comment	Text	Optional field. Free text comment regarding the business process.
BP_WorkerReferenceIDType	Text	Required if you provide a value on **BP_WorkerReferenceID**. You can enter: • *Contingent_Worker_ID* • *Employee_ID* • *WID*
BP_WorkerReferenceID	Text	Optional field. Provide the reference ID of the person adding the comment.

You can include these columns for the intercompany business processes:

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Inter-Company Business Subprocess Fields	Type	Description
InterCompanyBP_AutoComplete	Boolean	Optional field. Determines how Workday handles the intercompany business process steps. When you enter a value of *1*, Workday automatically completes business processes. Completion includes: • Automatically completing approvals. • Bypassing reviews and to dos. • Suppressing notifications. Enter a value of *0* to disable automatic completion of intercompany business processes. If you leave this field empty, Workday automatically enters *0*. You can't enable **InterCompanyBP_AutoComplete** if you enable **InterCompanyBP_Skip**.
InterCompanyBP_Skip	Boolean	Optional field. Determines if Workday skips the intercompany business process. Workday can only skip the business process if the definition allows skips. When you enter a value of *1*, Workday automatically skips the business process. Enter a value of *0* to disable automatic skipping of intercompany business processes. If you leave this field empty, Workday automatically enters *0*. You can't enable **InterCompanyBP_Skip** if you enable **InterCompanyBP_AutoComplete**.
InterCompanyBP_Comment	Text	Optional field. Free text comment regarding the intercompany business process.
InterCompanyBP_WorkerReferenceIDType	Text	Required if you provide a value for **InterCompanyBP_WorkerReferenceID**. You can enter: • *Contingent_Worker_ID* • *Employee_ID* • *WID*

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Inter-Company Business Subprocess Fields	Type	Description
InterCompanyBP_WorkerReferenceID	Text	Optional field. Uniquely identifies an intercompany business process worker. You can provide the reference ID of an existing intercompany business process worker or leave this field blank.
IntercompanyBP_Attachment_FileName	Text	Required if you provide a value on any fields that begin with *InterCompanyBP_Attachment_*. Enter the filename for the intercompany business process attachment.
IntercompanyBP_Attachment_EventDescription	Text	Optional field. Free text comment regarding the intercompany business process attachment.
IntercompanyBP_Attachment_EventCategoryReferenceIDType	Text	Required if you provide a value on the **IntercompanyBP_Attachment_EventCategor** field. You can enter: • *Document_Category_ID* • *Document_Category__Workday_Owned__ID* • *WID*
IntercompanyBP_Attachment_EventCategoryReferenceID	Text	Optional field. Provide the category of the attachment.
IntercompanyBP_Attachment_File	Base64	Optional field. Convert your intercompany business process file attachment to Base64Binary format. After conversion, provide the attachment file contents.
IntercompanyBP_Attachment_ContentType	Text	Optional field. Provide the file format of the intercompany business process attachment.

You can include these columns for the attachments:

Attachment Information Fields	Type	Description
Attachment_FileName	Text	Optional field. Provide the name of the attachment file. Maximum length is 255 characters.
Attachment_FileType	Text	Optional field. Provide the file format of the attachment.
Attachment_FileEncoding	Text	Optional field. Provide the name of the encoding used for the attachment.

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Attachment Information Fields	Type	Description
Attachment_Compressed	Boolean	Optional field. Specifies if the attachment is compressed at the external endpoint. Enter a value of *1* to indicate that the attachment is compressed.
Attachment_CompaniesWithoutAccessReferenceIDType	Text	Required if you provide a value on the **Attachment_CompaniesWithoutAccessRefe** field. You can enter: • *Company_Reference_ID* • *Organization_Reference_ID* • *WID*
Attachment_CompaniesWithoutAccessReferenceID	Text	Optional field. Specifies companies that can't view files attached to the intercompany child journal. You can provide reference IDs of existing companies or leave the field blank. Provide the associated reference IDs for **Attachment_CompaniesWithoutAccessRefe** and **Attachment_CompaniesWithoutAccessRefe** on a separate column for each company you wish to restrict.
Attachment_FileComment	Text	Optional field. Free text comment regarding the attachment file.

Reference: Accounting Journal Connector XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
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    <xsd:element name="JournalConnectorFileData"
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        <xsd:restriction base="xsd:string">
```

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```
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            <xsd:enumeration value="Student_Course_ID" />
            <xsd:enumeration value="Student_Course_Section_ID" />
            <xsd:enumeration value="Student_ID" />
            <xsd:enumeration value="Student_Recruiting_Campaign_ID" />
            <xsd:enumeration value="Student_Recruiting_Event_ID" />
            <xsd:enumeration value="Student_Sponsor_Contract_ID" />
            <xsd:enumeration value="Student_Waiver_Item_ID" />
            <xsd:enumeration value="Supplier_Category_ID" />
            <xsd:enumeration value="Supplier_Contract_ID" />
            <xsd:enumeration value="Supplier_ID" />
            <xsd:enumeration value="Supplier_Reference_ID" />
            <xsd:enumeration value="Tax_Applicability_ID" />
            <xsd:enumeration value="Tax_Authority_ID" />
            <xsd:enumeration value="Tax_Authority_Reference_ID" />
            <xsd:enumeration value="Tax_Category_ID" />
            <xsd:enumeration value="Tax_Code_ID" />
            <xsd:enumeration value="Tax_Rate_ID" />
            <xsd:enumeration value="Tax_Recoverability_Object_ID" />
            <xsd:enumeration value="Third_Party_ID" />
            <xsd:enumeration value="Withholding_Order_Case_ID" />
            <xsd:enumeration value="Withholding_Tax_Code_ID" />
            <xsd:enumeration value="Withholding_Tax_Rate_ID" />
            <xsd:enumeration value="Work_Function_ID" />
            <xsd:enumeration value="Work_Shift_ID" />
            <xsd:enumeration value="Appropriation_ID" />
            <xsd:enumeration value="Allocation_Pool_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxTypeReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Tax_Type_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxCodeReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Tax_Code_ID" />
            <xsd:enumeration value="Withholding_Tax_Code_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxRateReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Tax_Rate_ID" />
            <xsd:enumeration value="Withholding_Tax_Rate_ID" />
        </xsd:restriction>
```

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```
    </xsd:simpleType>
    <xsd:simpleType name="TaxApplicabilityReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Tax_Applicability_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxRecoverabilityReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Tax_Recoverability_Object_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxRecoverabilityReferenceTypeEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Tax_Recoverability_Type_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxPointDateTypeReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Tax_Point_Date_Type_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxSupplierReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Supplier_ID" />
            <xsd:enumeration value="Supplier_Reference_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="TaxCustomerReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="WID" />
            <xsd:enumeration value="Customer_ID" />
            <xsd:enumeration value="Customer_Reference_ID" />
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:complexType name="FinancialsAttachmentDataType">
        <xsd:annotation>
            <xsd:documentation>Encapsulating element containing all Business
 Document Attachment
                data.</xsd:documentation>
            <xsd:appinfo>
                <Validation>
                    <ValidationMessage>If a file name is specified for a
 Financial Attachment,
                        File Content and Content Type are required.</
ValidationMessage>
                </Validation>
            </xsd:appinfo>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="fileContent" type="xsd:base64Binary"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>File content in binary format.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CompaniesWithoutAccessReferenceID"
 minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
```

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```
                    <xsd:documentation>Reference to companies with access to
attachment.</xsd:documentation>
                    <xsd:appinfo>
                        <xsd:Validation>
                            <xsd:Validation_Message>
                                A company you entered on the Companies Without
Access field is not a company on the Journal Line column.
                                To restrict an attached file, you must enter a
company that is also on the Journal Line column.
                            </xsd:Validation_Message>
                        </xsd:Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="CompanyReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="comment" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Comment</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
        <xsd:attribute name="contentType">
            <xsd:annotation>
                <xsd:documentation>Text attribute identifying Content Type of
the
                    Attachment.</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="80" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:attribute>
        <xsd:attribute name="fileName">
            <xsd:annotation>
                <xsd:documentation>Text attribute identifying Filename of the
                    Attachment.</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="255" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:attribute>
        <xsd:attribute name="encoding" type="xsd:string">
            <xsd:annotation>
                <xsd:documentation>Text attribute identifying Encoding of the
                    Attachment.</xsd:documentation>
            </xsd:annotation>
        </xsd:attribute>
        <xsd:attribute name="compressed" type="xsd:boolean">
            <xsd:annotation>
                <xsd:documentation>Boolean attribute identifying whether the
Attachment is
                    compressed.</xsd:documentation>
            </xsd:annotation>
```

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```
        </xsd:attribute>
    </xsd:complexType>
    <xsd:complexType name="BusinessProcessCommentDataType">
        <xsd:annotation>
            <xsd:documentation>Captures a comment for the Business Process.</
xsd:documentation>
        </xsd:annotation>
        <xsd:sequence />
    </xsd:complexType>
    <xsd:complexType name="BusinessSubProcessParametersType">
        <xsd:annotation>
            <xsd:documentation>Container for the processing options for sub-
business processes
                within a business process. If no options are submitted (or the
 options are submitted
                as 'false') then the sub-business process is simply initiated
 as if it where
                submitted on-line with approvals, reviews, notifications and
 to-do's in
                place.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence />
    </xsd:complexType>
    <xsd:complexType name="FinancialsBusinessProcessParametersType">
        <xsd:annotation>
            <xsd:documentation>Contains data for business processing</
xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="AutoComplete" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>When set to "true" or "1", the business
 process is
                        automatically processed. This means that all approvals
 will be automatically
                        approved in the system, all reviews and to-do's will
 be automatically
                        by-passed, and all notifications will be automatically
                        suppressed.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Comment" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:appinfo>
                        <Validation>
                            <ValidationMessage>This Business Process has been
 configured to
                                disable comment. Please remove the comment or
 change the setting in
                                the Business Process Policy or tenant setup.</
ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                    <xsd:documentation>Free form comment regarding the
 business
                        process.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="WorkerReferenceID" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>ReferenceId of the person adding the
 comment</xsd:documentation>
```

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```
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="WorkerReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AccountingJournalIntercompanySubProcessType">
        <xsd:annotation>
            <xsd:documentation>Wrapper for the Accounting Journal Intercompany
 Sub Process. It
                allows you to specify parameters for the sub process.</
xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:choice>
                <xsd:element name="AutoComplete" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                    <xsd:annotation>
                        <xsd:documentation>When set to "true" or "1", the
 business process is
                            automatically processed. This means that all
 approvals will be
                            automatically approved in the system, all reviews
 and to-do's will be
                            automatically by-passed, and all notifications
 will be automatically
                            suppressed.</xsd:documentation>
                    </xsd:annotation>
                </xsd:element>
                <xsd:element name="Skip" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
                    <xsd:annotation>
                        <xsd:documentation>When set to "true" or "1", the
 business process is
                            automatically skipped (if it is defined as
 "skippable" within the
                            business process definition).</xsd:documentation>
                    </xsd:annotation>
                </xsd:element>
            </xsd:choice>
            <xsd:element name="Comment" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Free form comment regarding the
 business
                        process.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <ValidationMessage>This Business Process has been
 configured to
                                disable comment. Please remove the comment or
 change the setting in
                                the Business Process Policy or tenant setup.</
ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
```

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```
            <xsd:element name="WorkerReferenceID" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Default the Person making the comment
 to the processing
                        person if not submitted via journal connector</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="WorkerReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="BusinessProcessAttachmentData"
 type="BusinessProcessAttachmentDataType" minOccurs="0"
 maxOccurs="unbounded" />
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="BusinessProcessAttachmentDataType">
        <xsd:annotation>
            <xsd:documentation>Element for the attachments pertaining to a
 Event entered through a
                web service.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="FileName" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Filename for the attachment.</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:string">
                        <xsd:maxLength value="255" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="EventAttachmentDescription" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Free form text comment about the
                        attachment.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="EventAttachmentCategoryReferenceID"
 minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Category of attachment.</
xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <Validation_Message>This Business Process Type has
 been configured to
                                not accept Attachment Categories.</
Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
```

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```
                            <xsd:attribute name="type"
 type="EventAttachmentCategoryReferenceEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
 type. Each "ID" for an instance of an object
                                        contains a type and a value. A single
 instance of an object can have multiple "ID"
                                        but only a single "ID" per "type".</
xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="File" type="xsd:base64Binary" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Binary file contents.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ContentType" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Text attribute identifying Content Type
 of the
                        Attachment.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:string">
                        <xsd:maxLength value="80" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="JournalEntryLineDataType">
        <xsd:annotation>
            <xsd:documentation>Element containing all Journal Entry Line
 data</xsd:documentation>
            <xsd:appinfo>
                <Validation>
                    <xsd:documentation>The Credit and Debit Amount both have
                        values.</xsd:documentation>
                    <ValidationMessage>The Credit and Debit Amount both have
                        values.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>The Credit and Debit Amounts are both
                        zero.</xsd:documentation>
                    <ValidationMessage>The Credit and Debit Amounts are both
                        zero.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>Only one worktag for each type is
 allowed for each document
                        line.</xsd:documentation>
                    <ValidationMessage>Only one worktag for each type is
 allowed for each
                        document line.</ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>Cannot have an Employee Worktag along
 with a Contingent
```

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```
                        Worker Worktag for the same line.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>Can not have any combination of
 Project, Project Phase or
                        Project Task worktags for the same line.</
xsd:documentation>
                    <ValidationMessage>Can not have any combination of
 Project, Project Phase or
                        Project Task worktags for the same line.</
ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>If the View Budget Date flag is not set
 on the Ledger,
                        Journal Line Budget Date cannot be submitted.</
ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>Transaction credits or debits must be
 populated if the
                        line companies have different ledger currencies.</
ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>If the Display Account set is defined,
 then the Ledger
                        Accounts must come from that account set.</
ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>You are attempting to import a journal
 for [company]
                        which does not have a resulting ledger account mapped
 or specified.[cjwe
                        false message] [submit true message]</
ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>Line Company Reference must match the
 header company when
                        Round Ledger Amounts is specified.</ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>Ledger Debit Amount and Ledger Credit
 Amount must be zero
                        when Round Ledger Amounts is specified.</
ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>The following worktag type(s) are
 required:
                        [missing]</ValidationMessage>
                </Validation>
            </xsd:appinfo>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="LineOrder" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Optional line order. If specified,
 lines will be sorted by
                        this value when displayed and when invoice is
 printed.</xsd:documentation>
```

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```
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="LineCompanyReferenceID" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The company for the line for
 intercompany journals.If field
                        is left blank, it will default to the same company as
 the header company.
                        For non-intercompany journals this field should be
 left blank or have the
                        same value as the header company. For beginning
 balance journal loads, this
                        field should always be blank or the same as the header
 company. For journals
                        that are intercompany beginning balances, the other
 company should only be
                        referenced as an intercompany affiliate worktag.</
xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>The company is not configured
 for intercompany
                                transactions with the company specified</
xsd:documentation>
                            <ValidationMessage>[2] is not configured to allow
 intercompany
                                transactions with [1]</ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>The company specified has a
 ledger period with an
                                invalid status.</xsd:documentation>
                            <ValidationMessage>Update the status of the ledger
 period for
                                journal entries of the company [company] using
 one of the Update
                                Ledger Period Status tasks.</
ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>Journal must be an Adjustment
 Journal to be submitted
                                in an Adjustment Period.</xsd:documentation>
                            <ValidationMessage>Journal must be an Adjustment
 Journal to be
                                submitted in an Adjustment Period for
                                [company].</ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>The date selected does not have
 a valid ledger period
                                associated with it.</xsd:documentation>
                            <ValidationMessage>The date selected does not have
 a valid ledger
                                period associated with it.</ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>Reversal cannot be created
 because the ledger period
                                for the reversal date and the affiliate
 company does not exist.
                                Please use one of the Ledger/Ledger Period
 tasks for the company to
```

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```
                                create the period.</xsd:documentation>
                            <ValidationMessage>Reversal cannot be created
 because the ledger
                                period for the reversal date and the affiliate
 company does not
                                exist. Please use one of the Ledger/Ledger
 Period tasks for the
                                company to create the period.</
ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="CompanyReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="LedgerAccountReferenceID"
 type="LedgerAccountObjectIDType" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Ledger
 Account. The Ledger Account
                        reference is a 2 part reference ID, composed of the
 Ledger Account ID and
                        the Reference ID for the Ledger Account Set it is
 organized
                        into.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>At least one of the Ledger
 Accounts entered is
                                retired. Only non retired accounts are
 allowed.</xsd:documentation>
                            <ValidationMessage>At least one of the Ledger
 Accounts entered is
                                retired. Only non retired accounts are
                                allowed.</ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>At least one of the ledger
 accounts entered is a
                                control account.</xsd:documentation>
                            <ValidationMessage>At least one of the ledger
 accounts entered is a
                                control account.</ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>Ledger Account is not valid for
 the Company Account
                                Set</xsd:documentation>
                            <ValidationMessage>Ledger Account: [ledger
 account] is not valid for
                                company [company]'s account set.</
ValidationMessage>
                        </Validation>
                        <Validation>
                            <ValidationMessage>Ledger accounts must be from
 Ledger Account
                                Security Segments to which the user has
                                access.</ValidationMessage>
```

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```
                    </Validation>
                </xsd:appinfo>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="AlternateLedgerAccountReferenceID"
type="LedgerAccountObjectIDType" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Alternate Ledger Account (ALA) provides
the ability, when
                    Alternate Account Set is enabled for the header
company, to override the
                    account to which the Ledger Account is mapped by the
Alternate Account Set
                    Mapping rules.I.E. - if the Ledger Account is 1000
Cash, and the mapping
                    rules map the journal to the 1100 Alternate Cash
account, setting the ALA to
                    1200: Other Cash Account will cause the journal to use
Other Cash rather
                    than Alternate Cash.</xsd:documentation>
                <xsd:appinfo>
                    <Validation>
                        <ValidationMessage>At least one of the Ledger
Accounts entered is
                            retired. Only non retired accounts are
                            allowed.</ValidationMessage>
                    </Validation>
                    <Validation>
                        <ValidationMessage>At least one of the ledger
accounts entered is a
                            control account.</ValidationMessage>
                    </Validation>
                    <Validation>
                        <ValidationMessage>Alternate Ledger Account: [ala]
is not a member
                            of [company]'s Primary or Alternate Account
                            Sets.</ValidationMessage>
                    </Validation>
                    <Validation>
                        <ValidationMessage>Ledger accounts must be from
Ledger Account
                            Security Segments to which the user has
                            access.</ValidationMessage>
                    </Validation>
                </xsd:appinfo>
            </xsd:annotation>
        </xsd:element>
        <xsd:choice>
            <xsd:element name="DebitAmount" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Debit Amount</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="26" />
                        <xsd:fractionDigits value="6" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="CreditAmount" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Credit Amount</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
```

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```
                        <xsd:restriction base="xsd:decimal">
                            <xsd:totalDigits value="26" />
                            <xsd:fractionDigits value="6" />
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:element>
            </xsd:choice>
            <xsd:element name="Currency" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to the currency of the
 company. If entered, this
                        field is not processed on inbound Workday Journal
 Connector
                        requests.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>Currency Conversion Rates
 between the currency on the
                                Journal Line and company's default currency
 must be defined for the
                                selected Currency Rate Type, effective as of
 the Accounting Date for
                                the Journal. This validation only applies to
 Accounting
                                Journals.</xsd:documentation>
                            <ValidationMessage>Currency Conversion Rates
 between currency and
                                company's default currency are not defined.</
ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CurrencyRate" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Currency Rate for line</
xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <ValidationMessage>The Currency Rate cannot be
                                negative.</ValidationMessage>
                        </Validation>
                        <Validation>
                            <ValidationMessage>If the base currency is equal
 to the transaction
                                currency, the currency rate cannot be
                                entered.</ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18" />
                        <xsd:fractionDigits value="6" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:choice>
                <xsd:element name="LedgerDebitAmount" minOccurs="0"
 maxOccurs="1">
                    <xsd:annotation>
                        <xsd:documentation>Ledger Debit Amount</
xsd:documentation>
```

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```
                        <xsd:appinfo>
                            <Validation>
                                <xsd:documentation>If the base currency and
 the transaction currency are
                                equal, the transaction amount must equal the
 ledger
                                amount.</xsd:documentation>
                                <ValidationMessage>If the base currency and
 the transaction currency
                                are equal, the transaction amount must equal
 the ledger
                                amount.</ValidationMessage>
                            </Validation>
                            <Validation>
                                <xsd:documentation>The Debit Amount precision
 cannot exceed the
                                precision of the Company currency.</
xsd:documentation>
                                <ValidationMessage>Decimal precision of
 [precision] for [currency]
                                exceeded for Debit Amount: [amount]</
ValidationMessage>
                            </Validation>
                            <Validation>
                                <xsd:documentation>If the base currency is not
 equal to the transaction
                                currency, the ledger amount must also be
                                entered.</xsd:documentation>
                                <ValidationMessage>If the base currency is not
 equal to the
                                transaction currency, the ledger amount must
 also be
                                entered.</ValidationMessage>
                            </Validation>
                        </xsd:appinfo>
                    </xsd:annotation>
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:decimal">
                            <xsd:totalDigits value="18" />
                            <xsd:fractionDigits value="3" />
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:element>
                <xsd:element name="LedgerCreditAmount" minOccurs="0"
 maxOccurs="1">
                    <xsd:annotation>
                        <xsd:documentation>Ledger Credit Amount</
xsd:documentation>
                        <xsd:appinfo>
                            <Validation>
                                <xsd:documentation>If the base currency and
 the transaction currency are
                                equal, the transaction amount must equal the
 ledger
                                amount.</xsd:documentation>
                                <ValidationMessage>If the base currency and
 the transaction currency
                                are equal, the transaction amount must equal
 the ledger
                                amount.</ValidationMessage>
                            </Validation>
                            <Validation>
                                <xsd:documentation>The Credit Amount precision
 cannot exceed the
```

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```
                                precision of the Company currency.</
xsd:documentation>
                                <ValidationMessage>Decimal precision of
 [precision] for [currency]
                                exceeded for Credit Amount: [amount]</
ValidationMessage>
                            </Validation>
                            <Validation>
                                <xsd:documentation>If the base currency is not
 equal to the transaction
                                currency, the ledger amount must also be
                                entered.</xsd:documentation>
                                <ValidationMessage>If the base currency is not
 equal to the
                                transaction currency, the ledger amount must
 also be
                                entered.</ValidationMessage>
                            </Validation>
                        </xsd:appinfo>
                    </xsd:annotation>
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:decimal">
                            <xsd:totalDigits value="18" />
                            <xsd:fractionDigits value="3" />
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:element>
            </xsd:choice>
            <xsd:element name="Quantity" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Quantity. To be used in conjunction
 with Unit of
                        Measure.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <Validation_Message>Select Record Quantity if you
 want to enter Unit
                                of Measure and Quantity.</Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18" />
                        <xsd:fractionDigits value="6" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="UnitOfMeasure" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Unit of Measure. To be used in
 conjunction with
                        Quantity.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <Validation_Message>Select Record Quantity if you
 want to enter Unit
                                of Measure and Quantity.</Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Quantity2" minOccurs="0" maxOccurs="1">
```

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```
                <xsd:annotation>
                    <xsd:documentation>Quantity 2. To be used in conjunction
 with Unit of Measure 2.
                        Only use if Quantity and Unit of Measure have been
                        entered.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <Validation_Message>Select Record Quantity and
 enter Unit of Measure
                                and Quantity if you want to enter Quantity 2
 and Unit of Measure
                                2.</Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18" />
                        <xsd:fractionDigits value="6" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="UnitOfMeasure2" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Unit of Measure 2. To be used in
 conjunction with Quantity 2.
                        Only use if Quantity and Unit of Measure have been
                        entered.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <Validation_Message>Select Record Quantity and
 enter Unit of Measure
                                and Quantity if you want to enter Quantity 2
 and Unit of Measure
                                2.</Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Memo" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Memo for the line</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="JournalLineExternalReferenceID"
 type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Journal reference Id from external
 systems to maintain references and reconcilation</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="BudgetDate" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Budget Date for the Journal Line. It is
 required if the View
                        Budget Date flag is set to true for the Ledger.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="WorktagsReferenceID" minOccurs="0"
 maxOccurs="unbounded">
```

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```
                <xsd:annotation>
                    <xsd:documentation>Reference to existing worktags.
 Worktags are a way to mark
                        tasks and business objects to make them easier to
 access and summarize. Each
                        transaction can include one value for each worktag
 type and is subject to
                        configurable validation when submitted for approval.</
xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>The Worktags provided are not
 valid for this
                                transaction</xsd:documentation>
                            <ValidationMessage>[list of worktag types] not
 valid for this
                                transaction.</ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>You have chosen an invalid
 combination of header
                                company, line company, and intercompany
                                affiliate.</xsd:documentation>
                            <ValidationMessage>The intercompany affiliate
 [worktag] may not be
                                chosen when specifying header company [header
 company] and line
                                company [line company].</ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>A balancing worktag is required
 if worktag balancing
                                has been enabled for the tenant.</
xsd:documentation>
                            <ValidationMessage>Select a balancing worktag for
 Worktags of the
                                following type: [type]</ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="AccountingWorktagReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="BalancingWorktagAffiliateID" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Balancing worktag affiliate for journal
                        line.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>You must have Worktag Balancing
 enabled in order to
                                define a Worktag Balancing Affiliate.</
xsd:documentation>
                            <ValidationMessage>You must have Worktag Balancing
 enabled in order
                                to define a Worktag Balancing Affiliate.</
ValidationMessage>
                        </Validation>
```

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```
                        <Validation>
                            <xsd:documentation>The Balancing Worktag Affiliate
 Type must be of the
                                same type as defined for Balancing Worktags at
 the tenant
                                level.</xsd:documentation>
                            <ValidationMessage>Enter a Balancing Worktag
 Affiliate that is the
                                type [tenant type].</ValidationMessage>
                        </Validation>
                        <Validation>
                            <ValidationMessage>The Balancing Worktag in the
 Worktags field is
                                not allowed to be the same as the Balancing
 Worktag
                                Affiliate.</ValidationMessage>
                        </Validation>
                        <Validation>
                            <ValidationMessage>When an Intercompany Affiliate
 is present in the
                                Worktags field you are not allowed to have a
 Balancing Worktag
                                Affiliate.</ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="BalancingWorktagReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="ExternalCode" minOccurs="0"
 maxOccurs="unbounded">
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="name" type="xsd:string" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="ExcludefromSpendReport" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>For expense report and supplier invoice
 transactions tied to
                        a capital project worktag, Workday creates special
 accounting to
                        appropriately debit the Work in Progress account,
 while also recording the
                        amount as a debit into the Spend account. This is
 necessary to reflect
                        correct amounts for the purposes of Budget Checking/
Reporting, and any other
                        custom spend reports.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AlternateLedgerCurrencyLineData"
 type="ALCLineData" minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
```

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```
                    <xsd:documentation>Contains the alternate ledger currency
 line data and rate
                        override data.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TaxDetailData"
 type="JournalLineTaxDetailDataType" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Encapsulating element containing Tax
 Details
                        data</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="ALCLineData">
        <xsd:annotation>
            <xsd:documentation>Contains the alternate ledger currency line
 data and rate override
                data.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="AlternateLedgerCurrency" type="xsd:string">
                <xsd:annotation>
                    <xsd:documentation>Contains references to an existing
 alternate ledger currency
                        for the company.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <Validation_Message>Specify an Alternate Ledger
 Currency that matches an
                                alternate ledger currency for [company].</
Validation_Message>
                        </Validation>
                        <Validation>
                            <Validation_Message>The journal line ledger
 amounts must match Alternate
                                Ledger Currency Line Data amounts when the
 affiliate and alternate
                                ledger currencies match.</Validation_Message>
                        </Validation>
                        <Validation>
                            <xsd:documentation>To specify Alternate Ledger
 Currency Line Data,
                                select Create Journals for Alternate Ledger
 Currency.</xsd:documentation>
                            <Validation_Message>To specify Alternate Ledger
 Currency Line Data,
                                select Create Journals for Alternate Ledger
 Currency.</Validation_Message>
                        </Validation>
                        <Validation>
                            <Validation_Message>Remove the Alternate Ledger
 Currency Details. You
                                can't enter Alternate Ledger Currency Details
 for a Commitment or
                                Obligation Ledger Type.</Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AlternateLedgerCurrencyRate" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
```

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```
                    <xsd:documentation>Contains the positive numeric currency
 rate value that
                        overrides the current alternate ledger currency rate
 value.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>Enter a Currency Rate value
 that's positive.</xsd:documentation>
                            <Validation_Message>Enter a Currency Rate value
 that's positive.</Validation_Message>
                        </Validation>
                        <Validation>
                            <xsd:documentation>Don't enter a Currency Rate if
 the alternate ledger
                                currency matches the transaction currency.</
xsd:documentation>
                            <Validation_Message>Don't enter a Currency Rate if
 the alternate ledger
                                currency matches the transaction currency.</
Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="24" />
                        <xsd:fractionDigits value="12" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="AlternateLedgerDebitAmount" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Contains the currency value that
 overrides the debt amount
                        for the alternate ledger currency journal line.</
xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>If the alternate ledger
 currency and the transaction
                                currency are equal, the transaction amount
 must equal the alternate
                                ledger currency override amount.</
xsd:documentation>
                            <Validation_Message>If the alternate ledger
 currency and the transaction
                                currency are equal, the transaction amount
 must equal the alternate
                                ledger currency override amount.</
Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18" />
                        <xsd:fractionDigits value="3" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="AlternateLedgerCreditAmount" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
```

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```
                    <xsd:documentation>Contains the currency value that
 overrides the credit amount
                        for the alternate ledger currency journal line.</
xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>If the alternate ledger
 currency and the transaction
                                currency are equal, the transaction amount
 must equal the alternate
                                ledger currency override amount.</
xsd:documentation>
                            <Validation_Message>If the alternate ledger
 currency and the transaction
                                currency are equal, the transaction amount
 must equal the alternate
                                ledger currency override amount.</
Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18" />
                        <xsd:fractionDigits value="3" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="JournalLineTaxDetailDataType">
        <xsd:annotation>
            <xsd:documentation>Encapsulating element containing Tax Details
 data</xsd:documentation>
            <xsd:appinfo>
                <Validation>
                    <xsd:documentation>Both Customer and Supplier cannot be
 entered together. Choose
                        one to keep and remove the other.</xsd:documentation>
                    <Validation_Message>Both Customer and Supplier cannot be
 entered together.
                        Choose one to keep and remove the other.</
Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>External business parameters cannot be
 entered when a
                        Customer or Supplier has been entered. Remove either
 the external business
                        parameters or the customer or supplier selected.</
xsd:documentation>
                    <Validation_Message>External business parameters cannot be
 entered when a
                        Customer or Supplier has been entered. Remove either
 the external business
                        parameters or the customer or supplier selected.</
Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>Include Tax Lines should be selected to
 add Journal Line Tax
                        Detail Data.</xsd:documentation>
                    <Validation_Message>Include Tax Lines should be selected
 to add Journal Line
```

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```
                    Tax Detail Data.</Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>The field Tax Applicability is required
 and must have a
                    value.</xsd:documentation>
                    <Validation_Message>The field Tax Applicability is
 required and must have a
                    value.</Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>You can’t enter Tax Recoverability for
 a Tax Type of Tax
                    Collected.</xsd:documentation>
                    <Validation_Message>You can’t enter Tax Recoverability for
 a Tax Type of Tax
                    Collected.</Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>You must enter a Tax Recoverability
 Type when the Tax
                    Recoverability is partially recoverable.</
xsd:documentation>
                    <Validation_Message>You must enter a Tax Recoverability
 Type when the Tax
                    Recoverability is partially recoverable.</
Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>Enter a Tax Recoverability Type or
 select a Tax
                    Applicability that has a default Tax Recoverability.</
xsd:documentation>
                    <Validation_Message>Enter a Tax Recoverability Type or
 select a Tax
                    Applicability that has a default Tax Recoverability.</
Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>The Tax Recoverability Type must be
 Nonrecoverable when the
                    Tax Recoverability is nonrecoverable.</
xsd:documentation>
                    <Validation_Message>The Tax Recoverability Type must be
 Nonrecoverable when
                    the Tax Recoverability is nonrecoverable.</
Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>You can’t enter Tax Recoverability for
 a Withholding Tax
                    Code.</xsd:documentation>
                    <Validation_Message>You can’t enter Tax Recoverability for
 a Withholding Tax
                    Code.</Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>The Tax Recoverability Type must be
 Fully Recoverable when
                    the Tax Recoverability is fully recoverable.</
xsd:documentation>
                    <Validation_Message>The Tax Recoverability Type must be
 Fully Recoverable
```

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```
                        when the Tax Recoverability is fully recoverable.</
Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>Enter a Tax Recoverability or select a
 Tax Applicability
                        that has a default Tax Recoverability.</
xsd:documentation>
                    <Validation_Message>Enter a Tax Recoverability or select a
 Tax Applicability
                        that has a default Tax Recoverability.</
Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>You can’t enter a Tax Applicability for
 a Withholding Tax
                        Code.</xsd:documentation>
                    <Validation_Message>You can’t enter a Tax Applicability
 for a Withholding
                        Tax Code.</Validation_Message>
                </Validation>
                <Validation>
                    <xsd:documentation>You can’t enter a Tax Recoverability
 Type for a Withholding
                        Tax Code.</xsd:documentation>
                    <Validation_Message>You can’t enter a Tax Recoverability
 Type for a
                        Withholding Tax Code.</Validation_Message>
                </Validation>
                <Validation>
                    <Validation_Message>When you enter a Tax Point Date Type,
 you must specify a
                        Transaction Tax Code.</Validation_Message>
                </Validation>
                <Validation>
                    <Validation_Message>You can only enter the Tax Point Date
 Type when you
                        select the Enable Tax Point Date Configuration check
 box on the Edit Tenant
                        Setup - Financials task.</Validation_Message>
                </Validation>
            </xsd:appinfo>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="TaxTransactionDate" type="xsd:date"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The date the transaction occurred for
 the manual journal with
                        direct tax.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TaxTypeReferenceID" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The reference id value for the tax
 type.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="TaxTypeReferenceEnumeration" use="required">
                                <xsd:annotation>
```

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```
                                    <xsd:documentation>The unique identifier
type. Each "ID" for an instance of
                                        an object contains a type and a value.
A single instance of an object
                                        can have multiple "ID" but only a
single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxableAmount" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The transaction taxable amount basis
for the tax amount
                        entered in the debit/credit amount of the journal line
with
                        tax.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18" />
                        <xsd:fractionDigits value="3" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="TaxCodeReferenceID" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The reference id value for the tax
code.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="TaxCodeReferenceEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
type. Each "ID" for an instance of
                                        an object contains a type and a value.
A single instance of an object
                                        can have multiple "ID" but only a
single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRateReferenceID" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The reference id value for the tax
rate.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="TaxRateReferenceEnumeration" use="required">
                                <xsd:annotation>
```

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```
                                    <xsd:documentation>The unique identifier
type. Each "ID" for an instance of
                                        an object contains a type and a value.
A single instance of an object
                                        can have multiple "ID" but only a
single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxApplicabilityReferenceID" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>The reference id value of the tax
                        applicability.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="TaxApplicabilityReferenceEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
type. Each "ID" for an instance of
                                        an object contains a type and a value.
A single instance of an object
                                        can have multiple "ID" but only a
single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRecoverabilityReferenceID" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>The reference id value for the tax
                        recoverability.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="TaxRecoverabilityReferenceEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
type. Each "ID" for an instance of
                                        an object contains a type and a value.
A single instance of an object
                                        can have multiple "ID" but only a
single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRecoverabilityTypeReferenceID"
minOccurs="0">
                <xsd:annotation>
```

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```
                    <xsd:documentation>The reference id value for the tax
                        recoverability.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="TaxRecoverabilityReferenceTypeEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
 type. Each "ID" for an instance of
                                        an object contains a type and a value.
 A single instance of an object
                                        can have multiple "ID" but only a
 single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxPointDateTypeReferenceID" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Tax Point Date Type</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="TaxPointDateTypeReferenceEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
 type. Each "ID" for an instance of
                                        an object contains a type and a value.
 A single instance of an object
                                        can have multiple "ID" but only a
 single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxSupplierReferenceID" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>The reference id value for the
 supplier.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <Validation_Message>The [type] is/are not
 available for use with the
                                company/s: [partitionable] [company]</
Validation_Message>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="TaxSupplierReferenceEnumeration" use="required">
                                <xsd:annotation>
```

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```
                                    <xsd:documentation>The unique identifier
type. Each "ID" for an instance of
                                        an object contains a type and a value.
A single instance of an object
                                        can have multiple "ID" but only a
single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxCustomerReferenceID" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>The reference id value for the
customer.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="TaxCustomerReferenceEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
type. Each "ID" for an instance of
                                        an object contains a type and a value.
A single instance of an object
                                        can have multiple "ID" but only a
single "ID" per
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxExternalBusinessEntityName"
type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The name of the customer or supplier if
not defined within
                        Workday.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TaxExternalBusinessEntityAddress"
type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The address for the customer or
supplier if not defined
                        within Workday.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TaxExternalBusinessEntityTaxID"
type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The tax id for the customer or supplier
if not defined within
                        Workday.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TaxableEventLineReference"
type="TaxableEventLineReferenceType" minOccurs="0" maxOccurs="unbounded" />
        </xsd:sequence>
```

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```
    </xsd:complexType>
    <xsd:complexType name="TaxableEventLineReferenceType">
        <xsd:annotation>
            <xsd:documentation>Taxable Event Line Reference</
xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="LineOrder" type="xsd:string" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Enter the line order of the journal
 line to which this tax line is
                        related. Workday uses the line order to relate the
 tax line to the
                        taxable event journal line</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="JournalConnectorRequestType">
        <xsd:annotation>
            <xsd:documentation>Contains data for creating a Accounting Journal
 and submitting for
                business processing</xsd:documentation>
            <xsd:appinfo>
                <Validation>
                    <xsd:documentation>The Accounting Journal is posted or
 canceled or is an
                        intercompany or reversal journal and cannot be
                        submitted.</xsd:documentation>
                    <ValidationMessage>The Accounting Journal is posted or
 canceled or is an
                        intercompany or reversal journal and cannot be
                        submitted.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>The Journal Connector is set to Add
 Only; documents cannot be
                        resubmitted.</xsd:documentation>
                    <ValidationMessage>The Journal Connector is set to Add
 Only; documents cannot be
                        resubmitted.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>Journals with a status of "Correct In
 Progress" are not
                        supported in the Journal Connector. Please finish
 correcting by using the business
                        process Correct task.</xsd:documentation>
                    <ValidationMessage>Journals with a status of "Correct In
 Progress" are not
                        supported in the Journal Connector. Please finish
 correcting by using the business
                        process Correct task.</ValidationMessage>
                </Validation>
            </xsd:appinfo>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="AccountingJournalData"
 type="AccountingJournalDataType" minOccurs="1" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Contains data for creating a Accounting
 Journal and
                        submitting for business processing</xsd:documentation>
                </xsd:annotation>
```

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```
            </xsd:element>
        </xsd:sequence>
        <xsd:attribute name="addOnly" type="xsd:boolean">
            <xsd:annotation>
                <xsd:documentation>Add Only Flag. Indicates that the
processing is in an add only mode and not an
                    update.</xsd:documentation>
            </xsd:annotation>
        </xsd:attribute>
        <xsd:attribute name="createJournalwithErrors" type="xsd:boolean">
            <xsd:annotation>
                <xsd:documentation>The boolean Create Journal With Errors is
supplied to indicate to
                    the processing whether a journal for a ledger company with
Alternate Account
                    Sets enabled should be created even if there is no mapping
to a proper Alternate
                    Ledger Account.</xsd:documentation>
            </xsd:annotation>
        </xsd:attribute>
    </xsd:complexType>
    <xsd:complexType name="AccountingJournalDataType">
        <xsd:annotation>
            <xsd:documentation>Accounting Journal Data</xsd:documentation>
            <xsd:appinfo>
                <Validation>
                    <ValidationMessage>The ledger period status for the
journal is not
                        valid.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>A Book Code can only be selected if the
Ledger Type is
                        Actuals.</xsd:documentation>
                    <ValidationMessage>A Book Code can only be selected if the
Ledger Type is
                        Actuals.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>Reversal date must be greater than or
equal to the accounting
                        date.</xsd:documentation>
                    <ValidationMessage>Reversal date must be greater than or
equal to the
                        accounting date.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>If "create reversal" is not requested,
then Reversal date
                        must not contain a value.</xsd:documentation>
                    <ValidationMessage>If "create reversal" is not requested,
then Reversal date
                        must not contain a value.</ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>The date selected does not have a valid
ledger period
                        associated with it.</ValidationMessage>
                </Validation>
                <Validation>
                    <xsd:documentation>Reversal cannot be created because the
ledger period for the
                        reversal date does not exist or is not in a valid
status for journal
```

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```
                        reversals. Please use one of the Ledger/Ledger Period
tasks to create the
                        period.</xsd:documentation>
                    <ValidationMessage>Reversal cannot be created because the
ledger period for
                        the reversal date does not exist or is not in a valid
status for journal
                        reversals. Please use one of the Ledger/Ledger Period
tasks to create the
                        period.</ValidationMessage>
                </Validation>
                <Validation>
                    <ValidationMessage>The following ledger period after the
selected ledger
                        period must be in valid status in order to create this
reversing
                        journal.</ValidationMessage>
                </Validation>
            </xsd:appinfo>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="AccountingJournalReferenceID" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Accounting
                        Journal</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="AccountingJournalReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="BusinessProcessParameters"
type="FinancialsBusinessProcessParametersType" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Business Process Parameters provide the
ability to
                        auto-submit to the business process.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AccountingJournalID" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Accounting Journal Reference ID. This
is the Accounting
                        Journal unique identifier</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Submit" type="xsd:boolean" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Submit for Approval is a boolean flag
indicating if the
                        transaction is to be submitted or saved in draft mode.
If this flag is set,
                        the transaction will be submitted, otherwise the
transaction is saved in
                        draft.</xsd:documentation>
                </xsd:annotation>
```

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```
            </xsd:element>
            <xsd:element name="DisableOptionalWorktagBalancing"
type="xsd:boolean" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Disables Optional Worktag balancing for
the given
                        journal.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="LockedinWorkday" type="xsd:boolean"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Locked in Workday is a boolean flag
controlling user ability
                        to edit the transaction. If the flag is set the user
can't edit, cancel or
                        change the transaction inside the Workday application,
however the user can
                        submit a draft transaction. The transaction can only
be updated from the web
                        service.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="RoundLedgerAmounts" type="xsd:boolean"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Round Ledger Amounts allows for
automatically balancing
                        rounding differences for the ledger amounts for a
multi-currency Journal
                        Entry as long as the following criteria are met:*All
Line Company References
                        must match the Company Reference for the Accounting
Journal*No Ledger Debit
                        or Ledger Credit Amounts are populated*All journal
lines use the same
                        currency rate*All journal lines use the same
transaction currency*A
                        Balancing Worktag Reference is not specified for the
Accounting
                        Journal</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="JournalforAllLedgers" type="xsd:boolean"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>If true, indicates if the journal is an
all ledgers journal
                        and Workday creates a primary journal. If the company
has an alternate
                        ledger currency configured, Workday also creates the
alternate ledger. If
                        false or blank, indicates the journal is a single
ledger
                        journal.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="JournalNumber" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Journal Number. The Journal Number will
be automatically
                        generated through the sequencing number
configuration.</xsd:documentation>
```

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```
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CompanyReferenceID" minOccurs="1"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Company which
 holds the
                        asset</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>If the currency is specified,
 it must match the
                                default currency for the company.</
xsd:documentation>
                            <ValidationMessage>If the currency is specified,
 it must match the
                                default currency for the company.</
ValidationMessage>
                        </Validation>
                        <Validation>
                            <xsd:documentation>Journal must be an Adjustment
 Journal to be submitted
                                in an Adjustment Period.</xsd:documentation>
                            <ValidationMessage>Use an adjustment journal when
 submitting in an
                                adjustment period for the company [company].</
ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="CompanyReferenceEnumeration" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="Currency" type="xsd:string" minOccurs="1"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to the currency of the
 company. If entered, this
                        field is not processed on inbound Workday Journal
 Connector
                        requests.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>If the currency is specified,
 it must match the
                                default currency for the company.</
xsd:documentation>
                            <ValidationMessage>If the currency is specified,
 it must match the
                                default currency for the company.</
ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="LedgerType" type="xsd:string" minOccurs="1"
 maxOccurs="1">
                <xsd:annotation>
```

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```
                    <xsd:documentation>Reference ID to an existing Ledger
Type</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="BookCode" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to the Book Code the Journal
is booked
                        to</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AccountingDate" type="xsd:date" minOccurs="1"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Accounting Date</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <ValidationMessage>You can't change the accounting
date outside of
                                the current period if the journal or
intercompany child journals
                                have a journal sequence number. Change the
accounting date to a date
                                within [period].</ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="JournalSource" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Journal
Source</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>Journal Source must be an
Accounting Journal
                                Source.</xsd:documentation>
                            <ValidationMessage>Journal Source must be an
Accounting Journal
                                Source.</ValidationMessage>
                        </Validation>
                        <Validation>
                            <ValidationMessage>You can’t change the Journal
Source when a
                                journal or intercompany child journal has a
journal sequence
                                number.</ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:choice>
                <xsd:element name="BalancingWorktagReferenceID" minOccurs="0"
maxOccurs="1">
                    <xsd:annotation>
                        <xsd:documentation>Anchor balancing worktag for
journal.</xsd:documentation>
                        <xsd:appinfo>
                            <Validation>
                                <xsd:documentation>You must have worktag
balancing enabled in order to
```

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```
                                    define a Balancing Worktag Reference.</
xsd:documentation>
                                <ValidationMessage>Balancing worktag reference
 cannot be entered if
                                    worktag balancing is not enabled.</
ValidationMessage>
                            </Validation>
                            <Validation>
                                <xsd:documentation>The Balancing Worktag
 Reference must be of the same
                                    type as defined for Balancing Worktags at
 the tenant
                                    level.</xsd:documentation>
                                <ValidationMessage>Balancing worktag reference
 must be of the type:
                                    "[type]"</ValidationMessage>
                            </Validation>
                            <Validation>
                                <ValidationMessage>Balancing worktag reference
 cannot be entered
                                    when Round Ledger Amounts is specified.</
ValidationMessage>
                            </Validation>
                        </xsd:appinfo>
                    </xsd:annotation>
                    <xsd:complexType>
                        <xsd:simpleContent>
                            <xsd:extension base="xsd:string">
                                <xsd:attribute name="type"
 type="BalancingWorktagReferenceEnumeration" />
                            </xsd:extension>
                        </xsd:simpleContent>
                    </xsd:complexType>
                </xsd:element>
                <xsd:element name="BalancingWorktagExternalCode" minOccurs="0"
 maxOccurs="1">
                    <xsd:complexType>
                        <xsd:simpleContent>
                            <xsd:extension base="xsd:string">
                                <xsd:attribute name="name" />
                            </xsd:extension>
                        </xsd:simpleContent>
                    </xsd:complexType>
                </xsd:element>
            </xsd:choice>
            <xsd:element name="OptionalBalancingWorktagsReferenceID"
 minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Optional Anchor Balancing Worktags for
 the
                        Journal.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="AuditedAccountingWorktagReferenceEnumeration" use="required">
                                <xsd:annotation>
                                    <xsd:documentation>The unique identifier
 type. Each "ID" for an instance of
                                        an object contains a type and a value.
 A single instance of an object
                                        can have multiple "ID" but only a
 single "ID" per
```

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```
                                        "type".</xsd:documentation>
                                </xsd:annotation>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="OptionalBalancingWorktagsExternalCode"
 minOccurs="0" maxOccurs="unbounded">
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="name" />
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="RecordQuantity" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Record Quantity - set to True (1) if
 setting Quantity and
                        Unit of Measure on a journal line.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="JournalEntryMemo" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This transaction header memo will print
 on the delivered
                        transaction. It is optional freeform text</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="JournalExternalReferenceID" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Journal reference Id from external
 systems to maintain references and reconcilation</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="DocumentLink" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Link to supporting documents</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AdjustmentJournal" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Boolean flag indicating if the journal
 entry is an
                        adjustment.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <xsd:documentation>Journal must be an Adjustment
 Journal to be submitted
                                in an Adjustment Period.</xsd:documentation>
                            <ValidationMessage>Journal must be an Adjustment
 Journal to be
                                submitted in an Adjustment Period.</
ValidationMessage>
                        </Validation>
```

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```
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="IncludeTaxLines" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Boolean to enable Journal Line Tax
 Detail
                        Data.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreateReversal" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Boolean attribute indicating if the
 journal entry should
                        create a reversal</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ReversalDate" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Date for which the reversal journal is
 to be
                        posted.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ControlTotalAmount" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Control Total Amount</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="26" />
                        <xsd:fractionDigits value="6" />
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="CurrencyRateType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference ID to an existing instance of
 Currency Rate
                        Type</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AlternateLedgerCurrencyRateType"
 type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Contains reference to the currency rate
 type applied to an
                        alternate ledger when you create a journal entry.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="DisplayAccountSetID" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The Display Account Set (DAS) optional
 EC allows the caller
                        to specify the Account Set of which Account Set the
 Ledger Account is a
```

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```
                        member.This content is provided as a courtesy and
 clarification; if not
                        provided, the DAS will be derived from the Ledger
                        Account.</xsd:documentation>
                    <xsd:appinfo>
                        <Validation>
                            <ValidationMessage>Display Account Set must be the
 Primary or
                                Alternate Account Set for [company].</
ValidationMessage>
                        </Validation>
                    </xsd:appinfo>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="JournalEntryLineReplacementData"
 type="JournalEntryLineDataType" minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Journal Entry Line Data</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AttachmentData"
 type="FinancialsAttachmentDataType" minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Attachment Data</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="IntercompanySubProcessBPParameters"
 type="AccountingJournalIntercompanySubProcessType" minOccurs="0"
 maxOccurs="1" />
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="LedgerAccountObjectIDType">
        <xsd:annotation>
            <xsd:documentation>Contains a unique identifier for an instance of
 an
                object.</xsd:documentation>
        </xsd:annotation>
        <xsd:simpleContent>
            <xsd:extension base="xsd:string">
                <xsd:attribute name="type"
 type="LedgerAccountReferenceEnumeration" use="required">
                    <xsd:annotation>
                        <xsd:documentation>The unique identifier type. Each
 "ID" for an instance of
                            an object contains a type and a value. A single
 instance of an object
                            can have multiple "ID" but only a single "ID" per
                            "type".</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentId" type="xsd:string">
                    <xsd:annotation>
                        <xsd:documentation>Contains a unique identifier for an
 instance of a parent
                            object</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentType">
                    <xsd:annotation>
                        <xsd:documentation>The unique identifier type of a
 parent
                            object</xsd:documentation>
                    </xsd:annotation>
```

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```
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:string">
                            <xsd:annotation>
                                <xsd:appinfo>
                                    <xsd:enumeration value="WID" />
                                    <xsd:enumeration value="Account_Set_ID" />
                                </xsd:appinfo>
                            </xsd:annotation>
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:attribute>
            </xsd:extension>
        </xsd:simpleContent>
    </xsd:complexType>
</xsd:schema>
```

Ad Hoc Bank Transaction Connector

Steps: Set Up Ad Hoc Bank Transaction Connector

Prerequisites

- Access to an SFTP server that contains the ad hoc bank transaction files.
- The ad hoc bank transaction files must be in the Workday-defined XML or Comma-Separated Value (CSV) format.
- Create ledger accounts and worktags for all Workday accounts.

Context

You can create an integration to load ad hoc bank transactions from an external endpoint into Workday.

Steps

1. Access the **Create Source System** task and create 1 source for each external endpoint.

   Security: *Set Up: Map Worktags* domain in Worktags functional area.
2. Access the **Create Integration Worktag Mapping** task and map each external code to a corresponding ledger account and worktag in Workday.

   Security: *Set Up: Map Worktags* domain in Worktags functional area.
3. Access the **Create Integration System** task and enter *Core Connector: Ad Hoc Bank Transactions Inbound (Enhanced Performance)* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. Select **Integration System > Configure Integration Maps** as a related action on the integration system and map external values to internal Workday values.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
6. Set Up Integration Retrieval .

   Specify how the integration system retrieves ad hoc bank transaction files from your external endpoint.

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7. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
    - *Integration Event*
    - *Process: Ad hoc Bank Transaction - Core*

    See: Steps: Grant Integration or External Endpoint Access to Workday.
8. Launch an Integration .

    Schedule how often the integration system runs.
9. Create Integration Notifications .

    Configure your integration to send notification messages to specified groups for integration events.

Concept: Ad Hoc Bank Transaction Connector

The *Core Connector: Ad Hoc Bank Transactions Inbound (Enhanced Performance)* integration template enables you to import ad hoc bank transactions into Workday from an external endpoint. The integration template supports import of ad hoc bank transactions in Workday-defined XML and Comma-Separated Value (CSV) formats.

Ad Hoc Bank Transaction Connector Integration and Supporting Tasks

The Connector consists of these components and supporting tasks:

Component	Description
Create Source System	This task enables you to define external source endpoints.
Create Integration Worktag Mapping	Define mapping between: • External codes for source accounts. • Corresponding ledger accounts or worktags in Workday.
Core Connector: Ad Hoc Bank Transactions Inbound (Enhanced Performance)	This integration template enables you to create an integration system that: • Retrieves an XML or CSV file from an external SFTP endpoint that contains ad hoc bank transaction data. • Translates data by applying the mapping rules that you define with the **Create Integration Worktag Mapping** task. Applies mapping rules that you define directly in the integration as part of integration maps. • Loads the data into Workday. • Supports reporting and error handling at the ad hoc bank transaction and line levels for ad hoc bank transactions.

Launch/Schedule Options

Workday provides these launch schedule options for the integration:

- Launch by an Integration step on a business process.
- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

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Processing Notes

If the *LedgerAccountingReferenceID* element exists in the Connector input file, Workday ignores the external code values that map to ledger accounts. You can override integration attribute values by populating them in the input file.

Reference: Ad Hoc Bank Transaction Connector XML Schema

```
<?xml version='1.0' encoding='UTF-8'?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified" attributeFormDefault="qualified"
 xmlns="urn:com.workday/AdHocBankTransactionConnector"
 targetNamespace="urn:com.workday/AdHocBankTransactionConnector">
 <xsd:element name="AdhocBankTransactionRequest"
 type="AdhocBankTransactionRequestType"/>
 <xsd:complexType name="AdhocBankTransactionRequestType">
  <xsd:annotation>
   <xsd:documentation>Contains data for creating or updating an ad hoc
    bank transaction and
    submitting for business processing
   </xsd:documentation>
   <xsd:appinfo>
    <Validation>
     <Validation_Message>The Ad hoc Bank Transaction cannot be
      edited.
     </Validation_Message>
    </Validation>
    <Validation>
     <Validation_Message>The Web Service is set to Add Only; documents
      cannot be
      resubmitted.
     </Validation_Message>
    </Validation>
   </xsd:appinfo>
  </xsd:annotation>
  <xsd:sequence>
   <xsd:element name="AdhocBankTransactionData"
 type="AdhocBankTransactionDataType"
    minOccurs="0" maxOccurs="unbounded">
    <xsd:annotation>
     <xsd:documentation>Ad hoc Bank Transaction Data</xsd:documentation>
    </xsd:annotation>
   </xsd:element>
  </xsd:sequence>
 </xsd:complexType>

 <xsd:complexType name="AdhocBankTransactionDataType">
  <xsd:annotation>
   <xsd:documentation>Element containing all Ad hoc Bank Transaction
    data</xsd:documentation>
  </xsd:annotation>
  <xsd:sequence>
   <xsd:element name="AdhocBankTransactionReferenceID"
    minOccurs="0" maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Reference to an existing Ad hoc Bank Transaction
      for update
      only purposes.
     </xsd:documentation>
    </xsd:annotation>
    <xsd:complexType>
     <xsd:simpleContent>
      <xsd:extension base="xsd:string">
```

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```
      <xsd:attribute name="type"
       type="AdHocBankTransactionReferenceEnumeration" use="required">
      </xsd:attribute>
     </xsd:extension>
    </xsd:simpleContent>
   </xsd:complexType>
  </xsd:element>
  <xsd:element name="BusinessProcessParameters"
   type="FinancialsBusinessProcessParametersType" minOccurs="0"
   maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Business Process Parameters provide the ability
     to
     auto-submit to the business process.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="AdhocBankTransactionID" type="xsd:string"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Ad hoc Bank Transaction ID. This is the unique
     identfier for
     the Ad hoc Bank Transaction. If no ID is specified, the system will
     generate
     one automatically.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="Submit" type="xsd:boolean" minOccurs="0"
   maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Submit for Approval is a boolean flag indicating
     if the
     transaction is to be submitted or saved in draft mode. If this flag is
set,
     the transaction will be submitted, otherwise the transaction is
     saved in
     draft.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="LockedinWorkday" type="xsd:boolean"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Locked in Workday is a boolean flag controlling
     user ability
     to edit the transaction. If the flag is set the user can't edit,
     cancel or
     change the transaction inside the Workday application, however the
user
     can
     submit a draft transaction. The transaction can only be updated from
the
     web
     service.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TransactionDate" type="xsd:date"
   minOccurs="1" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Ad hoc Bank Transaction Date</xsd:documentation>
   </xsd:annotation>
  </xsd:element>
```

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```
<xsd:element name="TransactionMemo" type="xsd:string"
 minOccurs="1" maxOccurs="1">
 <xsd:annotation>
  <xsd:documentation>Free form text field foran Ad hoc Bank
   Transaction
   memo
  </xsd:documentation>
 </xsd:annotation>
</xsd:element>
<xsd:element name="CompanyReferenceID" minOccurs="1"
 maxOccurs="1">
 <xsd:annotation>
  <xsd:documentation>Reference to an existing Company which holds the
   asset
  </xsd:documentation>
 </xsd:annotation>
 <xsd:complexType>
  <xsd:simpleContent>
   <xsd:extension base="xsd:string">
    <xsd:attribute name="type" type="CompanyReferenceEnumeration"
     use="required" />
   </xsd:extension>
  </xsd:simpleContent>
 </xsd:complexType>
</xsd:element>
<xsd:element name="Currency" type="xsd:string" minOccurs="1"
 maxOccurs="1">
 <xsd:annotation>
  <xsd:documentation>Reference to the currency of the company. If
   entered, this
   field is not processed on inbound Workday Web Services
   requests.
  </xsd:documentation>
  <xsd:appinfo>
   <Validation>
    <xsd:documentation>Transaction Currency not accepted by selected
     Bank
     Account.
    </xsd:documentation>
    <Validation_Message>Transaction Currency not accepted by selected
     Bank Account.
    </Validation_Message>
   </Validation>
  </xsd:appinfo>
 </xsd:annotation>
</xsd:element>
<xsd:element name="BankAccountReferenceID" minOccurs="1"
 maxOccurs="1">
 <xsd:annotation>
  <xsd:documentation>Reference to an existing Bank Account
  </xsd:documentation>
  <xsd:appinfo>
   <Validation>
    <xsd:documentation>Bank Account is not valid for
     Company.
    </xsd:documentation>
    <Validation_Message>Bank Account is not valid for
     Company.
    </Validation_Message>
   </Validation>
  </xsd:appinfo>
 </xsd:annotation>
 <xsd:complexType>
  <xsd:simpleContent>
```

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```
      <xsd:extension base="xsd:string">
       <xsd:attribute name="type"
        type="FinancialAccountReferenceEnumeration" use="required" />
      </xsd:extension>
     </xsd:simpleContent>
    </xsd:complexType>
   </xsd:element>
   <xsd:element name="CurrencyRateType" type="xsd:string"
    minOccurs="0" maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Reference ID to an existing instance of Currency
      Rate
      Type
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="CurrencyRateOverride" minOccurs="0"
    maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Transaction to Bank Account Currency Conversion
      Rate
     </xsd:documentation>
     <xsd:appinfo>
      <Validation>
       <xsd:documentation>Currency Conversion Rate not valid on
        non-foreign
        currency transaction.
       </xsd:documentation>
       <Validation_Message>Currency Conversion Rate not valid on
        non-foreign
        currency transaction.
       </Validation_Message>
      </Validation>
     </xsd:appinfo>
    </xsd:annotation>
    <xsd:simpleType>
     <xsd:restriction base="xsd:decimal">
      <xsd:totalDigits value="24" />
      <xsd:fractionDigits value="12" />
     </xsd:restriction>
    </xsd:simpleType>
   </xsd:element>
   <xsd:element name="TransactionAmount" minOccurs="1"
    maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Transaction Amount</xsd:documentation>
    </xsd:annotation>
    <xsd:simpleType>
     <xsd:restriction base="xsd:decimal">
      <xsd:totalDigits value="18" />
      <xsd:minInclusive value="0" />
      <xsd:fractionDigits value="3" />
     </xsd:restriction>
    </xsd:simpleType>
   </xsd:element>
   <xsd:choice>
    <xsd:element name="DepositOrWithdrawal"
type="DepositOrWithdrawalEnumeration"
     minOccurs="1" maxOccurs="1">
     <xsd:annotation>
      <xsd:documentation>Field that indicates if the Ad hoc Bank
       Transaction is
       deposit or withdrawal
      </xsd:documentation>
```

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```
    </xsd:annotation>
   </xsd:element>
  </xsd:choice>
  <xsd:element name="AdhocBankTransactionPurposeReferenceID"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Reference to an existing Ad hoc Bank Transaction
     Purpose
    </xsd:documentation>
   </xsd:annotation>
   <xsd:complexType>
    <xsd:simpleContent>
     <xsd:extension base="xsd:string">
      <xsd:attribute name="type"
       type="AdHocBankTransactionPurposeReferenceEnumeration"
use="required" />
     </xsd:extension>
    </xsd:simpleContent>
   </xsd:complexType>
  </xsd:element>
  <xsd:element name="TransactionID" type="xsd:string"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Free-form Text for any reference notes
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="ExternalReference" type="xsd:string"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>External Reference for the Ad Hoc Bank
     Transaction</xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="JournalSource" type="xsd:string"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Enter Journal Source to record Ad Hoc Bank
     Transaction.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="RemoveBankAccountWorktagonOffset"
   type="xsd:boolean" minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>When this attribute is yes, it excludes the Bank
     Account
     worktag on Offset journal entries
    </xsd:documentation>
    <xsd:appinfo>
     <Validation>
      <Validation_Message>Please enter a Valid Value for Remove Bank
       Account Worktag on Offset field.
      </Validation_Message>
     </Validation>
    </xsd:appinfo>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="EliminateFXGainLoss" type="xsd:boolean"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>When this attribute is yes, the foreign exchange
     gain/loss is
     eliminated from the transaction
```

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```
    </xsd:documentation>
    <xsd:appinfo>
     <Validation>
      <Validation_Message>Please enter a Valid Value for Eliminate FX
       Gain/Loss field
      </Validation_Message>
     </Validation>
    </xsd:appinfo>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TransactionLineReplacementData"
type="TransactionLineReplacementDataType"
   minOccurs="0" maxOccurs="unbounded">
   <xsd:annotation>
    <xsd:documentation>Ad hoc Bank Transaction Transaction Lines
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TaxCodeData" type="TaxableCodeApplicationDataType"
       minOccurs="0" maxOccurs="unbounded"/>
  <xsd:element name="AttachmentData" type="FinancialsAttachmentDataType"
   minOccurs="0" maxOccurs="unbounded" />
  <xsd:element name="AdhocBankTransactionIntercompanySubProcess"
   type="AdhocBankTransactionIntercompanySubProcessType" minOccurs="0"
   maxOccurs="1" />
 </xsd:sequence>
 <xsd:attribute name="AddOnly" type="xsd:boolean">
  <xsd:annotation>
   <xsd:documentation>Add Only Flag. Indicates that the service is an
    add only, not an
    update.
   </xsd:documentation>
  </xsd:annotation>
 </xsd:attribute>
</xsd:complexType>

<xsd:complexType name="FinancialsBusinessProcessParametersType">
 <xsd:annotation>
  <xsd:documentation>Contains data for business processing
  </xsd:documentation>
 </xsd:annotation>
 <xsd:sequence>
  <xsd:element name="AutoComplete" type="xsd:boolean"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>When set to "true" or "1", the business process
     is
     automatically processed. This means that all approvals will be
automatically
     approved in the system, all reviews and to-do's will be
     automatically
     by-passed, and all notifications will be automatically
     suppressed.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="Comment" type="xsd:string" minOccurs="0"
   maxOccurs="1">
   <xsd:annotation>
    <xsd:appinfo>
     <Validation>
      <Validation_Message>This Business Process has been configured to
       disable comment. Please remove the comment or change the setting
       in
```

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```
        the Business Process Policy or tenant setup.
       </Validation_Message>
      </Validation>
     </xsd:appinfo>
     <xsd:documentation>Free form comment regarding the business
      process.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="WorkerReferenceID" minOccurs="0"
    maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Default the Person making the comment to the
      processing
      person if not submitted via the web service.
     </xsd:documentation>
    </xsd:annotation>
    <xsd:complexType>
     <xsd:simpleContent>
      <xsd:extension base="xsd:string">
       <xsd:attribute name="type" type="WorkerReferenceEnumeration"
        use="required">
       </xsd:attribute>
      </xsd:extension>
     </xsd:simpleContent>
    </xsd:complexType>
   </xsd:element>
  </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="TransactionLineReplacementDataType">
 <xsd:annotation>
  <xsd:documentation>Contains data for an Ad hoc Bank Transaction Line
  </xsd:documentation>
  <xsd:appinfo>
   <Validation>
    <xsd:documentation>The Amount for an Ad hoc Bank Transaction Line
     cannot be
     zero.
    </xsd:documentation>
    <Validation_Message>The Amount for an Ad hoc Bank Transaction Line
     cannot be
     zero.
    </Validation_Message>
   </Validation>
   <Validation>
    <xsd:documentation>Please specify either a Ledger Account or an
     accounting
     category (Spend Category or Revenue Category). You cannot specify
     both.
    </xsd:documentation>
    <Validation_Message>Please specify either a Ledger Account or an
     accounting
     category (Spend Category or Revenue Category). You cannot specify
     both.
    </Validation_Message>
   </Validation>
   <Validation>
    <xsd:documentation>Only one worktag for each type is allowed for
     each document
     line.
    </xsd:documentation>
    <Validation_Message>Only one worktag for each type is allowed for
     each
```

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```
      document line.
     </Validation_Message>
    </Validation>
    <Validation>
     <xsd:documentation>Cannot have an Employee Worktag along with a
      Contingent
      Worker Worktag for the same line.
     </xsd:documentation>
     <Validation_Message>Cannot have an Employee Worktag along with a
      Contingent
      Worker Worktag for the same line.
     </Validation_Message>
    </Validation>
    <Validation>
     <xsd:documentation>Can not have any combination of Project, Project
      Phase or
      Project Task worktags for the same line.
     </xsd:documentation>
     <Validation_Message>Can not have any combination of Project,
      Project Phase or
      Project Task worktags for the same line.
     </Validation_Message>
    </Validation>
    <Validation>
     <xsd:documentation>The worktag selected is a Position for a
      Supervisory
      Organization whose staffing model is Position Management. Please
select a
      Position Restriction or a Position for a Headcount or Job
      Management
      staffing model.
     </xsd:documentation>
     <Validation_Message>The worktag selected is a Position for a
      Supervisory
      Organization whose staffing model is Position Management. Please
select a
      Position Restriction or a Position for a Headcount or Job
      Management
      staffing model.
     </Validation_Message>
    </Validation>
    <Validation>
     <Validation_Message>Grant Worktag selected: [grant] does not match
      Company:
      [company] on an Award Line in effect
     </Validation_Message>
    </Validation>
    <Validation>
     <Validation_Message>The following worktag type(s) are required:
      [missing]
     </Validation_Message>
    </Validation>
    <Validation>
     <Validation_Message>The following worktag(s) are invalid:
      [invalid]
     </Validation_Message>
    </Validation>
   </xsd:appinfo>
  </xsd:annotation>
  <xsd:sequence>
   <xsd:element name="LineOrder" type="xsd:string"
    minOccurs="0" maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Optional line order. If specified, lines will be
```

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```
      sorted by
      this value when displayed and when invoice is printed.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="IntercompanyAffiliateReferenceID"
    minOccurs="0" maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>This is the reference id value of the Company.If
      this is
      blank, Workday will default the company from the invoice header. If a
      value
      is provided that is different from the invoice header, workday
      validates
      that there is an appropriate intercompany relationship
      configured.
     </xsd:documentation>
     <xsd:appinfo>
      <Common_Reference_ID_Type>Company_Reference_ID
      </Common_Reference_ID_Type>
      <Validation>
       <xsd:documentation>The company is not configured for intercompany
        transactions with the company specified
       </xsd:documentation>
       <Validation_Message>[2] is not configured to allow intercompany
        transactions with [1]
       </Validation_Message>
      </Validation>
     </xsd:appinfo>
    </xsd:annotation>
    <xsd:complexType>
     <xsd:simpleContent>
      <xsd:extension base="xsd:string">
       <xsd:attribute name="type" type="CompanyReferenceEnumeration"
        use="required" />
      </xsd:extension>
     </xsd:simpleContent>
    </xsd:complexType>
   </xsd:element>
   <xsd:element name="ResourceCategoryReferenceID"
    minOccurs="0" maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>This is the reference id value of the spend
      category. A spend
      category is a classification of items and services that drive the
      accounting. All expense items are associated with a Spend Category
      and sales
      items are associated with a Revenue Category.If a value is provided
for
      sales item, revenue category will default so it is recommended to
      provide a
      value for either sales item or revenue category but not both. It is
      required
      if sales item is blank.
     </xsd:documentation>
    </xsd:annotation>
    <xsd:complexType>
     <xsd:simpleContent>
      <xsd:extension base="xsd:string">
       <xsd:attribute name="type"
        type="SpendCategoryReferenceEnumeration" use="required" />
      </xsd:extension>
     </xsd:simpleContent>
    </xsd:complexType>
```

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```
  </xsd:element>
  <xsd:element name="RevenueCategoryReferenceID" minOccurs="0"
   maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Reference to an existing Spend Category. A Spend
     Category is
     a classification of items and services that drive the accounting.
     All sales
     items are associated with a Revenue Category and expense items are
     associated with a Spend Category.
    </xsd:documentation>
   </xsd:annotation>
   <xsd:complexType>
    <xsd:simpleContent>
     <xsd:extension base="xsd:string">
      <xsd:attribute name="type"
       type="RevenueCategoryReferenceEnumeration" use="required" />
     </xsd:extension>
    </xsd:simpleContent>
   </xsd:complexType>
  </xsd:element>
  <xsd:element name="LedgerAccountReferenceID"
type="LedgerAccountObjectIDType"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Reference to an existing Ledger Account. The
     Ledger Account
     reference is a 2 part reference ID, composed of the Ledger Account ID
and
     the Reference ID for the Ledger Account Set it is organized
     into.
    </xsd:documentation>
    <xsd:appinfo>
     <Validation>
      <xsd:documentation>Ledger Account is not valid for the Company
       Account
       Set
      </xsd:documentation>
      <Validation_Message>Ledger Account: [ledger account] is not valid
       for
       company [company]'s account set.
      </Validation_Message>
     </Validation>
     <Validation>
      <xsd:documentation>At least one of the Ledger Accounts entered is
       retired. Only non retired accounts are allowed.
      </xsd:documentation>
      <Validation_Message>At least one of the Ledger Accounts entered
       is
       retired. Only non retired accounts are
       allowed.
      </Validation_Message>
     </Validation>
     <Validation>
      <xsd:documentation>The Ledger Account has a restriction that does
       not
       allow it to be used by the Company specified.
      </xsd:documentation>
      <Validation_Message>The [type] is/are not available for use with
       the
       company/s: [partitionable] [company]
      </Validation_Message>
     </Validation>
    </xsd:appinfo>
```

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```
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="AlternateLedgerAccountReferenceID"
    type="LedgerAccountObjectIDType" minOccurs="0" maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Alternate Ledger Account (ALA) provides the
      ability, when
      Alternate Account Set is enabled for the header company, to override
the
      account to which the Ledger Account is mapped by the Alternate
      Account Set
      Mapping rules.I.E. - if the Ledger Account is 1000 Cash, and the
mapping
      rules map the journal to the 1100 Alternate Cash account, setting
      the ALA to
      1200: Other Cash Account will cause the journal to use Other Cash
      rather
      than Alternate Cash.
     </xsd:documentation>
     <xsd:appinfo>
      <Validation>
       <xsd:documentation>You are attempting to set an alternate ledger
        account
        for a company which does not have an alternate account
        set.
       </xsd:documentation>
       <Validation_Message>You are attempting to set an alternate ledger
        account for a company which does not have an alternate account
        set.
       </Validation_Message>
      </Validation>
      <Validation>
       <xsd:documentation>Ledger Account is not valid for the Company
        Account
        Set
       </xsd:documentation>
       <Validation_Message>Ledger Account: [ledger account] is not valid
        for
        company [company]'s account set.
       </Validation_Message>
      </Validation>
      <Validation>
       <xsd:documentation>At least one of the Ledger Accounts entered is
        retired. Only non retired accounts are allowed.
       </xsd:documentation>
       <Validation_Message>At least one of the Ledger Accounts entered
        is
        retired. Only non retired accounts are
        allowed.
       </Validation_Message>
      </Validation>
      <Validation>
       <xsd:documentation>The Ledger Account has a restriction that does
        not
        allow it to be used by the Company specified.
       </xsd:documentation>
       <Validation_Message>The [type] is/are not available for use with
        the
        company/s: [partitionable] [company]
       </Validation_Message>
      </Validation>
     </xsd:appinfo>
    </xsd:annotation>
   </xsd:element>
```

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```
  <xsd:element name="LineAmount" minOccurs="1" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Line Amount</xsd:documentation>
   </xsd:annotation>
   <xsd:simpleType>
    <xsd:restriction base="xsd:decimal">
     <xsd:totalDigits value="26" />
     <xsd:fractionDigits value="6" />
    </xsd:restriction>
   </xsd:simpleType>
  </xsd:element>
  <xsd:element name="TaxApplicabilityReferenceID"
type="TaxApplicabilityObjectIDType"
   minOccurs="0">
   <xsd:annotation>
    <xsd:documentation>This is the reference id value of the tax
     applicability. If
     the transaction line has a tax code then tax
     applicability is
     required.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TaxCodeReferenceID" type="TaxCodeObjectIDType"
   minOccurs="0">
   <xsd:annotation>
    <xsd:documentation>This is the reference id value of the tax code.
     If the
     transaction line has a tax applicability value, Workday will
     validate that
     the transaction line also has a tax code.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TaxRateOptionsData" type="TaxRateOptionsDataType"
   minOccurs="0" /> f

  <xsd:element name="LineMemo" type="xsd:string" minOccurs="0"
   maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Memo for the line</xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="WorktagsReferenceID" minOccurs="0"
   maxOccurs="unbounded">
   <xsd:annotation>
    <xsd:documentation>Reference to existing worktags. Worktags are a
     way to mark
     tasks and business objects to make them easier to access and
summarize.
     Each
     transaction can include one value for each worktag type and is subject
to
     configurable validation when submitted for approval.
    </xsd:documentation>
    <xsd:appinfo>
     <Validation>
      <xsd:documentation>The Worktags provided are not valid for this
       transaction
      </xsd:documentation>
      <Validation_Message>[list of worktag types] not valid for this
       transaction.
      </Validation_Message>
     </Validation>
```

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```
      <Validation>
       <xsd:documentation>A Revenue Category cannot be selected as a
        Worktag if
        one is already selected in the line.
       </xsd:documentation>
       <Validation_Message>A Revenue Category cannot be selected as a
        Worktag if one is already selected in the
        line.
       </Validation_Message>
      </Validation>
      <Validation>
       <xsd:documentation>A Spend Category cannot be selected as a
        Worktag if
        one is already selected in the line.
       </xsd:documentation>
       <Validation_Message>A Spend Category cannot be selected as a
        Worktag
        if one is already selected in the line.
       </Validation_Message>
      </Validation>
      <Validation>
       <xsd:documentation>You have chosen an invalid combination of
        header
        company, line company, and intercompany
        affiliate.
       </xsd:documentation>
       <Validation_Message>The intercompany affiliate [worktag] may not
        be
        chosen when specifying header company [header company] and line
        company [line company].
       </Validation_Message>
      </Validation>
      <Validation>
       <xsd:documentation>When Worktag Balancing is enabled at the
        tenant
        level, this transaction must have a balancing worktag
        specified.
       </xsd:documentation>
       <Validation_Message>Select a balancing worktag for Worktags of
        the
        following type: [type]
       </Validation_Message>
      </Validation>
      <Validation>
       <Validation_Message>[missing worktags message web
        services]
       </Validation_Message>
      </Validation>
      <Validation>
       <Validation_Message>[missing worktags message web
        services]
       </Validation_Message>
      </Validation>
      <Validation>
       <Validation_Message>[worktag value] is not permitted as an
        allowed
        value for worktag type: [worktag type], because it is
        inactive.
       </Validation_Message>
      </Validation>
      <Validation>
       <Validation_Message>The [type] is/are not available for use with
        the
        company/s: [partitionable] [company]
```

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```
      </Validation_Message>
     </Validation>
    </xsd:appinfo>
   </xsd:annotation>
   <xsd:complexType>
    <xsd:simpleContent>
     <xsd:extension base="xsd:string">
      <xsd:attribute name="type"
       type="AccountingWorktagReferenceEnumeration" use="required" />
     </xsd:extension>
    </xsd:simpleContent>
   </xsd:complexType>
  </xsd:element>
  <xsd:element name="BalancingWorktagAffiliateReferenceID"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Used to define a Balancing Worktag Affiliate
     when Balancing
     Worktags is enabled.
    </xsd:documentation>
    <xsd:appinfo>
     <Validation>
      <xsd:documentation>The Balancing Worktag Affiliate Type must be
       of the
       same type as defined for Balancing Worktags at the tenant
       level.
      </xsd:documentation>
      <Validation_Message>Enter a Balancing Worktag Affiliate that is
       the
       type [tenant type].
      </Validation_Message>
     </Validation>
     <Validation>
      <xsd:documentation>You must have Worktag Balancing enabled in
       order to
       define a Worktag Balancing Affiliate.
      </xsd:documentation>
      <Validation_Message>You must have Worktag Balancing enabled in
       order
       to define a Worktag Balancing Affiliate.
      </Validation_Message>
     </Validation>
     <Validation>
      <Validation_Message>The Balancing Worktag in the Worktags field
       is
       not allowed to be the same as the Balancing Worktag
       Affiliate.
      </Validation_Message>
     </Validation>
     <Validation>
      <Validation_Message>When an Intercompany Affiliate is present in
       the
       Worktags field you are not allowed to have a Balancing Worktag
       Affiliate.
      </Validation_Message>
     </Validation>
     <Validation>
      <Validation_Message>The [type] is/are not available for use with
       the
       company/s: [partitionable] [company]
      </Validation_Message>
     </Validation>
    </xsd:appinfo>
   </xsd:annotation>
```

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```
    <xsd:complexType>
     <xsd:simpleContent>
      <xsd:extension base="xsd:string">
       <xsd:attribute name="type"
        type="BalancingWorktagReferenceEnumeration" use="required" />
      </xsd:extension>
     </xsd:simpleContent>
    </xsd:complexType>
   </xsd:element>
   <xsd:element name="ExternalCode" minOccurs="0" maxOccurs="unbounded">
    <xsd:complexType>
     <xsd:simpleContent>
      <xsd:extension base="xsd:string">
       <xsd:attribute name="name" type="xsd:string" />
      </xsd:extension>
     </xsd:simpleContent>
    </xsd:complexType>
   </xsd:element>
  </xsd:sequence>
 </xsd:complexType>

 <xsd:complexType name="LedgerAccountObjectIDType">
  <xsd:annotation>
   <xsd:documentation>Contains a unique identifier for an instance of an
    object.
   </xsd:documentation>
  </xsd:annotation>
  <xsd:simpleContent>
   <xsd:extension base="xsd:string">
    <xsd:attribute name="type"
     type="LedgerAccountReferenceEnumeration" use="required">
     <xsd:annotation>
      <xsd:documentation>The unique identifier type. Each "ID" for an
       instance of
       an object contains a type and a value. A single instance of an
       object
       can have multiple "ID" but only a single "ID" per
       "type".
      </xsd:documentation>
     </xsd:annotation>
    </xsd:attribute>
    <xsd:attribute name="parent_id" type="xsd:string">
     <xsd:annotation>
      <xsd:documentation>Contains a unique identifier for an instance of
       a parent
       object
      </xsd:documentation>
     </xsd:annotation>
    </xsd:attribute>
    <xsd:attribute name="parent_type">
     <xsd:annotation>
      <xsd:documentation>The unique identifier type of a parent
       object
      </xsd:documentation>
     </xsd:annotation>
     <xsd:simpleType>
      <xsd:restriction base="xsd:string">
       <xsd:annotation>
        <xsd:appinfo>
         <enumeration value="WID" />
         <enumeration value="Account_Set_ID" />
        </xsd:appinfo>
       </xsd:annotation>
      </xsd:restriction>
```

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```
    </xsd:simpleType>
   </xsd:attribute>
  </xsd:extension>
 </xsd:simpleContent>
</xsd:complexType>

<xsd:complexType name="FinancialsAttachmentDataType">
 <xsd:annotation>
  <xsd:documentation>Encapsulating element containing all Business
   Document Attachment
   data.
  </xsd:documentation>
  <xsd:appinfo>
   <Validation>
    <Validation_Message>If a file name is specified for a Financial
     Attachment,
     File Content and Content Type are required.
    </Validation_Message>
   </Validation>
  </xsd:appinfo>
 </xsd:annotation>
 <xsd:sequence>
  <xsd:element name="FileContent" type="xsd:base64Binary"
   minOccurs="0" maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>File content in binary format.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="Comment" type="xsd:string" minOccurs="0"
   maxOccurs="1">
   <xsd:annotation>
    <xsd:documentation>Comment</xsd:documentation>
   </xsd:annotation>
  </xsd:element>
 </xsd:sequence>
 <xsd:attribute name="contentType">
  <xsd:annotation>
   <xsd:documentation>Text attribute identifying Content Type of the
    Attachment.
   </xsd:documentation>
  </xsd:annotation>
  <xsd:simpleType>
   <xsd:restriction base="xsd:string">
    <xsd:maxLength value="80" />
   </xsd:restriction>
  </xsd:simpleType>
 </xsd:attribute>
 <xsd:attribute name="fileName">
  <xsd:annotation>
   <xsd:documentation>Text attribute identifying Filename of the
    Attachment.
   </xsd:documentation>
  </xsd:annotation>
  <xsd:simpleType>
   <xsd:restriction base="xsd:string">
    <xsd:maxLength value="255" />
   </xsd:restriction>
  </xsd:simpleType>
 </xsd:attribute>
 <xsd:attribute name="encoding" type="xsd:string">
  <xsd:annotation>
   <xsd:documentation>Text attribute identifying Encoding of the
    Attachment.
```

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```
    </xsd:documentation>
   </xsd:annotation>
  </xsd:attribute>
  <xsd:attribute name="compressed" type="xsd:boolean">
   <xsd:annotation>
    <xsd:documentation>Boolean attribute identifying whether the
     Attachment is
     compressed.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:attribute>
 </xsd:complexType>

 <xsd:complexType name="AdhocBankTransactionIntercompanySubProcessType">
  <xsd:annotation>
   <xsd:documentation>Wrapper for the Ad Hoc Bank Transaction
    Intercompany Sub Process. It
    allows you to specify parameters for the sub process.
   </xsd:documentation>
  </xsd:annotation>
  <xsd:sequence>
   <xsd:choice>
    <xsd:element name="AutoComplete" type="xsd:boolean"
     minOccurs="0" maxOccurs="1">
     <xsd:annotation>
      <xsd:documentation>When set to "true" or "1", the business process
       is
       automatically processed. This means that all approvals will be
       automatically approved in the system, all reviews and to-do's will be
       automatically by-passed, and all notifications will be
       automatically
       suppressed.
      </xsd:documentation>
     </xsd:annotation>
    </xsd:element>
    <xsd:element name="Skip" type="xsd:boolean" minOccurs="0"
     maxOccurs="1">
     <xsd:annotation>
      <xsd:documentation>When set to "true" or "1", the business process
       is
       automatically skipped (if it is defined as "skippable" within the
       business process definition).
      </xsd:documentation>
     </xsd:annotation>
    </xsd:element>
   </xsd:choice>
   <xsd:element name="Comment" type="xsd:string" minOccurs="0"
    maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Free form comment regarding the business
      process.
     </xsd:documentation>
     <xsd:appinfo>
      <Validation>
       <ValidationMessage>This Business Process has been configured to
        disable comment. Please remove the comment or change the setting
        in
        the Business Process Policy or tenant setup.
       </ValidationMessage>
      </Validation>
     </xsd:appinfo>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="WorkerReferenceID" minOccurs="0"
```

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```
    maxOccurs="1">
    <xsd:annotation>
     <xsd:documentation>Default the Person making the comment to the
      processing
      person if not submitted via journal connector
     </xsd:documentation>
    </xsd:annotation>
    <xsd:complexType>
     <xsd:simpleContent>
      <xsd:extension base="xsd:string">
       <xsd:attribute name="type" type="WorkerReferenceEnumeration" />
      </xsd:extension>
     </xsd:simpleContent>
    </xsd:complexType>
   </xsd:element>
  </xsd:sequence>
</xsd:complexType>

<xsd:simpleType name="AdHocBankTransactionReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Ad_hoc_Bank_Transaction_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="WorkerReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Contingent_Worker_ID" />
    <enumeration value="Employee_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="CompanyReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Company_Reference_ID" />
    <enumeration value="Organization_Reference_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="FinancialAccountReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Bank_Account_ID" />
    <enumeration value="Petty_Cash_Account_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>
```

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```
<xsd:simpleType name="AdHocBankTransactionPurposeReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Ad_hoc_Bank_Transaction_Purpose_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="SpendCategoryReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Spend_Category_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="RevenueCategoryReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Revenue_Category_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="LedgerAccountReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Ledger_Account_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="AccountingWorktagReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Academic_Period_ID" />
    <enumeration value="Academic_Person_ID" />
    <enumeration value="Academic_Unit_ID" />
    <enumeration value="Ad_hoc_Payee_ID" />
    <enumeration value="Applicant_ID" />
    <enumeration value="Asset_Impairment_Reason_ID" />
    <enumeration value="Bank_Account_ID" />
    <enumeration value="Business_Unit_ID" />
    <enumeration value="Catalog_Item_ID" />
    <enumeration value="Company_Reference_ID" />
    <enumeration value="Contingent_Worker_ID" />
    <enumeration value="Contingent_Worker_Type_ID" />
    <enumeration value="Corporate_Credit_Card_Account_ID" />
    <enumeration value="Cost_Center_Reference_ID" />
```

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```
      <enumeration value="Custom_Organization_Reference_ID" />
      <enumeration value="Custom_Worktag_06_ID" />
      <enumeration value="Custom_Worktag_07_ID" />
      <enumeration value="Custom_Worktag_08_ID" />
      <enumeration value="Custom_Worktag_09_ID" />
      <enumeration value="Custom_Worktag_1_ID" />
      <enumeration value="Custom_Worktag_10_ID" />
      <enumeration value="Custom_Worktag_11_ID" />
      <enumeration value="Custom_Worktag_12_ID" />
      <enumeration value="Custom_Worktag_13_ID" />
      <enumeration value="Custom_Worktag_14_ID" />
      <enumeration value="Custom_Worktag_15_ID" />
      <enumeration value="Custom_Worktag_2_ID" />
      <enumeration value="Custom_Worktag_3_ID" />
      <enumeration value="Custom_Worktag_4_ID" />
      <enumeration value="Custom_Worktag_5_ID" />
      <enumeration value="Customer_Category_ID" />
      <enumeration value="Customer_Contract_Reference_ID" />
      <enumeration value="Customer_ID" />
      <enumeration value="Customer_Reference_ID" />
      <enumeration value="Deduction_Code" />
      <enumeration value="Deduction_Recipient_ID" />
      <enumeration value="Donor_ID" />
      <enumeration value="Earning_Code" />
      <enumeration value="Employee_ID" />
      <enumeration value="Employee_Type_ID" />
      <enumeration value="Expense_Item_ID" />
      <enumeration value="External_Committee_Member_ID" />
      <enumeration value="Financial_Institution_ID" />
      <enumeration value="Financial_Institution_Reference_ID" />
      <enumeration value="Fund_ID" />
      <enumeration value="Funding_Source_Name" />
      <enumeration value="Gift_Reference_ID" />
      <enumeration value="Grant_ID" />
      <enumeration value="Internal_Service_Provider_Reference_ID" />
      <enumeration value="Investment_Pool_ID" />
      <enumeration value="Investment_Profile_ID" />
      <enumeration value="Investor_ID" />
      <enumeration value="Is_Manager_ID" />
      <enumeration value="Is_People_Manager" />
      <enumeration value="ISO_3166-1_Alpha-2_Code" />
      <enumeration value="ISO_3166-1_Alpha-3_Code" />
      <enumeration value="ISO_3166-1_Numeric-3_Code" />
      <enumeration value="Job_Category_ID" />
      <enumeration value="Job_Level_ID" />
      <enumeration value="Job_Profile_ID" />
      <enumeration value="Loan_ID" />
      <enumeration value="Location_ID" />
      <enumeration value="Management_Level_ID" />
      <enumeration value="NI_Category_Letter" />
      <enumeration value="Object_Class_ID" />
      <enumeration value="Opportunity_Reference_ID" />
      <enumeration value="Organization_Reference_ID" />
      <enumeration value="Pay_Rate_Type_ID" />
      <enumeration value="Payroll_Federal_Authority_Tax_Code" />
      <enumeration value="Payroll_Local_City_Authority_Tax_Code" />
      <enumeration value="Payroll_Local_County_Authority_Tax_Code" />
      <enumeration value="Payroll_Local_Other_Authority_Tax_Code" />
      <enumeration value="Payroll_Local_School_District_Authority_Tax_Code" /
>
      <enumeration value="Payroll_State_Authority_Tax_Code" />
      <enumeration value="Petty_Cash_Account_ID" />
      <enumeration value="Position_ID" />
      <enumeration value="Program_ID" />
```

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```
     <enumeration value="Program_of_Study_ID" />
     <enumeration value="Project_ID" />
     <enumeration value="Project_Plan_ID" />
     <enumeration value="Proposal_Grant_ID" />
     <enumeration value="Prospect_ID" />
     <enumeration value="Prospect_Reference_ID" />
     <enumeration value="Purchase_Item_ID" />
     <enumeration value="Receivable_Writeoff_Reason_ID" />
     <enumeration value="Region_Reference_ID" />
     <enumeration value="Revenue_Category_ID" />
     <enumeration value="Rubric_Value_ID" />
     <enumeration value="Run_Category_ID" />
     <enumeration value="Sales_Item_ID" />
     <enumeration value="Spend_Category_ID" />
     <enumeration value="Sponsor_ID" />
     <enumeration value="Sponsor_Reference_ID" />
     <enumeration value="Student_Assignment_Line_Item_ID" />
     <enumeration value="Student_Charge_Item_ID" />
     <enumeration value="Student_ID" />
     <enumeration value="Student_Recruiting_Campaign_ID" />
     <enumeration value="Student_Recruiting_Event_ID" />
     <enumeration value="Supplier_Category_ID" />
     <enumeration value="Supplier_ID" />
     <enumeration value="Supplier_Reference_ID" />
     <enumeration value="Tax_Applicability_ID" />
     <enumeration value="Tax_Authority_ID" />
     <enumeration value="Tax_Authority_Reference_ID" />
     <enumeration value="Tax_Category_ID" />
     <enumeration value="Tax_Code_ID" />
     <enumeration value="Tax_Rate_ID" />
     <enumeration value="Third_Party_ID" />
     <enumeration value="Withholding_Order_Case_ID" />
     <enumeration value="Work_Function_ID" />
     <enumeration value="Work_Shift_ID" />
     <enumeration value="Workday_Deduction_Code" />
     <enumeration value="Workday_Earning_Code" />
     <enumeration value="Worker_Type_ID" />
    </xsd:appinfo>
   </xsd:annotation>
  </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="BalancingWorktagReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Business_Unit_ID" />
    <enumeration value="Cost_Center_Reference_ID" />
    <enumeration value="Custom_Organization_Reference_ID" />
    <enumeration value="Fund_ID" />
    <enumeration value="Organization_Reference_ID" />
    <enumeration value="Region_Reference_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="DepositOrWithdrawalEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="Deposit" />
    <enumeration value="Withdrawal" />
```

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```
    </xsd:appinfo>
   </xsd:annotation>
  </xsd:restriction>
 </xsd:simpleType>
 <xsd:complexType name="TaxApplicabilityObjectIDType">
  <xsd:simpleContent>
   <xsd:extension base="xsd:string">
    <xsd:attribute name="type"
     type="TaxApplicabilityReferenceEnumeration" use="required" />
   </xsd:extension>
  </xsd:simpleContent>
 </xsd:complexType>
 <xsd:simpleType name="TaxApplicabilityReferenceEnumeration">
  <xsd:restriction base="xsd:string">
   <xsd:annotation>
    <xsd:appinfo>
     <enumeration value="WID" />
     <enumeration value="Tax_Applicability_ID" />
    </xsd:appinfo>
   </xsd:annotation>
  </xsd:restriction>
 </xsd:simpleType>
 <xsd:complexType name="TaxCodeObjectIDType">
  <xsd:simpleContent>
   <xsd:extension base="xsd:string">
    <xsd:attribute name="type" type="TaxCodeReferenceEnumeration"
     use="required" />
   </xsd:extension>
  </xsd:simpleContent>
 </xsd:complexType>
 <xsd:simpleType name="TaxCodeReferenceEnumeration">
  <xsd:restriction base="xsd:string">
   <xsd:annotation>
    <xsd:appinfo>
     <enumeration value="WID" />
     <enumeration value="Tax_Code_ID" />
     <enumeration value="Withholding_Tax_Code_ID" />
    </xsd:appinfo>
   </xsd:annotation>
  </xsd:restriction>
 </xsd:simpleType>
 <xsd:complexType name="TaxRateOptionsDataType">
  <xsd:annotation>
   <xsd:documentation>Element containing Tax Rate Recoverabilities data
    for Tax
    Code.
   </xsd:documentation>
   <xsd:appinfo>
    <Validation>
     <Validation_Message>Provide Tax Rates that match the Tax
      Code
     </Validation_Message>
    </Validation>
    <Validation>
     <Validation_Message>Cannot select Recoverable Recoverabilities when
      using a
      Non-Taxable Applicability, [applicability]. [SUBJECT TO
      CHANGE]
     </Validation_Message>
    </Validation>
    <Validation>
     <Validation_Message>Tax recoverability doesn't apply on a
      transaction tax
      rule for items when Revenue is the Tax Item Rule
```

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```
      Type.
     </Validation_Message>
    </Validation>
    <Validation>
     <Validation_Message>Must select a Tax Recoverability for each Tax
      Rate in the
      selected Tax Code
     </Validation_Message>
    </Validation>
   </xsd:appinfo>
  </xsd:annotation>
  <xsd:sequence>
   <xsd:element name="TaxRate1ReferenceID" type="TaxRateObjectIDType"
    minOccurs="0">
    <xsd:annotation>
     <xsd:documentation>Reference to Tax Rate for Tax Code.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="TaxRecoverability1ReferenceID"
type="TaxRecoverabilityObjectIDType"
    minOccurs="0">
    <xsd:annotation>
     <xsd:documentation>Reference for Tax Recoverability for Tax Rate.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="TaxRate2ReferenceID" type="TaxRateObjectIDType"
    minOccurs="0">
    <xsd:annotation>
     <xsd:documentation>Reference to Tax Rate for Tax Code.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="TaxRecoverability2ReferenceID"
type="TaxRecoverabilityObjectIDType"
    minOccurs="0">
    <xsd:annotation>
     <xsd:documentation>Reference for Tax Recoverability for Tax Rate.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="TaxRate3ReferenceID" type="TaxRateObjectIDType"
    minOccurs="0">
    <xsd:annotation>
     <xsd:documentation>Reference to Tax Rate for Tax Code.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="TaxRecoverability3ReferenceID"
type="TaxRecoverabilityObjectIDType"
    minOccurs="0">
    <xsd:annotation>
     <xsd:documentation>Reference for Tax Recoverability for Tax Rate.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
   <xsd:element name="TaxRate4ReferenceID" type="TaxRateObjectIDType"
    minOccurs="0">
    <xsd:annotation>
     <xsd:documentation>Reference to Tax Rate for Tax Code.
     </xsd:documentation>
    </xsd:annotation>
   </xsd:element>
```

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```
  <xsd:element name="TaxRecoverability4ReferenceID"
type="TaxRecoverabilityObjectIDType"
   minOccurs="0">
   <xsd:annotation>
    <xsd:documentation>Reference for Tax Recoverability for Tax Rate.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TaxRate5ReferenceID" type="TaxRateObjectIDType"
   minOccurs="0">
   <xsd:annotation>
    <xsd:documentation>Reference to Tax Rate for Tax Code.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TaxRecoverability5ReferenceID"
type="TaxRecoverabilityObjectIDType"
   minOccurs="0">
   <xsd:annotation>
    <xsd:documentation>Reference for Tax Recoverability for Tax Rate.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TaxRate6ReferenceID" type="TaxRateObjectIDType"
   minOccurs="0">
   <xsd:annotation>
    <xsd:documentation>Reference to Tax Rate for Tax Code.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
  <xsd:element name="TaxRecoverability6ReferenceID"
type="TaxRecoverabilityObjectIDType"
   minOccurs="0">
   <xsd:annotation>
    <xsd:documentation>Reference for Tax Recoverability for Tax Rate.
    </xsd:documentation>
   </xsd:annotation>
  </xsd:element>
 </xsd:sequence>
</xsd:complexType>
<xsd:complexType name="TaxRateObjectIDType">
 <xsd:simpleContent>
  <xsd:extension base="xsd:string">
   <xsd:attribute name="type" type="TaxRateReferenceEnumeration"
    use="required" />
  </xsd:extension>
 </xsd:simpleContent>
</xsd:complexType>
<xsd:simpleType name="TaxRateReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Tax_Rate_ID" />
    <enumeration value="Withholding_Tax_Rate_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>
<xsd:complexType name="TaxRecoverabilityObjectIDType">
 <xsd:simpleContent>
  <xsd:extension base="xsd:string">
   <xsd:attribute name="type"
    type="TaxRecoverabilityReferenceEnumeration" use="required" />
```

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```
  </xsd:extension>
 </xsd:simpleContent>
</xsd:complexType>
<xsd:simpleType name="TaxRecoverabilityReferenceEnumeration">
 <xsd:restriction base="xsd:string">
  <xsd:annotation>
   <xsd:appinfo>
    <enumeration value="WID" />
    <enumeration value="Tax_Recoverability_Object_ID" />
   </xsd:appinfo>
  </xsd:annotation>
 </xsd:restriction>
</xsd:simpleType>

<xsd:complexType name="TaxableCodeApplicationDataType">
    <xsd:annotation>
        <xsd:documentation>Encapsulating element containing Tax Details
data</xsd:documentation>
        <xsd:appinfo>
            <Validation>
                <Validation_Message>Tax Applicablilty from Tax Code Data is
not included on
                    any data input line.</Validation_Message>
            </Validation>
            <Validation>
                <Validation_Message>Tax Code from Tax Code Data is not
included on any data
                    input line.</Validation_Message>
            </Validation>
        </xsd:appinfo>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="TaxApplicabilityReferenceID"
type="TaxApplicabilityObjectIDType">
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the
tax applicability.If
                    this is blank and there invoice line has a sales item,
Workday will default
                    tax applicability from the sales item. If the invoice
line has a tax code
                    then tax applicability is required.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="TaxCodeReferenceID" type="TaxCodeObjectIDType">
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the
tax code.If this is
                    blank, Workday will default in the default tax code
from the invoice header
                    if there is one. If the invoice line has a tax
applicability value, Workday
                    will validate that the invoice line also has a tax
code.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="TaxAmount" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Total Tax Amount for Tax Code and Tax
                    Applicability</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="26"/>
```

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```
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="TaxRateData" type="TaxRateApplicationDataType"
            maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Encapsulating element containing Tax
 Rate
                    data.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
    </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="TaxRateApplicationDataType">
    <xsd:annotation>
        <xsd:documentation>Encapsulating element containing Tax Rate
 data.</xsd:documentation>
        <xsd:appinfo>
            <Validation>
                <Validation_Message>Provide a default tax recoverability
 for the tax
                    applicability</Validation_Message>
            </Validation>
            <Validation>
                <Validation_Message>Cannot select a Tax Recoverability for
 Customer
                    Invoices.</Validation_Message>
            </Validation>
            <Validation>
                <Validation_Message>Cannot select Recoverable
 Recoverabilities when using a
                    Non-Taxable Applicability, [applicability]. [SUBJECT TO
                    CHANGE]</Validation_Message>
            </Validation>
            <Validation>
                <Validation_Message>You can’t enter Tax Recoverability for
 a Withholding Tax
                    Code.</Validation_Message>
            </Validation>
        </xsd:appinfo>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="TaxRateReferenceID" type="TaxRateObjectIDType"
 minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Tax Rate</
xsd:documentation>
                <xsd:appinfo>
                    <Validation>
                        <Validation_Message>Tax Rate: [taxrate] is not
 valid for Tax Code:
                            [taxcode]</Validation_Message>
                    </Validation>
                    <Validation>
                        <xsd:documentation>Tax Rate Reference is required
 if Tax Code is
                            provided.</xsd:documentation>
                        <Validation_Message>Tax Rate Reference is required
 if Tax Code is
                            provided.</Validation_Message>
                    </Validation>
                </xsd:appinfo>
```

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```
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="TaxAmount" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Total Tax Amount for Tax Rate</
xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="26"/>
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="TaxRecoverabilityReferenceID"
 type="TaxRecoverabilityObjectIDType"
            minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Tax
                    Recoverability</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
    </xsd:sequence>
 </xsd:complexType>
</xsd:schema>
```

Reference: Ad Hoc Bank Transaction Connector CSV File Format

The CSV import file format has 2 record types:

- **Transaction Header**. The first record in the CSV file is a fixed header record. The header record describes the fields that the transaction type populates. There can be multiple transaction headers in a single file. Each transaction header describes a different transaction. If a transaction has multiple transaction lines, then the header-level information only needs to be on the first transaction record. You don't need to repeat header-level information for subsequent transaction lines.
- **Transaction Line**. This record type consists of transaction line details. If a transaction has multiple transaction lines, the records for the transaction lines should display consecutively in the file. Example: You can't include lines of transaction A, followed by lines of transaction B, followed by additional lines of transaction A.

Boolean values are *1* (true) and *0* (false). Date value format is *YYYY-MM-DD*.

Transaction Header Fields

Field Name	Type	Required?	Description/Notes
AdHocBankTransactionKey	Text	Yes	The integration loads all transaction lines with the same *AdHocBankTransactionKey* into Workday as a single ad hoc bank transaction. Transaction lines that belong to the same transaction should display consecutively within the file.
AdHocBankTransactionID	Text	No	This field uniquely identifies the transaction. If this field is empty, Workday generates a unique ID.

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Field Name	Type	Required?	Description/Notes
AdHocBankTransactionReferenceIDType	Text	Varies	Required if *AdHocBankTransactionReferenceID* is present. Valid values: • Workday ID • Ad_hoc_Bank_Transaction_ID
AdHocBankTransactionReferenceID	Text	No	Reference to an existing ad hoc bank transaction for update-only purposes.
Submit	Boolean	No	Indicates if you're submitting the transaction or saving it in draft mode. If you set this flag to True, you're indicating that you're submitting the transaction.
LockedinWorkday	Boolean	No	Controls if you can edit the transaction in Workday. If you set the flag to True, you can't edit, cancel, or change the transaction in Workday. However, you can submit a draft transaction. You can update the transaction only from the web service.
AddOnly	Boolean	No	Indicates that the processing is in add-only mode and not an update.
TransactionDate	Date	Yes	Ad hoc bank transaction date.
TransactionMemo	Text	Yes	Free form text field for ad hoc bank transaction memo.
CompanyReferenceIDType	Text	Yes	Valid values: • Workday_ID • Company_Reference_ID • Organization_Reference_ID
CompanyReferenceID	Text	Yes	Reference to an existing Company that holds the asset.
Currency	Text	Yes	Reference to the currency of the company. If you specify the currency, it must match the default currency for the company.
BankAccountReferenceIDType	Text	Yes	Valid values: • Workday_ID • Bank_Account_ID • Petty_Cash_Account_ID
BankAccountReferenceID	Text	Yes	Reference to an existing Bank Account.
CurrencyRateType	Text	No	Reference ID to an existing instance of Currency Rate Type.
CurrencyRateOverride	Decimal(18, 6)	No	Transaction to Bank Account Currency Conversion Rate.
TransactionAmount	Decimal(18, 3)	Yes	Transaction amount.
DepositOrWithdrawal	Text	Yes	Deposit or Withdrawal.

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Field Name	Type	Required?	Description/Notes
AdhocBankTransactionPurposeReferenceIDType	Text	Varies	Required if *AdhocBankTransactionPurposeReferenceID* is present. Valid values: • WID • Ad_hoc_Bank_Transaction_Purpose_ID
AdhocBankTransactionPurposeReferenceID	Text	No	Reference to an existing ad hoc bank transaction purpose.
TransactionID	Text	No	Free-form text for any reference notes.
ExternalReference	Text	No	Free-form text for external reference field.
JournalSource	Text	No	Enter the Journal Source to record the ad hoc bank transaction.
RemoveBankAccountWorktagonOffset	Boolean	No	If set to True, the integration excludes the Bank Account worktag on Offset journal entries.
EliminateFXGainLoss	Boolean	No	If set to True, Workday eliminates the foreign exchange gains and losses from the transaction.

Transaction Line Fields

Field Name	Type	Required?	Description/Notes
Line Fields			
LineOrder	Integer	Optional	Line order. If specified, the value sorts the lines in Workday and displays when you print the invoice.
IntercompanyAffiliateReferenceIDType	Text	Required if *IntercompanyAffiliateReferenceID* is present. Valid values:	
			• WID • Company_Reference_ID • Organization_Reference_ID
IntercompanyAffiliateReferenceID	Text	No	Reference ID value of the Company. If this value is empty, Workday automatically populates the company from the invoice header. Workday validates that an appropriate intercompany relationship exists when you provide a different value from the invoice header.
RevenueCategoryReferenceIDType	Text	Required if *RevenueCategoryReferenceID* is present. Valid values:	
			• WID • Spend_Category_ID
RevenueCategoryReferenceID	Text	No	Reference ID value of the Spend category. A spend category is a classification of items and services that drive the accounting. All expense items are associated with a *Spend Category* and sales items are associated with a Revenue Category. If you provide a value for a sales item, the revenue category automatically populates. Workday recommends that you provide a value for either sales item or revenue category but not both. Workday requires this field if the sales item is blank.
SpendCategoryReferenceIDType	Text	Required if *SpendCategoryReferenceID* is present. Valid values:	
			• WID • Revenue_Category_ID
SpendCategoryReferenceID	Text	No	Reference to an existing *Spend Category*. A *Spend Category* is a classification of items and services that drive the accounting. All sales items are associated with a Revenue Category and expense items are associated with a *Spend Category*.

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Expression	Type	Description/Notes
Line Fields		
Ledger Account Reference ID_Parent ID Type	String	Valid Values: • WID • Account_Set_ID
Ledger Account Reference ID_Parent ID	String	Contains a unique identifier for an instance of a parent object
Ledger Account Reference ID	String	Required if *Ledger Account Reference ID_Parent ID Type* is present. Valid values: • WID • Ledger_Account_ID
Ledger Account Reference ID	String	Reference to an existing Ledger Account. The Ledger Account reference is a 2-part Reference ID, composed of: • The Ledger Account ID. • The Reference ID for the Ledger Account Set that it's a part of.
Alternate Ledger Account Reference ID_Parent ID Type	String	Valid values: • Workday ID • Ledger_Account_ID
Alternate Ledger Account Reference ID_Parent ID	String	Contains a unique identifier for an instance of a parent object
Alternate Ledger Account Reference ID	String	Required if *Alternate Ledger Account Reference ID_Parent ID Type* is present. Valid values: • Workday ID • Ledger_Account_ID
Alternate Ledger Account Reference (ALA)	String	Alternate Ledger Account (ALA) provides the ability to override the account to which you mapped the Ledger Account by the Alternate Account Set Mapping rules. Use this field only when you enable Alternate Account Set for the header company. Example: if the Ledger Account is 1000 Cash, and the mapping rules map the journal to the 1100 Alternate Cash account, setting the ALA to1200: Other Cash Account causes the journal to use Other Cash rather than Alternate Cash.
Line Amount	Decimal (26, 6)	
Tax Applicability Reference ID_Parent ID Type	String	Required if *Tax Applicability Reference ID* is present. Valid values: • WID • Tax_Applicability_ID
Tax Applicability Reference ID	String	The reference ID value of the tax applicability. If the transaction line has a tax code, then Workday requires the tax applicability.
Tax Code Reference ID_Parent ID Type	String	Required if *Tax Code Reference ID* is present. Valid values: • WID • Tax_Code_ID • Withholding_Tax_Code_ID
Tax Code Reference ID	String	The reference ID value of the tax code. If the transaction line has a tax applicability value, Workday will validate that the transaction line also has a tax code.
Tax Rate Reference ID_Parent ID Type	String	Required if *Tax Rate Reference ID* is present. Valid values: • WID • Tax_Rate_ID • Withholding_Tax_Rate_ID
Tax Rate Reference ID	String	Reference ID for Tax Rate for Tax Code.
Tax Recoverability Reference ID_Parent ID Type	String	Required if *Tax Recoverability Reference ID* is present. Valid values: • WID • Tax_Recoverability_Object_ID
Tax Recoverability Reference ID	String	Reference ID for Tax Recoverability for Tax Rate.

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Expression/Notes
Line Fields
Required if *Tax2ReferenceID* is present. Valid values: • WID • Tax_Rate_ID • Withholding_Tax_Rate_ID Reference for Tax Rate for Tax Code.
Required if *Tax2ReferenceID* is present. Valid values: • WID • Tax_Recoverability_Object_ID Reference for Tax Recoverability for Tax Rate.
Required if *Tax3ReferenceID* is present. Valid values: • WID • Tax_Rate_ID • Withholding_Tax_Rate_ID Reference for Tax Rate for Tax Code.
Required if *Tax3ReferenceID* is present. Valid values: • WID • Tax_Recoverability_Object_ID Reference for Tax Recoverability for Tax Rate.
Required if *Tax4ReferenceID* is present. Valid values: • WID • Tax_Rate_ID • Withholding_Tax_Rate_ID Reference for Tax Rate for Tax Code.
Required if *Tax4ReferenceID* is present. Valid values: • WID • Tax_Recoverability_Object_ID Reference for Tax Recoverability for Tax Rate.
Required if *Tax5ReferenceID* is present. Valid values: • WID • Tax_Rate_ID • Withholding_Tax_Rate_ID Reference for Tax Rate for Tax Code.
Required if *Tax5ReferenceID* is present. Valid values: • WID • Tax_Recoverability_Object_ID Reference for Tax Recoverability for Tax Rate.
Required if *Tax6ReferenceID* is present. Valid values: • WID • Tax_Rate_ID • Withholding_Tax_Rate_ID Reference for Tax Rate for Tax Code.
Required if *Tax6ReferenceID* is present. Valid values: • WID • Tax_Recoverability_Object_ID Reference for Tax Recoverability for Tax Rate.
Memo for the line

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Business Process Parameter Field	Required	Description/Notes
Business_Unit_ID	Required if *Balancing Worktag Affiliate Reference ID Type* is present.	Valid values: • Business_Unit_ID • Cost_Center_Reference_ID • Custom_Organization_Reference_ID • Fund_ID • Organization_Reference_ID • Region_Reference_ID • Workday ID
Balancing Worktag Affiliate ID	Required if *Balancing Worktag Affiliate Reference ID Type* is present.	Defines a worktag affiliate when you enable balancing worktag.
Worktag_Type_1 Worktag_Type_2 Worktag_Type_n	Optional	You can add one or more worktags at the end of each row as additional columns. The field name identifies the worktag type. Example: Worktag_Cost_Center_Reference_ID, Worktag_Project_ID).
ExternalCode_Name_1 ExternalCode_Name_2 ExternalCode_Name_n	Optional	You can add one or more External Codes to the end of each row as additional columns. Each code must have a prefix of *ExternalCode*. The field name identifies the name of the internal reference to the Integration worktag Mapping created in Workday. Example: ExternalCode_Region. Configure the *Worktag Mapping Definition for External Code* integration map to map this internal reference (Example: Region) to the actual integration worktag mapping defined in the application.

Business Process Parameters (for Each Transaction)

Business Process Parameter Field	Required	Description/Notes
Bypass	Optional	Valid values if set to True: • Workday processes the business process automatically. • Workday approves all approvals. • Workday bypasses all reviews and To Dos automatically. • Workday suppresses all notifications automatically.
Comment	Optional	Free form comment regarding the business process.
Worker_Reference_ID_Type	Required if *Worker_Reference_ID* is present.	Valid values: • Workday ID • Contingent_Worker_ID • Employee_ID
Worker_Reference_ID	Optional	Reference ID of the person adding the comment.

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Inter-Company Business Subprocess Parameters (for Each Transaction)

Required? / Description/Notes Subprocess Parameter
Yes Set to *InterCompanyBP_AutoComplete* Workday processes the business process automatically. Workday approves all approvals. Workday bypasses all reviews and To Dos automatically. Workday suppresses all notifications automatically.
No Set to *InterCompanyBP_Skip* Workday skips the business process automatically if you enable step skipping for the step.
No *InterCompanyBP_Comment* Text comment regarding the business process.
Yes, if there's a value for *InterCompanyBP_WorkerReferenceType* Required if there's a value for *InterCompanyBP_WorkerReferenceID* value. Valid values: Workday ID Contingent_Worker_ID Employee_ID
No *InterCompanyBP_WorkerReferenceID* Reference ID of the person adding the comment.

Attachment Information (for Each Transaction)

Required? / Description/Notes Attachment Information Field
Yes *Attachment_FileName* Name of the attachment file. Maximum length is 255 characters.
Yes *Attachment_FileContent* Base64 binary format.
No *Attachment_FileType* Identifies the content type of the attachment.
No *Attachment_FileEncoding* Identifies the encoding of the attachment
No *Attachment_FileComment* Text comment for the attachment information.
No *Attachment_Compressed* Boolean attribute identifying whether you compressed the attachment.

Bank Fee Analysis Connectors

Steps: Set Up Bank Fee Statement Connectors

Prerequisites

Know the file format that the bank uses for bank fee statements.

Context

You can create an integration to import bank fee statements in 1 of these formats:

- *ASC X12 EDI 822*
- *ISO 20022 camt.86 V1*
- *ISO 20022 camt.86 V2*
- Workday-defined XML format.

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Steps

1. Access the **Create Integration System** task and enter the template name for the format that you want to import: at the **New Using Template** prompt:

Option	Description
ASC X12 EDI 822	*Import EDI 822 Bank Fee Statements*
ISO 20022 camt.86 V1	*Import ISO 20022 V1 Bank Fee Statements*
ISO 20022 camt.86 V2	*Import ISO 20022 V2 Bank Fee Statements*
Workday-defined XML format.	*Core Connector: Bank Fee Statements Inbound*

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Set Up Integration Retrieval .

   Specify how the integration system retrieves bank fee statements from an external endpoint.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Select **Integration System > Configure Integration Maps** as a related action on the integration system. Map values between Workday and the external file format.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. Launch an Integration .

   Schedule how often the integration system runs.
6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Process: Bank Fee Statements*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
7. Create Integration Notifications .

   Configure your integration to send notification messages to specified groups for integration events.

Concept: Bank Fee Statement Connectors

Bank Fee Statement Connectors enable you to import bank fee statements from your financial institutions for analysis and reporting purposes.

Workday provides these integration templates to support different file formats for bank fee statements:

- *Import EDI 822 Bank Fee Statements*. This template supports import of bank fee statements in the ASC X12 EDI 822 format.
- *Import ISO 20022 V1 Bank Fee Statements*. This format supports import of bank fee statements in the ISO 20022 *camt.86 V1* format.
- *Import ISO 20022 V2 Bank Fee Statements*. This format supports import of bank fee statements in the ISO 20022 *camt.86 V2* format.
- *Core Connector: Bank Fee Statements Inbound*. This template supports import of bank fee statements in a Workday-defined format. Use this template if your bank uses a file format other than EDI 822 or ISO 20022 *camt.86 V1* or *camt.86 V2*.

  Note: This template requires that you create a custom transformation to convert bank fee statements into the Workday-defined format.

Launch/Schedule Options

Workday provides these launch schedule options for the Bank Fee Statement Connectors:

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- Launch with an Integration step on a business process.
- Launch by schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration sends or retrieves any files to or from the endpoint.
- Launch immediately. You can launch the integration manually.

Reference: Bank Fee Statement Connectors XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
   targetNamespace="urn:com.workday.custom/bankfeeconnector"
 xmlns:bfc="urn:com.workday.custom/bankfeeconnector"
   elementFormDefault="qualified" bfc:eofStrip="&amp;#10;"
   bfc:numberFormat="#,###.#" bfc:rootElement="bfc:BankFeeStatementFileData">
   <xsd:element name="BankFeeStatementFileData">
       <xsd:complexType>
           <xsd:sequence>
               <xsd:element name="SenderIdentification" maxOccurs="1"
                   minOccurs="0" type="xsd:string" />
               <xsd:element name="ReceiverIdentification" maxOccurs="1"
                   minOccurs="0" type="xsd:string" />
               <xsd:element name="FileCreationDate" maxOccurs="1"
                   minOccurs="0" type="xsd:string" />
               <xsd:element name="FileCreationTime" maxOccurs="1"
                   minOccurs="0" type="xsd:string" />
               <xsd:element name="FileIdentificationNumber"
                   maxOccurs="1" minOccurs="0" type="xsd:string" />
               <xsd:element name="BankFeeStatementData"
                   maxOccurs="unbounded" minOccurs="1"
                   type="bfc:BankFeeStatementDataType" />
           </xsd:sequence>
           <xsd:attribute name="codeFormat" use="required">
               <xsd:simpleType>
                   <xsd:restriction base="xsd:string">
                       <xsd:minLength value="3"></xsd:minLength>
                       <xsd:enumeration value="EDI"></xsd:enumeration>
                       <xsd:maxLength value="5"></xsd:maxLength>
                       <xsd:enumeration value="ISO"></xsd:enumeration>
                       <xsd:enumeration value="TWIST"></xsd:enumeration>
                   </xsd:restriction>
               </xsd:simpleType>
           </xsd:attribute>
       </xsd:complexType>
   </xsd:element>
   <xsd:complexType name="BankFeeStatementDataType">
       <xsd:sequence>
           <xsd:element name="BankFeeStatementHeaderData"
               type="bfc:StatementHeaderDataType" minOccurs="1" maxOccurs="1">
           </xsd:element>
           <xsd:element name="BankFeeStatementRateData" minOccurs="0"
               maxOccurs="1">
               <xsd:complexType>
                   <xsd:sequence>
                       <xsd:element name="Rate" type="bfc:RateDataType"
                           minOccurs="1" maxOccurs="unbounded">
                       </xsd:element>
                   </xsd:sequence>
               </xsd:complexType>
           </xsd:element>
           <xsd:element name="BankFeeStatementExchangeRateData"
               minOccurs="0" maxOccurs="1">
               <xsd:complexType>
```

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```
                    <xsd:sequence>
                        <xsd:element name="ExchangeRate"
                            type="bfc:ExchangeRateDataType" minOccurs="1"
                            maxOccurs="unbounded">
                        </xsd:element>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="BankFeeStatementBalanceData"
                minOccurs="0" maxOccurs="1">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="Balance"
                            type="bfc:BalanceDataType" maxOccurs="unbounded"
minOccurs="0">
                        </xsd:element>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="BankFeeStatementCompensationData"
                minOccurs="0" maxOccurs="1">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="Compensation"
                            type="bfc:CompensationDataType"
maxOccurs="unbounded"
                            minOccurs="0">
                        </xsd:element>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="BankFeeStatementServiceData"
                minOccurs="0" maxOccurs="1">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="Service"
                            type="bfc:ServiceDataType" maxOccurs="unbounded"
minOccurs="0">
                        </xsd:element>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="StatementHeaderDataType">
        <xsd:sequence>
            <xsd:element name="StatementID" type="bfc:NonEmptyString"
                minOccurs="1" maxOccurs="1" nillable="false"></xsd:element>
            <!-- StatementReferenceID is used for Updating a existing bank
statement.
                Not Used currently -->
            <xsd:element name="StatementReferenceID" type="xsd:string"
                minOccurs="0">
            </xsd:element>
            <xsd:element name="StatementDate" type="bfc:NonEmptyString"
                maxOccurs="1" minOccurs="1" nillable="false">
            </xsd:element>
            <xsd:element name="StatementStartDate" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="StatementEndDate" type="bfc:NonEmptyString"
                maxOccurs="1" minOccurs="1" nillable="false">
            </xsd:element>
            <!-- Either CustomerAccountNumber or IBAN needs to be sent -->
```

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```
            <xsd:element name="CustomerAccountNumber" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="IBAN" type="xsd:string" maxOccurs="1"
                minOccurs="0">
            </xsd:element>
            <xsd:element name="CustomerAccountName" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <!-- Either RoutingNumber or BIC needs to be sent -->
            <xsd:element name="RoutingNumber" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="BIC" type="xsd:string" maxOccurs="1"
                minOccurs="0">
            </xsd:element>
            <xsd:element name="TaxMethod" type="xsd:string"
                minOccurs="0" maxOccurs="1"></xsd:element>
            <xsd:element name="TaxRegion" type="xsd:string"
                minOccurs="0" maxOccurs="1"></xsd:element>
            <xsd:element name="TaxRegionNumber" type="xsd:string"
                minOccurs="0" maxOccurs="1"></xsd:element>
            <xsd:element name="AccountCurrency" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="SettlementCurrency" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="HostCurrency" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="RateDataType">
        <xsd:sequence>
            <xsd:element name="RateCode" type="bfc:NonEmptyString"
maxOccurs="1"
                minOccurs="1" nillable="false"></xsd:element>
            <xsd:element name="RateMultiplier" type="bfc:NonEmptyString"
                maxOccurs="1" minOccurs="1" nillable="false">
            </xsd:element>
            <xsd:element name="RateDaysInPeriod" type="xsd:int" maxOccurs="1"
                minOccurs="0"></xsd:element>
            <xsd:element name="RateDaysInYear" type="xsd:int" maxOccurs="1"
                minOccurs="0"></xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="ExchangeRateDataType">
        <xsd:sequence>
            <xsd:element name="SourceCurrency" type="bfc:NonEmptyString"
                maxOccurs="1" minOccurs="1" nillable="false"></xsd:element>
            <xsd:element name="TargetCurrency" type="bfc:NonEmptyString"
                maxOccurs="1" minOccurs="1" nillable="false"></xsd:element>
            <xsd:element name="UnitCurrency" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="ExchangeRate" type="bfc:NonEmptyString"
                maxOccurs="1" minOccurs="1" nillable="false"></xsd:element>
            <xsd:element name="QuotationDate" type="xsd:string"
                maxOccurs="1" minOccurs="0"></xsd:element>
            <xsd:element name="Comments" type="xsd:string" maxOccurs="1"
                minOccurs="0"></xsd:element>
            <xsd:element name="Description" type="xsd:string"
```

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```
                maxOccurs="1" minOccurs="0"></xsd:element>
            </xsd:sequence>
        </xsd:complexType>
        <xsd:complexType name="BalanceDataType">
            <xsd:sequence>
                <xsd:element name="BalanceCode" type="bfc:NonEmptyString"
                    maxOccurs="1" minOccurs="1" nillable="false">
                </xsd:element>
                <xsd:element name="BalanceAmount" type="bfc:NonEmptyString"
                    maxOccurs="1" minOccurs="1" nillable="false"></xsd:element>
                <xsd:element name="BalanceCurrency" type="xsd:string"
                    maxOccurs="1" minOccurs="0"></xsd:element>
            </xsd:sequence>
        </xsd:complexType>

        <xsd:complexType name="CompensationDataType">
            <xsd:sequence>
                <xsd:element name="CompensationCode" type="bfc:NonEmptyString"
                    maxOccurs="1" minOccurs="1" nillable="false">
                </xsd:element>
                <xsd:element name="CompensationAmount" type="bfc:NonEmptyString"
                    maxOccurs="1" minOccurs="1" nillable="false">
                </xsd:element>
                <xsd:element name="CompensationCurrency" type="xsd:string"
                    maxOccurs="1" minOccurs="0"></xsd:element>
            </xsd:sequence>
        </xsd:complexType>

        <xsd:complexType name="ServiceDataType">
            <xsd:sequence>
                <xsd:element name="BankServiceCode" type="xsd:string"
                    maxOccurs="1" minOccurs="1">
                </xsd:element>
                <xsd:element name="CommonServiceCode" type="xsd:string"
                    maxOccurs="1" minOccurs="0">
                </xsd:element>
                <xsd:element name="ServiceDescription" type="xsd:string"
                    maxOccurs="1" minOccurs="0">
                </xsd:element>
                <xsd:element name="CommonCodeServiceDescription"
                    type="xsd:string" maxOccurs="1" minOccurs="0">
                </xsd:element>
                <xsd:element name="ServiceVolume" maxOccurs="1"
                    minOccurs="0" type="xsd:string">
                </xsd:element>
                <xsd:element name="ServicePricingCurrency" type="xsd:string"
                    maxOccurs="1" minOccurs="0">
                </xsd:element>
                <xsd:element name="ServiceUnitPrice" type="xsd:string"
                    maxOccurs="1" minOccurs="0">
                </xsd:element>
                <xsd:element name="ServicePricingMethod" type="xsd:string"
                    maxOccurs="1" minOccurs="1">
                </xsd:element>
                <xsd:element name="ServicePricingTierLevel" type="xsd:string"
    maxOccurs="1" minOccurs="0"></xsd:element>
                <xsd:element name="ServicePaymentMethod" type="xsd:string"
                    maxOccurs="1" minOccurs="0">
                </xsd:element>
                <xsd:element name="ServiceChargePrice" type="xsd:string"
                    maxOccurs="1" minOccurs="0">
                </xsd:element>
                <xsd:element name="ServiceTaxCode" type="xsd:string"
                    maxOccurs="1" minOccurs="0">
```

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```
            </xsd:element>
            <xsd:element name="ServiceTaxRegion" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="ServiceTaxMethod" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="ServiceTaxAmount" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
            <xsd:element name="ServiceTotalAmount" type="xsd:string"
                maxOccurs="1" minOccurs="0">
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:simpleType name="NonEmptyString">
        <xsd:restriction base="xsd:string">
            <xsd:pattern value="[\s\S]*[^ ][\s\S]*" />
        </xsd:restriction>
    </xsd:simpleType>
</xsd:schema>
```

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Bank Statement Import Integrations

Steps: Set Up Bank Statement Load Integration

Prerequisites

Security: *Integration Build* domain in the Integration functional area.

Context

Implement an integration to import prior-day and intraday bank statement files into Workday from an external endpoint.

Steps

1. Access the **Create Integration System** task and enter the applicable template name at the **New Using Template** prompt.

Option	Description
Core Connector Inbound - Bank Statements	Integration accepts any format. If file isn't in Workday Bank Statement Connector format, the integration requires a Document Transformation integration to convert the file into the Workday format.
Import ISO 20022 Bank Statements	Integration accepts files in both the ISO 20022 V2 and ISO 20022 V8 formats. The integration supports these formats for prior day statements: • *camt.053.001.02*

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Option	Description
	• *camt.053.001.08* The integration also supports these file formats for intraday statements: • *camt.052.001.02* • *camt.052.001.08*
Import BAI2 Bank Statement	Integration accepts files in BAI2 format.
Import BTRS Bank Statement	Integration accepts files in BTRS format.
Import MT940/942 Bank Statements	Integration accepts files in either MT940 or MT942 formats.

Security: *Integration Build* domain in Integration functional area.

2. Enable one or more of the optional integration services:

Option	Description
Bank Statements Connector Common Configurations	Workday recommends that you enable this service.
Document Attachment Service	Available for Core Connector Inbound - Bank Statements only. Attaches an XSLT file for performing custom document transformation for the inbound file.
Enable Message Auditing	Workday recommends that you enable this service only when: • You first implement the integration. • You diagnose an issue with the integration.

The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.

3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Process: Banking*
   - *Process: Bank Reconciliation*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Configure* domain in Integration functional area.
5. Select **Integration System > Configure Integration Maps** as a related action on the integration system. Map values between Workday and the external file format.

   Security: *Integration Configure* domain in Integration functional area.
6. Set Up Integration Retrieval .
7. Launch an Integration .
8. Create a transformation that converts bank statement files into the format required by the Bank Statement Connector.

   This isn't required for BAI2, BTRS, ISO20022, MT940, or MT942.

   See: Steps: Set Up Document Transformation Connector .

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Concept: Bank Statement Load Integrations

Bank statement integrations import bank statement files into Workday from an external endpoint. Workday provides these integration templates to support different file formats for bank statements:

- *Import ISO 20022 V2 Bank Statements*. This template supports the *camt.053.001.02* file format for prior day statements and *camt.052.001.02* file format for intraday statements.
- *Import BAI2 Bank Statement*. This template supports the BAI2 file format.
- *Import BTRS Bank Statement*. This template supports the BTRS file format.
- *Import MT940/942 Bank Statement Load Integration*. This template supports MT940 or MT942 file formats.
- *Core Connector Inbound - Bank Statements*. This template can import files in a Workday-defined bank statement format. You define a conversion (Document Transformation) to convert bank statement files from native format into the Workday-defined format. This template enables you to import bank statement data from banks that don't support the standard bank statement formats.

Integration Services

The Bank Statement Load integration templates include these configurable integration services:

Integration Service	Available for Template	Description
Bank Statements Connector Common Configurations	All	Provides these services: • Enable/disable file uniqueness validations. • Integration maps for domestic bank codes and bank account numbers. • (Core Connector Inbound - Bank Statements only) File-level schema validations on the bank statement file. Enables you to reject an entire bank statement file or reject only invalid statements.
Document Attachment Service	Core Connector Inbound - Bank Statements only.	Enables you to attach an XSLT file to the integration system. The integration system uses the XSLT to convert inbound files into the format supported by the integration.
Enable Message Auditing	All	Records and stores additional audit messages.

Launch/Schedule Options

Workday provides these launch schedule options for the Bank Statement Load integrations:

- Launch with an Integration step on a business process.
- Launch by schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Reference: Bank Statements Connector XML Schema

The Bank Statements Connector requires all bank statement files to be in this XML format:

Element	Level	Details and Validations
BankStatementFileData	1	Top-level element of document.
SenderIdentification	2	Must be in *string* format.

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Element	Level	Details and Validations
ReceiverIdentification	2	Must be in *string* format.
FileCreationDate	2	Must be in *date* format.
FileCreationTime	2	Must be in *string* format.
FileIdentificationNumber	2	Must be in *string* format. Required field.
BankStatementData	2	Container for following level 3 elements. Minimum 1 element required; you can add more than 1 element.
BankStatementId	3	Must be in *string* format.
SameDayBankStatementIndicator	3	Must be in *boolean* format.
StatementBeginDate	3	Must be in *date* format.
StatementEndDate	3	Must be in *date* format.
DomesticBankCode	3	Must be in *string* format. If empty, *BankIdentificationCode* must have a valid value.
BankIdentificationCode	3	Must be in *string* format. If empty, *DomesticBankCode* must have a valid value.
BankAccountNumber	3	Must be in *string* format. If empty, IBAN must have a valid value.
IBAN	3	Must be in *string* format. If empty, *BankAccountNumber* must have a value.
BankAccountCurrency	3	Must be in *string* format.
BankStatementBalanceData	3	Container for following level 4 elements. Schema permits zero, 1, or more instances of this element.
BalanceTypeCode	4	Required field. Must be in *string* format.
AlternateBalanceTypeCode	4	Must be in *string* format.
BalanceTypeSubCode1	4	Must be in *string* format.
BalanceTypeSubCode2	4	Must be in *string* format.
BalanceAmount	4	Must be in *decimal* format. Maximum 18 digits total. Maximum 17 digits to right of decimal.
BalanceDebitIndicator	4	Must be in *boolean* format. Boolean *true* indicates a Debit. Boolean *false* indicates a Credit.
BalanceItemCount	4	Must be in *string* format. Maximum 18 characters, limited to positive numbers 0-9. This field doesn't permit decimals.
BalanceFundsAvailabilityData	4	Container for following level 4 elements. Schema permits zero, 1, or more instances of this element.
FundsAvailabilityAmount	5	Required field. Must be in *decimal* format. Maximum 18 digits total. Maximum 17 digits to right of decimal.
FundsAvailabilityDate	5	Must be in date format. If empty, *NumberOfDaysUntilAvailable* field must have a valid value.
NumberOfDaysUntilAvailable	5	Must be in *decimal* format, positive value. Maximum 18 digits total. No digits to right of decimal. If empty, *FundsAvailabilityDate* field must have a valid value.
UnknownNumberOfDaysIndicator	5	Must be in *boolean* format.
BankStatementTransactionData	3	Container for following level 4 elements. Schema permits zero, 1, or more instances of this element.
TransactionTypeCode	4	Required field. Must be in *string* format.
AlternateTransactionTypeCode	4	Must be in *string* format.
TransactionTypeSubCode1	4	Must be in *string* format.
TransactionTypeSubCode2	4	Must be in *string* format.
TransactionAmountInAccountCurrency	4	Must be in *decimal* format. Maximum 18 digits total. Maximum 17 digits to right of decimal.
TransactionAmountInOriginatingCurrency	4	Must be in *decimal* format. Maximum 18 digits total. Maximum 17 digits to right of decimal.
OriginatingCurrency	4	Must be in *string* format.

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Element	Level	Details and Validations
CurrencyExchangeRate	4	Must be in *decimal* format.
TransactionDebitIndicator	4	Must be in *boolean* format. Boolean *true* indicates a Debit. Boolean *false* indicates a Credit.
TransactionDate	4	Required field. Must be in *date* format.
TransactionValueDate	4	Must be in *date* format.
Addenda	4	Must be in *string* format.
ReversalIndicator	4	Must be in *boolean* format.
BankReferenceNumber	4	Must be in *string* format.
CustomerReferenceNumber	4	Must be in *string* format.
AdditionalReference1	4	Must be in *string* format.
AdditionalReference2	4	Must be in *string* format.
AdditionalReference3	4	Must be in *string* format.
AdditionalReference4	4	Must be in *string* format.
AdditionalReference5	4	Must be in *string* format.
TransactionFundsAvailabilityData	4	Container for following level 5 elements. Schema permits zero, 1, or more instances of this element.
FundsAvailabilityAmount	5	Required field. Must be in *decimal* format. Maximum 18 digits total. Maximum 17 digits to right of decimal.
FundsAvailabilityDate	5	Must be in *date* format. If empty, *NumberOfDaysUntilAvailable* field must have a valid value.
NumberOfDaysUntilAvailable	5	Must be in *decimal* format. Maximum 18 digits total. No digits to right of decimal. If empty, *FundsAvailabilityDate* field must have a valid value.
UnknownNumberOfDaysIndicator	5	Must be in *boolean* format.

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified"
 targetNamespace="urn:com.workday.custom/BankStatementConnector"
 xmlns:bsc="urn:com.workday.custom/BankStatementConnector">
 <xs:element name="BankStatementFileData">
  <xs:complexType>
   <xs:sequence>
    <xs:element name="SenderIdentification" maxOccurs="1" minOccurs="0"
 type="bsc:Text" />
    <xs:element name="ReceiverIdentification" maxOccurs="1" minOccurs="0"
 type="bsc:Text" />
    <xs:element name="FileCreationDate" maxOccurs="1" minOccurs="0"
 type="xs:date" />
    <xs:element name="FileCreationTime" maxOccurs="1" minOccurs="0"
 type="xs:time" />
    <xs:element name="FileIdentificationNumber" maxOccurs="1" minOccurs="1"
 type="bsc:Text" />
    <xs:element name="BankStatementData" maxOccurs="unbounded" minOccurs="1"
 type="bsc:BankStatementData" />
   </xs:sequence>
  </xs:complexType>
 </xs:element>

 <xs:complexType name="BankStatementData">
  <xs:sequence>
   <xs:element name="BankStatementId" maxOccurs="1" minOccurs="0"
 type="bsc:Text" />
   <xs:element name="SameDayBankStatementIndicator" maxOccurs="1"
 minOccurs="0" type="xs:boolean" />
   <xs:element name="StatementBeginDate" maxOccurs="1" minOccurs="0"
 type="xs:date" />
```

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```
  <xs:element name="StatementEndDate" maxOccurs="1" minOccurs="0"
type="xs:date" />
  <xs:element name="DomesticBankCode" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="BankIdentificationCode" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="BankAccountNumber" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="IBAN" maxOccurs="1" minOccurs="0" type="bsc:Text" />
  <xs:element name="BankAccountCurrency" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="BankStatementBalanceData" maxOccurs="unbounded"
minOccurs="0" type="bsc:BankStatementBalanceData" />
  <xs:element name="BankStatementTransactionData" maxOccurs="unbounded"
minOccurs="0" type="bsc:BankStatementTransactionData"/>
 </xs:sequence>
</xs:complexType>

<xs:complexType name="BankStatementBalanceData">
 <xs:sequence>
  <xs:element name="BalanceTypeCode" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
          <xs:element name="AlternateBalanceTypeCode" maxOccurs="1"
minOccurs="0" type="bsc:Text" />
          <xs:element name="BalanceTypeSubCode1" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="BalanceTypeSubCode2" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
          <xs:element name="BalanceAmount" maxOccurs="1" minOccurs="0"
type="bsc:DecimalNumber" />
  <xs:element name="BalanceDebitIndicator" maxOccurs="1" minOccurs="0"
type="xs:boolean" />
          <xs:element name="BalanceItemCount" maxOccurs="1" minOccurs="0"
type="bsc:Number" />
  <xs:element name="BalanceFundsAvailabilityData" maxOccurs="unbounded"
minOccurs="0" type="bsc:FundsAvailabilityData"/>
 </xs:sequence>
</xs:complexType>

<xs:complexType name="BankStatementTransactionData">
 <xs:sequence>
  <xs:element name="TransactionTypeCode" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="AlternateTransactionTypeCode" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="TransactionTypeSubCode1" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="TransactionTypeSubCode2" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="TransactionAmountInAccountCurrency" maxOccurs="1"
minOccurs="0" type="bsc:DecimalNumber" />
  <xs:element name="TransactionAmountInOriginatingCurrency" maxOccurs="1"
minOccurs="0" type="bsc:DecimalNumber" />
  <xs:element name="OriginatingCurrency" maxOccurs="1" minOccurs="0"
type="bsc:Text" />
  <xs:element name="CurrencyExchangeRate" maxOccurs="1" minOccurs="0"
type="xs:decimal" />
  <xs:element name="TransactionDebitIndicator" maxOccurs="1" minOccurs="0"
type="xs:boolean" />
  <xs:element name="TransactionDate" maxOccurs="1" minOccurs="0"
type="xs:date" />
  <xs:element name="TransactionValueDate" maxOccurs="1" minOccurs="0"
type="xs:date" />
  <xs:element name="Addenda" maxOccurs="1" minOccurs="0" type="xs:string" />
```

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```
    <xs:element name="ReversalIndicator" maxOccurs="1" minOccurs="0"
   type="xs:boolean" />
    <xs:element name="BankReferenceNumber" maxOccurs="1" minOccurs="0"
   type="bsc:Text" />
    <xs:element name="CustomerReferenceNumber" maxOccurs="1" minOccurs="0"
   type="bsc:Text" />
    <xs:element name="AdditionalReference1" maxOccurs="1" minOccurs="0"
   type="bsc:Text" />
    <xs:element name="AdditionalReference2" maxOccurs="1" minOccurs="0"
   type="bsc:Text" />
    <xs:element name="AdditionalReference3" maxOccurs="1" minOccurs="0"
   type="bsc:Text" />
    <xs:element name="AdditionalReference4" maxOccurs="1" minOccurs="0"
   type="bsc:Text" />
    <xs:element name="AdditionalReference5" maxOccurs="1" minOccurs="0"
   type="bsc:Text" />
    <xs:element name="TransactionFundsAvailabilityData" maxOccurs="unbounded"
   minOccurs="0" type="bsc:FundsAvailabilityData"/>
   </xs:sequence>
  </xs:complexType>

  <xs:complexType name="FundsAvailabilityData">
   <xs:sequence>
    <xs:element name="FundsAvailabilityAmount" maxOccurs="1" minOccurs="0"
   type="bsc:DecimalNumber" />
    <xs:element name="FundsAvailabilityDate" maxOccurs="1" minOccurs="0"
   type="xs:date" />
    <xs:element name="NumberOfDaysUntilAvailable" maxOccurs="1" minOccurs="0"
   type="bsc:Number" />
    <xs:element name="UnknownNumberOfDaysIndicator" maxOccurs="1" minOccurs="0"
   type="xs:boolean" />
   </xs:sequence>
  </xs:complexType>

  <xs:simpleType name="Text">
   <xs:restriction base="xs:string"></xs:restriction>
  </xs:simpleType>

  <xs:simpleType name="Number">
   <xs:restriction base="xs:decimal">
    <xs:fractionDigits value="0" />
    <xs:totalDigits value="18" />
   </xs:restriction>
  </xs:simpleType>

  <xs:simpleType name="DecimalNumber">
   <xs:restriction base="xs:decimal">
    <xs:fractionDigits value="17" />
    <xs:totalDigits value="18" />
   </xs:restriction>
  </xs:simpleType>

  <xs:simpleType name="PositiveDecimalNumber">
   <xs:restriction base="xs:decimal">
    <xs:minInclusive value="0"/>
    <xs:fractionDigits value="17" />
    <xs:totalDigits value="18" />
   </xs:restriction>
  </xs:simpleType>

 </xs:schema>
```

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Contract Management Integration

Set Up Contract Management Document Transfer for Financial Business Documents

Prerequisites

Configure the security policy for the **Process: Transfer Document to Evisort** domain in the Common Financial Management functional area.

Context

Workday uses an outbound integration to migrate and synchronize financial business documents from Workday to Contract Management and Document Intelligence. This integration streamlines the contract review process by allowing you to schedule document transfers. You can use this integration for customer and supplier contracts.

Steps

1. Copy the standard **Syncable Document** report and customize the filters to identify the documents you intend to sync.
2. (Optional) Create Integration System for additional configuration options. See Concept: Contract Management Integration .

   From the **New Using Template** prompt, select *Evisort Document Transfer Connector*.
3. (Optional) Create an integration system user (ISU).

   Grant the ISU Get and Put access to these domains:

   - *Process: Transfer Document to Evisort*
   - *Public Reporting Items*
4. To migrate documents, access 1 of these tasks:

   - **Transfer Document to Evisort**: For immediate, manual document transfers.
   - **Schedule Transfer Document to Evisort**: To automate and schedule recurring document synchronization.

Result

Workday synchronizes the selected financial documents to Contract Management and Document Intelligence, where you can view subfolders for destination folders by external party if enabled on the integration template.

Concept: Contract Management Integration

The Evisort document transfer functionality enables you to migrate and synchronize financial business documents from Workday to Contract Management and Document Intelligence. This integration is specifically designed for customers who use Contract Management and Document Intelligence to analyze their existing and ongoing Workday contract data.

Use Cases

Common scenarios for using this functionality:

- **Initial large-scale sync**: Migrating years of existing Workday documents to Contract Management and Document Intelligence for baseline analysis.
- **Ongoing synchronization**: Regularly syncing new documents as they are added to Workday to ensure Contract Management and Document Intelligence data remains current.
- **Targeted transfers**: Using customized report filters to synchronize only specific document types.

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Integration Types

Workday provides 2 methods for transferring documents to Contract Management and Document Intelligence:

Standard transfer: This option enables you to use standard tasks and a preconfigured metadata integration system for immediate or scheduled migrations.

Custom integration: This method follows a template-based approach using the **Evisort Document Transfer Connector**. This option offers advanced configurations:

- **Automated subfolder organization**: You can select the **Enable Subfolders for Destination Folder by External Party** attribute to append the Map Destination Folder with a sub folder for the external party. Example: Workday groups customer contracts by Customer ID and supplier contracts by Supplier ID.
- **Folder mapping**: The **Destination Folder** map enables you to specify destination folders in Contract Management and Document Intelligence based on the document type.
- **Custom tags**: You can leverage the **Field Override Framework** to send additional Workday information to Contract Management and Document Intelligence in the form of custom tags.

Credit Card Integrations

Steps: Set Up Integration for Credit Cards and Transactions

Prerequisites

To ensure accurate matches from integration files, establish merchant codes, names, and alternate names in:

- **Maintain Airlines**
- **Maintain Car Rental Agencies**
- **Maintain Class of Service**
- **Maintain Credit Card Expense Code Mapping**
- **Maintain Hotels**
- **Maintain Travel Cities**

Context

You can create an integration system to import credit cards and card transaction data into Workday. You can then process the transactions in Workday Expenses.

Steps

1. Access the **Create Integration System** task and enter the template name:

Option	Description
Import MasterCard CDF3File Masked	Imports masked MasterCard Common Data Format 3 (CDF3) credit card transaction data. Workday supports Level 1, Level 2, and Level 3 information for expense credit card transactions. Workday only supports Air fare and Hotel Folio data for Level 3 enhanced data.
Import Visa VCF4 Scrubbed	Imports scrubbed Visa Commercial Format (VCF) 4.4 credit card and credit card transaction data. Workday supports Level 1, Level 2, and Level 3 information for expense

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Option	Description
	credit card transaction data. Workday only supports Air fare data for Level 3 enhanced data.
Import Credit Cardholder File (AMEX GL1205 - MASKED)	Imports masked files directly into your tenant. For files imported in this format, the integration checks the **Plastic Indicator** field. If the value is N and there's no worker associated with the card, Workday filters it out.
Import Credit Card Transaction File (AMEX GL1025 - MASKED	Imports masked GL1025 transaction files.
Import AMEX Central Travel Data File (Masked)	Imports masked central travel card transactions from AMEX.
Global Remittance for AMEX	Generate remittance files with alternate account identifiers for AMEX in a Global Remit Layout file format.

2. (Optional for integrations for credit card transaction only) To enable mapping of data from the transaction file to Workday, enable one or more of these integration services:

Option	Description
Dynamic Map Service - Cities	Enables Workday to link a city on the inbound card transaction file to the corresponding city in Workday.
Dynamic Map Service - Airlines	Enables Workday to link an airline on the inbound card transaction file to the corresponding airline in Workday.
Dynamic Map Service - Hotels	Enables Workday to link a hotel on the inbound card transaction file to the corresponding hotel in Workday.
Dynamic Map Service - Car Rental	Enables Workday to link a car rental agency on the inbound card transaction file to the corresponding car rental agency in Workday.

3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Process: Credit Card* and *Integration Event* security domains.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

4. Select **Integration System > Configure Integration Attributes** as a related action on your integration system.

   Security: *Integration Configure* domain in the Integration functional area.

   When implementing this integration, accept the default settings for all Dynamic Map Service integration attributes. You can modify the Dynamic Map Service settings only if instructed to do so by Workday Support.

5. (Optional) To withhold specific transaction types from self-service users or track service classes for airlines, select **Integration System > Configure Integration Maps** and configure integration maps:

Option	Description
Class of Service	Specify which category codes for airline classes correspond to your internal service classes. Use the **Maintain Class of Service** task to define the service classes that are

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Option	Description
	of interest to your organization for reporting purposes. Example: You want to classify all airline transactions with the code R or Y as *Economy*.
Transaction Types	Select which financial institution-specific transaction codes correspond to internal transaction codes in Workday. Work with your financial institution during implementation to list and map all transaction types initiated by the financial institution. Example: Credit card annual fee, late payment fee, finance charge. Visa has a standard list of codes for financial institution initiated transaction type codes.
Transaction Status Codes	Select the status codes of transactions that you don't want to display to employees for expense reports. Credit card administrators see all transactions. This map only limits the transactions that are available to self-service users.

6. Set Up Integration Sequence Generators .
   Set up the sequence generator for the credit card and credit card transaction filenames.
7. Set Up Integration Retrieval .
   Configure retrieval of transaction files.

Next Steps
If you import a file with an invalid employee ID, the integration loads the transactions but doesn't assign them to a credit card. If you then load another file with the correct employee ID, Workday links any unassigned transactions to the card automatically. If you create the card manually, assign the unassociated transactions to the employee. Click **Credit Card Transaction File Load** in the **Target Instance** column on the Integration Details tab. Then click **Fix Errors** to assign transactions to the correct worker credit card.
Related Information
Reference
The Next Level: Expense Credit Card Integrations

Concept: Credit Card and Card Transaction Integrations

Workday provides integrations that enable you to:

- Import credit cards and credit card transactions.
- Export AMEX remittance files.

AMEX Cardholder Listings Integration

You can implement an integration to accept cardholder listing files with masked or tokenized credit card numbers.

- Masked. American Express provides cardholder listing files with all but the last 4 digits replaced by *X*. Using masked files, you can only load transaction files for a single card for each worker per corporate account.

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- Tokenized. American Express provides cardholder listing files with all digits tokenized. Workday recommends you bring in tokenized credit card numbers if you plan on using Global Remittance.

This integration enables you to use AMEX data as the source-of-truth for credit card records in Workday, eliminating the need for manual updates.

AMEX Global Remittance (GL1205)

Workday provides an integration that can generate and export remittance file data in a global file format to AMEX.

AMEX Global Expense Credit Card Transactions (GL1025)

You can create an integration system to import American Express (AMEX) global credit card expenses into Workday so that you can process the transactions in Workday Expenses. Workday supports electronic load for AMEX file format GL1025 Global Daily Unbilled Transactions.

You can implement your integration to accept transaction files with masked or tokenized credit card numbers.

Along with transaction summaries, Workday imports travel expense details for airline, hotel, and car rental transactions. Workday maps the data automatically to expense items. Workday bases the mapping on the expense code mappings for your credit cards.

Workday supports both masked and tokenized credit card numbers.

Concept: MasterCard CDF3 15.01 Credit Card Transaction Integration

You can create an integration system to import masked MasterCard Common Data Format 3 (CDF3) credit card transaction data into Workday. MasterCard provides credit card and card transaction files with all but the last 4 digits replaced by X or with all but the first 6 digits replaced by X. You can then process the transactions in Workday Expenses. Workday:

- Supports Level 1, Level 2, and Level 3 information for expense credit card transactions.

  Note: Workday only supports Air fare and Hotel Folio data for Level 3 enhanced data.
- Supports electronic load for the MasterCard CDF3 15.01 format.
- Identifies transactions using the **Employee ID** field on the integration input file.

Along with transactions summaries, Workday:

- Imports travel expense details for airline, hotel, and car rental transactions.
- Maps the data automatically to expense items. Configure Merchant Category Code mapping to expense items to support this.

  Note: If your organization uses more than one network, you can map both Visa and MasterCard product codes to the same expense item.

You can access the **View Credit Card Transaction** task to view MasterCard CDF3 credit card transaction data.

Level 3 Enhanced Data

You can view and report on level 3 hotel data from MasterCard credit card transactions. To determine if your card program is eligible for Level 3 Enhanced Data, customers using MasterCard Commercial cards issued by Smart Data participating banks, can reach out to their issuer to confirm if they are enrolled in Enhanced Data for Passenger Transport (Airline) and Lodging (Hotel). If you’re not enrolled, you can request enrollment.

For customers already receiving MasterCard Commercial data through another system or Smart Data, you can verify if a **Match Date** is associated with the hotel transaction in your CDF3 file.

Workday supports the United States region.

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Workday supports these hotel chains and their brands:

Hotel Chain	Brand
Carlson/Radisson Hotels	Park Plaza, Park Inn, Radisson, Regent International, Country Inn
Hyatt Hotels	Park Hyatt, Andaz, Grand Hyatt, Hyatt Regency, Hyatt Place, Hyatt Summerfield Suites, Hyatt Resorts, Hyatt Vacation Club
Intercontinental Hotel Group	Intercontinental, Crowne Plaza, Hotel Indigo, Holiday Inn, Holiday Inn Express, Staybridge Suites, Candlewood Suites
Marriot/Starwood	Marriot, JW Marriot, Renaissance, Courtyard by Marriot, Residence Inn, Fairfield Inn, TownePlace Suites, Spring Hill Suites, Ritz Carlton, Westin, Sheraton, Four Points by Sheraton, W Hotels, Le Meridien, St.Regis, Aloft Hotels

Hotel Information

You can view enhanced level 3 data associated with a hotel stay in the Hotel Information section in the View Credit Card Transaction task. This section includes:

- Audio Visual Charges
- Banquet Charges
- Business Center Charges
- Cash Disbursements Amounts
- Conference Room Charges
- Customer VAT Number
- Folio Number
- Gift Shop Charges
- Gratuity Charges
- Guest Name
- Health Club Charges
- Internet Access Charges Amount
- Laundry Dry Clean Amount
- Lounge Bar Charges
- Mini Bar Charges
- Movie Charges
- No Show
- Other Service Amount
- Other Service Code
- Other Service Type
- Prepaid Expenses Amount
- Room Service Charges Amount
- Tax Exempt
- Total Amount Charged on Credit Card
- Total Charges Amount
- Total Non Room Charges Amount
- Total Room Tax
- Total Tax Amount
- Transportation Charges

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- Valet Charges

You can also create custom reports based on these fields to analyze your organization’s spend.

Tax Information

You can view tax information associated with credit card transactions in the **Tax Information** section in the **View Credit Card Transaction** task. This section includes:

- Additional Tax Charged
- Tax Amount
- Tax Type Code

You can also create custom reports based on these fields.

Related Information
Concepts
Concept: Expense Credit Card Transaction Data Mapping
Tasks
Steps: Review and Correct Credit Card Transactions

Concept: Visa Commercial Format 4.4 (VCF 4) Credit Card Transaction Integration

You can create an integration system to import scrubbed Visa Commercial Format (VCF) 4.4 credit card transaction data into Workday. Visa replaces each actual credit card number with a new, unique, scrubbed 16-digit number on the VCF4.4 file. Workday identifies the credit card account using this number. Since the unique number isn't the actual credit card number, the actual credit card number is secure. You can then process the transactions in Workday Expenses. Workday:

- Supports Level 1, Level 2, and Level 3 information for expense credit card transactions.

  Note: Workday only supports Airfare and Hotel Folio data for Level 3 enhanced data.
- Supports electronic load for the Visa Commercial Format (VCF) 4.4.
- Identifies transactions using a combination of:
  - Account Number
  - Posting Date
  - Sequence Number
  - Transaction Reference

Along with transaction summaries, Workday:

- Imports travel expense details for airline, hotel, and car rental transactions.
- Mapping is based on the expense code mappings for your credit cards.
- Maps the data automatically to expense items.

  Note: Note: If your organization uses more than one network, you can map both Visa and MasterCard product codes to the same expense item.

Level 3 Enhanced Data

You can view and report on level 3 hotel data from Visa credit card transactions. Visa Commercial Data Solutions provides enhanced data procured through several sources such as acquirers, GDS, TMCs and Hotels. If you’re not already enrolled, ensure the financial institution you work with subscribes your corporate card program for enhanced data through Visa Commercial Solutions Experience portal.

Hotel Information

You can view enhanced level 3 data associated with a hotel stay in the **Hotel Information** section in the **View Credit Card Transaction** task. This includes:

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- Charge Date
- Check In Date
- Checkout Date
- Commodity Code
- Daily Room Rate
- Health Club Charges
- If Purchase ID
- Line Item Subtotal
- Merchant Service Description
- No Show Indicator
- Prepaid Expenses Amount
- Sequence Number
- Source Amount
- Total Business Center Charges
- Total Charges Amount
- Total Folio Cash Advances
- Total Food/Beverages Charges
- Total Gift Shop Purchases
- Total Laundry Charges
- Total Mini-Bar Charges
- Total Movie Charges
- Total Non-Room Charges
- Total Room Tax Amount
- Total Telephone Charges
- Total Valet Parking Charges

You can also create custom reports based on these fields to analyze your organization's spend.

Related Information

Concepts

Concept: Expense Credit Card Transaction Data Mapping

Tasks

Steps: Review and Correct Credit Card Transactions

Examples

2025R1 Feature Release Note: Visa Level 3 Hotel Data for Expense Credit Cards

Reference: Credit Card Formats Supported for Expense Integrations

Workday supports these various credit card formats for inbound integrations:

File Type	Primary Account Number (PAN)
AMEX GL1205 Cardholder Listing Files	Workday supports masked.
AMEX GL1025 Global Daily Unbilled Transactions	Workday supports masked.
AMEX Central Travel Data File	Workday supports masked.
AMEX Global Remittance	Workday supports masked.
MasterCard CDF3 15.01	Mask all but the last 4 digits.
Visa VCF4 (VCF4.4)	Replaces the actual credit card number.

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File Type	Primary Account Number (PAN)
Bank of America SBF (Visa and Mastercard) (Do Not Use)	Mask all but the last 4 digits. Workday recommends you use MasterCard CDF3 or Visa VCF4.4 instead.
Citibank VISA (Do Not Use)	Mask all but the last 4 digits. Workday recommends you use MasterCard CDF3 or Visa VCF4.4 instead.

Related Information
Tasks
Steps: Set Up Expense Credit Cards

Currency Exchange Rate Connector

Steps: Set Up Integration to Import Currency Exchange Rates into Workday

Prerequisites
Set up an external endpoint that stores the currency exchange rates.

Context
You can create an integration to load currency exchange rates from an external endpoint into Workday.

Steps
1. Access the **Create Integration System** task and enter *Core Connector: Currency Rates* at the **New Using Template** prompt.
   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. (Optional) Enable the **Enable Message Auditing** integration service.
   The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.
   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Set Up Integration Retrieval .
   Specify how the integration system retrieves files with currency exchange rates from your external endpoint.
5. Launch an Integration .
   Schedule how often the integration system runs.
6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Set Up: Currency Rates*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
7. Create Integration Notifications .
   Configure your integration to send notification messages to specified groups for integration events.

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Concept: Currency Exchange Rate Connector

The Currency Exchange Rate Connector enables you to import currency exchange rates into Workday from an external endpoint. Workday provides the *Core Connector: Currency Rates* integration template. The integration template supports import of currency exchange rates in Workday-defined XML and Comma-Separated Value (CSV) formats.

Optionally, the integration can calculate and load the inverse rate for each currency pair. Example: if you load a USD/EUR exchange rate of 1 *USD* = 0.94 *EUR*, the integration can calculate and load the inverse rate 1 *EUR* = 1.07 *USD*.

Integration Services

The *Core Connector: Currency Rates* integration template includes these integration services:

Integration Service	Required/ Optional	Description
Core Connector: Currency Rates - Deployed Service	Required	Launches the integration.
Core Connector: Currency Rates Service	Required.	Processes incoming currency rates file. Optionally, calculates inverse exchange rates.
Financials Document Retrieval Service	Required.	Retrieves currency rates file from external endpoint.
Integration Document Retention	Required.	Retains copy of each integration file.
Enable Message Auditing	Optional	Records and stores additional audit messages.
Core Connector: Currency Rates Post-Processing Service	Required	Performs additional processing after the integration loads the input file into Workday.

Launch/Schedule Options

Workday provides these launch schedule options for the Currency Exchange Rate Connector integration:

- Launch with an Integration step on a business process.
- Launch by schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Reference: Currency Exchange Rate Connector File Schema

The Currency Exchange Rate Connector supports 2 Workday-defined file formats, Comma-Separated Value (CSV), and XML.

CSV File Format

Column Name	Column Type	Description
CalculateInverseRate	*Boolean*	Select to calculate the inverse rates for the currency pairs included in the input file. This calculation enables you to reduce the cost of retrieving additional exchange rate data. You can also configure this value in the integration attributes.
CalculateCrossRates	*Boolean*	Select to calculate the cross rates between 2 currencies when you know the exchange

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Column Name	Column Type	Description
		rates of a common third currency. This calculation enables you to reduce the cost of retrieving exchange rate data. This value applies to the currency pairs you've included in the input file. You can also configure this value in the integration attributes.
CrossRatesAnchorCurrency	*String*	Select the same currency as the source currency to calculate cross rates. You can also configure this value in the integration attribute.
EffectiveTimestamp	*DateTime* or *Date*	Effective time stamp of the currency rate. Examples: • 2011-01-01T00:00:00 (*DateTime*) • 2011-01-01 (Date)
FromCurrency	*String*	Source currency name in ISO 4217 code format.
TargetCurrency	*String*	Target currency name in ISO 4217 code format.
CurrencyRateType	*String*	Currency rate type for the currency rate. Valid values: • Average • Budget • Current • Financial Budget • Historic Equity • Quarterly Average
CurrencyRate	*Decimal*	Currency rate value. Field supports up to 12 decimal precision.

XML File Schema

```
<?xml version='1.0' encoding='UTF-8'?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
    xmlns:wd="urn:com.workday/CurrencyConnector"
    elementFormDefault="qualified"
    attributeFormDefault="qualified"
    targetNamespace="urn:com.workday/CurrencyConnector">
    <xsd:element name="CurrencyConnectorRequest"
 type="wd:CurrencyConnectorRequestType"/>

    <xsd:complexType name="CurrencyConnectorRequestType">
        <xsd:annotation>
            <xsd:documentation>Wrapper element to allow bulk currency
 conversion rates to be
```

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```
                added.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="CalculateInverseRate" type="xsd:boolean"
 minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Specifies whether the inverse rate of
 this rate should be derived from this rate.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CalculateCrossRates" type="xsd:boolean"
 minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>When enabled, Workday derives cross
 rates using the anchor currency.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CrossRatesAnchorCurrency" type="xsd:string"
 minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>The currency Workday uses to derive the
 cross rate.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CurrencyConversionRateData"
 type="wd:CurrencyConversionRateDataType"
                maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Currency Conversion Rates Data</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="CurrencyConversionRateDataType">
        <xsd:annotation>
            <xsd:documentation>Element containing all Currency Conversion Rate
 data items.</xsd:documentation>
            <xsd:appinfo>
                <wd:Validation>
                    <xsd:documentation>The Effective Date Time must be in the
 form HH:MM. It cannot
                        include seconds.</xsd:documentation>
                    <wd:Validation_Message>The Effective Date Time must be in
 the form HH:MM. It
                        cannot include seconds.</wd:Validation_Message>
                </wd:Validation>
            </xsd:appinfo>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="EffectiveTimestamp" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Effective Timestamp of the Currency
 Rate, example format:
                        2011-01-01T00:00:00
                        2011-01-01</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:union memberTypes="xsd:date xsd:dateTime"></
xsd:union>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="FromCurrency" type="xsd:string">
```

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```
                <xsd:annotation>
                    <xsd:documentation>Provide the From Currency</
xsd:documentation>

                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TargetCurrency" type="xsd:string">
                <xsd:annotation>
                    <xsd:documentation>Provide the Target Currency</
xsd:documentation>

                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CurrencyRateType" type="xsd:string">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Currency Rate
                        Type - Average,Budget,Current (Default),Financial
 Budget,Historic Equity,Quarterly Average</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CurrencyRate" type="xsd:decimal" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Numeric attribute specifying the
 Currency
                        Rate</xsd:documentation>
                </xsd:annotation>
            </xsd:element>

        </xsd:sequence>
    </xsd:complexType>

</xsd:schema>
```

Customer Lockbox Integration

Steps: Set Up Customer Payment Lockbox Integration

Prerequisites

Your bank must be able to generate lockbox files for customer payments. The payments must be in the format that Workday defines for this integration.

Context

Implement an integration to import lockbox files for customer payments into Workday from an external endpoint.

Steps

1. Access the **Create Integration System** task and enter *Import Customer Payments Lockbox* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Enable one or more of the optional integration services:

Option	Description
Enable Message Auditing	Workday recommends that you enable this service only when you first implement the integration, or when you diagnose an issue.

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Option	Description
Integration Document Retention	Specify the number of days that the integration should retain integration files.

The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.

3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Customer Deposit Event* (business process)
   - *Integration Event*
   - *Process: Customer Deposit*
   - *Process: Customer Invoice*
   - *Process: Customer Invoice Payment*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Workday displays attributes for each enabled integration service. if you enable additional integration services, more attributes display in the **Configure Integration Attributes** task.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. Select **Integration System > Configure Integration Maps** as a related action on the integration system and map values between Workday and the external file format.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
6. Set Up Integration Retrieval .

   Specify how the integration system retrieves bank statement files from your external endpoint.
7. Launch an Integration .

   Schedule how often the integration system runs.

Related Information
Reference
The Next Level: Customer Lockbox Overview

Concept: Customer Payment Lockbox Integration

A lockbox is a post office box (PO box) that is accessible by a bank. A company's customers send their payments to the PO box or the Lockbox. The bank collects and processes the payments, and deposits to the company's bank account.

The Customer Payment Lockbox is an inbound integration that imports Bank Administration Institute (BAI2) lockbox data into Workday from an external endpoint.

- Workday provides a single *Import Customer Payments Lockbox* integration template. This template enables you to import lockbox data from any bank that can generate lockbox files in the Workday defined file format.
- You can schedule the Lockbox integration to pick up the Lockbox file on a desired frequency, and create deposits and payments in Workday.
- The deposits and payments have the lockbox details automatically populated in the memo section to help you track payment origin.
- You can run the lockbox process in combination with the Auto-Application Payment process to further automate the cash receipt process. The lockbox integration uses the customer invoice number from the inbound lockbox file to match against the invoice number in Workday. When the numbers match, the Remit-From/Bill-To Customer is populated on the customer invoice payment and the auto-apply flag is set to true.

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- To enable importing payments for multiple bank accounts for a given bank, ensure to select the **Lockbox Bank Account** checkbox in your integration system. This results in multiple lockboxes in 1 file.
- When you have multiple lockboxes, within each lockbox group, remittances are sub-grouped into 1 or more batches with item and dollar totals at the batch level.
- To enable a bank for a lockbox, edit the desired bank account for a company and add 1 or more lockboxes on the **Lockbox Setup** tab. The Lockbox consists of a name, effective date,country, address, and usage. Once configured, you can view the lockbox on the**Settlement**tab of the bank account.
- You can then configure the Lockbox for the company in the **Remit-To Lockbox** section on the **Banking Information** tab of a customer.

Lockbox processing behavior:

- Each Lockbox file is booked to 1 currency and 1 bank account. There can be many deposits in each Lockbox file and each deposit can contain many payments.
- Each payment can refer to none, 1 or many invoices.
- The Lockbox connector doesn't generate any customer payments or deposits when there is a null file.
- When there is no match, the customer invoice payment has an *Unapplied* status.
- When the payment only covers a portion of the invoice being paid, the customer invoice has a payment status of *Partially Paid*. Ensure to enable the **Unpaid Customer Invoices and Adjustments** DIS to retrieve a list of unpaid or partially paid customer invoices.
- Lockbox integration supports check payment format. To use for wires and ACH payment types, ensure that the bank can put the data in the required lockbox format for the fields that support the *Put Customer Payment* and *Submit Customer Deposit* APIs.

Web Services

- *Put Customer Payment*to load payments.
- *Submit Customer Deposit*to load deposits.
- *Get Customer Deposits*to match duplicate deposit.

Integration Attributes

The *Import Customer Payments Lockbox* integration template includes these configurable integration attributes:

Integration Attribute	Description
Currency	The currency associated with each payment. It's required.
Enable Deposit Control Total	Check this box to include the control total (Batch Total Amount) on the Deposit. When the Deposit Control Total is included the Payment totals within the Deposit will be validated against this amount.
Enable Duplicate Depost Checking	Check this box to prevent duplicate deposits from being loaded in Workday. A duplicate deposit is one that has the same Reference ID as another deposit.
Enable Invoice Currency on Payment	Enabling this attribute sends the invoice currency information to Workday given all the selected invoices in the payment are in Workday and have the same currency.
Lockbox Bank Account	Select this check box to use Processing Destination to support multiple Lockbox Bank Accounts. Otherwise this integration uses Destination.
Payment Date	Check this box to use Processing Date. Otherwise, this integration uses the Check Date.

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Integration Attribute	Description
Payment Locked in Workday	To disable editing and canceling the customer payment inside the Workday Application, set to*True*. When set to true, you can update the customer payment only from the web service.
Payment Type	The payment type associated with each payment. It's required.
Submit Deposit for Approval	Select this check box to submit the transaction. If this attribute is not checked the transaction is always saved in draft status.
Use Remit-From Customer on Customer Profile	With this option, if the Bill-To customers of all the invoices in a payment are different, then Workday uses the Remit-From Customer field data on the customer profile to populate this field on the payment. If Workday is unable to identify a unique Remit-From Customer on the customer profile, then this field on the payment is blank.

Integration Maps

The *Import Customer Payments Lockbox* integration template includes these configurable integration maps:

Integration Map	Description
Account to Company	Map Lockbox Bank Account Number to a Workday Company.
Account to Bank Account	Map Lockbox Bank Account Number to a Workday Bank Account.

You can map the lockbox to a company and a bank account and can have multiple values for each map.

Integration Services

The *Import Customer Payments Lockbox* integration template includes these configurable integration services:

Integration Service	Description
Enable Message Auditing	Records and stores additional audit messages. Workday recommends that you enable this service only when you first implement the integration, or when you diagnose an issue.
Integration Document Retention	Retains integration files for audit and troubleshooting purposes.

Customer Payment Lockbox File Format

Records Nesting in the Lockbox File

The Customer Payment Lockbox integration imports lockbox files in a Workday-defined format.

- The file is ASCII text.
- Each line consists of 1 data record. See character length limits in the table.
- Each record has multiple fields. Each field occupies a specific positions on the line. The field must occupy all positions defined for it. Example: a field has 10 positions and your data for that field is fewer than 10 characters. You must pad the remaining positions as defined in the file format.
- The file includes multiple types of records. Some records include subrecords. For successful processing, all these records including payment information are required. When there is an empty or missing record, then the file has errors and you will need to contact your bank.

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Record	Description
Type 1 Record	Immediate address header record. Marks the beginning of a file and identifies both the source bank and the destination (your company) of the data. Maximum 1 record per file. Each data record must be exactly 300 characters wide.
Type 2	Service record. Identifies the purpose, content, and physical characteristics of the data. Immediately follows type 1 record. Maximum 1 record per file. Each data record must be exactly 300 characters wide.
Type 5	Lockbox header record. Provides information that is common to all items for the lockbox. Maximum 1 record per lockbox. Each data record must be exactly 300 characters wide.
Type 6	Check detail record. Contains the data associated with a check. There's 1 detail record per remittance. Each data record must be exactly 300 characters wide.
Type 4	Overflow record. Contains invoice information related to the check. Each data record must be exactly 300 characters wide.
Type 7	Batch total record. Marks the end of a batch. Used for balance and control purposes. Each data record must be exactly 300 characters wide.
Type 8	Service total record. Marks the end of all batches for a lockbox. Used for balance and control purposes. Maximum 1 record per lockbox. Each data record must be exactly 80 characters wide.
Type 9	Destination trailer record. Marks the end of a file and includes the total number of records transmitted. Maximum 1 record per file. Each data record must be exactly 80 characters wide.

Each file has this format:

- A: Begins with a type 1 and type 2 record and ends with a type 9 record.
- B: Each lockbox reported in the file begins with a type 5 record and ends with a type 8 record. When you have multiple lockboxes, section 5 through 8 will repeat for each lockbox. Each section must have records to avoid errors.
- C: Each lockbox section contains one or more batches of payments. A type 7 record marks the end of each batch.
- D: Information for each check and remittance is contained in a type 6 record and one or more type 4 records.

a	Type 1			
a	Type 2			
a	*b*	Type 5		
a	*b*	*c*	*d*	Type 6
a	*b*	*c*	*d*	Type 4
a	*b*	*c*	Type 7	
a	*b*	Type 8		

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a	Type 9			

Launch/Schedule Options

Workday provides these launch schedule options for the Customer Payment Lockbox integration:

- Launch with an Integration step on a business process.
- Launch by schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Accounting

The accounting will debit the cash account posting rule and credit the undeposited receipts posting rule. Manual or auto application of the payments will then debit undeposited receipts and credit receivables or unapplied payments.

Action	Debit	Credit
Run Lockbox Process	Cash	Unapplied Payments
Apply Payments	Unapplied Payments	Receivables
Place Payment On Account	Unapplied Payments	Unapplied On Account Payments

Related Information
Reference
The Next Level: Customer Lockbox Overview

Reference: Customer Payment Lockbox Integration File Format

Type 1 Record – Immediate Address Header

This record is always the first record in the file.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **1**.
Priority code	2-3	2	(Numeric) Always **00** (2 zeros).
Destination	4-13	10	(Alpha-numeric) Number identifying you as the receiver of the file. Typically that value is your lockbox DDA account number. Left justified, space-filled.
Origin	14-23	10	(Alpha-numeric). Bank routing/transit number. Left justified, space-filled.
Date	24-29	6	(Numeric) Processing date (date that you entered the data into the external application). Format YYMMDD.
Time	30-33	4	(Numeric) Processing time (time that you entered the data into the external application). Military time (24-hour format) in format HHMM.
Reserved	34-300	267	(Alpha-numeric) Space-filled.

Type 2 Record – Service

This record always follows the type 1 record.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **2**.
Ultimate network address	2-11	10	(Alpha-numeric) Same value as Destination field in the type 1 record. Left justified, space-filled.

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Field Name	Position	Size	Description
Ultimate network origin	12-21	10	(Alpha-numeric) Same value as Origin field in the type 1 record. Left justified, space-filled.
Reference code	22-31	10	(Numeric) Zero-filled.
Service type	32-34	3	(Numeric) Always **400**.
Record size	35-37	3	(Numeric) Always **300**.
Blocking factor	38-41	4	(Numeric) Indicates the number of characters in a block of data. Always **0300**.
Format code	42	1	(Numeric) Always **1**.
Reserved	43-300	258	(Alpha-numeric) Space-filled.

Type 5 Record – Lockbox Header

The file includes 1 type 5 record per lockbox. For the first lockbox in the file, the type 5 record follows the type 2 (service) record. For all other lockboxes, the type 5 record follows a type 8 (service total) record.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **5**.
Reserved	2-7	6	(Numeric) Zero-filled.
Lockbox number	8-14	7	(Numeric) Right-justified, zero-filled.
Date	15-20	6	(Numeric) Processing date. Format YYMMDD.
Processing destination	21-30	10	(Alpha-numeric) Same value as Destination field in the type 1 record. Left justified, space-filled.
Processing origin	31-40	10	(Alpha-numeric) Same value as Origin field in the type 1 record. Left justified, space-filled.
Reserved	41-300	260	(Alpha-numeric) Space-filled.

Type 6 Record – Detail

The file includes 1 type 6 record per transaction.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **6**.
Batch number	2-4	3	(Numeric) Unique batch number. Right-justified, zero-filled.
Item number	5-7	3	(Numeric) Sequential number that identifies each remittance within the batch. Right-justified, zero-filled.
Remittance amount	8-17	10	(Numeric) Format $$$$$$$$¢¢. Right-justified, zero-filled, implied decimal. Required field.
Remittance RTN	18-26	9	(Alpha-numeric) Routing/transit number from the MICR line of the check. If none, space-filled.
Remittance account number	27-36	10	(Alpha-numeric) Account number from the MICR line of the check, excluding any embedded spaces or dashes. Left justified, space-filled. If none, space-filled
Check number	37-46	10	(Alpha-numeric) Left justified, space-filled. Truncate this value if the original check number exceeds 10 characters.
Check level user-defined field 1.	47-76	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled.
Filler	77-80	4	(Alpha-numeric) Space-filled.
Vicor TID	81-87	7	(Numeric) Assigned for scanning/image research purposes. Right-justified. If none, zero-filled.
Check date	88-93	6	(Alpha-numeric) Format YYMMDD. Required field.
Check level remitter name.	94-123	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled.

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Field Name	Position	Size	Description
Check level remitter account number.	124-153	30	(Alpha-numeric) Customer number or other identifier you use to identify the party submitting the check. Left justified, space-filled. If none, space-filled.
Postmark date	154-159	6	(Alpha-numeric) Format YYMMDD. Required field.
Remitter zip code	160-168	9	(Alpha-numeric) Left justified. If none, space-filled.
Envelope sequence number	169-171	3	(Numeric) Right-justified. If none, zero-filled.
Check level user-defined field 2.	172-201	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled.
Check level user-defined field 3.	202-231	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled.
Check level user-defined dollar field 1.	232-242	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Reserved	243-300	58	(Alpha-numeric) Space-filled.

Type 4 Record – Overflow

The integration supports 1 or more type 4 records per transaction for invoice information related to the check. Type 4 records follow their associated type 6 (detail) records.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **4**.
Batch number	2-4	3	(Numeric) Same value as the batch number for the associated type 6 record. Right-justified, zero-filled.
Item number	5-7	3	(Numeric) Same value as the item number for the associated type 6 record. Sequential number that identifies a given remittance within the batch. Right-justified, zero-filled.
Overflow type	8	1	(Numeric) Always **6**.
Overflow sequence number	9-10	2	(Numeric) Sequence number of this record within all type 4 records for a transaction. Right-justified, zero-filled.
Last indicator	11	1	(Numeric) Valid values: • **0**: There are one or more additional type 4 records following this record. • **9**: There are no more type 4 records for the transaction.
Invoice number	12-26	15	(Alpha-numeric) Left justified, space-filled. If none, send **N/A**.
Invoice amount	27-36	10	(Numeric) Format $$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Invoice level user-defined field 1	37-66	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled. You can use this field to submit Purchase Order Number values.
Filler	67-80	14	(Alpha-numeric) Space-filled.
Invoice date	81-86	6	(Alpha-numeric) Format YYMMDD. If none, send 111111.
Gross invoice amount	87-97	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Discount invoice amount	98-108	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.

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Field Name	Position	Size	Description
Invoice remitter account number with lockbox customer	109-138	30	(Alpha-numeric) Customer number or other identifier you use to identify a customer in addition to the check remitter identified in the associated 6 record. Used when you use a single check for payments to multiple customer accounts. Left justified, space-filled. If none, space-filled.
Envelope sequence number	139-141	3	(Numeric) Same value as the envelope sequence number in the associated type 6 record. Right-justified. If none, zero-filled.
Invoice amount due	142-152	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Invoice level user-defined field 2	153-182	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled. You can use this field to submit Purchase Order Number values.
Invoice level user-defined field 3	183-212	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled. You can use this field to submit Purchase Order Number values.
Invoice level user-defined field 4	213-242	30	(Alpha-numeric) Left justified, space-filled. If none, space-filled. You can use this field to submit Purchase Order Number values.
Invoice level user-defined dollar field	243-253	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Invoice level user-defined dollar field 2	254-264	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Invoice level user-defined dollar field 3	265-275	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Invoice level user-defined dollar field 4	276-286	11	(Numeric) Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Invoice level user-defined date field	287-292	6	(Alpha-numeric) Format YYMMDD. If none, send 111111.
Reserved	293-300	8	(Alpha-numeric) Space-filled.

Type 7 Record – Batch Total

A type 7 record marks the end of a batch. You use this record for balance and control purposes. A type 7 record follows the last type 6 (detail) or type 4 (overflow) record in the batch.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **7**.
Batch number	2-4	3	(Numeric) Same as the batch number used in the type 6 records and type 4 records within the batch. Right-justified, zero-filled.
Last item number	5-7	3	(Numeric) Right-justified, zero-filled.
Lockbox number	8-14	7	(Alpha-numeric) Same as the lockbox number in the associated type 5 record. Right-justified, zero-filled.
Processing date	15-20	6	(Numeric) Format YYMMDD. Required field.
Item count	21-23	3	(Numeric) Number of remittances in the batch, which equals the number of type 6 records in the batch. Right-justified, zero-filled.
Batch total amount	24-33	10	(Numeric) Remittance USD total of the batch. Format $$$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Batch summary data	34-300	267	(Alpha-numeric) Space-filled.

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Type 8 Record – Service Total

A type 8 record follows the last type 7 (batch total) record for a lockbox.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **8**.
Last batch number	2-4	3	(Numeric) Right-justified, zero-filled.
Last item number	5-7	3	(Numeric) Right-justified, zero-filled.
Lockbox number	8-14	7	(Alpha-numeric) Same value as the lockbox number in the associated type 5 record. Right-justified, zero-filled.
Processing date	15-20	6	(Numeric) Format YYMMDD.
Item count	21-23	3	(Numeric) Number of remittances for this lockbox. Equals the number of type 6 records in the lockbox. Right-justified, zero-filled.
Lockbox total amount	24-33	10	(Numeric) Remittance dollar total for the lockbox. Format $$$$$$$$¢¢. Right-justified, zero-filled, implied decimal.
Filler	34	1	(Alpha-numeric) Space-filled.
Batch count	35-37	3	(Numeric) Number of batches for the lockbox. Right-justified, zero-filled.
Reserved	38-80	43	(Alpha-numeric) Space-filled.

Type 9 Record – Destination Trailer

The type 9 record is the last record in the file.

Field Name	Position	Size	Description
Record type	1	1	(Numeric) Always **9**.
Record count	2-7	6	(Numeric) Total number of records in the file, including this type 9 record. Right-justified, zero-filled.
Reserved	8-80	73	(Alpha-numeric) Space-filled.

Sample File

```
1001234567890121000248 0611101648
21234567890121000248 000000000040008000801
5000000777777706111012345678901210002 48
600100100000011111210002481234567890243344 0001Check User Defined Field 1
0000VID060401Remitter Name Account Number
060804012345678001Check User Defined Field 2 Check User Defined Field 3
00000000000
400100160194873201 0000001111Invoice User Defined Field 1
061101000000011111000000001111 00000001111Invoice User
Defined Field 2 Invoice User Defined Field 3 Invoice User Defined Field 4
000000000000000000000000000000000000000000000111111
600100200000022221210002481234567890243344 0002Check User Defined Field 1
0000VID060401Remitter Name Account Number
060804012345678002Check User Defined Field 2 Check User Defined Field 3
00000000000
400100260104873202 0000001111
061101000000011111000000001111 00000001111Invoice User
Defined Field 2 Invoice User Defined Field 3 Invoice User Defined Field 4
000000000000000000000000000000000000000000000111111
400100260294873202 0000001111
061101000000011111000000001111 00000001111Invoice User
Defined Field 2 Invoice User Defined Field 3 Invoice User Defined Field 4
000000000000000000000000000000000000000000000111111
600100300000033331210002481234567890243344 0003Check User Defined Field 1
0000VID060401Remitter Name Account Number
060804012345678003Check User Defined Field 2 Check User Defined Field 3
```

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```
00000000000
70010037777777061110003000000666
80010037777777061110003000003666 001
9000012
```

DAS2 Integration

Steps: Set Up DAS2 Integration

Prerequisites

- Set up these details on your company:
  - A company address with a street number extension of *Bis*, *Ter*, *Quater*, or *Quinquies* and a numeric postcode that doesn't begin with *00*.
  - The SIREN number, SIRET number, and APE code tax IDs.
- Set up these details on payees you want to report on:
  - An address.
  - A payee category.
  - The *DAS2* tax authority form type.
- For payees that are based in France, also set up these details:
  - The SIRET number tax ID.
  - A street number extension of *Bis*, *Ter*, *Quater*, or *Quinquies* and a numeric postcode that doesn't begin with *00*.

Context

You can create an integration to generate electronic TD/Bilatéral files from transaction entries to present to French tax authorities. DAS2 is a declaration of payments made to third parties that exceed a specified threshold.

Steps

1. Access the **Maintain Third-Party Payments Configuration** task.

   Select **Aggregate Category Mapping**, then map the DAS2 payment categories to Workday spend categories or spend category hierarchies.

   After you map the payment categories, add all payment categories to 1 row and enter the threshold specified by the tax authority.

   Security: *Set Up: Tax* domain in the Common Financial Management functional area.

   See also:

   - Concept: Third-Party Payments Integration
   - Steps: Set Up Third-Party Payments Integration
2. (Optional) Access the **Maintain Supplier Classifications** task.

   You can add a supplier classification to differentiate between companies and individuals as suppliers.

   As you complete the task, consider:

Classification Name	Enter a name for your supplier classification. Example: *Individual*.
Field Title	Create field titles for your suppliers' first and last names, and professions. Example:

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	• *First Name* • *Last Name* • *Profession*
Simple Classificaiton Type	Select *Text* or *Multiple Choice - Single Select* for your fields.

3. (Optional) Access the **Change Supplier Classification** task.

   Select a supplier and add your supplier classification to the **Supplier Classification** field, then populate the names and profession.
4. Create Integration System.

   Select *DAS2* in the **New Using Template** prompt.
5. Create an Integration System User (ISU) and grant the ISU Get and Put access to the *Integration Event* domain.

   See Steps: Grant Integration or External Endpoint Access to Workday.
6. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Enter integration service attributes. When you're using individual supplier classifications, ensure you select your supplier classification for the **Individual Supplier Classification** attribute.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*
7. (Optional) Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Select the **IndividualAsSupplier** subdocument.

   As you complete the task, consider:

Field Details	Select *Supplier Classification Field*.
Value	Map each row in the **Field(s)** column to your supplier classification fields.

8. Launch an Integration .

Next Steps

Submit your DAS2 file to the tax authority.

Concept: DAS2 Integration

You can use the *DAS2* integration template to generate DAS2 audit files in the electronic TD/Bilatéral format specified by the French tax authority. The integration exports the totals of these payments for a company when the total amount paid to a payee exceeds the threshold set by the tax authority:

- Supplier invoice payments, including supplier invoice adjustments.
- Ad hoc payments.
- Miscellaneous payments.

The integration also includes corrections made through accounting adjustments.

You can include payees by assigning the *DAS2* tax authority form type to:

- Ad hoc payees on the **Edit Ad Hoc Payee** task.
- Contingent workers on the **Assign Tax Authority Form Type to Contingent Worker** task.
- Miscellaneous payees on the **Edit Miscellaneous Payee** task.

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- Suppliers on the **Create Supplier Change** task.

Source Data

Since DAS2 requires that all fields have values, the integration populates a zero or space in the output when a field in Workday has no value. To avoid problems, enter values for all fields required for DAS2 in your company and payee details.

Additionally, ensure that you set up these details for any French companies or payees:

- A full address with a street number extension of *Bis*, *Ter*, *Quater*, or *Quinquies*. Workday converts the extension to the appropriate format in the output.
- A numeric postcode that doesn't begin with *00*.
- The APE code.
- The SIREN number.
- The SIRET number.

You can't enter a SIRET number for ad hoc payees and contingent workers. Workday recommends that you use these payee types only for payees outside of France.

Mapping Payment Categories

Before setting up the integration, you can access the **Maintain Third-Party Payments Configuration** task to map the payment categories on the DAS2 form to Workday spend categories.

You can use the **Aggregate Category Mapping** option to set up the payment threshold specified by the tax authority. When you select this option, you can group the payment categories and set a threshold for the total value of all payments. The integration output then includes payees only when you've paid them more than the threshold amount.

Output Files

When the integration runs, Workday generates a ZIP file containing the DAS2 text file. You can find the file on the **Output Files** tab of the integration event.

Related Information
Concepts
Concept: Third-Party Payments Integration

EBICS Integrations

Steps: Set Up EBICS

Context

You can set up the Electronic Banking Internet Communication Standard (EBICS) transmission protocol to transact securely with financial institutions. To use EBICS, add the EBICS contract to the business process of either:

- Payment integration to transfer payment files.
- Bank statement integration to import bank statements.
- Payment acknowledgment integration to import payment acknowledgments.

When you copy your EBICS setup from your Implementation tenant to your Production tenant using Object Transporter, you still need to complete these steps in your Production tenant:

- Create and activate EBICS users.
- Initialize EBICS contracts.

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Before Workday can re-initialize you in the Production tenant, you must first contact your bank to reset your EBICS credentials.

Steps

1. Create EBICS Contracts .

   Security: *Set Up: Bank Entity* domain in the Banking and Settlement functional area.
2. Select **State > Initialize** from the related actions menu of the user on the contract.

   Once the status of the user is *Pending Activation*, Workday generates an initialization letter for you to send to your financial institution.
3. Select **State > Activate or Deactivate** from the related actions menu of the user on the contract.

   Activate the user in Workday.
4. Select **State > Cancel or Initialize** from the related actions menu of the contract.

   Initialize the contract when your financial institution provides you with the keys.
5. Create an integration system user (ISU) and integration system security group for EBICS.

   Configure the ISU with integration system security groups and domain security policies.

   Grant the ISU *Get* and *Put* access to these domains:

   - *Configuration Set: Integrations* domain in the System functional area.
   - *Set Up: Bank Entity* domain in the Banking and Settlement functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
6. Edit Business Processes.

   On the business process for the integration system that you want to use the contract for, add the EBICS step:

   - For payment integrations, replace the document delivery step with the EBICS step.

     When you set up EBICS for a payment integration, Workday recommends that you add the EBICS users as approvers on the *Settlement Run Event* business process.
   - For bank statement and payment acknowledgment integrations, replace the document retrieval step with the EBICS step.

   Select:

   - *Service* in the **Type** prompt.
   - *EBICS* in the **Specify** prompt.
7. Access the business process definition for the integration system that you configured for EBICS.

   To configure EBICS, select an order type that you configured for the user on the contract. The order type must also be compatible with the integration you configured for EBICS.

   When you run the integration, Workday recommends that you select the ISU that you configured for EBICS.

Next Steps

If you set up EBICS for a payment integration, create a settlement run to send payment files to your financial institution using the EBICS transmission. Workday recommends that you test your EBICS configuration by transferring a test payment file.

To check if your payment file delivery is successful, view your settlement run:

1. In the **Payment Groups** grid in the **Payment Groups** tab, click the payment message for the payment group that you want to verify.
2. In the **Business Process** grid in the **Business Process** tab, click *Integration Process: EBICS Configuration and Transmission - For EBICS Configuration*.

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3. Click the integration event in the **Initial Integration Event** section. The status says *Completed* when your payment file delivery is successful.

Related Information

Concepts

Concept: Object Transporter

Tasks

Steps: Set Up Bank Integrations for Settlement Processing

2022R1 What's New Post: EBICS Version 2.5

Create EBICS Contracts

Prerequisites

- Obtain Electronic Banking Internet Communication Standard (EBICS) information from your financial institution.
- Security: *Set Up: Bank Entity* domain in the Banking and Settlement functional area.

Context

You can:

- Create an EBICS contract to record EBICS information from your financial institution in Workday.
- Add the contract to your integrations to transact securely with your financial institution using the EBICS transmission protocol.

Steps

1. Access the **Create EBICS Contract** task.
2. Complete the **EBICS Connectivity Information** section:

Option	Description
EBICS Id	Enter a unique ID for the EBICS contract in Workday.
Partner Id	Enter the EBICS customer ID that your financial institution provides.
Country	This prompt is only for reporting purposes and doesn't affect how the EBICS contract interacts with your financial institution.
Financial Institution	This prompt is only for reporting purposes and doesn't affect how the EBICS contract interacts with your financial institution.
EBICS Version	Workday supports EBICS versions 2.5 and 3.0.

3. Complete the **EBICS Users** grid:

Option	Description
User Id	Enter the user ID that your financial institution provides. The EBICS user authorizes sending the payment file.
User Name	Enter the name of the EBICS user in Workday.
Signature	Select the electronic signature types for the EBICS users.

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Option	Description
	EBICS contracts require either: • A user with an E signature. • A user with an A signature and a second user with either an A or B signature. EBICS T contracts require a user with a T signature. When there are users with different signature types in the EBICS contract, Workday prioritizes the signatures based on the order that you list the users in the contract. Example: The contract has 3 users with different signature types. Ordered from first to last, the users have signature types A, B, and E. Workday uses signature types A and B for the contract.
Order Types	Select an existing order type or create a new one to capture the file format and other setting that your financial institution requires to process payment files. You must select at least 1 order type for either EBICS version. For EBICS 3.0, Workday uses order types to capture Business Transformation Format (BTF) settings. See Create EBICS Order Types .
Valid From Valid To	Enter the date range when the user is authorized to upload or download files. For contracts that you create after June 2026, Workday populates the expiration date on user certificates from the valid-to date. When you leave the valid-to date empty, Workday sets an expiration date of 2099-12-31.

Next Steps

- Activate the EBICS users and the contract.
- Add the contract to the business process of the integration that you want to use for EBICS.
- Use the **Find EBICS Contracts** report to view the contracts that you've created.

Related Information
Examples
Steps: Set Up Settlement

Create EBICS Order Types

Prerequisites

Security: *Set Up: Bank Entity* domain in the Banking and Settlement functional area.

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Context

You can create EBICS order types to capture the file format and other settings your financial institution requires to process payment files. Workday uses order types for:

- EBICS 2.5 order types.
- EBICS 3.0 Business Transformation Format (BTF) settings.

Steps

1. Access the **Create EBICS Order Type** task.
   You can access the task:
   - From the prompts in the **Order Types** column of the **EBICS Users grid** when you create or edit contract types.
   - When you configure the EBICS service step on the *Integration Process Event* business process.
2. Complete the task:

Option	Description
EBICS Version	Workday displays or hides fields based on the version that you select.
Name	Enter a unique name to identify the order type or BTF within Workday. We recommend that you append the EBICS version to clearly differentiate order types from BTFs.
Order Type Category	Select whether you want to upload or download information.
File Format	Enter the file format. For EBICS 3.0, the file format is the BTF message name.
Service Name **Scope** **Service Option** **Container** **Message Variant** **Message Version** **Message Format**	These fields display when you select the EBICS version 3.0. Enter the BTF information from your financial institution.

Result

You can select the new order type or BTF when configuring EBICS contracts and integrations.

Example

You configure an EBICS 3.0 BTF by creating an order type with these settings:

Option	Value
EBICS Version	*3.0*
Name	*SCT (EBICS 3.0)*
Order Type Category	*Upload*

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Option	Value
File Format	*pain.001*
Service Name	*SCT*
Scope	*GLB*
Service Option	No value.
Container	No value.
Message Variant	*001*
Message Version	*09*
Message Format	*XML*

EDI Supplier Integrations

Steps: Set Up Integration to Import EDI 810 Supplier Invoices

Prerequisites

- Know the IP address for the external vendor endpoint.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create an integration to import supplier invoices in the American Standards Committee (ASC) X12 810 EDI format from a supplier.

When you expect suppliers to send credit memos as invoice adjustments through an EDI 810 integration:

- Ask suppliers not to populate the BIG04 segment with a purchase order (PO) number, or else build a preprocessor to remove the PO number.
- Consider whether your *Return to Supplier Event* business process configuration creates an invoice adjustment when you create a return.

When the *Return to Supplier Event* business process creates invoice adjustments, the EDI 810 integration might result in duplicate credit memos: one created through the business process, and another when you receive an invoice adjustment through EDI.

Steps

1. Access the **Maintain Units of Measure** task.

   Enter the units of measure that you want to use for EDI 810 transactions in the **EDI Code** field.

   Note: To avoid processing errors, enter all units of measure in the **EDI Code** column, even when they're the same as the **UN CEFACT Common Code**.

   Security: *Set Up: Unit of Measure* domain in the Common Financial Management functional area.
2. Create Integration System .

   From the **New Using Template** prompt, select *Supplier Invoice EDI 810 Inbound*.

   You can enable the optional *EDI 810 Additional opt-in Configurations Service* integration service to create supplier invoices that might cause errors in *Draft* status instead of causing the integration to fail.
3. Create Integration Business Process .

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4. Set Up Integration Retrieval .
   Configure document retrieval to import EDI 810 files.
5. Select **Integration System > Configure Integration Attributes** from the related actions menu on the integration system.
   Enter integration service attributes. As you complete the task, consider:

Integration Attribute	Description
Interchange Sender ID	Enter the ID provided by the supplier.
Default Company/Supplier From PO	Enable this attribute to populate the company and supplier on the supplier invoice from the PO referenced in the EDI 810 file. When the values in the EDI 810 file differ from the values on the PO in Workday, the values in Workday take precedence.
Skip Control Total Amount Verification	Enable this attribute to deactivate errors that occur when the control total amount in the TDS01 segment doesn't match the total of the lines for the invoice.
Enable Pre-Processing	Enable this attribute to deactivate certain validations and create supplier invoices that would otherwise cause errors in *Draft* status. When you enable this attribute, Workday creates supplier invoices in *Draft* status when the: • Supplier invoice contains both valid and invalid line numbers for the referenced PO. • ITM01 segment on the inbound file is missing a line number value. • Referenced PO number doesn't exist for the company. • EDI 810 file references a PO with a change order in progress where the invoice also contains an invalid PO line reference. Before you enable this attribute, consider: • This feature works with the Supplier Invoice Work Area. • You must configure a supplier reference ID for any suppliers that send EDI 810 invoices. • The integration uses the Submit Supplier Invoice Request web service.
Spend Category for Freight and Other Charges	Enable this attribute for when your EDI 810 file includes amounts for freight and other charges. Workday creates a zero-cost line on your Workday supplier invoice with the spend category that you configure, and your freight

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Integration Attribute	Description
	amounts and other charges remain on the header of the invoice.
Include Landed Costs in Tax	Enable this attribute to include the **Freight Amount** and **Other Charges** in the total tax calculation for your supplier invoice.
EDI 810 Work Area Enhancement	Displays when you enable the optional *EDI 810 Additional opt-in Configurations Service* integration service on your integration. Enable this attribute to: • Process more of the EDI 810 data that you import into Workday. • Correct EDI 810 transaction errors in the Supplier Invoice Work Area.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

6. Select **Integration System > Configure Integration Maps** from the related actions menu on the integration system.

   You can map values between Workday and the EDI 810 file. This mapping is useful in cases when values from your suppliers are *ZZ* (Mutually Defined), or a supplier sends an invoice without a PO.

   As you complete the task, consider:

Map	Description
Company Mapping EDI File	Map this value to avoid processing errors. The **External Value** that you specify for the selected company must match the GS03 and ISA08 segments in the EDI 810 file.
Supplier Mapping EDI File	Map this value when the selected supplier in Workday doesn't have a DUNS number that matches the GS02 segment on the EDI 810 file. When you haven't configured a DUNS number on the supplier profile, update the supplier to add it or enter the DUNS number in the **External Value**.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

7. (Optional) Access the **Maintain Supplier Invoice System Validation** task.

   Select which validation errors to ignore when you create supplier invoices using the EDI 810 integration. When applicable, Workday creates a supplier invoice in *Draft* status and directs it to the **Supplier Invoice Work Area** report, where you can change and correct the invoice to complete processing.

   Security: *Set Up: Supplier Accounts* domain in the Supplier Accounts functional area.

8. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

9. (Optional) Create Integration Notifications .

10. Launch an Integration .

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Related Information

Tasks

Steps: Set Up Supplier Invoices

Steps: Set Up Supplier Invoice Work Area

Reference

Reference: Valid Element Codes for Inbound EDI 810 Files

Reference: Supplier Invoice Work Area

Steps: Set Up Integration to Export EDI 850 Purchase Orders

Prerequisites

Know the IP address for the external vendor endpoint.

Context

You can create an integration to export purchase orders (POs) in the American Standards Committee (ASC) X12 850 EDI format to a supplier.

Workday trims these ASC X12-supported delimiters from the 850 outbound file: ~ ^ : * |

Example: Workday processes *123~ABC* as *123ABC*.

Steps

1. Change Supplier Information.

   For suppliers that you plan to use EDI with:

   - Configure DUNS numbers in the supplier details.
   - Select *EDI* or *EDI Auto* as the issue option for purchase orders.

   When a supplier uses a different ID, configure an alternate value to populate in the GS03 segment. Specify an **Alternate Name Usage** of *EDI Integration Name*.
2. (Optional) Access the **Edit Company Industry Codes** task.

   We recommend that you use this task to configure DUNS numbers for companies that send EDI 850 purchase orders. Workday populates the DUNS number in the GS03 segment in EDI 850 files.

   From the **Industry Code Type** prompt, select *DUNS NUMBER*, and enter the company DUNS number in the **Industry Code** field.

   Security: *Set Up: Company General* in the Common Financial Management functional area.
3. (Optional) Access the **Maintain Companies as Customers or Suppliers** task.

   When your companies are also set up as customers, ensure that the DUNS number on the customer profile matches the DUNS number on the company.

   Access the related actions menu of the company in the **Operates as Customer** column and check the DUNS number.

   When you don't configure a DUNS number on the **Edit Company Industry Codes** task, Workday uses the DUNS number from the customer profile in EDI 850 files.

   Security: *Set Up: Company Accounting* domain in the Common Financial Management functional area.
4. Maintain Customer Account Number Rules.

   To process EDI 850 files correctly, configure customer account numbers. Customer account numbers can populate on EDI 850 files through the deliver-to or ship-to customer account number on purchase orders at the header or line level.

   Security: *Set Up: Procurement* domain in the Procurement functional area.

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5. Access the **Maintain Units of Measure** task.

   Enter the units of measure (UOM) that you want to use for EDI 850 transactions in the **EDI Code** field. To issue service lines on POs, configure a UOM row with this information:

Column	
EDI Code	HR
Unit of Measure Dimension	Time
Unit of Measure Name	Hours

   Note: To avoid processing errors, enter all UOMs in the **EDI Code** column, even when they're the same as the **UN CEFACT Common Code**.

   Security: *Set Up: Unit of Measure* domain in the Common Financial Management functional area.

6. (Optional) Maintain Purchase Order Types.

   In the **EDI Code** column, specify the qualifier code to send in the BEG02 segment of EDI 850 files that use a particular purchase order type.

   By default, Workday sends:

   - *CN* when the purchase order type is **Bill Only**, **Consignment**, or both.
   - *SA* for other purchase order types.

   Example: If you want to configure rush orders as a purchase order type, you would set the required BEG02 identifier to *RO* to meet EDI standards.

7. (Optional) Set Up Shipping Information.

   In the **EDI Code** field, enter the shipping method that you want to send to suppliers for EDI 850 transactions.

   Commonly accepted shipping methods that you can configure include:

   - *ON* for STANDARD NEXT DAY
   - *NM* for NEXT DAY 8:00 AM
   - *PA* for NEXT DAY 10:30 AM
   - *SE* for SECOND DAY
   - *3D* for THIRD DAY
   - *SP* for SATURDAY

8. Create Integration System .

   From the **New Using Template** prompt, select *Purchase Order EDI 850 Outbound*.

   Enable the optional *EDI 850 Filename Sequence Generator* integration service.

   You can create multiple EDI 850 integration systems when different companies or suppliers require different configurations.

9. Select **Integration System > Configure Integration Attributes** from the related actions menu on the integration system.

   Enter integration service attributes. As you complete the task, consider:

Integration Attribute	Description
MSG segment for PO header	Enable this attribute to send multiple MSG segments when the **Memo** on the header of a purchase order is longer than the character limit for a single MSG segment. Workday splits the memo across multiple MSG segments. When you don't enable this attribute, Workday truncates the memo.

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Integration Attribute	Description
Change Ship to Contact Code from AR to RQ	Enable this attribute when a supplier requests that you populate the PER^01 segment with *RQ* instead of the default value *AR*.
Receiver ID	Enter the supplier ID to populate in the ISA08 segment in the EDI 850 file.
N9 Before N1 Segment	Enable this attribute when an interchange partner requests that you send the N9 segment before the N1 segment. When you don't enable this attribute, Workday generates the file with the N1 segment first.
Disable Unit Cost Rounding	Enable this attribute to allow item unit costs to have up to 6 decimal places. This setting helps reduce pricing errors caused by rounding when you submit purchase orders.
Sender ID	Enter a value when you have multiple companies that use the same code when sending orders to suppliers.
ISA07 Qualifier	Enter a 2-character value to override the default *ZZ* when the interchange provider requires ISA07 to have a different value.
Interchange Usage Indicator	Select an option to indicate in the ISA15 segment whether you sent the message from a test environment or production environment. By default, the integration populates the ISA15 segment with *P* (production).

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

10. (Optional) Select **Integration System > Configure Integration Field Attributes** from the related actions menu of the integration system.

    Include the supplier part auxiliary ID when:

    - A PO originates from a supplier punchout requisition.
    - The supplier requires this field.

    When the supplier provided the ID on their response to the requisition, the field populates on the PO1 segment with a *VO* qualifier.

    Select the **Purchase_Order_Goods_Line** folder.

    In the **Field Configuration** grid, select the **Include in Output** check box for the **Supplier_Part_Auxiliary_ID** field.

    Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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11. Set Up Integration Sequence Generators .

    Configure 2 sequence generators to enable the integration services and ensure that each EDI 850 file is unique:

    - *EDI 850 Batch ID Sequence Generator*
    - *EDI 850 Filename Sequence Generator*

    Workday uses these values in the ISA13 (Interchange Control Number) assigned on your EDI 850 outbound files.

    Note: To avoid errors, ensure that the sequences are 9 digits in length.

12. Create Integration Business Process .
13. Set Up Integration Delivery .

    Specify how the integration system delivers EDI 850 files to the external vendor endpoint.

    In the **Document(s)** section, select **From this Integration Process**.

    In the **Transport Type** section, select the *SFTP* transport type and enter the SFTP details.

14. Create an Integration System User (ISU) and grant it Get and Put access to the *Integration Event* domain.

    See Steps: Grant Integration or External Endpoint Access to Workday.

15. (Optional) Create Integration Notifications .

    Workday recommends that you configure notifications to inform users or security groups when integrations complete with warnings or errors.

16. Edit Business Processes.

    Configure your *Purchase Order Issue Event* business process to launch the integration when you issue POs.

    We recommend that you trigger the integration using the *Launch EDI 850 Outbound Integration* service step. When you have more than 1 EDI 850 integration, access the **Maintain Supplier Links** task to specify which integration system to use for which purchase orders.

    Alternatively, you can add an integration step and configure your EDI 850 integration. From the **Value Type** prompt, select *Determine Value at Runtime*. From the **Value** prompt, select *Purchase Order*. When you have more than 1 EDI 850 integration, add multiple integration steps and configure entry conditions to specify which integration system to use for which purchase orders.

17. (Optional) Access the **Maintain Supplier Links** task.

    Specify which integration systems to use when you

    - Trigger integrations with the *Launch EDI 850 Outbound Integration* service step.
    - Have different EDI 850 configurations for certain companies or suppliers.

    On the **Supplier Links for EDI PO Issue** tab, add rows to the grid to specify which integration systems to use for certain companies or suppliers.

    Security: *Set Up: Procurement* domain in the Procurement functional area.

18. (Optional) Launch an Integration .

    You can launch the integration manually when you need to reprocess errors.

Result

When you issue multiple POs by EDI at the same time, we consolidate the files by supplier and acknowledgment status for the issued purchase orders. Example:

Purchase Order	Supplier	Acknowledgment Expected	EDI File
PO-1000	Independent Technology Solutions	Yes	File001.edi

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Purchase Order	Supplier	Acknowledgment Expected	EDI File
PO-1001	Independent Technology Solutions	No	File002.edi
PO-1002	Independent Technology Solutions	Yes	File001.edi
PO-1003	Global Catering Services	Yes	File003.edi

Related Information

Tasks

Issue Purchase Orders

Create Suppliers

The Next Level: Spend Management EDI Integrations: A Comprehensive Mini Series

Reference

Reference: Valid Element Codes for Outbound EDI 850 Files

Steps: Set Up Integration to Import EDI 855 Purchase Order Acknowledgments

Prerequisites

- Know the IP address for the external vendor endpoint.
- Retrieve the ISA06 Interchange Sender ID code from the external vendor.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create an integration to import purchase order acknowledgments (POAs) in the American Standards Committee (ASC) X12 855 EDI format.

When you import a POA, Workday:

- Appends the EDI status code in the **Memo** field for each purchase order line.
- Matches the purchase order line number sent by the supplier for the POA.
- Maps *MF* qualifiers for manufacturers to the free-text *Manufacturer Name* alternate item identifier.

You can't process suppliers sending multiple acknowledgment lines for the same purchase order line in Workday within the same file.

Steps

1. Access the **Edit Tenant Setup - Financials** task.

   In the **Business Document Sequence IDs** section, create or select an ID generator from the **ID Generator for Purchase Order Acknowledgement** prompt.

   In the **Procurement Options** section, select the **Enable Purchase Order Acknowledgements** check box.

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.
2. Steps: Automate Changes from Purchase Order Acknowledgments

   Workday recommends automating changes from Purchase Order Acknowledgments to ensure data accuracy after you import.

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3. Access the **Maintain Units of Measure** task.

   Set up units of measure for EDI using the X12 standards. Enter the units of measure that you want to use for EDI 855 transactions in the **EDI Code** column.

   Note: To avoid processing errors, enter all units of measure in the **EDI Code** column, even when they're the same as the **UN CEFACT Common Code**.

   Security: *Set Up: Unit of Measure* domain in the Common Financial Management functional area.

4. Change Supplier Information.

   For suppliers that you expect to receive EDI 855 files from, select the **Acknowledgement Expected** check box in the **Procurement Options**.

   With this configuration, Workday sets the ISA14 segment to 1 when you issue EDI 850 files. This informs suppliers that you expect an acknowledgment.

5. Create Integration System .

   From the **New Using Template** prompt, select *Purchase Order Acknowledgment EDI 855 Inbound*.

6. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   As you configure the attributes, consider:

Integration Attribute	Description
Interchange Sender ID	You don't need to specify a value when suppliers pass the customer DUNS information in the ISA06. When you do need to map this value, ensure that your supplier sets the ISA05 qualifier to *ZZ* in the EDI 855 file.
Validate Receiver ID	Select to validate that the DUNS number for the customer in the EDI file matches the DUNS number on a company in Workday. When you enable this attribute, Workday compares the ISA06 value on the EDI 855 file with DUNS numbers maintained on: • The **Edit Company Industry Codes** task. • Customer profiles, when you've configured companies as customers.
Validate Sender ID	Select to validate that the DUNS number for the supplier in the EDI file matches the DUNS number on a supplier in Workday. When you enable this attribute, Workday compares the GS02 value on the EDI 855 file with the DUNS number of suppliers. Note: When you enable both **Validate Sender ID** and **Validate Receiver ID** and 1 of the validations fails, Workday displays an error even when the purchase order matches a valid number in your tenant.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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7. (Optional) Select **Integration System > Configure Integration Maps** as a related action on the integration system.

   Map values that you expect in the EDI 855 file to the equivalent data in Workday.

   In the **External Value** column, enter the values you expect to receive in the ACK segment for each purchase order line.

   In the **Internal Value** column, enter the display name of the Universal Item Identifier without the spaces.

   Access the **Maintain Item Identifier Types** task to configure more item identifiers if the supplier expects it. For each alternate item identifier you configure, the **Internal Value** on the integration map must match the name of the **Universal Identifier Item Type** on the **Maintain Item Identifier Types** task. When you map these values, they display on the POA.

   To enable automated item substitution, ensure your maps translate the VC (Vendor Catalog), VP (Vendor Part), or VN (Vendor Number) external values to the**Supplier Catalog Number** internal value. Configure the **Supplier Catalog Number** on the *Maintain Item Identifier Types task*.
8. Create Integration Business Process .
9. Set Up Integration Retrieval .

   Configure document retrieval to import EDI 855 files.
10. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

    Access the related actions menu of the system user created and select **Security Profile > Assign Integration System Groups**

    See Steps: Grant Integration or External Endpoint Access to Workday.
11. (Optional) Create Integration Notifications .

    Workday recommends that you set up notifications to inform appropriate security groups or users when your integration completes with these statuses:

    - *Completed With Warnings*
    - *Completed With Errors*
12. Launch an Integration .

Related Information

Reference

Reference: Valid Element Codes for EDI 855 Purchase Order Acknowledgment Files

Steps: Set Up Integration to Import EDI 856 Advance Ship Notices

Prerequisites

- Know the IP address for the external vendor endpoint.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create an integration to import advance ship notices (ASNs) in the American Standards Committee (ASC) X12 856 EDI format.

Steps

1. Access the **Edit Tenant Setup - Financials** task.

   In the **Business Document Sequence IDs** section, create or select an ID generator from the **ID Generator for Advanced Ship Notice** prompt.

   In the **Procurement Options** section, select the **Enable Advanced Ship Notices** check box.

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.

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2. Access the **Maintain Units of Measure** task.

   Set up units of measure for EDI using the X12 standards. Enter the units of measure that you want to use for EDI 856 transactions in the **EDI Code** column.

   Note: To avoid processing errors, enter all units of measure in the **EDI Code** column, even when they're the same as the **UN CEFACT Common Code**.

   Security: *Set Up: Unit of Measure* domain in the Common Financial Management functional area.
3. Change Supplier Information.

   For suppliers you expect to receive ASNs from, select the **Enable ASN** check box in the **Procurement Options**. You can also enter when you expect to receive ASNs in the **ASN Due in Days** field.
4. Create Integration System .

   From the **New Using Template** prompt, select *Advance Ship Notice EDI 856 Inbound*.
5. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Enter the **Interchange Sender ID** provided by the supplier to import ASNs successfully. Workday passes this value in the ISA06 segment of EDI 856 files. To ensure Workday maps this value successfully, ensure that your suppliers set the ISA05 qualifier to *ZZ* in your EDI 856 file.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
6. Select **Integration System > Configure Integration Maps** as a related action on the integration system.

   Map values that you expect in the EDI 856 file to the equivalent data in Workday. As you configure the mappings, consider:

Map	Description
Company Mapping EDI File	Map this value to avoid processing errors. The **External Value** that you specify for the selected company must match the GS03 and ISA08 segments in the EDI 856 file.
Supplier Mapping EDI File	Map this value when the selected supplier in Workday doesn't have a DUNS number that matches the GS02 segment on the EDI 856 file. When you haven't added a DUNS number on the supplier profile, update the supplier to add it or enter the DUNS number in the **External Value**.

7. Create Integration Business Process .
8. Set Up Integration Retrieval .

   Configure document retrieval to import EDI 856 files.
9. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

   From the related actions menu of the ISU, select **Security Profile > Assign Integration System Groups**.

   See: Steps: Grant Integration or External Endpoint Access to Workday
10. (Optional) Edit Business Processes.

    Configure the *Advanced Ship Notice Event* business process. To create receipts automatically when you receive ASNs, add the *Initiate Receipt Events from Advanced Ship Notice* service step.

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11. (Optional) Create Integration Notifications .

    Workday recommends that you set up notifications to inform appropriate security groups or users when your integration completes with these statuses:

    - *Completed With Warnings*
    - *Completed With Errors*

12. Launch an Integration .

Result

When suppliers send ASNs, Workday imports the file and records the data. When you've configured the *Advanced Ship Notice Event* business process, Workday can create receipts automatically to reduce workload on the dock.

When suppliers send ASNs with a zero quantity for the purchase order line, Workday doesn't create receipts associated with the purchase order. For just-in-time requisition types, you can access the **Schedule Purchase Order Close Lines for Receiving** task and select the **Restrict to PO Lines with zero shipped quantities** check box. When you select this option, Workday only includes purchase order lines that have zero quantity ASNs in the close for receiving updates.

Related Information
Reference
Reference: Valid Element Codes for Inbound EDI 856 Files

Steps: Configure the Procure-to-Pay Integrations Work Area

Prerequisites

Set up inbound integrations in Workday for:

- EDI 810 (Supplier Invoices)
- EDI 855 (Purchase Order Acknowledgements)
- EDI 856 (Advance Shipment Notices)

Context

You can configure an integrations work area for workers to view all integration errors in 1 place. This provides visibility on inbound EDI integration errors for purchase order acknowledgements (POAs), advance shipment notices (ASNs), and supplier invoices.

Steps

1. Access the **Process: Procurement Integration Work Area - View** domain and configure the security policy.

   Add user groups to give workers access to the **Procurement Integrations Work Area** task.
2. Access the **Procure to Pay Integrations Work Area** task.
3. Access the **Overview** tab to view the status and error log of failed EDI 810, 855, and 856 integration events.

   As you review the tab, consider:

Column	Description
Request	Displays the integration request Workday object.
Files with Error	Displays the number of files that contain errors and aren't processed.

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Column	Description
Log File	Displays a link to the HTML integration error log file.

4. Access the **Work Area** tab to view each integration error with the document details of the integration runs:

   The **Work Area** tab information is currently only available for EDI 855 and 856 integration events.

Column	Descriptions
Request	The integration event. Displays integration run details such as process history and run time.
Interchange Control Number	The control number assigned by the interchange sender from the ISA13 segment in the EDI file.
Supplier Acknowledgement Number (POA only)	The acknowledgement number that the supplier sends from the BAK08 segment in the EDI file.
EDI Purchase Order	The purchase order number in the EDI file.
Purchase Order	The matched Workday purchase order.
Buyer	The buyer on the matched Workday purchase order.
EDI Supplier	The supplier reference from the supplier in the EDI file.
Supplier	The supplier on the matched Workday purchase order.
Reference ID (POA Only)	The order number reference from the REF02 segment in the 855 EDI file.
Shipment ID (ASN Only)	The shipment identification from the BSN02 segment in the 856 EDI file.
Shipment Date (ASN Only)	The shipment date value from the BSN03 segment in the 856 EDI file.
Error Message	The Workday application error triggered during file processing.
Lines	The number of purchase order lines associated with the failed integration event. Displays the matched purchase order line details and errors associated with the line.
File Names	The names of the EDI files processed by the integration event.

Concept: EDI Supplier Integrations

EDI supplier integrations send and receive EDI 810, 850, 855, and 856 files to and from Workday. Workday provides these integration templates to support different EDI file formats:

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Integration Template	Description
Purchase Order EDI 850 Outbound	Exports purchase orders in the American Standards Committee (ASC) X12 850 EDI format.
Supplier Invoice EDI 810 Inbound	Imports supplier invoices in the American Standards Committee (ASC) X12 810 EDI format.
Advance Ship Notice EDI 856 Inbound	Imports advance ship notices in the American Standards Committee (ASC) X12 856 EDI format.
Purchase Order Acknowledgment EDI 855 Inbound	Imports purchase order acknowledgements in the American Standards Committee (ASC) X12 855 EDI format.

Launch/Schedule Options

Workday provides these launch schedule options for the Bank Statement Load integrations:

- Launch with an Integration step on a business process.
- Launch by schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration sends or retrieves any files to or from the endpoint.
- Launch immediately. You can launch the integration manually.

Related Information
Tasks
The Next Level: Spend Management EDI Integrations: A Comprehensive Mini Series

Concept: EDI Connector Pre and Postprocessor Common Use Cases

Workday delivers standards-based EDI connectors for these transaction sets:

- Purchase Order - 850
- Purchase Order Acknowledgment - 855
- Advance Ship Notice - 856
- Supplier Invoice - 810

While they're based on published standards, Workday EDI connectors can't anticipate all possible data variations transmitted in EDI documents:

- Customers sometimes have unique EDI requirements that don't strictly adhere to EDI standards.
- Suppliers sometimes transmit segment data that Workday EDI connectors are unable to process.
- Workday might need to enhance or remove data as a result of the customers tenant configuration.

When inbound or outbound document data deviates from Workday EDI connector standards, customers should ask these questions:

- Is this deviation specific to a single supplier?
- Does the requirement adhere to EDI standards?
- Is there an alternative way to consume or produce the inbound or outbound data?

Working directly with the supplier on potential changes is often the fastest, most effective solution to proper EDI processing. If the supplier is unable to assist, you should work with their EDI partner. Research potential solutions you need to provide to alter the raw data before transmitting it to its final destination. When working with the supplier and the EDI partner can't provide a solution, a custom pre and postprocessor integration must be build in Workday Studio.

Reference: EDI Connector Pre and Postprocessor Common Use Cases

Common use cases found in deployments that result in the need for a custom pre or postprocessor integration:

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Purchase Order - 850

Pre	Post
	Update the N102 segment where N101 is BT to provide a single company name on orders.
	Update the GS values to support additional values such as with GHX Metatrade.
	Suppress ^LT^ in the PO1 line on Consignment POs if the next segment is blank.
	Suppress the spaces in the PER^SR^ ~ and PER^1F^ ~ on Consignment POs when the Procedure Information is blank.
	Update additional fields to support shipment methods.

Purchase Order Acknowledgment - 855

Pre	Post
All BAK01 codes received from a supplier, except: • 01 • 04 • 06 • 44	
Supplier sends in multiple ACK segments for a single line on a Purchase Order in the same file.	
Validate the Supplier GS ID on the 855 with the Supplier GS ID on the Purchase Order.	

Advance Ship Notice - 856

Pre	Post
	Close lines for receiving that are short-shipped from the supplier and won't be fulfilled.

Supplier Invoice - 810

Pre	Post
Purchase Order Line number validation.	Process 810 files that the preprocessor has updated.
Credit Memo Support - Removal of Purchase Order reference (BIG04) and replacing negative amounts (TDS01) with absolute value.	Ensure that the correct tax option is in use and, if applicable, correct taxable amount.
Remove the ITD Line to enable payment terms to populate from purchase order.	

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Pre	Post
Validation of the Supplier Catalog Number from the IT1 matching the associated purchase order line value.	
Validate the Supplier on the invoice matches the Supplier on the purchase order.	
Remove ^91^Customer Acct Number when included after N1^ST.	
Populate Spend Category and, if applicable, Item on: • Non-Purchase Order Invoices. • Purchase Order Invoices that include a line that isn't on the Purchase Order. Map these to a valid instance in Workday from the 810 Integration Mapping setup.	

Reference: Valid Element Codes for Inbound EDI 810 Files

Integrations based on the *Supplier Invoice EDI 810 Inbound* integration template can import files in the EDI 810 file format. The *EDI 810* integration supports these codes for the corresponding segment/element pairs:

Segment Names	Segment Codes/ Element Names	Code/Qualifiers (Definitions)	Workday Fields or Comments
ISA Interchange Control Header	ISA05 Interchange ID Qualifier	ZZ (Mutually Defined)	Not applicable.
ISA Interchange Control Header	ISA06 Interchange Sender	Sender ID	Not applicable.
ISA Interchange Control Header	ISA07 Interchange ID Qualifier	01 (Company DUNS Number) ZZ (Mutually Defined)	Not applicable.
ISA Interchange Control Header	ISA08 Interchange Receiver ID	Provider DUNS	**Company**
ISA Interchange Control Header	ISA13 Interchange Control Number	Batch Counter	Not applicable.
GS Functional Group Header	GS01 Functional Identifier Code	IN (Supplier Invoice 810)	Not applicable.
GS Functional Group Header	GS02 Application Senders Code	Supplier Alternate Name with Usage EDI Integration Name, or Supplier Alternate Name with Usage Connection Integration Name, or Supplier DUNS Number.	**Supplier**
GS Functional Group Header	GS03 Application Receivers Code	Provider DUNS Number	**Company**

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Segment Names	Segment Codes/ Element Names	Code/Qualifiers (Definitions)	Workday Fields or Comments
ST Transaction Set Header	ST01 Transaction Set Header	810 (Invoice)	Not applicable.
NTE Note/ Special Instruction	NTE01 Note Reference Code	INV (Invoice Instruction)	Not applicable.
NTE Note/ Special Instruction	NTE02 Description	Free form text.	Use this field for the Memo. If your memo is greater than 80 characters, you can have multiple NTE segments which Workday will combine into the memo field.
BIG Beginning Segment for Invoice	BIG01 Invoice Date	Derived from file or automatically populates the current Date.	**Invoice Date**
BIG Beginning Segment for Invoice	BIG02 Invoice Number	Not applicable.	**External Supplier Reference** If you use the Invoice number in Workday as a unique sequence, the number will get stored in **External Supplier Reference**.
BIG Beginning Segment for Invoice	BIG04 Purchase Order Number	Not applicable.	Purchase Order Number
BIG Beginning Segment for Invoice	BIG07 Transaction Type Code	Use DI, PR, or CI for standard invoices. DM (Debit Memo) CR (Credit Memo)	Not applicable.
REF Reference Numbers	REF01 Reference Number Qualifier	OI (Original Invoice Number)	Not applicable.
REF Reference Numbers	REF02 Reference Number	Not applicable.	**Reference Invoice**
REF Reference Numbers	REF01 Description	CT (Buyer Contract Number)	Not applicable.
REF Reference Numbers	REF02 Reference Number	Not applicable.	**Supplier Contract**
REF Reference Numbers	REF01 Reference Number Qualifier	ZZ (Mutually Defined. Used for Adjustment Reason)	Not applicable.
REF Reference Numbers	REF02 Reference Number	Not applicable.	**Adjustment Reason**
REF Reference Numbers	REF01 Reference Number Qualifier	CA (Cost Allocation Reference)	Not applicable.

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Segment Names	Segment Codes/ Element Names	Code/Qualifiers (Definitions)	Workday Fields or Comments
REF Reference Numbers	REF03 Description	Not applicable.	**Worktags**
REF Reference Numbers	REF01 Reference Number Qualifier	CAT (Category Identifier) ZZ (Mutually Defined)	Not applicable.
REF Reference Numbers	REF02 Description	Not applicable.	**Spend Category**
N1 Selling Party	N101 Early Identifier Code	SE (Selling Party) VN (Selling Party - Vendor) SU (Selling Party - Supplier) II (Selling Party - Issuer of Invoice)	Not applicable.
N1 Selling Party	N103 Identification Code Qualifier	1 (Duns Number) 91 (Customer Account Number) ZZ (Mutually Defined)	Not applicable.
N1 Selling Party	N104 Identification Code	Not applicable.	**Supplier**
N1 Buying Party	N101 Early Identifier Code	BY (Buying Party) SO (Sold to)	Not applicable.
N1 Buying Party	N103 Identification Code Qualifier	01 (DUNS Number) ZZ (Mutually Defined)	Not applicable.
N1 Buying Party	N104 Identification Code	Not applicable.	**Company**
N1 Ship To	N101 Early Identifier Code	ST (Ship to) BT (Bill to)	Not applicable.
N1 Ship To	N103 Identification Code Qualifier	91 (Assigned by Seller) UN (GLN) ZZ (Mutually Defined)	Not applicable.
N1 Ship To	N104 Identification Code	Not applicable.	**Ship To**
N1 Remit to Connection	N101 Early Identifier Code	RI (Remit To) RE (Party Receiving Remittance)	Not applicable.
N1 Remit to Connection	N103 Identification Code Qualifier	ZZ (Mutually Defined)	Not applicable.

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Segment Names	Segment Codes/ Element Names	Code/Qualifiers (Definitions)	Workday Fields or Comments
N1 Remit to Connection	N104 Identification Code	Not applicable.	**Remit-To-Connection**
ITD Terms of Sale / Deferred Terms of Sale	ITD03 Terms Discount Percentage	Early payment discount percentage.	Not applicable.
ITD Terms of Sale / Deferred Terms of Sale	ITD05 Terms Discount Days	Number of days in **Terms Discount Period** until payment is due. Use the number of days if the party earns the discount (up to 30 days).	Not applicable.
ITD Terms of Sale / Deferred Terms of Sale	ITD07 Terms Net Days	Number of days until total invoice amount is due (discount not applicable) from Invoice Received date.	Not applicable.
CUR Currency	CUR01 Early Identifier Code	SE (Selling Party)	Not applicable.
CUR Currency	CUR02 Name	Not applicable.	**Currency**
N9 Extended Reference Information	N901 Qualifier URL	URL (Qualifier)	N9 loop contains N9 and MSG segment.
MSG Message Text	MSG01 Free-Form Message Text	URL	MSG segment with URL contained in N9 loop.
N9 Extended Reference Information	N902 Reference Identification	Value for image.	**Document Link**
IT1 Invoice Baseline Item Data	IT101 Assigned Identification	PO Line Number	**PO Line Number**
IT1 Invoice Baseline Item Data	IT102 Quantity Invoiced	Any positive number.	**Quantity**
IT1 Invoice Baseline Item Data	IT103 Unit of Measurement Code	Not applicable.	**Unit of Measure**
IT1 Invoice Baseline Item Data	IT104 Unit Price	Any positive number.	**Unit Price**
PID Product Item/ Description	PID01 Item Description Type	F (Free Form)	Not applicable.
PID Product Item/ Description	PID05 Description	Not applicable.	**Item Description**
TDS Total Monetary Value Summary	TDS01 Total Amount of Invoice	Value of Invoice	**Total Invoice Amount**
TXI Tax Information	TXI01 Tax Information	TX (All Taxes)	Not applicable.
TXI Tax Information	TX102 Monetary	Not applicable.	**Tax amount**

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Segment Names	Segment Codes/ Element Names	Code/Qualifiers (Definitions)	Workday Fields or Comments
SAC Service, Promotion, Allowance, or Change Information	SAC01 Allowance Change Indicator	C (Charge)	Not applicable.
SAC Service, Promotion, Allowance, or Change Information	SAC02 Service Promotion Allowance or Charge Information	Freight: • C030 • D240 • D540 • F050 • G740 • G830 • I250 Other Charges: • A010 • B090 • C040 • C310 • C510 • D270 • D500 • F155 • F800 • G821 • G970 • H090 • H550 • H850 • I590 • AFEE ZZZZ (Mutually Defined)	Not applicable.
SAC Service, Promotion, Allowance, or Change Information	SAC05 Total Amount of Allowance or Change	Freight: • C030 • D240 • D540 • F050 • G740 • G830 • I250 Other Charges: • A010 • B090 • C040 • C310 • C510 • D270	**Freight Amount** **Other Charges**

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Segment Names	Segment Codes/ Element Names	Code/Qualifiers (Definitions)	Workday Fields or Comments
		• D500 • F155 • F800 • G821 • G970 • H090 • H550 • H850 • I590 • AFEE ZZZZ (Mutually Defined)	

Reference: Valid Element Codes for Outbound EDI 850 Files

The outbound *EDI 850* file supports these codes for the corresponding segment/element pairs:

Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
ISA Interchange Control Header	ISA01 Authorization Information Qualifier	Not applicable.	Not applicable.
ISA Interchange Control Header	ISA02 Authorization Information	If ISA01 is 00, Workday leaves this code blank (10 Spaces).	Not applicable.
ISA Interchange Control Header	ISA03 Security Information Qualifier	Not applicable.	Not applicable.
ISA Interchange Control Header	ISA04 Security Information	If ISA01 is 00, leave this code blank (10 Spaces).	Not applicable.
ISA Interchange Control Header	ISA05 Interchange ID Qualifier	ZZ (Mutually Defined)	Not applicable.
ISA Interchange Control Header	ISA06 Interchange Sender ID	Company DUNS number	**Company Identifier**
ISA Interchange Control Header	ISA07 Interchange ID Qualifier	01 (Company DUNS Number) ZZ (Mutually Defined)	Not applicable.
ISA Interchange Control Header	ISA08 Interchange Receiver ID	Configured as an integration attribute on integration system. Company DUNS Number.	Not applicable.
ISA Interchange Control Header	ISA09 Interchange Date	Definition	**Transmission Date**
ISA Interchange Control Header	ISA10 Interchange Time	24 Hours	**Transmission Time**

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
ISA Interchange Control Header	ISA11 Repetition Separator	U	Not applicable.
ISA Interchange Control Header	ISA12 Interchange Control Reference Number	401	Not applicable.
ISA Interchange Control Header	ISA13 Interchange Control Number	Counter.	Not applicable.
ISA Interchange Control Header	ISA14 Acknowledgment Requested	0 (False) 1 (True)	Not applicable.
ISA Interchange Control Header	ISA15 Interchange Use Indicator	P (Prod) T (Test) I (Info)	**Environment**
ISA Interchange Control Header	ISA16 Component Element Separator	Not applicable.	|
GS Functional Group Header	GS01 Functional Identifier Code	PO (Purchase Order)	Not applicable.
GS Functional Group Header	GS02 Application Senders Code	Configured as an integration attribute on INTSYS	**Sender Trading Partner ID** can come from these configurations: **Company DUNS Number** when you set up Company as a customer account. **Sender_ID** from INTSYS.
GS Functional Group Header	GS03 Application Receivers Code	Configured as an integration attribute on INTSYS	**Receiver Trading Partner ID** can come from these configurations: Order from **Connection Alternate Name** with **Connection Integration Name** usage. **Supplier Alternate Name** with **EDI Integration Name** usage. **Supplier DUNS number**.

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
			Receiver_ID from INTSYS.
GS Functional Group Header	GS04 Date	CCYYMMDD	**Transmission Date**
GS Functional Group Header	GS05 Time	Not applicable.	**Transmission Time**
GS Functional Group Header	GS06 Group Control Header	Not applicable.	**Counter**
GS Functional Group Header	GS07 Responsible Agency Code	Not applicable.	**X**
GS Functional Group Header	GS08 Version/ Release/ Industry Identifier Code	Not applicable.	**401**
ST Transaction Set Header	ST01 Transaction Set Identifier Code	Not applicable.	**850**
ST Transaction Set Header	ST02 Transaction Set Control Number	Counter Increment of the ST-SE groups.	**Counter**
BEG Beginning Segment for Purchase Order	BEG01 Transaction Set Purpose Code	00 (New Order)	Not applicable.
BEG Beginning Segment for Purchase Order	BEG02 Purchase Order Type Code	SA (Stand-alone Order)	Not applicable.
BEG Beginning Segment for Purchase Order	BEG03 Purchase Order Number	Not applicable.	**Purchase Order**
BEG Beginning Segment for Purchase Order	BEG04 Release Number	Zero (We don't change order in this document.)	**PO Version**
BEG Beginning Segment for Purchase Order	BEG05 Date	Date format is CCYYMMDD.	**PO Date**
BEG Beginning Segment for Purchase Order	BEG06 Contact Number	Not applicable.	**Contract Number**
CUR Currency	CUR01 Early Identifier Code	Not applicable.	**VN**
CUR Currency	CUR02 Currency Code	VN (Vendor)	**Currency**
CUR Currency	CUR03 Exchange Rate	The exchange rate is a 1:1 ratio, and there's no current rate field in the purchase order.	**0001**

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
REF Reference Numbers	REF01 Reference Identification Qualifier	If this code isn't available, don't print the segment.	The field depends on the code sent to the supplier; contract CT or RFQ is greater than RFQ KT.
REF Reference Numbers	REF02 Reference Identification	Not applicable.	**Workday Contract/ Request**
PER Administrative Communication Contact	PER01	**BD** **RQ**	None
PER Administrative Communication Contact	PER02	Buyer Name Requestor	BD is **Bill-To Contact** RQ **Ship-To Contact**
DTM Date/Time Reference	DTM01 Date/Time Qualifier	Not applicable.	**004**
DTM Date/Time Reference	DTM02 Date	Not applicable.	**Document Date**
N1 Selling Party	N101 Entity Identifier Code	ST (Ship To)	**ST**
N1 Selling Party	N102 Name	Not applicable.	**Company Location Name**
N1 Selling Party	N103 Identification Code Qualifier	Use PO header ship-to location information	Use qualifier 91 if **Location Customer Account** exists. Otherwise, don't use it.
N1 Selling Party	N104 Identification Code	Populate only if data is available.	If N103 is 91, then N104 is the **Location Customer Account Number** or Customer **Account Number** from the supplier profile. Otherwise, don't use it.
N9 Reference Identification	N901 Reference Identification Qualifier	L1 (Letters or Notes)	**L1**
N9 Reference Identification	N902 Reference Identification	Not applicable.	Not applicable.
N9 Reference Identification	N903 Free-Form Description	This segment is a mandatory part of the generic EDI file compiler.	Add a header comment. If empty, use the ID of the Purchase Order.
N9 Reference Identification	N904 Date	Not applicable.	Not applicable.
N9 Reference Identification	N905 Time	Not applicable.	Not applicable.

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
PO1 Baseline Item Data	PO101 Assigned Identification	Not applicable.	**Line Number**
PO1 Baseline Item Data	PO102 Quantity Ordered	Not applicable.	**Quantity Ordered**
PO1 Baseline Item Data	PO103 Unit or Basis for Measurement Code	Unit Of Measurement	**Unit of Measure**
PO1 Baseline Item Data	PO104 Unit Price	Not applicable.	**Unit Cost**
PO1 Baseline Item Data	PO105 Product/Service ID Qualifier	AB (Pay)	Not applicable.
PO1 Baseline Item Data	PO106 Product/Service ID	VC (Vendor Catalog Number) Item Number	Not applicable.
PO1 Baseline Item Data	PO107 Product/Service ID Qualifier	PID	Workday uses **Spend Category** if the **Goods and Services** field isn't available. **Purchase Order Line Supplier Item Identifier** **Purchase Item Identifier** **Purchase Item Name**
PO1 Baseline Item Data	PO108 Product/Service ID	GTS	**Item Attribute Configured**
PO1 Loop Baseline Item Data	PO1: • 10 • 12 • 14 • 16 • 18 PO1: • 20 • 22 • 24 Product/Service ID Qualifier	CO (CAS Number) UK (GTIN) HC (HCPS) MF (Manufacturer) MG (Manufacturer #) MN (Model Number) UX (UPN) LT (Lot Number) SN (Serial Number) IN (Item Identifier)	Workday won't send this segment if it doesn't find data. The **Item Identifier Type** name must match the **Universal Item Identifier**. **Item Attribute Configured**
PO1 Loop Baseline Item Data	PO113 Product/Service ID	Not applicable.	**Purchase Item Identifier**
PO1 Loop Baseline Item Data	PO109 PO1: • 15	Not applicable.	**Item Attribute Value**

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
	• 17 • 19 PO1: • 21 • 23 • 25 Produce/Service ID		
PID Product Item/ Description	PID01 Item Description Type	F (Free Form)	Not applicable.
PID Product Item/ Description	PID05 Description	Use **Spend Category** for items without a description.	Not applicable.
SDQ Destination Quantity	SDQ01	WD	Not applicable.
SDQ Destination Quantity	SDQ02 Identification Code Qualifier	GL Workday uses qualifier UL if location GLN exists. If not, Workday uses qualifier 92 for Customer Account number.	Not applicable.
SDQ Destination Quantity	SDQ03 Identification Code	GLN If SDQ02 is UL, then SDQ03 is GLN.	If SDQ02 is 92, then SDQ03 is the **Location Customer Account Number** if found; otherwise use **Customer Account Number** from the supplier profile.
SDQ Destination Quantity	SDQ • 04 • 06 • 08 • 10 • 12 • 14 • 16 • 18 • 20 • 22 Quantity	Not applicable.	For SDQ04, use **Quantity**.
SDQ Destination Quantity	SDQ • 05 • 07	Not applicable.	Workday won't send this segment if it doesn't find data.

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
	• 09 • 11 • 13 • 15 • 17 • 19 • 21 Identification Code		
TD5 Carrier Details	TD502 Identification Code Qualifier	Not applicable.	Not applicable.
TD5 Carrier Details	TD503 Identification Code	Not applicable.	Not applicable.
TD5 Carrier Details	TD505 Routing	Not applicable.	Not applicable.
MSG Message Text	MSG01 Free Form Text Message	Not applicable.	Only use **Line Memo**.
N1 Selling Party	N101 Entity Identifier Code	You can loop these segments as ST (Ship To) or BT (Bill To).	**ST**
N1 Selling Party	N102 Name	Not applicable.	**Company Location Name**
N1 Selling Party	N103 Identification Code Qualifier	Use PO line location information	Use qualifier 91 if Location Customer Account exists. Otherwise, don't use it.
N1 Selling Party	N104 Identification Code	Populate only if data is available.	If N103 is 91, then N104 is the **Location Customer Account Number** or **Customer Account Number** from the supplier profile. Otherwise don't use it.
N2 Additional Name Information	N201 Name	Use this field as a continuation of name 1.	35+ Name Continuation of Ship to Contact Detail.
N2 Additional Name Information	N202 Name	Use this field as a continuation of name 1.	Continuation of N1.
N3 Address Information	N301 Address Information	Ship To Address - Copy the information from the Purchase Order.	**Ship To Street Address**
N3 Address Information	N302 Address Information	Ship To Address - Copy the information from the Purchase Order.	**Continuation Street Address**

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
N4 Geographic Location	N401 City Name	Ship To Address - Copy the information from the Purchase Order.	**Ship**
N4 Geographic Location	N402 State or Province Code	Ship To Address - Copy the information from the Purchase Order.	**Ship To Province/ State**
N4 Geographic Location	N403 Postal Code	Ship To Address - Copy the information from the Purchase Order.	**Ship to Postal Code**
N4 Geographic Location	N404 Country Code	3 character country code	**Ship to Country Code**
PER Administrative Communications Contact	PER01 Contact Function Code	Not applicable.	**AR**
PER Administrative Communications Contact	PER02 Name	Not applicable.	**Ship to Contact Detail**
PER Administrative Communications Contact	PER03 Communication Number Qualifier	We use the email first, it can also be fax or telephone.	**EM**
PER Administrative Communications Contact	PER04 Communication Number	Workday contact information. If the contact information for Workday isn't available, use the work phone number of the buyer. If that isn't available, use the phone number of the company.	Work email of ship to contact.
PER Administrative Communications Contact	PER05 Communication Number Qualifier	Not applicable.	**TE**
PER Administrative Communications Contact	PER06 Communication Number	Workday contact information. If the contact information for Workday isn't available, use the work phone number of the buyer. If that's not available, use the phone number of the company.	**Work phone** of ship to contact on Worker Profile.

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
CTT Transaction Totals	CTT01 Number of Line Items	Not applicable.	**Number of Items**
CTT Transaction Totals	CTT02 Hash Total	PO Line Number	**Number of Quantities**
AMT Monetary Amount	AMT01 Amount Qualifier Code	Any positive number.	**1**
AMT Monetary Amount	AMT02 Monetary Amount	Code 1 (Line Total Amount).	**Line Total Amount**
SE Transaction Set Trailer	SE01 Number of Included Segments	Not applicable.	The count of Segments from ST to SE.
SE Transaction Set Trailer	SE02 Transaction Set Control Number	Segment Counter	Use the Transaction **Control Number,** the number must be the same as ST02.
GE Functional Group Trailer	GE01 Number of Transaction Sets Included	Not applicable.	The count of ST segments in GE.
GE Functional Group Trailer	GE02 Group Control Number	Not applicable.	**Control Numbers** of GE.
IEA Interchange Controller Trailer	IEA01 Number of Included Functional Groups	Not applicable.	The count of GS segments in ISA.
IEA Interchange Controller Trailer	IEA02 Interchange Control Number	Not applicable.	**Control Number** of IST.

Bill-Only Purchase Orders

Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
BEG Beginning Segment for Purchase Order	BEG02 Purchase Order Type Code	CN (Consignment)	**Purchase Order Type**
PO1 Loop Baseline Item Data	PO1X Product/Service ID Qualifier	Not applicable.	**Item Attribute Configured**
N9 Reference Identification	N901	CX (Consignment Classification ID)	Not applicable.
N9 Reference Identification	N902	BO (Bill Only)	Not applicable.
PO1 Loop Baseline Item Data	PO1 Product/Service ID Qualifier	LT (Lot)	**Lot Number**
PO1 Loop Baseline Item Data	PO1	SN (Serial Number)	**Serial Number**

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Segment Name	Segment Code and Element Name	Value Comments or Codes	Workday Field
	Product/Service ID Qualifier		
PO1 Loop Baseline Item Data	DTM Date/Time Qualifier	456	**Procedure Date**
PO1 Loop Baseline Item Data	PER01 Qualifier	1F	**Physician**
PO1 Loop Baseline Item Data	REF01 Qualifier	EA	**Medical Record Number**
PO1 Loop Baseline Item Data	PER01 Qualifier	SR	**Supplier Representative**
PO1 Loop Baseline Item Data	REF01 Qualifier	3H	**Procedure Date**

Reference: Valid Element Codes for EDI 855 Purchase Order Acknowledgment Files

Integrations based on the *Purchase Order Acknowledgment EDI 855 Inbound* integration template can import files in the EDI 855 file format. The *EDI 855* integration supports these codes for the corresponding segment / element pairs:

Segment Name	Segment Code and Element Name	Code (Definition)	Workday Field
ST Transaction Set Header	ST01 Transaction Set Identifier Code	855	Not applicable.
BAK Beginning of POA	BAK01 Transaction Set Purpose Code	01 (Cancellation) 06 (Confirmation)	Not applicable.
BAK Beginning of POA	BAK02 Acknowledgment Type Code	The normalized element status follows these code definitions: AC (Acknowledge - With Detail and Change) - Partially Acknowledged AD (Acknowledge - With Detail, No Change) - Accepted AE (Acknowledge - Hold Status) - Partially Acknowledged AH (Acknowledge - With Exception Detail Only) - Partially Acknowledged	**Acknowledgment Type**

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Segment Name	Segment Code and Element Name	Code (Definition)	Workday Field
		AK (Acknowledge - No Detail or Change) - Accepted AP (Acknowledge - Product Replenishment) - Accepted AT (Accepted) - Accepted NA (No Acknowledgment Needed) RD (Rejected with Detail) - Rejected RF (Reject with exception only) - Rejected RJ (Rejected - No Detail) - Rejected RN (Rejected - Not as Agreed) - Rejected RO (Rejected with Offer) - Rejected RV (Rejected - Violates Industry Practices) - Rejected ZZ (Mutually Defined)	
BAK Beginning of POA	BAK03 Purchase Order Number	Not applicable.	**PO Number**
BAK Beginning of POA	BAK08 Reference Identification	Seller order number	**Supplier Acknowledgment Number** Each POA must have a unique number.
BAK Beginning of POA	BAK09 Date	Not applicable.	**POA Document Date**
MSG Message Text	MSG01 Free-Form Message Text	Not applicable.	**Memo**
PO1 Baseline Item Data	PO101 Assigned Identification	Not applicable.	**Line Number**
PO1 Baseline Item Data	PO102 Quantity Ordered	Number	**Quantity Ordered**
PO1 Baseline Item Data	PO103 Unit or Basis for Measurement Code	Not applicable.	**Unit of Measure**

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Segment Name	Segment Code and Element Name	Code (Definition)	Workday Field
PO1 Baseline Item Data	PO104 Unit Price	Not applicable.	**Not Applicable**
PO1 Baseline Item Data	PO106 Product/Service ID Qualifier	CO (CAS Number) HC (HCPCS) MF (Manufacturer) MG (Part Number of Manufacturer) MN (Model Number) UK (GTIN-14) UX (UPN) VN (Item Number of Vendor) VP (Part Number of Vendor) (Supplier Identifier in Workday)	**AIID Type**
PO1 Baseline Item Data	PO107 Produce Service ID	Not applicable.	**AIID**
PID Product/Item Description	PID05 Description	Not applicable.	**Item Description**
ACK Line Item Acknowledgment	ACK01 Line Item Status Code	The normalized element status follows these code definitions and uses the stored PO101 value: AA (Item Accepted - Order Forwarded to Alternate Supplier Location) - Accepted AC (Item Accepted and Shipped) - Accepted AR (Item Accepted and Released for Shipment) - Accepted BP (Item Accepted - Partial Shipment, Balance Backordered) - Partial Quantity Backordered DR (Item Accepted - Date Rescheduled) - Accepted with Changes IA (Item Accepted) - Accepted	**Acknowledgment Status**

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Segment Name	Segment Code and Element Name	Code (Definition)	Workday Field
		IB (Item Backordered) - Fully Backordered IC (Item Accepted - Changes Made) - Accepted with Changed ID (Item Deleted) - Rejected IE (Item Accepted - Price Pending) - Accepted with Changes IF (Item on Hold - Incomplete Description) - Rejected IH (Item on Hold) - Rejected IP (Item Accepted - Price Changed) Accepted with Changes IQ (Item Accepted - Quantity Changed) Accepted with Changes IR (Item Rejected) - Rejected IS (Item Accepted - Substitution Made) - Accepted with Changes IW (Item on Hold - Waiver Required) - Rejected R1 (Item Rejected - Not a Contract Item) - Rejected R2 (Item Rejected - Invalid Item Product Number) - Rejected R3 (Item Rejected - Invalid Unit Issue) - Rejected R4 (Item Rejected - Contract Item Not Available) - Rejected R5 (Item Rejected - Reorder Item as a Just In Time (JIT) Order) - Rejected	

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Segment Name	Segment Code and Element Name	Code (Definition)	Workday Field
		R6 (Item Rejected - Reorder Item as an Extended Delivery Order)(EDO) - Rejected R7 (Item Rejected - Reorder Item as a Drop Shipment) - Rejected R8 (Item Rejected - Reorder Item as a Surge Order) - Rejected SP (Item Accepted - Schedule Date Pending) - Accepted	
ACK Line Item Acknowledgment	MSG01 Free-Form Message Text	Workday appends the supplier status code to the *Memo* value on the purchase order acknowledgment line in the format *EDI Status Code: ACK01 Code*.	Memo
ACK Line Item Acknowledgment	ACK02 Quantity	The difference between this value and the value for PO102 determine the acceptance status. Applicable statuses are: accepted, accepted with changes, or fully or partially backordered.	**Quantity**
ACK Line Item Acknowledgment	ACK03 Unit or Basis for Measurement Code	UOM Codes	**UOM**
ACK Line Item Acknowledgment	ACK05 Date	Not applicable.	**Date**
ACK Line Item Acknowledgment	ACK07 Product / Service ID Qualifier	CO (CAS Number) HC (HCPCS) MF (Manufacturer) MG (Part Number of Manufacturer) MN (Model Number) UK (GTIN-14) UX (UPN) VC (Catalog Number of Vendor)	**AIID Type**

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Segment Name	Segment Code and Element Name	Code (Definition)	Workday Field
		VN (Item Number of Vendor) VP (Part Number of Vendor) (Supplier Item Identifier in Workday)	
ACK Line Item Acknowledgment	ACK08 Product / Service ID	AIID Code	**AIID**

Reference: Valid Element Codes for Inbound EDI 856 Files

Integrations based on the *Create Supplier Invoice from EDI File Template* integration template can import files in the EDI 856 file format. The *EDI 856* integration supports these codes for the corresponding segment/element pairs:

Segment Name	Segment Code and Element Name	Codes (Definition) or Derived Comments	Workday Field
ISA Interchange Control Header	ISA01 Authorization Information Qualifier Description	00	Not applicable.
ISA Interchange Control Header	ISA02 Authorization Information	If ISA01 is 00, leave the code blank (10 Spaces).	Not applicable.
ISA Interchange Control Header	ISA03 Security Information Qualifier	Not applicable.	Not applicable.
ISA Interchange Control Header	ISA04 Security Information	If ISA01 is 00, leave the blank (10 Spaces).	Not applicable.
ISA Interchange Control Header	ISA05 Interchange ID Qualifier	ZZ (Mutually Defined)	Not applicable.
ISA Interchange Control Header	ISA06 Interchange Sender ID	Sender ID	**Trading Partner ID**
ISA Interchange Control Header	ISA07 Interchange ID Qualifier	01 (Sender ID) ZZ (Mutually Defined)	Not applicable.
ISA Interchange Control Header	ISA08 Interchange Receiver ID	Not applicable.	Not applicable.
ISA Interchange Control Header	ISA09 Interchange Date	Not applicable.	Not applicable.
ISA Interchange Control Header	ISA10 Interchange Time	24H	**Transmission Time**
ISA Interchange Control Header	ISA11 Repetition Separator	Not applicable.	Not applicable.
ISA Interchange Control Header	ISA12 Interchange Control Reference Number	Not applicable.	Not applicable.

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Segment Name	Segment Code and Element Name	Codes (Definition) or Derived Comments	Workday Field
ISA Interchange Control Header	ISA13 Interchange Control Number	Not applicable.	Not applicable.
ISA Interchange Control Header	ISA14 Acknowledgment Requested	1 (True)	Not applicable.
ISA Interchange Control Header	ISA15 Interchange Use Indicator	P (Production) T (Test Data)	Not applicable.
ISA Interchange Control Header	ISA16 Component Element Separator	Not applicable.	Not applicable.
ST Transaction Set Header	ST01 Transaction Set Identifier Code	856	Not applicable.
ST Transaction Set Header	ST02 Transaction Set Identifier Code	Not applicable.	Not applicable.
BSN Beginning Segment for Ship Notice	BSN01 Transaction Set Purpose Code	00	Not applicable.
BSN Beginning Segment for Ship Notice	BSN02 Shipment Identification	Not applicable.	**Shipment Number**
BSN Beginning Segment for Ship Notice	BSN03 Date	CCYYMMDD	**Shipping Date**
BSN Beginning Segment for Ship Notice	BSN04 Time	Not applicable.	**Shipping Time**
HL Hierarchical Level	HL01 Hierarchical ID Number	Not applicable.	Not applicable.
HL Hierarchical Level	HL02 Hierarchical Parent ID Number	Not applicable.	Not applicable.
HL Hierarchical Level	HL03 Hierarchical Level Code	S O I	Not applicable.
HL Hierarchical Level	HL04 Hierarchical Child Code	Not applicable.	Not applicable.
GS Functional Group Header	GS01 Functional Identifier Code	PO (Purchase Order)	**Purchase Order**
GS Functional Group Header	GS02 Application Senders Code	Sender ID	**Sender Trading Partner ID**
GS Functional Group Header	GS03 Application Receivers Code	Currently Same as ISA08	**Receiver Trading Partner ID**

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Segment Name	Segment Code and Element Name	Codes (Definition) or Derived Comments	Workday Field
GS Functional Group Header	GS04 Date	CCYYMMDD	**Transmission Date**
GS Functional Group Header	GS05 Time	Not applicable.	**Transmission Time**
GS Functional Group Header	GS06 Group Control Header	Not applicable.	**Counter**
GS Functional Group Header	GS07 Responsible Agency Code	Not applicable.	**X**
GS Functional Group Header	GS08 Version/ Release/Industry Identifier Code	Not applicable.	**401**
PRF Purchase Order Reference	PRF01 Purchase Order Number	Not applicable.	**Purchase Order Number**
PRF Purchase Order Reference	PRF02 Release Number	Not applicable.	**Change Order Reference**
PRF Purchase Order Reference	PRF03 Date	Not applicable.	Not applicable.
SN1 Item Detail	SN101 Assigned Identification	Customer Line Number	**Purchase Order Line**
SN1 Item Detail	SN102 Number of Units Shipped	Line item Quantity	**Shipped Quantity**
SN1 Item Detail	SN103 Unit or Basis for Measurement Code	All codes valid.	**Shipped Unit of Measure**
SN1 Item Detail	SN104 Quantity Shipped to Date	Not applicable.	Not applicable.
SN1 Item Detail	SN105 Quantity Ordered	Not applicable.	Not applicable.
SN1 Item Detail	SN106 Unit or Basis	Not applicable.	**Shipped Unit of Measure**
SN1 Item Detail	SN108 Line Item Status Code	IB (Item) - Backordered IC (Item Accepted) - Changes Made IS (Item Accepted) - Substitutions Made	Not applicable.
SLN Subline Item Detail	SLN01 Assigned Identification	Not applicable.	Not applicable.
SLN Subline Item Detail	SLN03 Relationship Code	Not applicable.	Not applicable.
SLN Subline Item Detail	SLN04 Quantity	Not applicable.	**Lot Quantity**

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Segment Name	Segment Code and Element Name	Codes (Definition) or Derived Comments	Workday Field
SLN Subline Item Detail	SLN05 Composite Unit of Measure	Not applicable.	**Conversion Factor**
SLN Subline Item Detail	SLN09 Product/ Service ID Qualifier	Not applicable.	Not applicable.
SLN Subline Item Detail	SLN010 Product/ Service ID	Not applicable.	**Lot Identifier**
TD4 Carrier Details (Special Handling or Hazardous material)	TD401 Special Handling Code	Not applicable.	Not applicable.
CTT Transaction Totals	CTT02 Hash Total	Purchase Order Line Number	Not applicable.
CTT Transaction Totals	CTT01 Number of Line Items	Not applicable.	Not applicable.
TD5 Carrier Details	TD503 Identification Code	Not applicable.	Not applicable.
TD5 Carrier Details	TD505 Routing	Not applicable.	Not applicable.
TD5 Carrier Details	TD502 Identification Code Qualifier	Not applicable.	Not applicable.
TD512 Carrier Details	Service Level Code	Not applicable.	Not applicable.
SE Transaction Set Trailer	SE02 Transaction Set Control Number	Segment Counter	**Transaction Control Number (Has to be the same as ST02)**
SE Transaction Set Trailer	SE01 Number of Included Segments	Not applicable.	Number of Segments from ST to SE
IEA Interchange Controller Trailer	IEA02 Interchange Control Number	Not applicable.	**Control Number** - IST
IEA Interchange Controller Trailer	IEA01 Number of Included Functional Groups	Not applicable.	**How many GS are in ISA**

Segments with Relational Changes

The elements listed in this section map to different Workday fields based on the selected code:

DTM Date/Time Reference (Ship Date)	DTM01 Date/Time Qualifier	011	Not applicable.
DTM Date/Time Reference (Ship Date)	DTM02 Date	Not applicable.	**Shipment Date**
DTM Date/ Time Reference (Manufacture Date)	DTM01 Date/Time Qualifier	094	Not applicable.
DTM Date/ Time Reference (Manufacture Date)	DTM02 Date	Not applicable.	**Manufacture Date**

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DTM Date/Time Reference (Expiration Date)	DTM01 Date/Time Qualifier	036	Not applicable.
DTM Date/Time Reference (Expiration Date)	DTM02 Date	Not applicable.	**Expiration Date**
N1 Selling Party	N101 Identification Code Qualifier	ST	Not applicable.
N1 Selling Party	N103 Identification Code Qualifier	UL	Not applicable.
N1 Selling Party	N104 Identification Code	Not applicable.	**Ship To Address**
N1 Selling Party	N101 Early Identifier Code	DQ	Not applicable.
N1 Selling Party	N103 Identification Code Qualifier	UL	Not applicable.
N1 Selling Party	N104 Identification Code	Not applicable.	**Deliver To Address**
N1 Selling Party	N101 Early Identifier Code	ST (Ship To)	Not applicable.
N1 Selling Party	N103 Identification Code Qualifier	91	Not applicable.
N1 Selling Party	N104 Identification Code	Not applicable.	**Customer Account Number: Ship To Address**
N1 Selling Party	N101 Early Identifier Code	DQ (Deliver To)	Not applicable.
N1 Selling Party	N103 Identification Code Qualifier	91	Not applicable.
N1 Selling Party	N104 Identification Code	Not applicable.	**Customer Account Number: Deliver To Address**
LIN Item Identification	LIN01 Assigned Identification	Not applicable.	Not applicable.
LIN Item Identification	LIN02 Product/Service ID Qualifier	VN or VC	Not applicable.
LIN Item Identification	LIN03 Product/Service ID	Not applicable.	**Supplier Part ID**
LIN Item Identification	LIN04 Product/ Service ID Qualifier	VN or VC	Not applicable.
LIN Item Identification	LIN05 Produce/Service ID	Not applicable.	**Supplier Part ID**
LIN Item Identification	LIN06 Product/Service ID Qualifier	VN or VC	Not applicable.

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LIN Item Identification	LIN07 Product/Service ID	Not applicable.	**Supplier Part ID**
LIN Item Identification	LIN01 Assigned Identification	Not applicable.	Not applicable.
LIN Item Identification	LIN02 Product/Service ID Qualifier	MF	Not applicable.
LIN Item Identification	LIN03 Product/Service ID	Not applicable.	**Manufacturer**
LIN Item Identification	LIN04 Product/ Service ID Qualifier	MF	Not applicable.
LIN Item Identification	LIN05 Produce/Service ID	Not applicable.	**Manufacturer**
LIN Item Identification	LIN06 Product/Service ID Qualifier	MF	Not applicable.
LIN Item Identification	LIN07 Product/Service ID	Not applicable.	**Manufacturer**
REF Reference Numbers	REF01 Reference Identification Qualifier	BM	Not applicable.
REF Reference Numbers	REF02 Reference Identification	Not applicable.	**Bill of Loading**
REF Reference Numbers	REF01 Reference Identification Qualifier	CN	Not applicable.
REF Reference Numbers	REF02 Reference Identification	Not applicable.	**Carrier Tracking Number**
REF Reference Numbers	REF01 Reference Identification Qualifier	VN	Not applicable.
REF Reference Numbers	REF02 Reference Identification	Not applicable.	**Supplier Order Reference**
REF Reference Numbers	REF01 Reference Identification Qualifier	LV	Not applicable.
REF Reference Numbers	REF02 Reference Identification	Not applicable.	**License Plate**
REF Reference Numbers	REF01 Reference Identification Qualifier	PR	Not applicable.
REF Reference Numbers	REF02 Reference Identification	Not applicable.	**Shipped Unit Cost**
REF Reference Numbers	REF01 Reference Identification Qualifier	BN	Not applicable.
REF Reference Numbers	REF02 Reference Identification	Not applicable.	**Purchase Order Line**

Reference: Purchase Order Invoice cXML Schema

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               </NetAmount>
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               <InvoiceDetailItemReference lineNumber="00008">
                  <ItemID>
                     <SupplierPartID>920364</SupplierPartID>
                  </ItemID>
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Description>
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               </SubtotalAmount>
               <Tax>
                  <Money currency="USD">8.68</Money>
                  <Description xml:lang="en">Total Item Tax</Description>
                  <TaxDetail purpose="Local Sales Tax" category="sales"
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                        <Name xml:lang="en">Staples Inc.</Name>
                        <PostalAddress>
                           <Street>500 Staples Dr</Street>
                           <City>Framingham</City>
                           <State>MA</State>
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                     <Contact role="shipTo" addressID="20DFD4F7D239C11">
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                        <State>IL</State>
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               </ItemID>
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Description>
            </InvoiceDetailItemReference>
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            </SubtotalAmount>
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               <Money currency="USD">31.22</Money>
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                        <Country isoCountryCode="US">USA</Country>
                     </PostalAddress>
                  </Contact>
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```

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         <Tax>
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         </NetAmount>
         <DueAmount>
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         </DueAmount>
      </InvoiceDetailSummary>
   </InvoiceDetailRequest>
</Request>
</cXML>
```

Reference: Purchase Order Invoice with Negative Amounts cXML Schema

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<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML payloadID="wd-response_2020-11-12T12:30:17-0800"
xml:lang="en"
timestamp="2020-11-12T12:30:17-0800"
version="1.2.021">
  <Header>
      <From>
          <Credential domain="NetworkID">
```

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```
                <Identity>STAPLESADVT</Identity>
            </Credential>
            <Credential domain="PrivateID">
                <Identity>ISU_Staples_PO_Invoice_User@gms</Identity>
            </Credential>
        </From>
        <To>
            <Credential domain="NetworkID">
                <Identity>GMS_US_501</Identity>
            </Credential>
        </To>
        <Sender>
            <Credential domain="NetworkID">
                <Identity>ISU_Staples_PO_Invoice_User</Identity>
                <SharedSecret>itssecret</SharedSecret>
            </Credential>
            <UserAgent>CatalogManager</UserAgent>
        </Sender>
    </Header>
<!-- Credentials -->
<Request deploymentMode="test">
        <InvoiceDetailRequest>
            <InvoiceDetailRequestHeader invoiceDate="2021-07-30T08:22:49-08:00"
 invoiceID="INV-SN-9022"
                invoiceOrigin="supplier" operation="new" purpose="standard">
                <InvoiceDetailHeaderIndicator/>
                <InvoiceDetailLineIndicator isTaxInLine="yes"/>
                <InvoiceDetailPaymentTerm payInNumberOfDays="030"
 percentageRate="0.01"/>
            </InvoiceDetailRequestHeader>
            <InvoiceDetailOrder>
                <InvoiceDetailOrderInfo>
                    <OrderReference orderID="PO-3356"/>
                    <MasterAgreementReference/>
                    <OrderIDInfo orderID="PO-3356"/>
                </InvoiceDetailOrderInfo>
                <InvoiceDetailItem invoiceLineNumber="1" quantity="0000100">
                    <UnitOfMeasure>EA</UnitOfMeasure>
                    <UnitPrice>
                        <Money currency="USD">-5.39</Money>
                    </UnitPrice>
                    <InvoiceDetailItemReference lineNumber="1">
                        <ItemID>
                            <SupplierPartID>WRT039856</SupplierPartID>
                        </ItemID>
                        <Description xml:lang="en">Bagels</Description>
                    </InvoiceDetailItemReference>
                    <SubtotalAmount>
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                    </SubtotalAmount>
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 percentageRate="10.0">
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                            </TaxableAmount>
                            <TaxAmount>
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                            </TaxAmount>
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                        </TaxDetail>
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```

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```
                    <GrossAmount>
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                    </GrossAmount>
                    <InvoiceDetailDiscount percentageRate="0.0">
                        <Money currency="USD">0.0</Money>
                    </InvoiceDetailDiscount>
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                    </NetAmount>
                </InvoiceDetailItem>
            </InvoiceDetailOrder>
            <InvoiceDetailSummary>
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                </ShippingAmount>
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                <NetAmount>
                    <Money currency="USD">-592.90</Money>
                </NetAmount>
                <DueAmount>
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                </DueAmount>
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    </Request>
</cXML>
```

Reference: Purchase Order Issue cXML Schema

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<?xml version="1.0" encoding="utf-8"?>
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    timestamp="2019-07-25T15:11:41-07:00"
    payloadID="030be92d12c201f8c40e18018b1b6ed8">
 <Header>XXXXX</Header>
 <Request deploymentMode="test">
    <OrderRequest>
       <OrderRequestHeader orderID="PO-00000531"
                           type="new"
                           orderDate="2019-07-25-07:00"
                           orderVersion="1">
          <Total>
             <Money currency="USD">39329.2</Money>
          </Total>
          <ShipTo>
             <Address addressID="5cca633ac6f7018622b2df6f62343613">
                <Name xml:lang="en">ABC, Inc.</Name>
                <PostalAddress>
                   <DeliverTo>ABC Resource</DeliverTo>
                   <Street>1111 Main Street</Street>
                   <City>Chicago</City>
                   <State>IL</State>
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                   <Country isoCountryCode="US">United States of America</
Country>
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```

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               <CarrierIdentifier domain="companyName"/>
               <TransportInformation>
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                     <Description xml:lang="en"/>
                  </ShippingInstructions>
               </TransportInformation>
            </ShipTo>
            <BillTo>
               <Address addressID="183a30dc70380154c5698fff400eeb17">
                  <Name xml:lang="en">ABC, Inc.</Name>
                  <PostalAddress>
                     <DeliverTo>Joe Smith</DeliverTo>
                     <Street>P.O. Box 111111</Street>
                     <City>Chicago</City>
                     <State>IL</State>
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Country>
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               <Email/>
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            </Fax>
         </Contact>
         <Comments xml:lang="en"/>
         <Extrinsic name="Document Retention Policy">180</Extrinsic>
      </OrderRequestHeader>
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            <SupplierPartID>201318</SupplierPartID>
            <SupplierPartAuxiliaryID/>
         </ItemID>
         <ItemDetail>
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               <Money currency="USD">450.63</Money>
            </UnitPrice>
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 Rocker Recliner, Brown</Description>
            <UnitOfMeasure>EA</UnitOfMeasure>
            <Classification domain="UNSPSC">56112105</Classification>
            <ManufacturerPartID>MENDSC01078BRN</ManufacturerPartID>
            <ManufacturerName>Belnick, Inc.</ManufacturerName>
         </ItemDetail>
         <SupplierID domain="SupplierName">STAPLES BUS ADV DALL 2664</
SupplierID>
         <SupplierID domain="SupplierID">SUP-001804</SupplierID>
         <ShipTo>
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               <PostalAddress>
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         </ShipTo>
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      </ItemOut>
      <ItemOut quantity="10" lineNumber="2">
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            <SupplierPartID>126705</SupplierPartID>
            <SupplierPartAuxiliaryID/>
         </ItemID>
         <ItemDetail>
            <UnitPrice>
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            </UnitPrice>
            <Description xml:lang="en">Space Seating 63 Series Mesh Computer
 &amp;amp; Desk Big &amp;amp; Tall Chair, Black (63-37A773HM)</Description>
            <UnitOfMeasure>EA</UnitOfMeasure>
            <Classification domain="UNSPSC">56112102</Classification>
            <ManufacturerPartID>6337A773HM</ManufacturerPartID>
            <ManufacturerName>OFFICE STAR PRODUCTS (NSP)</ManufacturerName>
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                  <DeliverTo>LOC1001</DeliverTo>
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                  <City>Chicago</City>
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            <SupplierPartAuxiliaryID/>
         </ItemID>
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            <UnitPrice>
               <Money currency="USD">1767.19</Money>
            </UnitPrice>
            <Description xml:lang="en">Bush Business Furniture Westfield
 Elite 72W L Shaped Desk with Hutch, Return and Storage, Hansen Cherry,
 Installed(SRE130HCSUFA)</Description>
            <UnitOfMeasure>EA</UnitOfMeasure>
```

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            <Classification domain="UNSPSC">56101703</Classification>
            <ManufacturerPartID>SRE130HCSUFA</ManufacturerPartID>
            <ManufacturerName>Bush Industries (White Glove)</
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SupplierID>
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 Theater Recliner With Storage Consoles, Black</Description>
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            <ManufacturerName>Belnick, Inc.</ManufacturerName>
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SupplierID>
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         <ShipTo>
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               <PostalAddress>
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            </Address>
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      </ItemOut>
   </OrderRequest>
 </Request>
</cXML>
```

Troubleshooting: EDI Integrations Complete with Warnings or Errors

An EDI integration completes with warnings or errors and the integration fails to create the transaction in Workday.

Cause: The EDI file contains incorrect data.

You can resolve this issue in 1 of 3 ways. Alternatively, for inbound EDI files, you can ask the sender to correct the errors and resend the file.

Solution: Correct the EDI file manually, upload it to the relevant location, and run the integration again.

Steps

1. Access the **Process Monitor** report.
   From the **Process Type** prompt, select *Integration*.
   From the **Process** prompt, select your EDI integration system.
   From the **Status** prompt, select:
   - *Completed With Errors*
   - *Completed with Warnings*

   Security: *My Reports* domain in the System functional area.
2. In the **Background Processes** grid, locate the integration run.
3. In the **Request** column, drill down on the integration event.
4. On the **View Background Process** report, access the **Messages** tab and review the warnings and errors.
   Make a note of any problems to correct.
   Security: *Background Process Management* in the Tenant Non-Configurable functional area.

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5. On the **Integration Details** tab, drill down on the **Parent Event**.

   Review the files processed during this integration event. For inbound EDI 810 files, Workday displays the modified file. For inbound EDI 855 and 856 files, Workday displays the raw file.

   Download the EDI files that have warnings or errors.

   Note: Workday stores the files for the number of days you configured on the integration system. You can't download the files after this period.
6. Open the EDI files in a text editor and correct the problems.
7. Upload the corrected files to the SFTP location configured on your EDI integration.
8. Launch an Integration .

   Run the integration again.

Solution: Create a copy of your EDI integration on which you can add files as attachments, then:

- Correct the EDI file manually.
- Run the duplicate integration.
- Attach the corrected file.

Steps

1. Access the **Process Monitor** report.

   From the **Process Type** prompt, select *Integration*.

   From the **Process** prompt, select your EDI integration system.

   From the **Status** prompt, select:

   - *Completed With Errors*
   - *Completed with Warnings*

   Security: *My Reports* domain in the System functional area.
2. In the **Background Processes** grid, locate the integration run.
3. In the **Request** column, drill down on the integration event.
4. On the **View Background Process** report, access the **Messages** tab and review the warnings and errors.

   Make a note of any problems to correct.

   Security: *Background Process Management* in the Tenant Non-Configurable functional area.
5. On the **Integration Details** tab, drill down on the **Parent Event**.

   Review the files processed during this integration event. For inbound EDI 810 files, Workday displays the modified file. For inbound EDI 855 and 856 files, Workday displays the raw file.

   Download the EDI files that have warnings or errors.

   Note: Workday stores the files for the number of days you configured on the integration system. You can't download the files after this period.
6. From the related actions menu of your integration system, select **Integration System > Clone**.

   Create a duplicate of your original EDI integration.

   Security: *Integration Build* domain in the Integration functional area.
7. Create a business process definition for the cloned integration.

   See Create Integration Business Process .
8. Configure a document retrieval step on the business process to manually add attachments.

   Select user groups from the **Group to Manually Attach File(s)** prompt.

   See Set Up Integration Retrieval .
9. Launch an Integration .

   Run the duplicate integration and attach the corrected EDI file.

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Solution: For inbound EDI files, manually create the transaction in Workday.

Steps

1. Access the **Process Monitor** report.
   From the **Process Type** prompt, select *Integration*.
   From the **Process** prompt, select your EDI integration system.
   From the **Status** prompt, select:
   - *Completed With Errors*
   - *Completed with Warnings*

   Security: *My Reports* domain in the System functional area.
2. In the **Background Processes** grid, locate the integration run.
3. In the **Request** column, drill down on the integration event.
4. On the **View Background Process** report, access the **Messages** tab and review the warnings and errors.
   Make a note of any problems to correct.
   Security: *Background Process Management* in the Tenant Non-Configurable functional area.
5. On the **Integration Details** tab, drill down on the **Parent Event**.
   Review the files processed during this integration event. For inbound EDI 810 files, Workday displays the modified file. For inbound EDI 855 and 856 files, Workday displays the raw file.
   Download the EDI files that have warnings or errors.
   Note: Workday stores the files for the number of days you configured on the integration system. You can't download the files after this period.
6. Manually create the EDI transactions in Workday.
   See:
   - Create Advanced Ship Notices.
   - Steps: Create Purchase Order Acknowledgments.
   - Create Supplier Invoices.

Related Information
Tasks
The Next Level: Spend Management EDI Integrations: A Comprehensive Mini Series

Electronic Invoice Connector

Steps: Set Up Electronic Invoice Connector

Context

You can create an integration to export custom electronic invoices to a vendor or payment portals in XML format.

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Steps

1. Access the **Create Integration System** task and enter *Core Connector: Electronic Invoice Connector* at the **New Using Template** prompt.
    - To configure to common European data model for transmitting electronic invoices from business to government, set the **New Using Template** prompt to *UBL 2.1 Electronic Customer Invoice*.
    - To transmit electronic invoices through cXML for automating the procurement process, set the **New Using Template** prompt to *cXML Electronic Customer Invoice*.
    - Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and configure the integration attributes that you want to deliver.

    To include the binary invoice PDF along with its supporting data, enable the *FileContent* on the **InvoicePDF** field attribute. To restrict the size of the PDF, configure the *Max PDF Size in Kilobytes* attribute.
3. Select **Integration System > Configure Integration Field Attributes** as a related action on the integration system and configure the fields you would like to include in the output.

    Disable any field attributes that you don’t want included in the xml output file.
4. (Optional) Access the **Configure Integration Field Overrides** task from the related actions menu of the desired integration system.
    - Add custom fields, calculated fields, and Workday delivered report fields that aren't part of the delivered field attributes to the **Extended Fields** section for a given level. This enables you to include customer specific fields in the XML output file.
    - To avoid performance issues, Workday doesn't sort the invoice lines when you generate electronic invoices. Therefore, the order of electronic invoice lines can be different from the order that the lines display on the standard customer invoice.
5. (Optional) Steps: Configure UBL Version 2.1 Electronic Customer Invoice Integration Service Map .

    When you use the *UBL 2.1 Electronic Customer Invoice* template, configure any field overrides as needed.
6. (Optional) Steps: Configure cXML Electronic Customer Invoice Template .

    When you use the *cXML Electronic Customer Invoice* template, configure any field overrides or field attributes as needed.
7. Set Up Integration Delivery .

    Configure the *Integration Process Event* business process and add a *Service* step for document delivery to an external entity.
8. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
    - *Integration Event*
    - *Process: Electronic Invoices*

    See: Steps: Grant Integration or External Endpoint Access to Workday.
9. Set Up Integration Sequence Generators .
10. Launch an Integration .
    - To limit the invoices to include in the XML output, define filters such as Company, Customer, Invoice Number, Invoice Status before launching the integration.
    - For UBL 2.1 integration, we recommend that you launch it from the *Customer Invoice Event* business process. Add a new *Service* type step and set the **Specify** to **Integration** in the

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business process to launch the new integration after the appropriate person approves the invoice.
- Add condition rules on the **Integration** step to ensure that the electronic invoice integration launches only:
  - When Workday generates an invoice PDF after the last printing run. Set the report field to **Does PDF Exist for Last Printing Run** and the relational operator to *Is not blank*.
  - For specific customer invoices within a given company. Use the **Customer Invoice or Adjustment** launch parameter to define a unique customer invoice or adjustment instance.

11. (Optional) Create Integration Notifications .

Related Information

Concepts

Concept: Electronic Invoicing

Tasks

Create Customer Invoices

Create Integration Business Process

Reference

2021R2 What's New Post: Automatic Invoice Printing and E-Invoice Integration Initiation

2022R2 What's New Post: Electronic Invoice Field Overrides

Steps: Configure UBL Version 2.1 Electronic Customer Invoice Integration Service Map

Prerequisites

- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
- Security: *Process: Electronic Invoices* domain in the Customer Accounts functional area.

Context

After you create an electronic invoice integration system and define the integration attributes, configure the integration maps to map values in Workday to corresponding external values for invoice type, payment type, tax codes, and unit of measure. You only need to define mappings for the data elements that you want to include in the output file.

When an integration map has at least 1 row of data:

- Workday uses the map values to convert your tenant values to external values.
- When you don't define a tenant value in the map, Workday uses the default value of the map.

When the default value is blank, Workday issues an error or a warning message and the external value is empty.

Steps

1. From the related actions menu on the integration system, select **Integration System > Configure Integration Maps**.
2. In the **Integration Maps** grid, add a row for each tenant value. Select the **Internal Value** and enter the **External Value** for the output file.
3. As you complete the task, consider:

Integration Maps	Description	Internal Value	External Value	EU Code List
Invoice Type to InvoiceTypeCode	Associates Workday Invoice Types	Example: **Credit Invoice**	Example: **381**	Use the UNTDID1001-inv EU list to

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Integration Maps	Description	Internal Value	External Value	EU Code List
	to the external value for *InvoiceTypeCode* or *CreditNoteTypeCode*. Configure this map only when you set the *Use Invoice Type* or *Statutory Invoice Type for InvoiceTypeCode* attribute to **Invoice Type**.			conform with the EN-16931 semantic data model.
Statutory Invoice Type to InvoiceTypeCode	Associates Workday Statutory Invoice Types to the external value for *InvoiceTypeCode* or *CreditNoteTypeCode*. Configure this map only when you set the *Use Invoice Type* or *Statutory Invoice Type for InvoiceTypeCode* attribute to **Statutory Invoice Type**	Example: **Statutory Type**	Example: **380**	Use the UNTDID1001-cn EU list to conform with the EN-16931 semantic data model.
Payment Type to PaymentMeansCode	Associates Workday Payment Types to the external value for *PaymentMeansCode*.	Example: **Cash**	Example: **10**	Use the UNCL4461 EU list to conform with the EN-16931 semantic data model.
Tax Code to TaxCategory ID	Associates Workday **Transaction Tax Codes** to the external value in the UBL invoice output for *TaxCategory ID*.	Example: **FR VAT Output (10%)**	Example: **S**	Use the UNCL5305 EU list to conform with the EN-16931 semantic data model.

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Integration Maps	Description	Internal Value	External Value	EU Code List
Tax Code to TaxExemptionReasonCode	Associates Workday **Transaction Tax Codes** to the external value for *TaxExemptionReasonCode*. Configure this map only when you set the *Use Tax Code* or *Tax Applicability for TaxExemptionReasonCode* attribute to **Tax Code**.	Example: **FR VAT Output (0%)**	Example: **VAT-EU-G**	Use the Vatex EU list to conform with the EN-16931 semantic data model.
Unit of Measure to InvoicedQuantity	Associates Workday **Unit of Measures** value to the external value for the attribute unitCode on *InvoicedQuantity*.	Example: **Box**	Example: **XBX**	Use the UMCode List to conform with the EN-16931 semantic data model.
Company Tax ID Type to UBL Target Field	Associates the company Tax IDs to an external value in a specific XML target output field in the UBL file. All Company Tax IDs and non Transaction Tax ID Types are persisted on the customer invoice are included in the AccountingSupplierParty / Party / PartyIdentification / ID target field as a default.	Example:**FRA - SIREN**	Example: AccountingSupplierParty / Party / PartyTaxScheme / CompanyID	Use the PEPPOL-COMMON-R045 to conform with the EN-16931 semantic data model.
Customer Tax ID Type to UBL Target Field	Associates the customer Tax IDs to an external value in a specific XML target output	Example:**FRA - SIREN**	Example: AccountingCustomerParty / Party / PartyTaxScheme / CompanyID	NA

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Integration Maps	Description	Internal Value	External Value	EU Code List
	field in the UBL file. Ensure to configure buyer and seller Company and Customer Tax IDs for customer invoices using**Maintain Transaction Tax Codes**and**Maintain Tax ID Grouping**tasks.			
Company Tax ID Type to schemeID	Associates the company Tax IDs to an external value as schemeIDs in an output field in the UBL file.	Example:**FRA - SIREN**	Example:**0009**	Use the ISO 6523 ICD list to conform with the EN-16931 semantic data model.
Customer Tax ID Type to schemeID	Associates the customer Tax IDs to an external value as schemeIDs in an output field in the UBL file.	Example:**FRA - SIREN**	Example: **0009**	Use the ISO 6523 ICD list to conform with the EN-16931 semantic data model.

See the UBL Field Mapping Output Samples PDF file for examples of the output XML file for *AccountingSupplierParty* sections when you:

- Define an integration map.
- Define field overrides.
- Do not configure an integration map or field override.

See the UBL Field Mapping to Workday Customer Invoice Fields Excel file for detailed mapping of UBL fields to Workday Customer Invoice fields.

Ensure to observe these additional configuration behaviors to include the invoice data:

- **Billable Project Name** is included in output file only when there's 1 unique project reference across all customer invoice lines.
- **Contract Number** is included in output file only when there's 1 unique contract reference across all customer invoice lines.
- We use the original invoice number for the rebill and adjustments in the output file.
- The company and customer TaxID integration maps output to the *PartyLegalEntity / CompanyID* target field and they override the *GovernmentIssuedCompanyID* field in case you have any prior mappings.

Note: The EU lists includes code values from third-party websites. Workday isn't affiliated with and doesn't manage or update the information in these third-party sites. These lists are for reference only and you should validate your XML files.

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4. (Optional) From the related actions menu on the integration system, select **Integration System > Configure Integration Field Attributes**.
    - Select the **Include all in Output** check box to include all the invoice fields .
    - We provide these configurable field attributes:
        - **Company**
        - **CompanyAddress**
        - **BillToCustomer**
        - **BillToCustomerAddress**
        - **ShipToCustomer**
        - **ShipToCustomerAddress**
        - **SoldToCustomer**
        - **InvoiceDetail**
        - **AdditionalDetail**
        - **AmountSummary**
        - **TaxSummary**
        - **PaymentDetail**
        - **InvoicePDF**
        - **InvoiceLine**
    - Certain fields might contain additional parameters that you can configure to include in the output field for meeting the electronic invoicing requirements.
    - To include the tax exemption reason description from the external tax mapping list in Workday into the XML output file, enable these attributes under **TaxSumary** for both grouped and ungrouped tax codes map*Tax Code to Tax Exemption Reason Code*:
        - *TransactionTaxCodeData/ExternalTaxCodeSubclassificationDescription*
        - *GroupedTransactionTaxCodeData/TaxExemptionReasonDescription*
    - To include the additional mandatory fields for supporting Tier-1 country specific invoicing requirements, after you configure the Company and Customer Tax ID integration maps, you can include these additional TaxID fields in the output file:
        - **NationalTaxIDCode**
        - **Number**
        - **Type**
    - You can also include fields for:
        - **Additional Details** such as DocumentLink, DueDate, FromDate, ToDate. Ensure to enable the *Customer Invoice Document Link* by using the **Maintain External Link Validation** task.
        - **Payment Details** such as BankAccountNumber, IBAN, BankID. When you enable the Payment Account identifiers:
            - The **Bank Account Number** takes precedence over the IBAN.
            - The **Bank Identification Code** takes precedence over the Bank ID.
5. (Optional) From the related actions menu on the integration system, select **Integration System > Configure Integration Field Overrides**.

    Configure field overrides to change the Workday data to your custom data for the desired fields.

Result

Workday saves the attribute map service on the integration.

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Example

You need to provide a value for the electronic invoice that is part of the invoice type code EU list (UNCL1001) to meet the requirements of the European Union. Since Workday doesn't store these values, use the Statutory Invoice Type to InvoiceTypeCode map to associate the Workday instance to the external EU list value.

To do so, set the *Use Invoice Type or Statutory Invoice Type for InvoiceTypeCode* integration attribute to ***Statutory Invoice Type*** . For the *Statutory Invoice Type to InvoiceTypeCode* integration map, set the **Internal Value** to *Statutory Type* and the **External Value** to code *380* from the UNTDID1001-inv list.

Next Steps

- After the integration system setup is complete, test the xml file against the EU validator https://ecosio.com/en/peppol-and-xml-document-validator/.
- When you have multiple tax total elements in the file, use this validator https://www.itb.ec.europa.eu/invoice/upload. This validator goes down for maintenance in the evening PDT.

  Note: The validator links are for third-party websites. Workday isn't affiliated with and doesn't manage or update the information in these third-party sites. This information is for reference only. Your access and use of these third party sites are subject to separate terms of use.
- When validating the file:
  - Create a calculated field and use a field override to obtain the company ID when the *VatCategoryTax* code is **O**.
  - Enable the **Transaction Tax ID**s.
  - Map values for **InvoiceType** code to include UBL 2.1 credit note.

Related Information
Reference
2021R2 What's New Post: Universal Business Language (UBL) Version 2.1 Electronic Customer Invoice Template

Steps: Configure cXML Electronic Customer Invoice Template

Prerequisites

Security:

- *Integration Build* and *Integration Configure* domains in the Integration functional area.
- *Process: Electronic Invoices* domain in the Customer Accounts functional area.

Context

The outbound cXML Electronic Customer Invoice template improves your collection cycles and reduces manual effort and payment processing time. It enables you to:

- Set up an integration system for generating an electronic invoice for third party external suppliers that accept cXML.
- Attach or automatically post the cXML output file to the supplier portal endpoint.
- Provide a portal response to the customer invoice in Workday.

This template leverages the existing generic Electronic Customer Invoice – Core connector service and automatically enables all of the integration services, excluding these 2 optional services:

- *cXML Electronic Customer Invoice / Electronic Customer Invoice Core Service*: Enable to include additional output tags with the integration file.
- *cXML Electronic Customer Invoice / Integration Document Retention*: Enable to define the duration for storing the resulting output file in Workday.

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You must configure the connections for posting to a supplier portal endpoint. To launch the integration automatically, you must define the document delivery rules and the associated document delivery types.

Steps

1. From the related actions menu of the cXML integration system you created, select **Integration System > Configure Integration Maps**.

   In the **Integration Maps** grid, add a row for each tenant value. When you don't define a tenant value in the map, Workday uses the default value of the map. When the default value is blank, Workday issues an error or a warning message and the external value is empty.

Integration Maps	Description	Internal Value	External Value	EU Code List
Unit of Measure to UnitOfMeasure	Associates Unit of Measure in Workday to the external UN/CEFACT UnitOfMeasure value for invoice detail item.	Example: **Each** **Bundle** **B**	Example: **EA** **BE** **BX**	Use the UNECE code list to conform with the cXML list.

   You only need to define mappings for the data elements that you want to include in the output file.

   This mapping translates the Workday unit of measure to a different set of external values in the XML invoice output file. After you set up the integration, for UOM details, we recommend that you refer to a third-party tool such as https://unece.org/trade/cefact/UNLOCODE-Download.

   Note: Workday isn't affiliated with the third-party sites and doesn't manage or update their information. These lists are for reference only and you should validate your XML files.

2. (Optional) From the related actions menu on the integration system, select **Integration System > Configure Integration Field Attributes**.

Option	Description
cXML File Delivery	Enable the *cXML File Delivery* attribute to determine the file delivery option of attaching the file or posting it to an endpoint. When you attach the file to an event, it's not posted to an endpoint and you will not receive an invoice acknowledgment.
Company Tax ID	Enable the *Company Tax ID* attribute to include supplier tax IDs in the electronic customer invoice cXML files. To configure this attribute: a. Access the **Customer Invoices for Electronic Invoicing** section. b. In the **Company** section, select the **Include in Output** check box for: • *TaxID*. • *Number*, in the **TaxID** section. c. In the **CompanyRemitToAddress** section, select the **Include in Output** check box.

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3. (Optional) From the related actions menu on the integration system, select **Integration System > Configure Integration Field Overrides**.

   Configure field overrides to change the Workday data to your custom data for the desired fields.

   Workday provides a **PO Line** field attribute and it's enabled by default. To populate this number on the customer invoice, setup a field override for the **Memo**field. When creating a customer invoice in Workday, use the **Memo** field to add the PO line number .
4. Access the **Create Integration System User** task.

   Create a new separate ISU account for each vendor. Example: Create an account for Ariba_ISU.

   Security: *Set Up: Integration Security* domain in the Integration functional area.
5. Access the **Edit Integration System Security Group (Unconstrained)** task.

   Add the new ISU account to the *E-Invoice Unconstrained Integration Security Group*.
6. From the related actions menu of the desired integration system, access **Workday Account > Edit**.

   Add the new ISU account to the integration system.

Next Steps

Configure integration connections and document delivery rules to automate the process of posting the cXML file to the supplier portal endpoint and launching the integration from the business process. See Steps: Automate Electronic Invoice Document Delivery for cXML.

Related Information

Reference

2023R2 What's New Post: cXML Electronic Customer Invoice

Steps: Automate Electronic Invoice Document Delivery for cXML

Prerequisites

- Create a cXML integration system.
- Create a separate ISU account and add it to the security group and to the cXML integration system.

Context

You can configure the billing company credentials and document delivery rules to automatically post the customer invoices through a cXML file to the external supplier portal endpoint.

Steps

1. Access the **Maintain Electronic Invoice Integration Connections** task.
   - For the *cXML* **Configuration Type** , enter a connection **Name** . You can set up multiple connections to support accounts for each of the third-party supplier portals you plan to have an integration with.
   - For each connection, configure these attributes:

Option	Description
From Domain	The From Credential Domain in the cXML file. Example, the Supplier Network ID or DUNS.
From Identity	The From Credential Identity in the cXML file. Example: AN005555.
Sender Domain	The Sender Credential Domain in the cXML file. Example, the Supplier Network ID or DUNS.

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Option	Description
Sender Identity	The Sender Credential Identity in the cXML file. Example: AN005555.
Sender Shared Secret	Enter the password provided by your supplier network.
Endpoint	Specify the endpoint URL where the cXML file will be posted.

- Also, grant access to the Security: *Process: Electronic Invoices* domain in the Customer Accounts functional area to users or user groups who will define the cXML credentials and endpoint.
- Security: *Process: Electronic Customer Invoice - cXML Connection* domain in the Customer Accounts functional area.

2. Access the **Maintain Document Delivery Types** task.
    - Add *Integration* **Delivery Method** for the *Customer Invoice* **Document Type**.
    - Enter a supplier name in the **Delivery Type Name** field.
    - Workday uses the Document Delivery Types that you define here for the external suppliers on the customer profile, and in the delivery rules to initiate the integration system when creating invoices.
    - Security: *Set Up: Customer Accounts* and *Set Up: Sponsor Accounts* domains in the Customer Accounts and Grants Management functional area.
3. Access the **Maintain Document Delivery Rules** task.
    - Add cXML document delivery rules for each supplier to map the document delivery type to integration connection credentials for the integration system.
    - Select *Integration* from the **Document Delivery Type** prompt for the *cXML* **Integration System** . Specify the **Integration Connection**.
    - **External Tax Codes** column is associated with the specified statutory invoices and displays only when you have configured a statutory invoice type for a given country through the **Maintain Invoice Types by Country** task.
    - Security: *Set Up: Customer Accounts* domain in the Customer Accounts functional area.
4. Access the **Edit Document Delivery Options** task.
    - Select *Integration* from the **Delivery Type** prompt for the *Customer Invoice* **Document**.
    - This indicates that the customer is using an integration delivery type for customer invoices.
    - Security: *Set Up: Customer* domain in the Customers functional area.
5. Access the *Customer Invoice Event* business process and from the related actions menu, select **Edit**.
    - To launch your integration system based on the document delivery rules, add a step and **Specify** *Electronic Invoicing Via Document Delivery Rules* for *Service* **Type** .
    - To include the printed PDF with the cXML, add the *Print Customer Invoice* service.

Result

When you submit the customer invoice, Workday initiates the*Customer Invoice Event* business process and launches the cXML integration system to post the invoice in cXML file format to the supplier endpoint.

Next Steps

When the business process completes, you can view:

- The supplier portal integration process details on the **Process** tab of the invoice.
- The successful response back on the **Electronic Invoice Acknowledgement** tab.

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Concept: Electronic Invoice Connector

The Electronic Invoice Connector integration:

- Sends invoice data electronically to external entities in XML format.
- Enables you to create custom configuration to meet local government requirements, or to integrate with third-party e-invoice business solutions.

Workday provides these electronic invoice integration templates:

Template	Considerations	Requires Access to Security Domain
Core Connector: Electronic Customer Invoices	Use this Workday defined template to generate a generic XML output file for sending e-invoicing data out of Workday. You can configure the integration field attributes to define the fields to include in the output file. You can also add launch parameters to help narrow the selection of invoices to include in the XML output.	*Process: Electronic Invoices*.
UBL 2.1 Electronic Customer Invoice	Use this template to configure invoice data according to the local authorities that don't support standard invoice data formats. Example: the EN-16931 semantic data model for business-to-government transactions in Europe. Configure invoice type codes, tax codes, or tax applicability attributes to map Workday values to external values for populating the data in the UBL invoice output format. You can also change the attributes to populate data in another output format to suit your business needs. To change the Workday data to your custom data for desired fields, use **Field Overrides**. Example: UBL file has a field for *Profile ID* that defines the profile for the customization of UBL in use. You can use the field override to include a calculated field to specify the exact profile. Workday uses this calculated field in the UBL output.	*Process: Electronic Invoices*

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Template	Considerations	Requires Access to Security Domain
	To include the binary file in the XML file output, print the customer invoice before running this UBL 2.1 integration.	
cXML Electronic Customer Invoice	Use this template to configure generation of an electronic invoice in cXML format and send it to your end customers that use third party external suppliers portals who accept cXML as a method, and record their response in the invoice acknowledgement. To specify the duration (in days) that the integration output should be available for, enable the *cXML Electronic Customer Invoice / Integration Document Retention Service* and configure the **Document Retention Policy** attribute. To add tags associated with the electronic customer invoice output file, enable the *cXML Electronic Customer Invoice / Electronic Customer Invoice Core Service* and configure the **Output Document Tags** attribute.	*Process: Electronic Invoices*

Core Connector: Electronic Customer Invoices

The template includes these configurable integration services:

Integration Service	Integration Attribute	Description
Customer Invoices for Electronic Invoicing DIS	NA	Provides all the global launch parameters.
PDFs for Electronic Invoicing DIS	*Max PDF Size in Kilobytes*	Enables you to output the invoices in PDF format. You can define the maximum size of the PDF file to restrict the file size. When you set the **PDF FileContent** to *Required* and the PDF file exceeds the limit, then Workday excludes the PDF from the final output file.
Electronic Customer Invoice Core Service	*Output Document Tags*	Associates the tag with the output *Electronic Customer Invoice* file, to help you easily

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Integration Service	Integration Attribute	Description
		identify the specific documents you might need later.
Integration Document Retention	*Document Retention Policy*	Retains integration files for audit and troubleshooting purposes. You can specify the duration (in days) that integration output should be available.

UBL 2.1 Electronic Customer Invoice

In addition to the integrations services provided with the core connector, this template also includes 1 more configurable integration service.

Integration Service	Integration Attribute	Description
UBL 2.1 Electronic Customer Invoice Service	*Codes to Generate UBL 2.1 Credit Note Format*	Specify the invoice codes. Workday generates a UBL 2.1 credit note format file when the values you specify match the *CreditNoteTypeCode* external value defined on the *Invoice Type* or *Statutory Invoice Type* maps. When the values don't match, Workday generates a UBL 2.1 invoice format file. Workday sets the code to a string of 81,83,381,396,532 that are the *InvoiceTypeCodes* for credit note according to the European Union.
	CustomizationID	Identifies a user-defined customization of UBL for a specific use.
	Use Invoice Number or Gapless Invoice Number	Select the invoice numbers to populate the ID field in the output file. Workday automatically sets it to *Gapless Invoice Number*. When you aren't using this feature, set the *Workday Invoice Number* as the output option.
	Use Invoice Type or Statutory Invoice Type for InvoiceTypeCode	Select a map to populate the *InvoiceTypeCode* or *CreditNoteTypeCode* in the output file. Workday automatically sets it to *Statutory Invoice Type*. When you aren't using this feature, set the *Workday Invoice Type* as the output option.

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Integration Service	Integration Attribute	Description
	Enable Tax Code Grouping	Select the flag to group the different Workday transaction tax codes that have the same tax percentage and map to the same external tax code value.
	Enable Tax Mapping Lists for Invoices	Select the flag for the desired environment to determine the external TaxCategoryID and TaxExemptionReasonCode values in the output file using the configurations you define on the Maintain External Tax Code List Mappings task to . When you don't enable this attribute, Workday uses the integration maps associated with this integration system to determine the TaxCategoryID and TaxExemptionReasonCode. Note: This is applicable only when you include an external tax list in the document delivery rules for the Integration System.
	Use Tax Code or Tax Applicability for TaxExemptReasonCode	Select a map to populate the *TaxExemptReasonCode* field in the output file. Workday automatically sets it to *Tax Code*.
	Concatenate Additional Address Line	Select the Value check box to include additional addresses from Lines 3 to 9 in a single third line, separated by spaces, in the UBL output file. See the Sample Output of Concatenate Additional Address Line PDF file for examples of XML output.

You can validate the results of your file to see if they conform with the UBL syntax and EN-16931 semantic data model by testing with any of the third-party tools available. Example: Ecosio Document Validator or Interoperability Test Bed Validator.

Note: Workday isn't affiliated with, or manages, or updates the information provided in these third-party sites. Your access and use of these third-party sites are subject to separate terms of use.

cXML Electronic Customer Invoice

In addition to the integrations services provided with the core connector, this template also includes these configurable integration services:

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Integration Service	Integration Attribute	Description
cXML Electronic Customer Invoice Service	*cXML File Delivery*	Specify the cXML file delivery option. You can post the cXML File to an endpoint or attach it. When you attach the file to an event, you won't receive an invoice acknowledgment. Default value is *Post cXML file Externally*.
	Use Vendor Issued ID or Customer DUNS Number	Specify the source of the customer data for the **To Credential Identity** field associated with the customer receiving the invoice.
	To Credential Domain for Customer Identifier	Specify the domain associated with the **To Credential Domain** value. For example: DUNS, Network ID. Default value is *Network ID*.
	Use Invoice Number or Gapless Invoice Number	Select the invoice identifier to use for populating the invoice number in the output file. Possible option is: Invoice Number, or Gapless Invoice Number. Default value is *Invoice Number* .
	XML Language	Specify the language identifier for text elements that require a language attribute. Default value is *eng* .
Enable Message Auditing	NA	Optional service that you enables you to record and store additional audit messages in the integration output. Workday recommends that you enable this service only when you first implement the integration, or when you diagnose an issue.

To configure the third-party supplier portal connections, define credentials on the **Maintain Electronic Invoice Integration Connections** task.

The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren’t editable.

Launch/Schedule Options

Workday provides these launch schedule options for the Electronic Invoice Connector integration:

- Launch with an Integration step on a business process.
- **Run Now**. You can launch the integration manually. The integration prompts you to enter launch parameters.
- **Scheduled Run Frequency**. You can specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes from the endpoint based on the launch parameters. You can schedule the integration to run several times per day.

For each launch schedule option:

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- You can specify any launch criteria that an integration requires. Example: **As Of Entry Moment** enables you to retrieve future-dated data changes. Or **Effective Date** defines the end of a date range during which changes became effective. The integration extracts the data with changes made on or before this date.
- You can also have Workday determine the values when you run the integration by using a report field or calculated field. The report or calculated field must have a **Value Type** of *Determine Value at Runtime*.

Processing Notes

- When you run the integration, Workday generates a separate XML file for each customer invoice. There's a maximum limit of 5,000 invoices per integration event. See Reference: Integrations and Web Service Limits.
- We recommend that you:
  - Launch the UBL 2.1 integration from the *Customer Invoice Event* business process.
  - Configure the *Customer Invoice Event* business process by adding **Integration Type** as a new step. Workday launches the new integration after the appropriate person approves the invoice. You can also add condition rules on the Integration step to ensure that the electronic invoice integration launches only:
    - For specific customer invoices within a given company.
    - When Workday generates an invoice PDF after the last printing run.

Integration Audit Files

When you run this integration, Workday generates a *Diagnostic Audit* file to help you identify invoices not included in the output file along with the associated error. The audit also enables you to view the invoices included in the output but with warnings due to missing PDF. Workday provides 1 audit for each run.

You can find the file in the **Reports and Other Output Files** section. This section displays on the Integration Event for each integration run.

Electronic Invoicing Acknowledgments

You can also receive acknowledgments sent back by external entities. The acknowledgments provide full visibility to the invoice status, processing date, and related messages.

Workday provides these web services to process the acknowledgments:

- *Get Electronic Invoicing Acknowledgments*
- *Put Electronic Invoicing Acknowledgment*

Related Information

Concepts

Concept: Data Initialization Service (DIS)

Reference

Reference: Integration Value Attributes for Document Transformation

Reference: Outbound Integration Transformations

Reference: Electronic Invoice Connector XML Schema

For the *UBL 2.1 Electronic Customer Invoice* integration template, refer to the OASIS UBL v2.1 website for an example of the normative XSD schema:

- Invoices
- Credit Note

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The *Core Connector: Electronic Invoice Connector* integration template only supports XML file format.

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema" xmlns:eic="urn:com.workday/
ElectronicCustomerInvoiceConnector"
targetNamespace="urn:com.workday/ElectronicCustomerInvoiceConnector"
 elementFormDefault="qualified"
attributeFormDefault="qualified">

<xs:element name="ElectronicCustomerInvoiceConnector" type="eic:ConnectorHeader"/>

<xs:complexType name="ConnectorHeader">
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<xs:element name="FileCreatedDate" type="xs:dateTime" minOccurs="1" maxOccurs="1"/>
<xs:element name="InvoiceCount" type="xs:int" minOccurs="1" maxOccurs="1"/>
<xs:element name="Invoice" type="eic:Invoice" minOccurs="0" maxOccurs="unbounded"/>
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</xs:complexType>

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<xs:element name="BillToCustomer" type="eic:BillToCustomer" minOccurs="1"
 maxOccurs="1"/>
<xs:element name="ShipToCustomer" type="eic:ShipToCustomer" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="SoldToCustomer" type="eic:SoldToCustomer" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="InvoiceDetail" type="eic:InvoiceDetail" minOccurs="1"
 maxOccurs="1"/>
<xs:element name="AdditionalDetail" type="eic:AdditionalDetail" minOccurs="1"
 maxOccurs="1"/>
<xs:element name="AmountSummary" type="eic:AmountSummary" minOccurs="1"
 maxOccurs="1"/>
<xs:element name="TaxSummary" type="eic:TaxSummary" minOccurs="0" maxOccurs="1"/>
<xs:element name="PaymentDetail" type="eic:PaymentDetail" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="InvoicePDF" type="eic:InvoicePDF" minOccurs="0" maxOccurs="1"/>
<xs:element name="InvoiceLine" type="eic:InvoiceLine" minOccurs="0"
 maxOccurs="unbounded"/>
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</xs:complexType>

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<xs:sequence>
<xs:element name="WorkdayID" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="OrganizationCode" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="Currency" type="eic:Currency" minOccurs="0" maxOccurs="1"/>
<xs:element name="ElectronicInvoicingAgreementDate" type="xs:date" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="TaxID" type="eic:TaxID" minOccurs="0" maxOccurs="1"/>
<xs:element name="AdditionalTaxIDs" type="eic:AdditionalTaxIDs" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="Phone" type="eic:Phone" minOccurs="0" maxOccurs="1"/>
<xs:element name="Email" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Address" type="eic:Address" minOccurs="0" maxOccurs="1"/>
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</xs:complexType>

<xs:complexType name="BillToCustomer">
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<xs:element name="CustomerID" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="DUNSNumber" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
```

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```
<xs:element name="AlternateName" type="eic:AlternateName" minOccurs="0"
 maxOccurs="unbounded"/>
<xs:element name="ElectronicInvoicing" type="eic:ElectronicInvoicing" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="TaxID" type="eic:TaxID" minOccurs="0" maxOccurs="1"/>
<xs:element name="AdditionalTaxIDs" type="eic:AdditionalTaxIDs" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="Phone" type="eic:Phone" minOccurs="0" maxOccurs="1"/>
<xs:element name="Email" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Address" type="eic:Address" minOccurs="0" maxOccurs="1"/>
<xs:element name="Contact" type="eic:Contact" minOccurs="0" maxOccurs="unbounded"/>
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<xs:complexType name="ShipToCustomer">
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<xs:element name="CustomerID" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="Phone" type="eic:Phone" minOccurs="0" maxOccurs="1"/>
<xs:element name="Email" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Address" type="eic:Address" minOccurs="0" maxOccurs="1"/>
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</xs:complexType>

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<xs:element name="CustomerID" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="InvoiceDetail">
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<xs:element name="WorkdayID" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="InvoiceReferenceID" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="InvoiceNumber" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="GaplessInvoiceNumber" type="xs:string" minOccurs="0" maxOccurs="1"/
>
<xs:element name="ReferenceNumber" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="InvoiceStatus" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="InvoiceType" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="StatutoryInvoiceType" type="xs:string" minOccurs="0" maxOccurs="1"/
>
<xs:element name="PONumber" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="AdjustmentInvoice" type="xs:boolean" minOccurs="1" maxOccurs="1"/>
<xs:element name="AdjustmentReason" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="RelatedCustomerInvoiceAdjustment" type="eic:RelatedInvoice"
 minOccurs="0" maxOccurs="unbounded"/><!--when type is invoice -->
<xs:element name="RelatedCustomerInvoice" type="eic:RelatedInvoice" minOccurs="0"
 maxOccurs="1"/><!--when type is adjustment -->
<xs:element name="RebilledCustomerInvoice" type="eic:RelatedInvoice" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="CreditedCustomerInvoice" type="eic:RelatedInvoice" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="RelatedSupplierInvoice" type="eic:RelatedInvoice" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="ConsolidatedCustomerInvoice" type="eic:RelatedConsolidatedInvoice"
 minOccurs="0" maxOccurs="1"/>
<xs:element name="BillableProject" type="eic:BillableProject" minOccurs="0"
 maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="AdditionalDetail">
<xs:sequence>
<xs:element name="InvoiceDate" type="xs:date" minOccurs="1" maxOccurs="1"/>
<xs:element name="CreatedDate" type="xs:dateTime" minOccurs="1" maxOccurs="1"/>
<xs:element name="DueDate" type="xs:date" minOccurs="1" maxOccurs="1"/>
<xs:element name="FromDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
```

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```
<xs:element name="ToDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="FinalizedDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="AccountingDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="CancelAccountingDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="DiscountDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="PreNotificationSentDate" type="xs:string" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="DirectIntercompany" type="xs:boolean" minOccurs="0" maxOccurs="1"/>
<xs:element name="Memo" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="RetentionMemo" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="DocumentLink" type="xs:string" minOccurs="0" maxOccurs="1"/>
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<xs:complexType name="AmountSummary">
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<xs:element name="NetInvoiceAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="AmountRetained" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="TaxAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="TotalInvoiceAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="WithholdingAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="AmountDue" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="DefaultTaxCode" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="DefaultTaxCodePercent" type="xs:decimal" minOccurs="0"
 maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="InvoicePDF">
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 <xs:element name="DocumentID" type="xs:string" minOccurs="1" maxOccurs="1"/>
 <xs:element name="FileName" type="xs:string" minOccurs="1" maxOccurs="1"/>
 <xs:element name="Size" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
 <xs:element name="PrintedDate" type="xs:dateTime" minOccurs="1" maxOccurs="1"/>
 <xs:element name="PrintRunType" type="xs:string" minOccurs="1" maxOccurs="1"/>
 <xs:element name="AttachmentsIncluded" type="xs:boolean" minOccurs="1"
 maxOccurs="1"/>
 <xs:element name="DeliveryMethod" type="xs:string" minOccurs="0"
 maxOccurs="unbounded"/> <!--multi select-->
 <xs:element name="FileContent" type="xs:base64Binary" minOccurs="1" maxOccurs="1"/>
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<xs:complexType name="InvoiceLine">
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<xs:element name="Company" type="eic:LineCompany" minOccurs="1" maxOccurs="1"/>
<xs:element name="ShipToCustomer" type="eic:LineShipToCustomer" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="LineDetail" type="eic:LineDetail" minOccurs="1" maxOccurs="1"/>
<xs:element name="AdditionalDetail" type="eic:LineAdditionalDetail" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="AmountDetail" type="eic:LineAmount" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxDetail" type="eic:LineTaxDetail" minOccurs="0" maxOccurs="1"/>
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<xs:complexType name="LineCompany">
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<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
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<xs:complexType name="LineShipToCustomer">
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<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="Address" type="eic:Address" minOccurs="0" maxOccurs="1"/>
```

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```
</xs:sequence>
</xs:complexType>

<xs:complexType name="LineDetail">
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<xs:element name="LineReferenceID" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="LineNumber" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="Order" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="SalesItem" type="eic:SalesItem" minOccurs="0" maxOccurs="1"/>
<xs:element name="RevenueCategory" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="ItemDescription" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="BillableProject" type="eic:BillableProject" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="RelatedContractLine" type="eic:RelatedContractLine" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="ReleaseForCustomerInvoiceLine" type="eic:RelatedInvoiceLine"
 minOccurs="0" maxOccurs="1"/>
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<xs:complexType name="LineAdditionalDetail">
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<xs:element name="ToDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="LineOrigin" type="xs:string" minOccurs="0" maxOccurs="unbounded"/>
<xs:element name="GeneratedByFinanceCharge" type="xs:boolean" minOccurs="0"
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<xs:element name="IntercompanyLine" type="xs:boolean" minOccurs="0" maxOccurs="1"/>
<xs:element name="GeneratedByBillableTransaction" type="xs:boolean" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="Memo" type="xs:string" minOccurs="0" maxOccurs="1"/>
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<xs:complexType name="LineAmount">
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<xs:element name="Quantity2" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="UnitOfMeasure2" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="UnitPrice" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="AmountForRetention" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="ExtendedAmount" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="AnalyticalAmount" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="PrepaysAmount" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="AmountRetained" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
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</xs:complexType>

<xs:complexType name="LineTaxDetail">
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<xs:element name="Withholding" type="eic:LineWithholdingTaxData" minOccurs="0"
 maxOccurs="1"/>
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</xs:complexType>

<xs:complexType name="LineTransactionTaxData">
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<xs:element name="TaxCode" type="xs:string" minOccurs="0" maxOccurs="1"/>
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<xs:element name="TaxPointDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="TaxPointDateType" type="xs:string" minOccurs="0" maxOccurs="1"/>
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</xs:complexType>
```

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```
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<xs:complexType name="RelatedInvoice">
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<xs:element name="InvoiceNumber" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="GaplessInvoiceNumber" type="xs:string" minOccurs="0" maxOccurs="1"/
>
<xs:element name="InvoiceDate" type="xs:date" minOccurs="1" maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="RelatedConsolidatedInvoice">
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<xs:element name="InvoiceDate" type="xs:date" minOccurs="1" maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="RelatedInvoiceLine">
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<xs:element name="InvoiceLineReferenceID" type="xs:string" minOccurs="1"
 maxOccurs="1"/>
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<xs:complexType name="BillableProject">
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<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
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<xs:complexType name="SalesItem">
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<xs:element name="Name" type="xs:string" minOccurs="1" maxOccurs="1"/>
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</xs:complexType>

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<xs:element name="Value" type="xs:string" minOccurs="1" maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="TaxSummary">
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 minOccurs="0" maxOccurs="unbounded"/>
<xs:element name="CustomerTaxID" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="AdditionalCustomerTaxIDs" type="eic:AdditionalCustomerTaxIDs"
 minOccurs="0" maxOccurs="unbounded"/>
<xs:choice>
```

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```
 <xs:element name="NonReportingThirdPartyTax" type="eic:NonReportingThirdPartyTax"
 minOccurs="0" maxOccurs="1"/>
 <xs:element name="ReportingThirdPartyTaxService" type="xs:string" minOccurs="0"
 maxOccurs="1"/>
 <xs:sequence>
   <xs:element name="TransactionTaxCodeData" type="eic:TransactionTaxCodeData"
 minOccurs="0" maxOccurs="unbounded"/>
   <xs:element name="WithholdingTaxCodeData" type="eic:WithholdingTaxCodeData"
 minOccurs="0" maxOccurs="unbounded"/>
 </xs:sequence>
</xs:choice>
</xs:sequence>
</xs:complexType>

<xs:complexType name="TransactionTaxCodeData">
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<xs:element name="TaxCode" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxableAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxRateData" type="eic:TransactionTaxRateData" minOccurs="1"
 maxOccurs="unbounded"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="WithholdingTaxCodeData">
<xs:sequence>
<xs:element name="TaxCode" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxRateData" type="eic:WithholdingTaxRateData" minOccurs="1"
 maxOccurs="unbounded"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="TransactionTaxRateData">
<xs:sequence>
<xs:element name="TaxType" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxRate" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="Jurisdiction" type="xs:string" minOccurs="0" maxOccurs="1"/> <!--
 from reporting third party tax only -->
<xs:element name="TaxPointDate" type="xs:date" minOccurs="0" maxOccurs="1"/>
<xs:element name="TaxPointDateType" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="TaxRatePercent" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="EffectiveTaxRatePercent" type="xs:decimal" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="TaxAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="WithholdingTaxRateData">
<xs:sequence>
<xs:element name="TaxType" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxRate" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="TaxBaseType" type="xs:string" minOccurs="0" maxOccurs="1"/>
<xs:element name="RealizationPoint" type="xs:string" minOccurs="1" maxOccurs="1"/>
<xs:element name="SubjectToWithholdingAmount" type="xs:string" minOccurs="0"
 maxOccurs="1"/>
<xs:element name="TaxRatePercent" type="xs:decimal" minOccurs="0" maxOccurs="1"/>
<xs:element name="TaxAmount" type="xs:decimal" minOccurs="1" maxOccurs="1"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="NonReportingThirdPartyTax">
<xs:sequence>
<xs:element name="ThirdPartyTaxService" type="xs:string" minOccurs="1" maxOccurs="1"/
>
<xs:element name="TaxCalculationDetails" type="xs:string" minOccurs="0"
 maxOccurs="1"/>
</xs:sequence>
</xs:complexType>
```

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```
<xs:complexType name="AdditionalTaxIDs">
<xs:sequence>
 <xs:element name="TaxID" type="eic:TaxID" minOccurs="1" maxOccurs="unbounded"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="AdditionalCompanyTaxIDs">
<xs:sequence>
 <xs:element name="TaxID" type="eic:TaxID" minOccurs="1" maxOccurs="unbounded"/>
</xs:sequence>
</xs:complexType>

<xs:complexType name="AdditionalCustomerTaxIDs">
<xs:sequence>
 <xs:element name="TaxID" type="eic:TaxID" minOccurs="1" maxOccurs="unbounded"/>
</xs:sequence>
</xs:complexType>

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Electronic Payment Integrations

Steps: Set Up Bank Integrations for Settlement Processing

Context

You can integrate Workday with bank accounts for settlement processing and check printing to specify:

- Which payment protocol to use.
- How to format the payment data to meet bank requirements.
- Whether to encrypt the file or generate a unique filename each time the integration runs.
- Where to deliver the payment file.

To generate payment files for settlement processing, you can:

- Create 1 or more integration systems for each combination of bank and electronic payment type.
- Assign multiple integration systems to a single bank account. Example: You want to process payments that are of the same type but in different categories or countries.
- Use the same integration for each account in the same bank with the same payment type.

Use a **Document Transformation integration** step to deliver output files in bank-specific protocol formats or you'll get errors when sending the output file.

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Steps

1. Create ID Definitions and Sequence Generators.

   Configure the payment sequence generator to format the ID that Workday generates for each payment.

   Note:

   Your integration can fail unless you always configure:

   - ACH payment sequences as numeric.
   - Outsourced payment group sequences with at least 1 non-numeric character when you enable payment acknowledgments for outsourced check payments.
2. Access the **Edit Tenant Setup - Financials** task.

   Select the gapless sequence generator from the **ID Generator for Payment External EFT ID** prompt.

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.
3. Create Integration System .

   Workday recommends that you use the enhanced performance templates for faster processing. Workday supports enhanced performance with these templates:

   - *Core Connector: Payments Outbound V2 (Enhanced Performance)*
   - *WPN – ABA Payment (Enhanced Performance)*
   - *WPN - ACH CCD Payment (Enhanced Performance)*
   - *WPN - ACH CTX Payment (Enhanced Performance)*
   - *WPN - ACH IAT Payment (Enhanced Performance)*
   - *WPN - ACH PPD Payment (Enhanced Performance)*
   - *WPN – BACS Standard 18 Payment (Enhanced Performance)*
   - *WPN - ISO 20022 V2 Direct Debit (Enhanced Performance)*
   - *WPN - ISO 20022 V3 (Enhanced Performance)*
   - *WPN - Zengin (Enhanced Performance)*

   Workday also provides these templates:

   - *Core Connector: Payments Outbound*
   - *WPN - ISO 20022 V2* for files in PAIN 001.001.02 format.
   - *WPN - ISO 20022 V9 Credit Transfer* for files in PAIN.001.001.09 format to support global payment processing.
4. Create an integration system user (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event*
   - *Process: Settlement*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
5. Select **Integration System > Configure Integration Attributes** from the related actions menu of your integration system.

   Specify a value for the attributes you want to use.
6. (Optional) Set Up Integration Sequence Generators .

   Workday requires this step when you enable the *WPN - Payment File Name Generator* integration service.
7. Create Integration Notifications .

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8. (Optional) From the related actions menu of your integration system, select **Integration System > Configure Integration Maps**.

   When multiple companies use the same bank, map the companies and bank accounts to a bank-recognized value on an integration map.

   For ISO 20022 payment integrations, some banks and countries require that you include the bank branch code as a suffix to the **Credit Agent ID**. To use this map, enable the *WPN - ISO 20022 Payment* integration service. To add the suffix, add the bank branch code to the **Clearing System Member Identification** element on the *SuffixBranchCodeToCreditorAgent* integration map. To enable the suffix for a particular country, add a map and enter:

   - The country as the internal value.
   - Any nonblank value as the external value.

   Security: *Integration Build* domain in the Integration functional area.
9. Set Up Integration Delivery .

Next Steps

Assign the integration system to the appropriate payment type in each bank account you want to use for settlement processing.

Configure integration delivery by adding the *Document Delivery* step on the integration business process.

Steps: Set Up Electronic Filing 1099 Integration

Prerequisites

- Obtain a transmitter control code from the IRS.
- Review setup considerations for 1099 Reporting.

Context

You can create an integration system for Workday to generate 1099 electronic files, which you then:

- Download from the **1099 Work Area** report.
- Manually upload to the US Internal Revenue Service (IRS) FIRE web site.

Steps

1. Create an *Electronic Filing 1099* integration system:

   - From the **New Using Template** prompt, select *Electronic Filing 1099*.
   - On the **Configure Integration Services** page, leave the *Electronic Filing 1099 Delivery Service* disabled.

   See Create Integration System .

   Note: The delivery service can't export files directly to the IRS. You don't need the delivery service to retrieve 1099 files from the **1099 Work Area** report.
2. (Optional) From the related actions menu of the *Electronic Filing 1099* integration system, select **Integration System > Configure Integration Attributes**.

   You can specify how many days Workday retains 1099 files by selecting a retention period of up to 180 days on the *Document Retention Policy* attribute.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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3. Grant the integration system user *Get* and *Put* access to these domains:
    - *Integration Event* in the Integration functional area.
    - *Reports: Supplier Accounts 1099* in the Supplier Accounts functional area.

    See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Create an integration business process from the *Electronic Filing 1099* integration system.

    You don't need a document delivery *Service* step to download 1099 files from the **1099 Work Area** report.

    See Create Integration Business Process .
5. Configure the *1099 Electronic Filing Run Event* business process.

    See Steps: Set Up 1099 Electronic Filing Run Event Business Process .

Result
When you run the **Generate 1099 Electronic Filing** task, Workday launches the *Electronic Filing 1099* integration system.

Next Steps

- Add your IRS transmitter control code to your tax IDs. See Set Up Company Tax Details for 1099 Reporting.
- Generate 1099 Electronic Files.

Related Information
Tasks
Steps: Set Up 1099 Reporting

Steps: Set Up 1099 Electronic Filing Run Event Business Process

Prerequisites

- Set up an *Electronic Filing 1099 integration* system.
- Security: These domains in the System functional area:
    - *Business Process Administration*
    - *Manage: Business Process Definitions*
- Configure the *1099 Electronic Filing Run Event* business process and security policy in the Supplier Accounts functional area.

Context

You can configure the *1099 Electronic Filing Run Event* business process to launch *Electronic Filing 1099* integrations.

Steps

1. Access the **Edit Business Process Definition** task for the *1099 Electronic Filing Run Event* business process.

    See Edit Business Processes.
2. On the **Business Process Steps** grid, remove the document delivery *Service* step.
3. On the **Business Process Steps** grid, locate the *Integration* step and click **Configure Integration System**, then select the *Electronic Filing 1099* integration system in the **Integration** prompt.

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4. On the **Configure Integration Step** page, select these values for the *Electronic Filing 1099 ESB Service*:

Field	Value Type	Value
1099 Electronic Filing Run	*Determine Value at Runtime*	**By Category > IRS 1099 > 1099 Electronic Filing Run Event**

Convert Payment Integrations

Prerequisites

Security: *Set Up: Migrate Payment Integration Systems to (Enhanced Performance)* domain in Banking and Settlement functional area.

Context

You can convert your existing payment integrations to use enhanced performance integration templates. Enhanced performance integration templates use a Data Initialization Service (DIS) that:

- Enables you to customize the output of your payment integrations. You can configure which report fields Workday uses to add data for fields in the integration.
- Improves performance.

Steps

1. Access the **Migrate Payment Integration systems to (Enhanced Performance)** task.
2. Select an integration template and the integration systems that you want to convert.

Related Information
Concepts
Concept: Data Initialization Service (DIS)
Tasks
Set Up Integration Field Overrides for DIS

Concept: Electronic Payments

To create bank integrations for electronic payments made from or deposited to a particular bank account, use an Electronic Payments integration template. You can create more than 1 integration system for each combination of bank and payment type to support different payment categories or countries. Example: You could have separate integrations for:

- Direct deposit payroll in the U.S.
- Direct deposit payroll in Canada.

Electronic Payments supports these payment protocols and service providers:

- Automated Clearing House:
    - Cash concentration or disbursement with addenda (CCD+).
    - Cash concentration or disbursement without addenda (CCD).
    - Corporate Trade Exchange (ACH CTX).
    - ACH Transactions (ACH IAT).
    - Prearranged Payment and Deposit Entry (ACH PPD).
- Bankers' Automated Clearing Services (BACS).
- *CyberSource* credit card processing.
- International Organization for Standardization (ISO) 20022 (Version 2 and 3)

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- Zengin payment file format.

Workday also provides electronic payment integration templates with enhanced performance to improve integration processing times using the Data Initialization Service.

After the initial creation and configuration of a bank integration, the integration routes payments through the Workday settlement engine. Workday provides these options for configuring payment routing to an endpoint or endpoints:

Number of Endpoints	Business Process for Delivery Configuration
Single	*Document Delivery* Step on 1 of these business processes: • *Payment Release Event* • *Outsourced Payment Release Event*
Multiple	*Document Delivery* step on *Integration Process Event* business process for each integration.

You base delivery on the bank account used in the settlement run. In addition, you can add one or more *Approval* steps to the business process.

Related Information
Tasks
Steps: Set Up Settlement
Create Integration Business Process

ELSTER Integrations

Steps: Generate ELSTER Tax Declaration XML

Prerequisites

- Create Tax Declaration Definitions.
- Security:
  - *Integration build* domain in the Integration functional area.
  - *Set Up: Tax* domain in the Common Financial Management functional area.

Context

You can generate an XML file based on a tax declaration run, according to the specifications of the German tax authority. You can upload the XML file to the ELSTER tax portal, and annually update the format of the tax declaration definition.

Steps

1. Create Integration System .
   Select *German ELSTER Periodic VAT Return* from the **New Using Template** prompt.
2. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and select **Steuernummer** for the *Tax ID Type for Company Tax Registration Number* attribute.
   Workday uses the **Tax ID Type** value from the **Company Tax Details** task to populate the XML file.

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3. Access the **Edit Tax Declaration Definition** Task.

   On your tax declaration definition, select the **Enable XML Creation** check box and the relevant tax reporting integration system and VAT return year.
4. Select **Integration System > Configure Integration Field Overrides** as a related action on the integration system.
   a) Access the **Umsatzsteuervoranmeldung** (Sales Tax Pre-Registration) tab.
   b) On the **Field Overrides** table, select *Tax Declaration Result Line Amount* from the **Override External Field** prompt for each field you want to map.
   c) Select tax declaration definition lines in the **Value** column to map them to the fields on the integration system.

      Workday will populate the values from the tax declaration lines in the corresponding fields on the XML.

      Example: Map the tax declaration line containing base taxable sales standard rate to the **Kz81** field.
   d) (Optional) You can configure additional fields as required on the **Extended Fields** table.

      Add extended fields to update the integration system with changes to the XML file format.
   e) (Optional) You can configure additional field overrides and extended fields on these tabs:

      - **DatenLieferant** (Data Supplier)
      - **Berater** (Consultant)
      - **Unternehmer** (Entrepreneur)
5. (Optional) Select **Integration System > Configure Integration Field Attributes** as a related action on the integration system.

   Disable fields as required, or set maximum lengths to truncate values when data exceeds the length permitted. To ignore any maximum lengths specified by Workday, set the maximum length to zero.
6. Access the **Create Tax Declaration Run** task.

   See Create Tax Declarations.

   Select a company in the **Primary Company** field if you're creating a run for a VAT group. Workday uses the value in the **Primary Company** field to determine which company in the VAT group is the primary contact.

   Enter a complete calendar month or quarter in the **Start Date** and **End Date** fields. Workday won't translate incomplete months or quarters to XML.
7. To generate the XML file, select **Tax Declaration > Create XML File** as a related action on the tax declaration.

   Note: Your tax declaration run must be in an approved state to access **Create XML File**.

   You can select or enter these submission parameters to include in the XML:

   - **Corrected Registration (Box 10)**
   - **Offset Reimbursement (Box 29)**
   - **Revoke SEPA Direct Debit (Box 26)**
   - **Additional Information (Box 23)**
   - **Additional Information on Tax Return (Box 23B)**

   See Reference: Default Mappings for German ELSTER Periodic VAT Return Integrations .

Result

Workday generates the XML file for you to view and download under the **Output Files** tab.

Reference: Default Mappings for German ELSTER Periodic VAT Return Integrations

You can use field override attributes to map your tax declaration definition result line amounts using the Workday delivered German ELSTER Periodic VAT Return Integration Template.

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Element Name	English Name	Default Mapping
Anmeldungssteuern	Registration Taxes	
Erstellungsdatum	Creation Date	Creation date of the xml file.
DatenLieferant	DataSupplier	
Name	Name	Full legal name of the user who created the tax declaration run.
Strasse	Street	Street address and house number of the data supplier. Must be primary and public to include in the XML file.
PLZ	ZIP	Postal code of the data supplier. Must be primary and public to include in the XML file.
Ort	Location	City address of the data supplier. Must be primary and public to include in the XML file.
Telefon	Phone	Must be the primary work phone number of the data supplier to include in the XML file.
Email	Email	Must be the primary email of the data supplier to include in the XML file.
Steuerfall	Control Case	
Berater	Consultant	
Bezeichnung	Title	Not mapped by default.
Name	Name	Not mapped by default.
Vorname	First Name	Not mapped by default.
Namensvorsatz	Name Prefix	Not mapped by default.
Namenszusatz	Name Suffix	Not mapped by default.
Str	Street	Not mapped by default.
Hausnummer	House Number	Not mapped by default.
HNrZusatz	House Number Supplement	Not mapped by default.
AnschriftenZusatz	Address Supplement	Not mapped by default.
Ort	Location	Not mapped by default.
PLZ	PostCode	Not mapped by default.
AuslandsPLZ	PostCode - if address is abroad	Not mapped by default.
Land	Country - if address is abroad.	Not mapped by default.
PostfachOrt	Location PO Box	Not mapped by default.
Postfach	PO Box	Not mapped by default.
PostfachPLZ	PO Box Zip Code	Not mapped by default.

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Element Name	English Name	Default Mapping
GKPLZ	Major Customer Zip Code	Not mapped by default.
Telefon	Phone	Not mapped by default.
Email	Email	Not mapped by default.
Unternehmer	Entrepreneur	
Bezeichnung	Designation	Company name as of the last day of the tax declaration run.
Str	Street	Primary public address of the company, Address Line 1.
Hausnummer	House Number	Primary public address of the company, Address Line 3.
AnschriftenZusatz	Address Supplement	Primary public address of the company, Address Line 2.
Ort	Location	City of the primary address of the company.
PLZ	PostCode	Postcode of the primary address of the company.
AuslandsPLZ	PostCode - if address is abroad.	Company postcode if the address isn't in Germany.
Land	Country - if address is abroad	Country of the company address if the address isn't in Germany.
Postfach	PO Box	Primary public address of the company, Address Line 4.
Telefon	Phone	Primary public phone number of the company.
Email	Email	Primary public email address of the company.
Umsatzsteuervoranmeldung	Sales tax pre registration (UStVA)	
Jahr	Year	Year of the tax declaration run end date.
Zeitraum	Period	Period based on the start date and the end date of the tax declaration run. It must be a full calendar month (*01* for January, *02* for February etc.) or a full calendar quarter (*41* for the first quarter, *42* for the second etc).
Steuernummer	Tax Number	Company tax ID based on the **Tax ID Type for Company Tax Registration Number** integration attribute and the value set for the **Tax ID Type** for the company tax details.

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Element Name	English Name	Default Mapping
Kz09		Not in use.
Kz10	Corrected registration	Workday populates this field when you select the **Corrected Registration (Box 10)** check box when you generate the XML.
Kz22	Documents	Not in use.
Kz23		Workday populates this field when you select the **Additional Information (Box 23)** check box when you generate the XML.
Kz23_Begruendung		Workday populates this field when you enter text in the **Additional Information on Tax Return (Box 23B)** field when you generate the XML.
Kz26		Workday populates this field when you select the **Revoke SEPA Direct Debit (Box 26)** check box when you generate the XML.
Kz29		Workday populates this field when you select the **Offset Reimbursement (Box 29)** check box when you generate the XML.
Kz21, Kz35-Kz98		Workday populates based on the tax declaration lines mapped to the individual fields.

FEC Integration

Steps: Set Up FEC Integration

Prerequisites

Enable journal sequencing for your company as required by the tax authority.

Context

You can create an integration to generate fichier des écritures comptables (FEC) audit files from accounting entries to present to French tax authorities.

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Steps

1. Create Integration System.

   Select *FEC Template* on the **New Using Template** prompt.

   Enable the optional document retrieval service when:

   - You want to use a custom XSD to provide additional information on journal lines.
   - The tax authority supplies a new XSD.
2. Create an Integration System User (ISU) and grant the ISU Get and Put access to the *Integration Event* domain.

   See Steps: Grant Integration or External Endpoint Access to Workday.
3. (Optional) Set Up Integration Retrieval .

   When you want to use a custom XSD or the tax authority supplies a new one, provide the schema to use.
4. (Optional) Select **Integration System > Configure Integration Attributes** as a related action on the integration system.

   Enter integration service attributes. When you provide a different XSD, specify the schema that the XSD is designed to validate against.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*
5. Launch an Integration .

   When your company generates more than 5 million journal lines each month, Workday recommends that you:

   - Schedule the integration to run outside normal business hours.
   - Run the integration for each month separately.

Next Steps

Submit your FEC file to the tax authority.

Concept: FEC Integration

Workday provides the *FEC Template* integration template to enable you to generate fichier des écritures comptables (FEC) audit files. The FEC integration exports accounting entries in the XML format specified by the French tax authority.

Integration Services

You can use the optional *FEC_Schema_Retrieval* integration service to configure document retrieval to provide an updated FEC schema if the tax authority changes its requirements. You can also use it to provide a custom XSD that includes additional information on journal lines.

Output Files

Every time the integration runs, Workday generates a:

- ZIP file containing the FEC XML file.
- Message log HTML file.

You can use the message log to troubleshoot validation errors. It includes the first 500 errors found during the integration run.

You can find these files on the **Output Files** tab of the integration event. These files display for each integration run.

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Financial Journal Lines Outbound Connector

Steps: Set Up Financial Journal Lines Outbound Connector

Context

You can create an integration to export high volumes of journal lines from Workday to a single CSV or XML file. You can also configure your integration to summarize and group your journal line data for an aggregated output file.

Steps

1. Access the **Create Integration System** task.
    a. Select *Financial Journal Lines Outbound Connector* from the **New using Template** prompt.
    b. (Optional) Enable all or some of the integration template services. As you complete the task, consider:

Option	Description
Accounting Date Filter Service	Select to configure these integration launch parameters: • *Accounting Start Date* • *Accounting End Date* When you select this service, you can't select these services: • **Aggregation and Summarization Service** • **Eliminations or Translations Filter**
Eliminations or Translations Filter	Select to enable these additional integration launch parameters: • *Account Translation Rule Set* • *Calculate Translation Gain or Loss* • *Eliminations Only* • *Perform Intercompany Elimination* • *Perform Interworktag Elimination* • *Translation Currency*
Aggregation and Summarization Service	Select to summarize journal line data by *Group By* dimensions when you run the integration.
Enable Message Auditing	Select to include audit details in the integration output. Example: • The user launching the integration. • The integration launch details. • The configured launch parameters.

Security: *Integration Build* domain in the Integration functional area.

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2. (Optional) Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   As you complete the task, consider:

Option	Description
Output File Format	Configure to change the output file format from CSV to XML.
Compress Output	Configure to compress the output file.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*

3. Select **Integration System > Configure Integration Field Attributes** from the related actions menu of the integration system.

   Select the **Include in Output** check box for the fields to include in the output file.

   Only configure **Summary Journal Line Data** integration attributes when you enable the **Aggregation and Summarization Service** integration template service.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*

4. (Optional) Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Add extended fields to include on the output file. Examples: Cost Center instances, Cost Center Manager calculated fields. When you use the **Value** as a group by launch parameter, you must specify a unique **Name**.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*

5. Launch an Integration .

   To generate an output file that uses:

Integration Attribute	Launch Parameter
Detailed Journal Line Data	Leave the **Group By** prompt blank.
Summary Journal Line Data	Select the same dimensions in the **Group By** prompt as in your integration attribute configuration.

Related Information

Reference

2022R2 What's New Post: Export High-Volume Journal Lines

2022R1 What's New Post: Export High-Volume Journal Lines

Reference: Financial Journal Lines Outbound Connector XML Schema

```
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 xmlns:wd="urn:com.workday/bsvc" xmlns:nyw="urn:com.netyourwork/aod"
 elementFormDefault="qualified" attributeFormDefault="qualified"
 targetNamespace="urn:com.workday/bsvc">
   <xsd:element name="JournalLine" type="wd:JournalLineType" />
```

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  <xsd:complexType name="Journal_Line_DocumentType">
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```

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minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Organization_10_Reference_ID"
type="xsd:string" minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Organization_10_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_01_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_01_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_02_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
```

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```
        <xsd:element name="Custom_Worktag_02_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_03_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_03_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_04_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_04_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_05_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_05_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_06_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_06_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_07_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_07_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_08_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_08_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_09_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_09_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_10_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_10_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_11_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_11_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_12_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_12_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_13_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_13_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_14_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_14_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_15_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Custom_Worktag_15_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Ledger_Currency_Reference_ID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Ledger_Currency_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Transaction_Currency_Reference_ID"
type="xsd:string" minOccurs="0" maxOccurs="1" />
        <xsd:element name="Transaction_Currency_WID" type="xsd:string"
minOccurs="0" maxOccurs="1" />
        <xsd:element name="Translation_Currency_Reference_ID"
type="xsd:string" minOccurs="0" maxOccurs="1" />
```

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```
        <xsd:element name="Translation_Currency_WID" type="xsd:string"
 minOccurs="0" maxOccurs="1" />
     </xsd:sequence>
   </xsd:complexType>
</xsd:schema>
```

Related Information

Reference

2022R2 What's New Post: Export High-Volume Journal Lines

2022R1 What's New Post: Export High-Volume Journal Lines

Financial Management Connector for Salesforce

Steps: Set Up Financial Management Connector for Salesforce

Prerequisites

Note: The solutions described in this section are not part of the Workday Service. See Legal Notice for details.

- The Workday Financial Management Connector app in Salesforce requires separate purchase.
- For configuration details for Salesforce, access the Salesforce administrator documentation.

Context

Implement an integration to sync Salesforce sales data between Workday.

Steps

1. Access the Workday Financial Management Connector page on *AppExchange*.
2. Download and install the Financial Management Connector for Salesforce app.
   On the installation page, select **Install For Admins Only**.
3. In Salesforce.com, grant access to the permission sets for the applicable workers:

Option	Description
Workday System Admin Set	Has *Read* and *Edit* access for the app. Can perform *Sync Now* operation.
Workday Customer Support Set	Has *Read* access for the app. Can perform *Sync Now* operation.
Workday Others Set	Can perform *Sync Now* operation.

4. Add a tab for the Workday app in Salesforce.
5. Configure remote site settings in Salesforce. See the applicable data center page for your tenant data center for URLs and URL formats.

Name to Apply	Refers to this URL Name on Data Center page
URL	URL for Web Services
ESB URL	URL for Cloud Listener for Studio Integrations

6. Create a security certificate in your Salesforce site.
7. Configure page layouts for the account page and other pages in Salesforce.
8. Configure field-level permissions for all fields for *Sync Queue Field* and *Sync Queue Scenario table*.

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9. Register API Clients.

   As you complete the task, consider:

Option	Description
Client Grant Type	JWT Bearer Grant
x509 Certificate	Create an X.509 certificate using the security key that you created in Salesforce.
Access Token Type	Bearer
Allow Integration Messages	Yes
Scope (Functional Areas)	• Customer Accounts • Customer Contracts • Customers • Integration • Project Tracking • Worktags

   Record the **Client ID**, **Token Endpoint**, and **REST API Endpoint** values. You use these values when you configure the integration.

10. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these security domains:

    - (Optional) *Customer Banking Change Event* (business process)
    - (Optional) *Customer Credit Change Event* (business process)
    - (Optional) *Customer Payment Change Event* (business process)
    - (Optional) *Customer Summary Change Event* (business process)
    - *Customer Event* (business process)
    - *Create Project* (business process)
    - *Integration Event*
    - *Integration Process*
    - *Manage: Related Worktags*
    - *Process: Opportunity*
    - *Reports: Customer Accounts*
    - *Set Up: Customer Maintenance*
    - *View: Customer*

    See: Steps: Grant Integration or External Endpoint Access to Workday.

11. Start the Financial Management Connector for Salesforce, navigate to **Integration Settings**, and add a new environment. As you complete the task, consider:

Option	Description
Environment Name	Examples: *Production*, *Sandbox*.
User	Select the account that you created in Step 2.
Tenant	Enter the Workday tenant name (case-sensitive). Use the **Test** button to verify if you configured the endpoints correctly.
Token Endpoint	Value from Step 1.
Integration EndPoint	Full Uniform Resource Locator (URL) of your tenant endpoint for this integration. Access the

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Option	Description
	Workday for Salesforce Connector Settings task to look up this value.
REST API Endpoint	Value from Step 1.
x509 Security Certificate Source	Select *Salesforce Certificate*.
Certificate Name	Enter a valid security certificate.
Client ID	Value from Step 1.

12. Configure the **Salesforce Workday Sync** settings in the **Integration Settings** section of the app.
13. Configure the **Workday Salesforce Sync** settings in the **Integration Settings** section of the app.
14. (Optional) Click **Test** and verify that the endpoints are configured correctly.
15. Access your Salesforce site and add the Workday endpoint to the remote site settings.
16. (Optional) Perform any of these configuration steps in your Salesforce tenant:
    - Add and configure custom fields. Examples: Customer Category, Currency, Company, Workday ID.
    - Add the Visualforce integration report to source objects.
    - Add a **Sync Now** button.
    - Configure the Financial Management Connector for Salesforce app as a tab in Salesforce.
17. Set Up Salesforce Tenant for Financial Management Connector for Salesforce .

Set Up Salesforce Tenant for Financial Management Connector for Salesforce

Prerequisites

Security: Not applicable.

Download the Financial Management Connector for Salesforce app from the Salesforce *AppExchange*.

Context

Enter settings required by your Financial Management Connector for Salesforce integration.

Steps

1. Access your Salesforce tenant and start the Financial Management Connector for Salesforce app.
2. Select an existing Scenario template or select **+ New Scenario** to create a new Scenario.
   a) Select the object to map.
   b) Specify synchronization rules.
   c) Add field mappings.
   d) Add value mappings.

   Tips:
   - When configuring a scenario to create a Customer in Workday, include the Workday Customer Category field in the field mappings. You can add a custom field with field and value mappings, or specify a standard value.
   - State and Country codes might need value mappings.
3. Repeat Step 2 for each additional Scenario.

   You can create multiple scenarios sourced from the same Salesforce object that map to different objects in Workday. The scenario data syncs to Workday in alphabetical order by scenario name.

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4. Connect the Financial Management Connector for Salesforce to Workday.
    a) Select your Workday environment and select **Connect Environment**.
    b) Select **Enable Sync** for each Scenario that you want to enable.

Related Information
Reference
2022R2 What's New Post: Customer Connection Map for Salesforce Workday Connector

Concept: Financial Management Connector for Salesforce

Note: The solutions described in this section are not part of the Workday Service. See Legal Notice for details.

You can use Financial Management Connector for Salesforce to:

- Import selected sales data from your Salesforce.com tenant into Workday.
- Display Workday customer activity data in Salesforce.

The Financial Management Connector for Salesforce is a prebuilt, configurable Salesforce app that reduces the time and effort necessary to integrate between Salesforce.com and Workday. The Financial Management Connector for Salesforce enables you to automate your sales processes by connecting an opportunity management service with Workday Financials processes. The integration enables you to view these Workday account transactions in Salesforce without a Workday account:

- Invoices
- Payments
- Adjustments
- Writeoffs
- Payment Returns
- Refunds
- Transfers In and Out

About the Financial Management Connector for Salesforce App

Workday doesn't host the Financial Management Connector for Salesforce within your Workday tenant. The Financial Management Connector for Salesforce is a Salesforce app available on *AppExchange*. You install and manage the Financial Management Connector for Salesforce in your Salesforce tenant. The Financial Management Connector for Salesforce is a two-way integration that sends data back and forth between Workday and Salesforce. This Connector requires security configuration in your Workday tenant.

You can specify how often the Financial Management Connector for Salesforce sends data to your Workday tenant. The Financial Management Connector for Salesforce enables to create scenario-specific synchronization rules. Using Scenarios, you can:

- Define rules to specify when the Financial Management Connector for Salesforce sends data to Workday.
- Map fields and field values between Salesforce.com and Workday, including entering default values for fields.

Integration Process

As events occur in Salesforce.com, the Financial Management Connector for Salesforce adds the events to an internal queue. At the scheduled synchronization time or on demand, the Financial Management Connector for Salesforce sends data to Workday.

If the synchronization fails, the Financial Management Connector for Salesforce attempts to reconnect using exponential back off. The Financial Management Connector for Salesforce attempts to reconnect for 24 hours.

The Financial Management Connector for Salesforce provides these reports in the Salesforce app:

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- **View Current Sync Item Status**
- **View Integration Logs**

GoBD Integration

Steps: Set Up GoBD Integration

Prerequisites

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

Context

You can use the GoBD integration template to extract tax-relevant data from Workday. The template generates audit files that you can give to German tax authorities under category Z3 of GoBD tax regulations.

Steps

1. Create Integration System.
   Select *GoBD Template* from the **New Using Template** prompt.
2. (Optional) Set Up Integration Field Overrides for DIS .
   Specify additional fields to include or values to change in the output. You can only add fields related to:
   - Customer invoices.
   - Expense reports.
   - Journals.
   - Supplier invoices.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.
   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Launch an Integration .
   As you prepare to launch the integration, consider:

Option	Description
Account Set	The set of accounts that provide the source data for your integration.
Ledger	The type of ledger that your integration uses to generate your audit files.
Book	The book of accounting standards that your integration uses to generate your audit files.
Time Period	The period of time that your integration references in your audit files.
Period	A specific interval of time within your **Time Period** value.

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Result

Your integration generates an output folder containing:

- Tax audit files in CSV format.
- An XML index file.
- A DTD validation file.

Next Steps

Download and review your output files before sending them to your tax auditor.

Concept: GoBD Integration

You can use the GoBD integration template to extract tax-relevant data from Workday and generate audit files to present to German tax authorities. Depending on the source data you provide in the launch parameters, the GoBD integration generates up to 4 output audit files:

- DEU Audit File Customer Invoices.
- DEU Audit File Expenses.
- DEU Audit File GL Entries.
- DEU Audit File Supplier Invoices.

GoBD Output Files

The GoBD integration template generates CSV output files that display values up to 2 decimal places. Workday rounds off any values greater than 2 decimal places in your audit files.

The CSV output files of the GoBD integration template use a semicolon as a delimiter.

The GoBD integration template also generates a DTD validation file and an XML index file.

Digital Audits

For digital audits under category Z3 of GoBD tax regulations, you must submit a zip folder containing:

- CSV audit files.
- A DTD validation file.
- An XML index file.

Inventory Label Data Integrations

Steps: Set Up Integrations for Inventory Label Data

Context

You can create integrations that can export inventory label data to a third-party application for easier printing.

Workday provides several integration templates that support inventory label data. Each template supports a different type of inventory label data. Perform this procedure once for each integration template.

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Steps

1. Access the **Create Integration System** task and enter the applicable template name at the **New using Template** prompt:
   - *Inventory Label Printing Enabled Locations Template*
   - *Inventory Label Printing Goods Delivery Groups Template*
   - *Inventory Label Printing Goods Delivery Tickets Template*
   - *Inventory Label Printing Inventory Locations Template*
   - *Inventory Label Printing Locations Template*
   - *Inventory Label Printing Par Locations Template*
   - *Inventory Label Printing Receipts Template*

   Security: *Integration Build* in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Select **Integration System > Configure Integration Field Attributes** as a related action on your integration system and select which fields to include on the integration output file.
5. Set Up Integration Delivery .

   Specify how Workday delivers integration output files to the external endpoint.
6. Set Up Integration Sequence Generators .
7. Create Integration (Step).

   Add and configure these *Integration* steps to the *Inventory Label Event* business process:

Integration Based on Template	Step	Integration Criteria
Inventory Label Printing Locations Template	*b*	**Value Type**: *Determine Value at Runtime* **Value**: *Inventory Label Location*
Inventory Label Printing Goods Delivery Groups Template	*c*	**Value Type**: *Determine Value at Runtime* (both fields). **Value** (Requested Goods Delivery Groups) *Inventory Label Goods Delivery Group for Inventory Label Event* **Value** (Requested Number of Copies): *Inventory Label Number of Copies*
Inventory Label Printing Par Locations Template	*d*	**Value Type**: *Determine Value at Runtime* (both fields). **Value** (Requested Purchase Item): *Inventory Label Par Item* **Value** (*Requested Inventory Par Location*): *Inventory Label Par Location*

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Integration Based on Template	Step	Integration Criteria
Inventory Label Printing Goods Delivery Tickets Template	*e*	**Value Type**: *Determine Value at Runtime* **Value**: *Inventory Label Goods Delivery Ticket*
Inventory Label Printing Inventory Locations Template	*f*	**Value Type**: *Determine Value at Runtime* (all 3 fields). **Value** (Requested Purchase Item): *Inventory Label Item* **Value** (Requested Location with Inventory Usage): *Inventory Label Location* **Value** (Requested Include Subordinates): *Inventory Label Include Subordinates*
Inventory Label Printing Receipts Template	*g*	**Value Type**: *Determine Value at Runtime* **Value** (Receipt Line): *Inventory Label Receipt Line*

8. Create Integration (Step).

   Add the integration based on the *Inventory Label Printing Goods Delivery Groups Template* integration template to the *Goods Delivery Group* business process and configure integration criteria:

Field	Value Type	Value
Requested Goods Delivery Groups	*Determine Value at Runtime*	*Inventory Label Goods Delivery Group for Goods Delivery Group BP*
Requested Number of Copies	*Specify Value*	Enter the required number of labels.

9. Create Integration (Step).

   Add the integration based on the *Inventory Label Printing Goods Delivery Tickets Template* integration template to the *Goods Delivery Event* business process. Configure the same integration criteria as Step 8.

   Add and configure these steps on the *Goods Delivery Event* business process:

Type	Step	Integration Criteria
Service (Create Goods Delivery Run From Goods Delivery Ticket)	*c*	N/A
Inventory Label Printing Goods Delivery Tickets Template	*d*	**Value Type**: *Determine Value at Runtime* **Value**:*Goods Delivery Ticket Label*

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10. Create Integration (Step)

    Add the integration based on the *Inventory Label Printing Receipts Template* integration template to the *Receipts* business process.

    Add and configure these steps on the *Receipts* business process:

Type	Step	Integration Criteria
Service	Varies depending on your business process configuration.	*Label Printing with Receipt BP*
Integration	Varies, but must immediately follow step in previous row.	N/A

Next Steps

Workday provides preconfigured field attributes for your integration system, but you can also configure field override and extension values for your integration fields on certain template types, enabling you to add specific data fields to your integration. After completing your integration template, access the **View Integration System** task. From the Related Actions menu, select **Integration System > Configure Integration Field Override:**

- Access the the fields you want to alter in the **Field Overrides** section at the header and/or line layer of your service.
- Use the **External Fields** section to add XML elements to your integration system.

Concept: Inventory Label Data Integrations

Workday enables you to create integrations that export inventory label data in a Workday-defined file format. You can use these files with an external label printing service or application. Using configurable data sections or Workday-delivered report fields and calculated fields that you create, you can specify which data fields to include in the integration output files.

Workday provides integration templates that support different types of inventory labels:

- *Inventory Label Printing Goods Delivery Tickets Template*
- *Inventory Label Printing Goods Delivery Groups Template*
- *Inventory Label Printing Inventory Locations Template*
- *Inventory Label Printing Locations Template*
- *Inventory Label Printing Par Locations Template*
- *Inventory Label Printing Receipts Template*

Integration Files and Reports

Every time an integration runs, Workday generates these files:

- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because actual data is included in the *Data Changes Audit* file, you might need to secure this file separately.

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Reference: Inventory Label Data Integration Data Sections

Before you build an integration with one of the Inventory Label Data integration templates, familiarize yourself with each data section. Understand which fields are available for output and how the configuration options affect integration behavior.

Inventory Label Printing Goods Delivery Groups Template

Section	Description/Notes	Fields
Goods Delivery Group Data	Workday includes these fields in the integration output file automatically: • Number of Copies • Label Printer • Label Template	• Group Number • Description • Assigned To • Created Date • Number of Copies • Label Printer • Label Template

Inventory Label Printing Goods Delivery Tickets Template

Section	Description/Notes	Fields
Goods Delivery Ticket Data	N/A	• Goods Delivery Ticket • Number of Copies • Label Printer • Label Template
Goods Delivery Ticket	N/A	• Just in Time Goods Delivery • Created Date • Created by Worker • Deliver-To • Deliver-To Address • Delivery Ticket • Origin • Originating Business Document • Requester

Inventory Label Printing Inventory Locations Template

Section	Description/Notes	Fields
Inventory Location Data	N/A	• Location • Item Descriptor • Item Inventory Attributes • Is Preferred Picking Location • Is Default Put Away Location • Label Printer • Label Template

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Section	Description/Notes	Fields
Location	Includes single Inventory Location Attributes subsection.	• Global Location Number - GLN • Location External Name • Location Identifier • Location Name • Inventory Location Attributes
Inventory Location Attributes	Subsection of Location section.	• Inventory Location • Inventory Location Chain • Inventory Location Usage Type • Inventory Site • Inventory Zone
Item Descriptor	Includes single Manufacturers for Procurement Item subsection.	• CAS Number • CDM Code • GTIN • HPCPS Code • Is Controlled • Is Energy Star • Is Green • Is Hazardous • Is Latex-Free • Is Patient Chargeable • Is Radioactive • Is Refrigerated • Is Reusable • Is Toxin • Item Description • Packaging String • Item Identifier • Item Name • Manufacturer String • Manufacturer Part ID • Manufacturers for Procurement Item • Spend Category for Item • UNSPSC • UPN • Unit Price • Default Ordering Unit of Measure
Manufacturers for Procurement Item	Subsection of Item Descriptors section.	Item Manufacturer
Item Inventory Attributes	N/A	• Replenishment Type • Base Reorder Point Quantity • Fixed Order Quantity

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Section	Description/Notes	Fields
		• Fixed Order Unit of Measure • Inventory ABC Classification • Include in Count • Purchase Item • Replenishment Unit of Measure • Inventory Site • Lead Time • Base Maximum Quantity

Inventory Label Printing Locations Template

Section	Description/Notes	Fields
Location Data	This section includes a *Manufacturer* subsection with a single field *Item Manufacturer*.	• Global_Location_Number-GLN • Location_Attributes • Location_External_Name • Location_Hierarchies_included_with_Allo • Location_Identifier • Location_Name • Superior_Location • Worksite_ID_Code • Location Inventory Attributes • Label Printer • Label Template
Location Inventory Attributes	N/A	• Inventory Location • Inventory Location Chain • Inventory Site • Source Inventory Site • Inventory Zone

Inventory Label Printing Par Locations Template

Section	Description/Notes	Fields
Par Location Data	N/A	• Location • Par Location • Bin • Item • Item_Description • Item_Identifier • Par_Company • Par_Level • Par_Location • Just In Time • Replenishment_Source

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Section	Description/Notes	Fields
		• Required • Par_Unit_Of_Measure • Item Specific Data • Label Printer • Label Template
Location	This section includes a *Manufacturer* subsection with a single field *Item Manufacturer*.	• Global_Location_Number-GLN • Location_Attributes • Location_External_Name • Location_Hierarchies_included_with_Allo • Location_Identifier • Location_Name • Superior_Location • Worksite_ID_Code
Par Location	N/A	• Inventory_Stock_Request_Type • Par_Company • Par_Count_Option • Par_Location • Requisition_Type • Source_Inventory_Site • Source_Requisition_Company
Item Specific Data	N/A	• CAS_Number • CDM_Code • GTIN • HCPCS_Code • Is_Controlled • Is_Energy_Star • Is_Green • Is_Hazardous • Is_Latex-Free • Is_Patient_Chargeable • Is_Radioactive • Is_Refrigerated • Is_Reusable • Is_Toxin • Item_Description • Item_Identifier • Item_Name • Packaging String • Manufacturer_Name • Manufacturer_Part_Id • Manufacturer • Spend_Category_for_Item • UNSPSC • UPN • Unit_Price • Default_Ordering_Unit_of_Measure

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Section	Description/Notes	Fields
Manufacturer	N/A	Item Manufacturer

Inventory Label Printing Receipts Template

Section	Description/Notes	Fields
Receipt Line Data	Includes subsections: • Worktags • Receipt • Item Descriptor	• Receipt Date • Purchase Order for Receipt Line • Quantity Shipped • Item Description • Spend Category • Unit Cost • Delivery Type • Ship-to address • Ship-to contact • Deliver-to (Location) • Deliver-to (Address) • Put Away Location • Worktags • Receipt • Item Descriptor • Number of Copies • Label Printing Unit of Measure • Label Printer • Label Template
Worktags	Subsection of Receipt Line Data section.	Worktag
Receipt	Subsection of Receipt Line Data section.	• Receipt Number • Company • Supplier • Tracking ID • Received By • Just In Time Purchase Order
Item Descriptor	Subsection of Receipt Line Data section.	• Item Identifier • Packaging String • Unit Price • Item Name • Default Ordering Unit of Measure • Item Lead Time • CAS Number • UNSPSC • Manufacturer Name • Manufacturer Part Id • Manufacturer URL

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Section	Description/Notes	Fields
		• GTIN • UPC • NIGP • Is Toxin • Is Radioactive • Is Radioactive Minor • Is Hazardous • Is Select Agent • Is Controlled • Is Green Product • Is Green • Is Energy Star • Is Patient Chargeable • Is Recycled • Is Reusable • Is Latex-Free • Is Refrigerated • Manufacturers for Procurement Item • UPN • CDM Code • HCPCS Code
Manufacturers of Procurement Item	Subsection of Item Descriptor section.	Item Manufacturer

Payment Connector

Steps: Set Up Payment Connector Integration

Prerequisites

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

Context

You can export payment data from Workday to an external financial institution using a payment connector integration.

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Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *Core Connector: Payments Outbound V2 (Enhanced Performance)*.

   Select the integration services for fields to include in the connector.

   The *Enable Message Auditing* service provides the audit files attached to each integration event.

   Note: Ensure that only authorized workers have access to the *Integration Event* domain because the audit files include payment data.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event* in the Integration functional area.
   - *Process: Settlement* in the Banking and Settlement functional area.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** from the related actions menu of your payment connector integration.

   To configure your integration systems to output raw data, use the *Output File Format* attribute and select the *Raw Output* file format.
4. Create Integration Business Process .

   If you configure your payment connector integrations to use the raw output file format, select **Configure Document Delivery** on your business process.

   Select:
   - *Output Documents* from the **Derived Using** prompt in the **Document(s)** section.
   - *Payments Data* from the **Tagged** prompt in the **Document Filter(s)** section.
5. Select **Integration System > Configure Integration Maps** from the related actions menu of your payment connector integration.
6. Set Up Integration Sequence Generators .
7. Select and Set Up Connector Output Fields .
8. (Optional) Set Up Integration Field Overrides for DIS .

   Available for integrations based on the *Core Connector: Payments Outbound V2 (Enhanced Performance)* template.
9. (Optional) Define how Workday transforms integration output documents using XSLT.

   See: Steps: Set Up Document Transformation Connector .
10. Launch an Integration .

Concept: Payment Connector

Workday provides Payment Connector integration templates. With the templates, you can send electronic payments data to regional banks that don't support standard payment data formats. Using this integration template, you can select from a wide variety of basic data elements that a third-party banking endpoint can require. You can configure the Connector outputs to select just the fields that the external bank endpoint requires, and send those fields in XML or CSV format.

Note: The *Core Connector: Payments Outbound V2 (Enhanced Performance)* integration template only supports XML.

The integrations include a configurable set of electronic payments-related data. You can select which fields to include or exclude, which ones require a value, and which ones to truncate.

Launch/Schedule Options

Workday provides these launch schedule options for the Payment Connector integration:

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- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Payment Connector integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually. The integration prompts you to enter launch parameters.

For each launch schedule option, you can enter these launch parameters:

- **As Of Entry Moment** enables you to retrieve future-dated data changes. You can enter a specific date in the future (using the *Specify Value* option). Enter the future data using the **Run Now** launch schedule option. When scheduling a recurring integration event, use the *Determine Value at Runtime* option. Select a date field from the **Value** prompt, such as *First Day of Next Month*.
- **Effective Date** defines the end of a date range during which changes became effective. The integration extracts all changes with effective dates on or before this date.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section. This section displays on the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately (Example: if administrators can't have access to the data).

Raw Output File Format

You can configure your integration systems using the *Core Connector: Payments Outbound V2 (Enhanced Performance)* integration template to output raw data without formatting it. Outputting raw data enables you to disperse funds more quickly for a large number of individual payments.

The raw output file format supports these integration attributes and maps only:

- Bank Account map.
- Bank Routing Number map.
- Company Tax ID map.
- Payee Alternate Name for Remit-To Supplier attribute.
- Receiving Party Email Logic for Remit-To Supplier attribute.

Reference: Payment Connector Integration Data Sections

Before you build a Payment Connector integration, familiarize yourself with the data sections. Understand which fields are available for output and how the configuration options affect integration behavior.

Section	Description	Fields
Payment Group Data	• This section has 1 record. • The *Currency* and *Currency Code* attributes use the applicable ISO-4217 code value.	• Group ID • Payment Date • Payment Type • Payment Method • Payment Category • Currency • Currency Code • Group Payment Count • Group Payment Sum

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Section	Description	Fields
Originating Party and Bank Data	• This section has 1 record. • The *Address Line 1* and *Address Line 2* attributes refer to the originating party.	• Company Name • Tax ID • Contact Name • Contact Email • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • City • Address Line 1 in Local Script • Address Line 2 in Local Script • Address Line 3 in Local Script • Address Line 4 in Local Script • City in Local Script • State • Zip Code • Country • Phone Number • Bank Name • Account Name • Account Nickname • Account Number • Account Type Code • Bank Account • Bank Account Name • IBAN • Routing Transit Number • Bank Identification Code • Branch Name • Branch ID Number • Currency • Check Digit • Roll Number • Bank Address Line 1 • Bank Address Line 2 • Bank Address Line 3 • Bank Address Line 4 • Bank City • Bank Address Line 1 in Local Script • Bank Address Line 2 in Local Script • Bank Address Line 3 in Local Script

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Section	Description	Fields
		• Bank Address Line 4 in Local Script • Bank City in Local Script • Bank State • Bank Zip Code • Bank Country
Payment Data	• This section has 1 record. • To configure the *Multiple On Behalf of Companies* field attribute on the *Payment Connector Core Connector: Payments Outbound* integration template, you must configure the *Web Service Version* attribute to update the *Get Payments* web service for the template to the most recent version. For version 31.0 and later, we automatically apply contextual security to the integration.	• Payment ID • Payment Status • Payment Memo • Payment Amount • Amount as Text • Discount Taken • Currency • Currency Code • Check or Advice Number • Check Number • EFT Payment ID • Prenote Flag • Company • On Behalf of Company • Multiple On Behalf of Companies • Tax Code • Additional Type Reference
Receiving Party and Bank Data	• This section has 1 record. • You can configure the *Web Service Version* attribute on the *Payment Connector Core Connector: Payments Outbound* integration template to update the *Get Payments* web service for the template to the most recent version. For version 31.0 and later, we automatically apply contextual security to the integration. You must configure the attribute	• ID • Name • Contact Primary Phone Number • Contact Phone Number • Contact Mobile Number • Contact Fax Number • Contact Pager Number • Contact Email • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • City • Address Line 1 in Local Script

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Section	Description	Fields
	to configure these field attributes: • Bank Address Line 1 • Bank Address Line 2 • Bank Address Line 3 • Bank Address Line 4 • Bank City • Bank Address Line 1 in Local Script • Bank Address Line 2 in Local Script • Bank Address Line 3 in Local Script • Bank Address Line 4 in Local Script • Bank City in Local Script • Bank State • Bank Zip Code • Bank Country • Intermediary Bank Address Line 1 • Intermediary Bank Address Line 2 • Intermediary Bank Address Line 3 • Intermediary Bank Address Line 4 • Intermediary Bank City • Intermediary Bank Address Line 1 in Local Script • Intermediary Bank Address Line 2 in Local Script • Intermediary Bank Address Line 3 in Local Script • Intermediary Bank Address Line 4 in Local Script • Intermediary Bank City in Local Script • Intermediary Bank State • Intermediary Bank Zip Code	• Address Line 2 in Local Script • Address Line 3 in Local Script • Address Line 4 in Local Script • City in Local Script • State • Zip Code • Country • Bank Name • Bank Account Name • Account Nickname • Account Number • Masked Account Number • Account Type • IBAN • Routing Transit Number • Bank Identification Code • Branch Name • Branch ID Number • Currency • Check Digit • Roll Number • Bank Instructions • Bank Address Line 1 • Bank Address Line 2 • Bank Address Line 3 • Bank Address Line 4 • Bank City • Bank Address Line 1 in Local Script • Bank Address Line 2 in Local Script • Bank Address Line 3 in Local Script • Bank Address Line 4 in Local Script • Bank City in Local Script • Bank State • Bank Zip Code • Bank Country • Intermediary Bank Name • Intermediary Bank Country • Intermediary Bank Routing Transit Number • Intermediary Bank Branch ID

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Section	Description	Fields
		• Intermediary Bank Branch Name • Intermediary Bank Account Number • Intermediary Bank IBAN • Intermediary Bank SWIFT BIC • Intermediary Bank Instructions • Intermediary Bank Address Line 1 • Intermediary Bank Address Line 2 • Intermediary Bank Address Line 3 • Intermediary Bank Address Line 4 • Intermediary Bank City • Intermediary Bank Address Line 1 in Local Script • Intermediary Bank Address Line 2 in Local Script • Intermediary Bank Address Line 3 in Local Script • Intermediary Bank Address Line 4 in Local Script • Intermediary Bank City in Local Script • Intermediary Bank State • Intermediary Bank Zip Code • Tax ID • Tax ID Type • Remit Alternate Name
Remittance Data	• This section has 1 record. • To configure the *Document Company* field attribute on the *Payment Connector Core Connector: Payments Outbound* integration template, you must configure the *Web Service Version* attribute to update the *Get Payments* web service for the template to the most recent version. For version 31.0 and	• Document Type • Document ID • Document Reference • Document Date • Total Payable Amount • Amount Paid • Amount Due • Discount Taken • Tax Amount • Worker Related Info • Credit Card Transaction Reference

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Section	Description	Fields
	later, we automatically apply contextual security to the integration.	• Additional Info • Unstructured Addenda Line • RTI Sub Reference • Document Memo • Additional Document Reference • Document Company

Payments Inbound Integrations

Steps: Set Up Integration to Import Payment Status Reports

Context

You can load payment acknowledgments for different types of electronic payments using an integration. Banks provide payment acknowledgment files in ISO20022 format for most types of electronic payments. This integrations supports thee versions for the pain.002 ISO message format:

- V2
- V3
- V10

Note: You can enable your bank to receive payment acknowledgments automatically during settlement with the Cybersource Workday integration. You can configure the automation if you accept credit card payments for customers in Workday.

Steps

1. Access the **Create Integration System** task and enter *Import Payment Status Report* at the **New using Template** prompt.

   Security: *Integration Build* in Integration functional area.
2. Enable the **ISO20022 Payment Status Report** integration service.
3. From the related actions menu of your Import Payment Status Report integration, select **Integration System > Configure Integration Attributes** and specify a value for each integration attribute.

   Security: *Integration Configure* domain in the Integration functional area.
4. (Optional) From the related actions menu of your Import Payment Status Report integration, select **Integration System > Configure Integration Maps** to specify values for status codes.

   Set up external values for the map If your bank has different acceptance codes from these values:

Payment Status	Acceptance Code
Accepted	• ACSC • ACWC • PART
Rejected	• ACCR • RJCT
Received	• ACCP • ACSP • ACTC

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Payment Status	Acceptance Code
	• PNDG • RCVD

Security: *Integration Configure* domain in the Integration functional area.

5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

   In addition, when the integration invokes the *Put Payment Acknowledgment Message* web service, grant access to 1 of these security domains based on the payment type:

   - *Process: Ad Hoc Payment Settlement* in the Banking and Settlement functional area.
   - *Process: Bank Account Transfer* for Settlement/Settlement in the Banking and Settlement functional area.
   - *Process: Customer Invoice Payment/Settlement* in the Customer Accounts functional area.
   - *Process: Customer Refund Settlement* in the Customer Accounts functional area.
   - *Process: Expense Report Payment/Settlement* in the Expenses functional area.
   - *Process: Intercompany Payment/Settlement* in the Financial Accounting functional area.
   - *Process: Miscellaneous Payment Request Settlement* in the Miscellaneous Payments functional area.
   - *Process: Payroll Settlement* in the Core Payroll functional area.
   - *Process: Procurement Card Payment/Settlement* in the Procurement functional area.
   - *Process: Student Sponsor Refund/Settlement* in the Student Financials functional area.
   - *Process: Supplier Invoice Payment/Settlement* in the Supplier Accounts functional area.

   For all payment types, grant access to the *Process: Settlement* security domain in the Banking and Settlement functional area.
6. Set Up Integration Retrieval .
7. Launch an Integration .

Next Steps

Launch the integration and upload payment acknowledgments into Workday.

Steps: Set Up Credit Card Payment Integrations

Prerequisites

- Obtain the security key for your CyberSource account so that you can configure the integrations with your sign-in credentials.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Create 2 integrations with CyberSource to support processing credit card payments:

- An integration that creates and maintains customer profiles and requests payment authorization.
- An integration that sends payment data to CyberSource for transaction processing.

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Steps

1. Create Integration System .
   Enter the template name at the **New using Template** prompt:

Template	Use Case
Workday to CyberSource Customer Profile and CC Auth	Creates and maintains customer profiles and requests payment authorization.
WPN - CyberSource Credit Card Payment Processing	Sends payment data to CyberSource for transaction processing.

2. In the **Configure Integration Services** task, enable these services:

Template	Services
Workday to CyberSource Customer Profile and CC Auth	• *WPN - CyberSource Credit Card Processing*. • *Integration Event Data - DIS* (to configure integration launch based on event subscription).
WPN - CyberSource Credit Card Payment Processing	*Enable Message Auditing* (Optional).

3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

Template	Domains
Workday to CyberSource Customer Profile and CC Auth	• *Integration Event* • *Process: Customer Invoice Payment/ Settlement* • *Set Up: Customer Settlement*
WPN - CyberSource Credit Card Payment Processing	• *Integration Event* • *Process: Payroll Settlement* • *Process: Settlement*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. (*Workday to CyberSource Customer Profile and CC Auth* only) As a related action on the integration system, select **Integration System > Configure Integration Maps**.

Map	Notes
CBLoginCredentialsMap	Specify your CyberSource user name in the Internal Value column and your password in the External Value column.
ReasonCodeDescriptionMap	Optional map. Change the descriptions of the reason codes that CyberSource returns.

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5. (*Workday to CyberSource Customer Profile and CC Auth* only) Set Up Integration Subscriptions .

   Subscribe to *Create Credit Card Authorization - Event Lite Type*, *Customer Change - Event Lite Type*, and *Update Merchant Customer Profile – Event Lite Type*.

   In the **External Endpoints** section, select **Remove** if there's any existing API Version value for CyberSource.

   To enable launch of the integration by subscription, select **Add** below **Launch Integration** and keep the default values.

   Note: Don't edit any fields under **Add External Endpoint**.
6. (*WPN - CyberSource Credit Card Payment Processing* only) Create Integration (Step).

   Add the integration to the *Payment Release Event* business process.

Next Steps

- Assign the payment integration system to the bank account that will receive deposits for credit card payment.
- Establish a merchant account with CyberSource and create profiles for customer credit cards.

Steps: Set Up Cybersource Certificates in Workday

Prerequisites

On the **Cybersource Business Center**, generate and download a **Simple Order API** .p12 format key:

- Create a password for the certificate.
- Download the .p12 file to your desktop.

See Cybersource Developer Guide: Creating and Using Security Keys.

Context

You can update your Cybersource integrations from the legacy Base64 keys to the mandatory certificate-based PKCS12 (.p12) authentication to continue to use the integration after Cybersource retires support for the Base64 key authentication.

Note: Before you start updating your Cybersource integrations in Workday, ensure that you generate and download the .p12 key file and password, and securely save both on your desktop.

Steps

1. From the **View Integration System** report, access your existing integration system.
   a) From the related actions menu on the integration system, access the **Configure Integration Services** task.
   b) Select the **Enabled** check box for the **Cybersource PKCS12 Certificate DIS** service.
   c) Click **OK**.

   Security: *Integration Build* domain in the Integration functional area.
2. Access the **Upload Cybersource Certificate** task.
   a) Enter the associated:
      - Merchant account ID.
      - Password that you generated on Cybersource.
   b) Upload the .p12 file that you downloaded from Cybersource.
   c) Click **OK**.

   Security: *Set Up: Credit Card* domain in the Common Financial Management functional area.

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Result

Workday uses the certificate to digitally sign SOAP and REST messages.

Next Steps

You can:

- Update the customer profile: Edit a customer's credit card information to update the merchant customer profile and verify that Cybersource successfully signed and accepted the request.
- Authorize a credit card: Record a customer payment and select the option to authorize the credit card. Confirm the transaction receives a successful authorization response.
- Settle the credit card payment: Run a settlement process for a credit card payment. Ensure the integration successfully signs the payment request and receives a positive acknowledgment from Cybersource.

Related Information
Examples
2026R1 Feature Release Note:PKCS12 Certificate Authentication for Cybersource Integrations

Payroll Journal Line Export Connector

Steps: Set Up Payroll Journal Outbound Connector

Prerequisites
Set up an external endpoint that can receive and transform the integration XML output files.

Context

You can create an integration to export payroll journal entries, including payroll accounting details, from Workday to an external endpoint.

Steps

1. Access the **Create Integration System** task and enter *Payroll Journal Outbound Connector* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. (Optional) Enable optional integration services:

Option	Description
Payroll Journal Outbound Filter Service	Enables these additional integration launch parameters: • *Journal Source* • *Reversed Journal* • *Pay Cycle Type* • *Pay Off-cycle Type*
Payroll Journal Outbound Pay Period Filter Service	Enables the *Payment Period* integration launch parameter.
Payroll Journal Outbound Pay Period Date Filter Service	Enables these additional launch parameters: • *Payment Period Date Option* • *From* • *Start*

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Option	Description
Payroll Journal Entry DIS	Enables you to define additional fields that Workday adds to integration output in the *Journal_Entry* or *Journal_Lines* data sections.

3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Note: Enable the **Enable Parallel Processing** integration attribute to improve integration performance by generating concurrent output files for larger integration runs. Workday recommends you enable this if you're exporting 50,000 journal entries or more.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Select **Integration System > Configure Integration Field Overrides** as a related action on the integration system and enter integration service attributes.

   Define additional fields that Workday adds to integration output in the *Journal_Entry* or *Journal_Lines* data sections.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. Set Up Integration Delivery .
6. Launch an Integration .
7. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Process: Journals*
   - *Worker Data: Position and Employee Worktag*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
8. (Optional) Create Integration Notifications .

Concept: Payroll Journal Outbound Connector

The Payroll Journal Outbound Connector enables you to export payroll journal entries, include payroll accounting details, from Workday to an external endpoint. Workday provides the *Payroll Journal Outbound Connector* integration template. The integration template supports export of journal entries and journal lines in a Workday-defined XML format.

Integration Services

The *Payroll Journal Outbound Connector* integration template includes these integration services:

Integration Service	Required/ Optional	Description
Payroll Journal Outbound Deployed Service	Required	Launches the integration.
Payroll Journal Outbound Request	Required	Provides standard launch parameters: • *Company* • *Journal Date Query Option* • *From Date* • *To Date* • *Pay Group*

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Integration Service	Required/ Optional	Description
Payroll Journal Outbound Filter Service	Optional	Enables these additional integration launch parameters: • *Journal Source* • *Reversed Journal* • *Pay Cycle Type* • *Pay Off-cycle Type*
Payroll Journal Outbound Pay Period Filter Service	Optional	Enables the *Pay Period* integration launch parameter.
Payroll Journal Outbound Pay Period Date Filter Service	Optional	Enables these additional launch parameters: • *Pay Period Date Option* • *From* • *To*
Filename Sequence Generator	Required	Enables the integration to generate a unique filename for each integration output file.

Launch/Schedule Options

Workday provides these launch schedule options for the Payroll Journal Outbound Connector integration:

- Launch using an Integration step on a business process.
- Launch using schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Reference: Payroll Journal Outbound Connector XML Schema

```
<?xml version='1.0' encoding='UTF-8'?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified" attributeFormDefault="unqualified"
 targetNamespace="http://www.workday.com/payroll/JournalOutbound"
 xmlns:tns="http://www.workday.com/payroll/JournalOutbound">
 <xsd:element name="PayrollJournalOutboundFile"
 type="tns:PayrollJournalOutboundFileType"/>
 <xsd:complexType name="PayrollJournalOutboundFileType">
  <xsd:sequence>
   <xsd:element name="Journal_Entry" type="tns:Journal_EntryType"
 minOccurs="0" maxOccurs="unbounded"
   />
  </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="Journal_EntryType">
  <xsd:sequence>
   <xsd:element name="WID" type="xsd:string" minOccurs="0" maxOccurs="1"/>
   <xsd:element name="Journal_Sequence_Number" type="xsd:string" minOccurs="0"
 maxOccurs="1"/>
   <xsd:element name="Journal_Status" type="xsd:string" minOccurs="0"
 maxOccurs="1"/>
   <xsd:element name="Company" type="tns:CompanyType" minOccurs="0"
 maxOccurs="1"/>
   <xsd:element name="Currency" type="xsd:string" minOccurs="0" maxOccurs="1"/
>
   <xsd:element name="Book_Code" type="xsd:string" minOccurs="0"
 maxOccurs="1"/>
   <xsd:element name="Ledger" type="xsd:string" minOccurs="0" maxOccurs="1"/>
   <xsd:element name="Ledger_Period" type="xsd:string" minOccurs="0"
 maxOccurs="1"/>
```

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```
  <xsd:element name="Accounting_Date" type="xsd:date" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Journal_Source" type="xsd:string" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Transaction_Date" type="xsd:date" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Operational_Transaction"
type="tns:Operational_TransactionType" minOccurs="0"
   maxOccurs="unbounded"/>
  <xsd:element name="Originated_by" type="xsd:string" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Total_Ledger_Debits" type="xsd:decimal" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Total_Ledger_Credits" type="xsd:decimal" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Reversed_By_Journal_Entry_Reference" type="xsd:string"
minOccurs="0"
   maxOccurs="1"/>
  <xsd:element name="Reverses_Journal_Entry_Reference" type="xsd:string"
minOccurs="0"
   maxOccurs="1"/>
  <xsd:element name="Creation_Date" type="xsd:dateTime" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Payroll_Period_Start_Date" type="xsd:date" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Payroll_Period_End_Date" type="xsd:date" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Payment_Date" type="xsd:date" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Pay_Cycle_Type" type="xsd:string" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Pay_Group" type="xsd:string" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Prior_Period" type="xsd:boolean" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Period" type="xsd:string" minOccurs="0" maxOccurs="1"/>
  <xsd:element name="Journal_Line" type="tns:Journal_LineType" minOccurs="0"
maxOccurs="unbounded"/>
 </xsd:sequence>
</xsd:complexType>
<xsd:complexType name="Operational_TransactionType">
 <xsd:annotation>
  <xsd:documentation>Operational_Transaction</xsd:documentation>
 </xsd:annotation>
 <xsd:sequence>
  <xsd:element name="EFT_Payment_ID" type="xsd:string" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Name" type="xsd:string" minOccurs="0" maxOccurs="1"/>
 </xsd:sequence>
</xsd:complexType>
<xsd:complexType name="Journal_LineType">
 <xsd:sequence>
  <xsd:element name="WID" type="xsd:string" minOccurs="0" maxOccurs="1"/>
  <xsd:element name="Company" type="tns:CompanyType" minOccurs="0"
   maxOccurs="1"/>
  <xsd:element name="Ledger_Account" type="xsd:string" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Alternate_Ledger_Account_Reference" type="xsd:string"
minOccurs="0"
   maxOccurs="1"/>
  <xsd:element name="Debit_Amount" type="xsd:decimal" minOccurs="0"
maxOccurs="1"/>
  <xsd:element name="Credit_Amount" type="xsd:decimal"  minOccurs="0"
maxOccurs="1"/>
```

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```
   <xsd:element name="Currency" type="xsd:string" minOccurs="0" maxOccurs="1"/
>
   <xsd:element name="Currency_Rate" type="xsd:decimal" minOccurs="0"
 maxOccurs="1"/>
   <xsd:element name="Ledger_Debit_Amount" minOccurs="0" maxOccurs="1">
    <xsd:simpleType>
     <xsd:restriction base="xsd:decimal">
      <xsd:totalDigits value="26"/>
      <xsd:fractionDigits value="6"/>
     </xsd:restriction>
    </xsd:simpleType>
   </xsd:element>
   <xsd:element name="Ledger_Credit_Amount" minOccurs="0" maxOccurs="1">
    <xsd:simpleType>
     <xsd:restriction base="xsd:decimal">
      <xsd:totalDigits value="26"/>
      <xsd:fractionDigits value="6"/>
     </xsd:restriction>
    </xsd:simpleType>
   </xsd:element>
   <xsd:element name="Budget_Date" type="xsd:date" minOccurs="0"
 maxOccurs="1"/>
   <xsd:element name="Hours" minOccurs="0" maxOccurs="1">
    <xsd:simpleType>
     <xsd:restriction base="xsd:decimal">
      <xsd:totalDigits value="26"/>
      <xsd:fractionDigits value="6"/>
     </xsd:restriction>
    </xsd:simpleType>
   </xsd:element>
   <xsd:element name="Worktag" minOccurs="0" maxOccurs="unbounded">
    <xsd:complexType mixed="true">
     <xsd:attribute name="Type" type="xsd:string"/>
     <xsd:attribute name="Code" type="xsd:string"/>
    </xsd:complexType>
   </xsd:element>
   <xsd:element minOccurs="0" name="Balancing_Worktag_Affiliante">
    <xsd:complexType mixed="true">
     <xsd:attribute name="Type" type="xsd:string"/>
    </xsd:complexType>
   </xsd:element>
  </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="CompanyType">
  <xsd:annotation>
   <xsd:documentation>Document with element Company Structure below:
 &lt;Company>
    &lt;ID>A200_1&lt;/ID> &lt;Code>A200.1&lt;/Code> &lt;/Company></
xsd:documentation>
  </xsd:annotation>
  <xsd:sequence>
   <xsd:element name="ID" type="xsd:string" minOccurs="0" maxOccurs="1"/>
   <xsd:element name="Code" type="xsd:string" minOccurs="0" maxOccurs="1"/>
  </xsd:sequence>
 </xsd:complexType>
</xsd:schema>
```

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PSA Inbound Connector

Steps: Set Up PSA Inbound Connector Integration

Prerequisites

Set up an external endpoint that your Workday integration can access. Your external endpoint must be able to generate change data for organization assignments in the defined XML format.

Ensure that the Workday Core Financials solution exists in Workday.

Ensure to configure relevant business processes, countries, locations, job profiles, employee types, time type, and termination reasons.

Context

You can set up the Professional Services Automation (PSA) Inbound Connector to import worker data from an external endpoint into Workday. You can create an integration that:

- Accesses an external server.
- Retrieves a data file containing worker data.
- Imports worker data into Workday.

Steps

1. Configure your external endpoint so that it can generate data for organization assignment changes. The data must be in one of the formats supported by the Professional Services Automation Inbound Connector.
2. Create Integration System .

   Enter *Core Connector: Professional Services Automation Inbound* at the **New using Template** prompt.
3. Enable one or more optional integration services. The **Configure Integration Services** task displays all integration services, including required services that aren't editable.

   You can enable the **Financials Document Delivery Service** to deliver 1 or more integration files to an external location.
4. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Manage: Organization Update Integration* domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday
5. (Optional) Create Integration Business Process .

   Create an event to manage the workflow of document delivery and retrieval for the Connector.
6. Set Up Integration Retrieval .

   Specify how the integration system retrieves data files containing addition or changes to HCM data from your external server.
7. Launch an Integration .

   Schedule how often the integration system runs.

Set Up PSA Inbound Connector Integration Attributes

Prerequisites

Security: *Integration Build and Integration Configure* domain in the Integration functional area.

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Context

Configure integration attributes for an integration based on the *Core Connector: Professional Service Automation Inbound* template.

Steps

1. As a related action on your Professional Service Automation (PSA) Inbound Connector integration, select **Integration System > Configure Integration Attributes**.
2. Add a row for each attribute and specify a value:

Option	Description
Input File Retrieval Label	Specify a value to retrieve the document using this label instead of the default **Retrieved** label.
Include Web Service Requests in Message Audit	Select the check box to include the web service requests in the message audit file to help you debug. When you enable this attribute, the size of the message audit file can increase significantly.
Create Errors Only File	Select the check box to create a file with input records that failed to load into Workday.
Configure Files for External Delivery	Select the check box to deliver the **Errors Only File** to an external location. To configure this attribute, you must enable the **Create Errors Only File** integration attribute.
Document Retention Policy	Specify the number of days that integration output should be available for viewing. When you don't override this value, Workday sets the retention period to 30 days.

3. Enable 1 or more of these integration services:

Option	Description
Core Connector: Professional Services Automation Inbound - Deployed Service	Enables your integration system to import certification achievements for 1 or more workers into their corresponding records in Workday.
Core Connector: Professional Services Automation Inbound Connector Service	Launches the integration.
Professional Services Automation Inbound Connector - Supervisory Organizations DIS	Imports supervisory organization data for one or more workers into Workday.
Professional Services Automation Inbound Connector - Workers DIS	Imports worker data into Workday.
Core Connector: Professional Services Automation Inbound - Document Retrieval Service	Retrieves an integration document from an external location.
Professional Services Automation Inbound Post-Processing Service	Performs additional processing after the integration loads the integration file into Workday.

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Option	Description
Integration Document Retention	Stores the copy of each integration file for the number of days you specify.
Financials Document Delivery Service	Delivers 1 or more integration files to an external location based on the file selection, transport, and encryption options you specify. This service is optional.
Enable Message Auditing	Records and stores additional audit messages.

Concept: PSA Inbound Connector

Use the PSA Inbound Connector to import worker data from an external endpoint into Workday enabling you to use and execute PSA applications. You can use a non-Workday application as your source-of-truth for worker data, then synchronize that data with Workday. The Connector can:

- Create and update Supervisory organizations.
- Assign organizational roles for Supervisory organizations.
- Hire and terminate employees and contingent workers.
- Change worker data for employees and contingent workers.
- Deactivate Workday account.

Note: PSA Inbound Connector works with HCM in Workday. You'll need HCM functional consultant expertise when you're setting up the integration.

Feature Prerequisites

- Workday Core Financials solution must exist in Workday.
- Ensure that the listed business processes complete automatically:
    - Add Update Supervisory Organization (Default Definition)
    - Assign Roles (Default Definition)
    - Change Organization Assignments for ~Worker~ (Default Definition)
    - Contact Change (Default Definition)
    - Contract ~Contingent Worker~ (Default Definition)
    - Edit Position (Default Definition)
    - End ~Contingent Worker~ Contract (Default Definition)
    - Hire (Default Definition)
    - Hiring Restrictions (Default Definition)
    - Legal Name Change (Default Definition)
    - Legal Name Change (Non-Worker)
    - Move ~Workers~ (By Organization) (Default Definition)
    - Preferred Name Change (Default Definition)
    - Preferred Name Change (Non-Worker)
    - ~Termination~ (Default Definition)
- Before the first integration run, manually configure and upload the listed HCM data:
    - Countries
    - Employee Type
    - Job Profiles
    - Locations
    - Reason for terminating employee
    - Reason for ending contingent worker contract
    - Time Type

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- The PSA integration uses specific web services. Make sure you have access to them.
- When there's a change in the data since the last integration run, you must provide that information before the next run.

Feature Limitations

You can't rescind or correct the business processes with PSA Inbound Connector. Workday requires a System administrator when you need a correction.

File Format for PSA Inbound Connector Data

The integration imports data in a Workday-defined XML format.

Integration Process Flow

The integration imports HCM data using this process:

1. The external endpoint generates a file (in the Workday-defined XML format) and sends it to a file server known to the integration.
2. Launches the integration, either by schedule or manually.
3. The integration retrieves the file according to the **Document Retrieval** configuration on the *Integration Process Event* and applies document tags.

   When the file isn't in Workday-defined XML format, configure a **Document Transformation** integration to convert the input file.
4. The PSA Inbound Connector calls multiple web services in the given sequence.
5. The integration processes the file, then imports the data into Workday.

PSA Inbound Connector Audits

The PSA Inbound Connector integration generates audit files each time it runs. You can view these audit files:

- DataChangesAudit.html
- DiagnosticAudit.html: Includes all errors in the integration run in 1 file.
- Errors Only File: Includes error data. You can update this XML input file to resolve the errors and load it back into the connector.
- MessageAudit.html: Includes information about the previous integration runs in a zip file.

Reference: PSA Inbound Connector File Schema

PSA Inbound Connector XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
    xmlns:psa="urn:com.workday/ProfessionalServicesAutomation"
    targetNamespace="urn:com.workday/ProfessionalServicesAutomation"
    elementFormDefault="qualified"
    attributeFormDefault="qualified">

    <xs:element name="Professional_Services_Automation_Data"
 type="psa:Professional_Services_Automation_Data_Type">
        <xs:annotation>
            <xs:documentation>Contains information to Create and Update
 Supervisory Organizations, Hire Employees, Contract Contingent Workers,
                Employee Updates, Contingent Worker Updates, Employee
 Terminations, End Contingent Worker Contracts, and Role Assignments.
            </xs:documentation>
```

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```
        </xs:annotation>
    </xs:element>

    <xs:simpleType name="NonEmptyString">
        <xs:annotation>
            <xs:documentation>Simple Type that defines a non empty string with
no spaces.</xs:documentation>
        </xs:annotation>
        <xs:restriction base="xs:string">
            <xs:pattern value="\S+"/>
        </xs:restriction>
    </xs:simpleType>

    <xs:simpleType name="NonEmptyStringOrSpace">
        <xs:annotation>
            <xs:documentation>Simple Type that defines a non empty string that
allows spaces.</xs:documentation>
        </xs:annotation>
        <xs:restriction base="xs:string">
            <xs:minLength value="1"/>
        </xs:restriction>
    </xs:simpleType>

    <xs:simpleType name="countryCode">
        <xs:annotation>
            <xs:documentation>Simple Type that defines a 3 place Alpha
formatted Country Code.</xs:documentation>
        </xs:annotation>
        <xs:restriction base="xs:string">
            <xs:pattern value="[A-Za-z]{3}" />
        </xs:restriction>
    </xs:simpleType>

    <xs:complexType name="Professional_Services_Automation_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains information to Create
and Update Supervisory Organizations, Hire Employees, Contract Contingent
Workers,
                Employee Updates, Contingent Worker Updates, Employee
Terminations, End Contingent Worker Contracts, and Role Assignments.
            </xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Create_Supervisory_Organization_Data"
type="psa:Create_Supervisory_Organization_Data_Type" minOccurs="0"
maxOccurs="1" >
                <xs:annotation>
                    <xs:documentation>Section that contains elements to Create
Supervisory Organizations. If Updating an existing Supervisory Organization,
                        use the Update_Supervisory_Organization_Data
section.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Update_Supervisory_Organization_Data"
type="psa:Update_Supervisory_Organization_Data_Type" minOccurs="0"
maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to Update
Supervisory Organizations. If Creating a new Supervisory Organization,
                        use the Create_Supervisory_Organization_Data
section.</xs:documentation>
                </xs:annotation>
            </xs:element>
```

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```
            <xs:element name="Hire_Employee_Data"
type="psa:Hire_Employee_Data_Type" minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to Hire
Employees.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Change_Employee_Legal_Name_Data"
type="psa:Change_Employee_Legal_Name_Data_Type" minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to update
Employees legal name.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Change_Employee_Preferred_Name_Data"
type="psa:Change_Employee_Preferred_Name_Data_Type" minOccurs="0"
maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to update
Employees preferred name.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Maintain_Employee_Contact_Information_Data"
type="psa:Maintain_Employee_Contact_Information_Data_Type" minOccurs="0"
maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to update
Employees contact information.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Change_Employee_Organization_Assignments_Data"
type="psa:Change_Employee_Organization_Assignments_Data_Type" minOccurs="0"
maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to update
Employee organization assignments</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Change_Employee_Position_Data"
type="psa:Change_Employee_Position_Data_Type" minOccurs="0" maxOccurs="1" >
                <xs:annotation>
                    <xs:documentation>Section that contains elements to change
Employees Position</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Move_Employee_Organization_Data"
type="psa:Move_Employee_Organization_Data_Type" minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to move
Employees to another organization.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Terminate_Employee_Data"
type="psa:Terminate_Employee_Data_Type" minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to
terminate Employees.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Contract_Contingent_Worker_Data"
type="psa:Contract_Contingent_Worker_Data_Type" minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Section that contains elements to
contract Contingent Workers.</xs:documentation>
```

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```
            </xs:annotation>
        </xs:element>
        <xs:element name="Change_Contingent_Worker_Legal_Name_Data"
type="psa:Change_Contingent_Worker_Legal_Name_Data_Type" minOccurs="0"
maxOccurs="unbounded" >
            <xs:annotation>
                <xs:documentation>Section that contains elements to update
Contingent Workers legal name.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="Change_Contingent_Worker_Preferred_Name_Data"
type="psa:Change_Contingent_Worker_Preferred_Name_Data_Type" minOccurs="0"
maxOccurs="1" >
            <xs:annotation>
                <xs:documentation>Section that contains elements to update
Contingent Workers preferred name.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element
name="Maintain_Contingent_Worker_Contact_Information_Data"
type="psa:Maintain_Contingent_Worker_Contact_Information_Data_Type"
minOccurs="0" maxOccurs="1" >
            <xs:annotation>
                <xs:documentation>Section that contains elements to update
Contingent Workers contact information.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element
name="Change_Contingent_Worker_Organization_Assignments_Data"
type="psa:Change_Contingent_Worker_Organization_Assignments_Data_Type"
minOccurs="0" maxOccurs="1" >
            <xs:annotation>
                <xs:documentation>Section that contains elements to update
Contingent Workers organization assignments</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="Change_Contingent_Worker_Position_Data"
type="psa:Change_Contingent_Worker_Position_Data_Type" minOccurs="0"
maxOccurs="1" >
            <xs:annotation>
                <xs:documentation>Section that contains elements to change
Contingent Workers position</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="Move_Contingent_Worker_Organization_Data"
type="psa:Move_Contingent_Worker_Organization_Data_Type" minOccurs="0"
maxOccurs="1" >
            <xs:annotation>
                <xs:documentation>Section that contains elements to move
Contingent Workers to another organization.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="End_Contingent_Worker_Contract_Data"
type="psa:End_Contingent_Worker_Contract_Data_Type" minOccurs="0"
maxOccurs="1" >
            <xs:annotation>
                <xs:documentation>Section that contains elements to end
Contingent Workers contract.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="Add_Employee_Role_Assignment_Data"
type="psa:Add_Employee_Role_Assignment_Data_Type" minOccurs="0" maxOccurs="1"
>
            <xs:annotation>
```

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```
                    <xs:documentation>Section that contains elements to dd
Employee role assignments</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Remove_Employee_Role_Assignment_Data"
type="psa:Remove_Employee_Role_Assignment_Data_Type" minOccurs="0"
maxOccurs="1" >
                <xs:annotation>
                    <xs:documentation>Section that contains elements to remove
Employee role assignments</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Add_Contingent_Worker_Role_Assignment_Data"
type="psa:Add_Contingent_Worker_Role_Assignment_Data_Type" minOccurs="0"
maxOccurs="1" >
                <xs:annotation>
                    <xs:documentation>Section that contains elements to add
Contingent Worker role assignments</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Remove_Contingent_Worker_Role_Assignment_Data"
type="psa:Remove_Contingent_Worker_Role_Assignment_Data_Type" minOccurs="0"
maxOccurs="1" >
                <xs:annotation>
                    <xs:documentation>Section that contains elements to remove
Contingent Worker role assignments</xs:documentation>
                </xs:annotation>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Create_Supervisory_Organization_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Create Supervisory
Organization elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Create_Supervisory_Organization" minOccurs="1"
maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains data to create a
Supervisory Organization.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="ID" type="psa:NonEmptyStringOrSpace"
minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Reference ID to assign to
the Supervisory Organization.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Effective_Date" type="xs:date"
minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Date for the Supervisory
Organization creation to take effect.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Name"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Name of the Supervisory
Organization.</xs:documentation>
```

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```
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Include_Manager_In_Name"
type="xs:boolean" minOccurs="0" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Optional value as to whether
to include the manager in the Supervisory
                                        Organization name.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Availability_Date" type="xs:date"
minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Supervisory Organization
Availability Date.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Primary_Location_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Reference ID of the
Supervisory Organization's primary location.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Subtype_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Reference ID of the
Supervisory Organization's subtype.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Visibility"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Reference ID of the
Supervisory Organization's visibility.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Superior_Organization_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Optional Supervisory
Organization Superior Organization ID.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Restriction_Availability_Date"
type="xs:date" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Supervisory Organization
Restriction Availability Date.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Earliest_Hiring_Date" type="xs:date"
minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Supervisory Organization
Earliest Hiring Date.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>
```

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```
   <xs:complexType name="Update_Supervisory_Organization_Data_Type">
       <xs:annotation>
           <xs:documentation>Type that contains Update Supervisory
 Organization elements.</xs:documentation>
       </xs:annotation>
       <xs:sequence>
           <xs:element name="Update_Supervisory_Organization" minOccurs="1"
 maxOccurs="unbounded">
               <xs:annotation>
                   <xs:documentation>Element that contains data to update a
 Supervisory Organization.</xs:documentation>
               </xs:annotation>
               <xs:complexType>
                   <xs:sequence>
                       <xs:element name="ID" type="psa:NonEmptyStringOrSpace"
 minOccurs="1" maxOccurs="1">
                           <xs:annotation>
                               <xs:documentation>Reference ID of the
 Supervisory Organization to update</xs:documentation>
                           </xs:annotation>
                       </xs:element>
                       <xs:element name="Effective_Date" type="xs:date"
 minOccurs="1" maxOccurs="1">
                           <xs:annotation>
                               <xs:documentation>Date for the Supervisory
 Organization update to take effect.</xs:documentation>
                           </xs:annotation>
                       </xs:element>
                       <xs:choice>
                           <xs:sequence>
                               <xs:element name="Name"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                                   <xs:annotation>
                                       <xs:documentation>Supervisory
 Organization name.</xs:documentation>
                                   </xs:annotation>
                               </xs:element>
                               <xs:element name="Include_Manager_In_Name"
 type="xs:boolean" minOccurs="0" maxOccurs="1">
                                   <xs:annotation>
                                       <xs:documentation>Optional value as to
 whether to include the manager in the Supervisory
                                            Organization name.</
xs:documentation>
                                   </xs:annotation>
                               </xs:element>
                               <xs:element name="Availability_Date"
 type="xs:date" minOccurs="0" maxOccurs="1">
                                   <xs:annotation>
                                       <xs:documentation>Supervisory
 Organization Availability Date.</xs:documentation>
                                   </xs:annotation>
                               </xs:element>
                               <xs:element name="Superior_Organization_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1">
                                   <xs:annotation>
                                       <xs:documentation>Optional Supervisory
 Organization Superior Organization ID.</xs:documentation>
                                   </xs:annotation>
                               </xs:element>
                           </xs:sequence>
                           <xs:sequence>
```

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```
                                <xs:element name="Include_Manager_In_Name"
 type="xs:boolean" minOccurs="1" maxOccurs="1">
                                    <xs:annotation>
                                        <xs:documentation>Optional value as to
 whether to include the manager in the Supervisory
                                            Organization name.</
xs:documentation>
                                    </xs:annotation>
                                </xs:element>
                                <xs:element name="Availability_Date"
 type="xs:date" minOccurs="0" maxOccurs="1">
                                    <xs:annotation>
                                        <xs:documentation>Supervisory
 Organization Availability Date.</xs:documentation>
                                    </xs:annotation>
                                </xs:element>
                                <xs:element name="Superior_Organization_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1">
                                    <xs:annotation>
                                        <xs:documentation>Optional Supervisory
 Organization Superior Organization ID.</xs:documentation>
                                    </xs:annotation>
                                </xs:element>
                            </xs:sequence>
                            <xs:sequence>
                                <xs:element name="Availability_Date"
 type="xs:date" minOccurs="1" maxOccurs="1">
                                    <xs:annotation>
                                        <xs:documentation>Supervisory
 Organization Availability Date.</xs:documentation>
                                    </xs:annotation>
                                </xs:element>
                                <xs:element name="Superior_Organization_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1">
                                    <xs:annotation>
                                        <xs:documentation>Optional Supervisory
 Organization Superior Organization ID.</xs:documentation>
                                    </xs:annotation>
                                </xs:element>
                            </xs:sequence>
                            <xs:sequence>
                                <xs:element name="Superior_Organization_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                                    <xs:annotation>
                                        <xs:documentation>Optional Supervisory
 Organization Superior Organization ID.</xs:documentation>
                                    </xs:annotation>
                                </xs:element>
                            </xs:sequence>
                        </xs:choice>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Hire_Custom_Organization_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Custom Organization Add
 elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Add_Custom_Organization" type="psa:ID_Data_Type"
 minOccurs="0" maxOccurs="1">
```

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```
                <xs:annotation>
                    <xs:documentation>Element that contains IDs of Custom
 Organizations to add.</xs:documentation>
                </xs:annotation>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Change_Org_Custom_Organization_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Add and Remove Custom
 Organization elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Add_Custom_Organization" type="psa:ID_Data_Type"
 minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Element that contains IDs of Custom
 Organizations to add.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Remove_Custom_Organization"
 type="psa:ID_Data_Type" minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Element that contains IDs of Custom
 Organizations to remove.</xs:documentation>
                </xs:annotation>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Hire_Employee_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Hire Employee elements.</
xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Hire_Employee" minOccurs="1"
 maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Hire Employee
 data.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
 ref="psa:Employee_ID_With_Effective_Date_Group_Type" minOccurs="1"
 maxOccurs="1" />
                        <xs:element name="Rehire" type="xs:boolean"
 minOccurs="0" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Optional flag that indicates
 whether the Employee is a re-hire.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Legal_Name_Data"
 type="psa:Full_Name_Data_Type" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Element that contains Legal
 Name Data.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Preferred_Name_Data"
 type="psa:Full_Name_Data_Type" minOccurs="0" maxOccurs="1" >
```

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```
                            <xs:annotation>
                                <xs:documentation>Element that contains
 Preferred Name Data.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Country_ID" type="psa:countryCode"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Country Reference ID.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Work_Email_Address"
 type="psa:NonEmptyString" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Work Email Address.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:group ref="psa:Job_Data_Group_Type" minOccurs="1"
 maxOccurs="1" />
                        <xs:element name="Employee_Type_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Employee Type Reference
 ID.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:group
 ref="psa:Organization_Assignments_Required_Group_Type" minOccurs="0"
 maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Element that contains
 Organization Assignments Data.</xs:documentation>
                            </xs:annotation>
                        </xs:group>
                        <xs:element name="Custom_Organization_Data"
 type="psa:Hire_Custom_Organization_Data_Type" minOccurs="0" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Optional custom organization
 data.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="User_Name" type="psa:NonEmptyString"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Workday Account User Name.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Hire_Date" type="xs:date"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Date of Hire.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Contract_Contingent_Worker_Data_Type">
```

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```
        <xs:annotation>
            <xs:documentation>Type that contains Contract Contingent Worker
 elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Contract_Contingent_Worker" minOccurs="1"
 maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Contract
 Contingent Worker data.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
 ref="psa:Contingent_Worker_ID_With_Effective_Date_Group_Type" minOccurs="1"
 maxOccurs="1" />
                        <xs:element name="Rehire" type="xs:boolean"
 minOccurs="0" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Optional flag that indicates
 whether the Employee is a re-hire.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Legal_Name_Data"
 type="psa:Full_Name_Data_Type" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Element that contains Legal
 Name Data.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Preferred_Name_Data"
 type="psa:Full_Name_Data_Type" minOccurs="0" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Element that contains
 preferred name data.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Country_ID" type="psa:countryCode"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Country Reference ID.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Work_Email_Address"
 type="psa:NonEmptyString" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>work email address.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:group ref="psa:Job_Data_Group_Type" minOccurs="1"
 maxOccurs="1" />
                        <xs:element name="Contract_Worker_Type_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Contract Worker Type
 Reference ID.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:group
 ref="psa:Organization_Assignments_Required_Group_Type" minOccurs="0"
 maxOccurs="1" />
```

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```
                        <xs:element name="Custom_Organization_Data"
 type="psa:Hire_Custom_Organization_Data_Type" minOccurs="0" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Optional Custom Organization
 Data</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="User_Name" type="psa:NonEmptyString"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Workday Account User Name.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Contract_Start_Date" type="xs:date"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Contract Start Date.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Maintain_Employee_Contact_Information_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Maintain Employee Contact
 Information elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Maintain_Employee_Contact_Information"
 minOccurs="1" maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Employee contact
 information to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
 ref="psa:Employee_ID_With_Effective_Date_Group_Type" minOccurs="1"
 maxOccurs="1" />
                        <xs:element name="Work_Email_Address"
 type="psa:NonEmptyString" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Employee's work email
 address to update.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType
 name="Maintain_Contingent_Worker_Contact_Information_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Maintain Contingent Worker
 Contact Information elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
```

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```
            <xs:element name="Maintain_Contingent_Worker_Contact_Information"
minOccurs="1" maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Contingent Worker
contact information to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
ref="psa:Contingent_Worker_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:element name="Work_Email_Address"
type="psa:NonEmptyString" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Contingent Worker's work
email address.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Change_Employee_Legal_Name_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Change Employee Legal Name
elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Change_Employee_Legal_Name" minOccurs="1"
maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Employee legal
name data to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
ref="psa:Employee_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:group ref="psa:Full_Name_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:element name="Country_ID" type="psa:countryCode"
minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Employee's country Reference
ID to update.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Change_Contingent_Worker_Legal_Name_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Change Contingent Worker
Legal Name elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Change_Contingent_Worker_Legal_Name"
minOccurs="1" maxOccurs="unbounded">
```

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```
                <xs:annotation>
                    <xs:documentation>Element that contains Contingent Worker
legal name data to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
ref="psa:Contingent_Worker_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:group ref="psa:Full_Name_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:element name="Country_ID" type="psa:countryCode"
minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Contingent Worker's work
email address to update.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Change_Employee_Preferred_Name_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Change Employee Preferred
Name elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Change_Employee_Preferred_Name" minOccurs="1"
maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Employee preferred
name data to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                     <xs:element name="Employee_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>The Reference ID of the Employee.
Sets the ID when Hiring an Employee and references the Employee when
performing updates.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                        <xs:group ref="psa:Full_Name_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:element name="Country_ID" type="psa:countryCode"
minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Employee's country Reference
ID to update.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Change_Contingent_Worker_Preferred_Name_Data_Type">
        <xs:annotation>
```

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```
            <xs:documentation>Type that contains Change Contingent Worker
Preferred Name elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Change_Contingent_Worker_Preferred_Name"
minOccurs="1" maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Contingent Worker
preferred name data to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="Contingent_Worker_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>The Reference ID of the Contingent
Worker. Sets the ID when Contracting a Contingent Worker and references the
Contingent Worker when performing updates.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                        <xs:group ref="psa:Full_Name_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:element name="Country_ID" type="psa:countryCode"
minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Contingent Worker's country
Reference ID to update.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Change_Employee_Organization_Assignments_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Change Employee Organization
Assignments data.</xs:documentation>
        </xs:annotation>
        <xs:sequence>         <xs:element
name="Change_Employee_Organization_Assignments" minOccurs="1"
maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Employee
organization assignments data to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
ref="psa:Employee_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:group
ref="psa:Organization_Assignments_Group_Type" minOccurs="1" maxOccurs="1" />
                        <xs:element name="Custom_Organization_Data"
type="psa:Change_Org_Custom_Organization_Data_Type" minOccurs="0"
maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Employee's custom
organization data to update.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
```

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```
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType
name="Change_Contingent_Worker_Organization_Assignments_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Change Contingent Worker
Organization Assignments data.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element
name="Change_Contingent_Worker_Organization_Assignments" minOccurs="1"
maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Contingent Worker
organization assignments data to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
ref="psa:Contingent_Worker_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:group
ref="psa:Organization_Assignments_Group_Type" minOccurs="1" maxOccurs="1" />
                        <xs:element name="Custom_Organization_Data"
type="psa:Change_Org_Custom_Organization_Data_Type" minOccurs="0"
maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Contingent Worker's custom
organizations data to update.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>


    <xs:complexType name="Change_Employee_Position_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Change Employee Position
data.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Change_Employee_Position" minOccurs="1"
maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Employee position
data to update.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:group
ref="psa:Employee_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                        <xs:group
ref="psa:Change_Employee_Job_Data_Group_Type" minOccurs="1" maxOccurs="1" />
                        <xs:element name="Position_Change_Reason_Reference_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Position change reason
Reference ID for the Employee's position change.</xs:documentation>
```

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```
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
            </xs:complexType>
        </xs:element>
    </xs:sequence>
</xs:complexType>

<xs:complexType name="Change_Contingent_Worker_Position_Data_Type">
    <xs:annotation>
        <xs:documentation>Type that contains Change Contingent Worker
Position data.</xs:documentation>
    </xs:annotation>
    <xs:sequence>
        <xs:element name="Change_Contingent_Worker_Position" minOccurs="1"
maxOccurs="unbounded">
            <xs:annotation>
                <xs:documentation>Element that contains Contingent Worker
position data to update.</xs:documentation>
            </xs:annotation>
            <xs:complexType>
                <xs:sequence>
                    <xs:group
ref="psa:Contingent_Worker_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                    <xs:group
ref="psa:Change_Contingent_Worker_Job_Data_Group_Type" minOccurs="1"
maxOccurs="1" />
                    <xs:element name="Position_Change_Reason_Reference_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Position change reason
Reference ID for the Contingent Worker's position change.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
            </xs:complexType>
        </xs:element>
    </xs:sequence>
</xs:complexType>

<xs:complexType name="Move_Employee_Organization_Data_Type">
    <xs:annotation>
        <xs:documentation>Type that contains Move Employee Organization
data.</xs:documentation>
    </xs:annotation>
    <xs:sequence>
        <xs:element name="Move_Employee_Organization" minOccurs="1"
maxOccurs="unbounded">
            <xs:annotation>
                <xs:documentation>Element that contains Employee move
organization data.</xs:documentation>
            </xs:annotation>
            <xs:complexType>
                <xs:sequence>
                    <xs:group
ref="psa:Employee_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                    <xs:element name="To_Organization_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Organization Reference ID to
move the Employee to.</xs:documentation>
                        </xs:annotation>
```

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```
                    </xs:element>
                </xs:sequence>
            </xs:complexType>
        </xs:element>
    </xs:sequence>
</xs:complexType>

<xs:complexType name="Move_Contingent_Worker_Organization_Data_Type">
    <xs:annotation>
        <xs:documentation>Type that contains Move Contingent Worker
Organization data.</xs:documentation>
    </xs:annotation>
    <xs:sequence>
        <xs:element name="Move_Contingent_Worker_Organization"
minOccurs="1" maxOccurs="unbounded">
            <xs:annotation>
                <xs:documentation>Element that contains Contingent Worker
move organization data.</xs:documentation>
            </xs:annotation>
            <xs:complexType>
                <xs:sequence>
                    <xs:group
ref="psa:Contingent_Worker_ID_With_Effective_Date_Group_Type" minOccurs="1"
maxOccurs="1" />
                    <xs:element name="To_Organization_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Organization Reference ID to
move the Contingent Worker to.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
            </xs:complexType>
        </xs:element>
    </xs:sequence>
</xs:complexType>


<xs:group name="Organization_Assignments_Required_Group_Type">
    <xs:annotation>
        <xs:documentation>Group that contains Organization Assignments
data.</xs:documentation>
    </xs:annotation>
    <xs:sequence>
        <xs:element name="Company_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="1" maxOccurs="1">
            <xs:annotation>
                <xs:documentation>Company Reference ID organization
assignment.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="Cost_Center_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="1" maxOccurs="1">
            <xs:annotation>
                <xs:documentation>Cost Center Reference ID organization
assignment.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="Region_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="0" maxOccurs="1">
            <xs:annotation>
                <xs:documentation>Region Reference ID organization
assignment.</xs:documentation>
            </xs:annotation>
```

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```
            </xs:element>
        </xs:sequence>
    </xs:group>

    <xs:group name="Organization_Assignments_Group_Type">
        <xs:annotation>
            <xs:documentation>Group that contains Organization Assignments
Update data.</xs:documentation>
        </xs:annotation>
        <xs:choice>
            <xs:sequence>
                <xs:element name="Company_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="1" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>Company Reference ID organization
assignment.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Cost_Center_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>Cost Center Reference ID
organization assignment.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Region_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="0" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>Region Reference ID organization
assignment.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
            <xs:sequence>
                <xs:element name="Cost_Center_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>Cost Center Reference ID
organization assignment.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Region_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="0" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>Region Reference ID organization
assignment.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
            <xs:sequence>
                <xs:element name="Region_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="1" maxOccurs="1">
                    <xs:annotation>
                        <xs:documentation>Region Reference ID organization
assignment.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
        </xs:choice>
    </xs:group>

    <xs:group name="Job_Data_Group_Type">
        <xs:annotation>
```

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```
            <xs:documentation>Group that contains Position data.</
xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Organization_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Organization Reference ID for
 position.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Job_Profile_ID" type="psa:NonEmptyStringOrSpace"
 minOccurs="1" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Job Profile Reference ID for position.</
xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Time_Type_ID" type="psa:NonEmptyStringOrSpace"
 minOccurs="1" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Time Type Reference ID for position.</
xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Location_ID" type="psa:NonEmptyStringOrSpace"
 minOccurs="1" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Location Reference ID for position.</
xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Scheduled_Weekly_Hours" type="xs:decimal"
 minOccurs="0" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Scheduled Weekly Hours for position.</
xs:documentation>
                </xs:annotation>
            </xs:element>
        </xs:sequence>
    </xs:group>

    <xs:group name="Change_Employee_Job_Data_Group_Type">
        <xs:annotation>
            <xs:documentation>Group that contains Employee Position Change
 data.</xs:documentation>
        </xs:annotation>
        <xs:choice>
            <xs:sequence>
                <xs:element name="Job_Profile_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Job Profile Reference ID to change
 the Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Time_Type_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Time Type Reference ID to change the
 Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
```

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```
                <xs:element name="Location_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Location Reference ID to change the
Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Employee_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Employee Type Reference ID to change
the Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
            <xs:sequence>
                <xs:element name="Time_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Time Type Reference ID to change the
Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Location_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Location Reference ID to change the
Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Employee_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Employee Type Reference ID to change
the Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
            <xs:sequence>
                <xs:element name="Location_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Location Reference ID to change the
Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Employee_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Employee Type Reference ID to change
the Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
            <xs:sequence>
                <xs:element name="Employee_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Employee Type Reference ID to change
the Employee's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
        </xs:choice>
```

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```
   </xs:group>

   <xs:group name="Change_Contingent_Worker_Job_Data_Group_Type">
       <xs:annotation>
           <xs:documentation>Group that contains Contingent Worker Position
Change data.</xs:documentation>
       </xs:annotation>
       <xs:choice>
           <xs:sequence>
               <xs:element name="Job_Profile_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                   <xs:annotation>
                       <xs:documentation>Job Profile Reference ID to change
the Contingent Worker's position to.</xs:documentation>
                   </xs:annotation>
               </xs:element>
               <xs:element name="Time_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                   <xs:annotation>
                       <xs:documentation>Time Type Reference ID to change the
Contingent Worker's position to.</xs:documentation>
                   </xs:annotation>
               </xs:element>
               <xs:element name="Location_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                   <xs:annotation>
                       <xs:documentation>Location Reference ID to change the
Contingent Worker's position to.</xs:documentation>
                   </xs:annotation>
               </xs:element>
               <xs:element name="Contract_Worker_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                   <xs:annotation>
                       <xs:documentation>Contract Worker Type Reference ID to
change the Contingent Worker's position to.</xs:documentation>
                   </xs:annotation>
               </xs:element>
           </xs:sequence>
           <xs:sequence>
               <xs:element name="Time_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                   <xs:annotation>
                       <xs:documentation>Time Type Reference ID to change the
Contingent Worker's position to.</xs:documentation>
                   </xs:annotation>
               </xs:element>
               <xs:element name="Location_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                   <xs:annotation>
                       <xs:documentation>Location Reference ID to change the
Contingent Worker's position to.</xs:documentation>
                   </xs:annotation>
               </xs:element>
               <xs:element name="Contract_Worker_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                   <xs:annotation>
                       <xs:documentation>Contract Worker Type Reference ID to
change the Contingent Worker's position to.</xs:documentation>
                   </xs:annotation>
               </xs:element>
           </xs:sequence>
           <xs:sequence>
               <xs:element name="Location_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
```

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```
                    <xs:annotation>
                        <xs:documentation>Location Reference ID to change the
Contingent Worker's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
                <xs:element name="Contract_Worker_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="0" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Contract Worker Type Reference ID to
change the Contingent Worker's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
            <xs:sequence>
                <xs:element name="Contract_Worker_Type_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Contract Worker Type Reference ID to
change the Contingent Worker's position to.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:sequence>
        </xs:choice>
    </xs:group>

    <xs:group name="Employee_ID_With_Effective_Date_Group_Type">
        <xs:annotation>
            <xs:documentation>Group that contains Employee Reference ID and
Effective Date.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Employee_ID" type="psa:NonEmptyStringOrSpace"
minOccurs="1" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>The Reference ID of the Employee. Sets
the ID when Hiring an Employee and references the Employee when performing
updates.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Effective_Date" type="xs:date" minOccurs="1"
maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>Effective Date.</xs:documentation>
                </xs:annotation>
            </xs:element>
        </xs:sequence>
    </xs:group>

    <xs:group name="Contingent_Worker_ID_With_Effective_Date_Group_Type">
        <xs:annotation>
            <xs:documentation>Group that contains Contingent Worker Reference
ID and Effective Date.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Contingent_Worker_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                <xs:annotation>
                    <xs:documentation>The Reference ID of the Contingent
Worker. Sets the ID when Contracting a Contingent Worker and references the
Contingent Worker when performing updates.</xs:documentation>
                </xs:annotation>
            </xs:element>
            <xs:element name="Effective_Date" type="xs:date" minOccurs="1"
maxOccurs="1">
```

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```
                <xs:annotation>
                    <xs:documentation>The date when changes are effective.</
xs:documentation>
                </xs:annotation>
            </xs:element>
        </xs:sequence>
    </xs:group>

    <xs:complexType name="Full_Name_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Primary and Secondary Name
 Data.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:group ref="psa:Full_Name_Group_Type" />
        </xs:sequence>
    </xs:complexType>

    <xs:group name="Full_Name_Group_Type">
        <xs:annotation>
            <xs:documentation>Group that contains Worker Primary and Secondary
 Name Data.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:choice>
                <xs:sequence>
                    <xs:element name="First_Name" type="xs:string"
 minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>First Name. Required vs optional
 depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Middle_Name" type="xs:string"
 minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Middle Name. Required vs
 optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Last_Name" type="xs:string"
 minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Last Name. Required vs optional
 depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Secondary_Last_Name" type="xs:string"
 minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Secondary Last Name. Required vs
 optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_First_Name" type="xs:string"
 minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local First Name. Required vs
 optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Middle_Name" type="xs:string"
 minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
```

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```
                            <xs:documentation>Local Middle Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Secondary_Last_Name"
type="xs:string" minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Secondary Last Name.
Required vs optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
                <xs:sequence>
                    <xs:element name="Middle_Name" type="xs:string"
minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Middle Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Last Name. Required vs optional
depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Secondary_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Secondary Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_First_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local First Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Middle_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Middle Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Secondary_Last_Name"
type="xs:string" minOccurs="0" maxOccurs="1" >
```

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```
                        <xs:annotation>
                            <xs:documentation>Local Secondary Last Name.
Required vs optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
                <xs:sequence>
                    <xs:element name="Last_Name" type="xs:string"
minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Last Name. Required vs optional
depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Secondary_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Secondary Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_First_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local First Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Secondary_Last_Name"
type="xs:string" minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Secondary Last Name.
Required vs optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
                <xs:sequence>
                    <xs:element name="Secondary_Last_Name" type="xs:string"
minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Secondary Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_First_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local First Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Middle_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Middle Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
```

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```
                    </xs:element>
                    <xs:element name="Local_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Secondary_Last_Name"
type="xs:string" minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Secondary Last Name.
Required vs optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
                <xs:sequence>
                    <xs:element name="Local_First_Name" type="xs:string"
minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local First Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Middle_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Middle Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Secondary_Last_Name"
type="xs:string" minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Secondary Last Name.
Required vs optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
                <xs:sequence>
                    <xs:element name="Local_Middle_Name" type="xs:string"
minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Middle Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Last_Name" type="xs:string"
minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Last Name. Required vs
optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Secondary_Last_Name"
type="xs:string" minOccurs="0" maxOccurs="1" />
                </xs:sequence>
```

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```
                <xs:sequence>
                    <xs:element name="Local_Last_Name" type="xs:string"
 minOccurs="1" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Last Name. Required vs
 optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                    <xs:element name="Local_Secondary_Last_Name"
 type="xs:string" minOccurs="0" maxOccurs="1" >
                        <xs:annotation>
                            <xs:documentation>Local Secondary Last Name.
 Required vs optional depends on Country ID.</xs:documentation>
                        </xs:annotation>
                    </xs:element>
                </xs:sequence>
                <xs:element name="Local_Secondary_Last_Name" type="xs:string"
 minOccurs="1" maxOccurs="1" >
                    <xs:annotation>
                        <xs:documentation>Local Secondary Last Name. Required
 vs optional depends on Country ID.</xs:documentation>
                    </xs:annotation>
                </xs:element>
            </xs:choice>
        </xs:sequence>
    </xs:group>

    <xs:complexType name="Terminate_Employee_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Terminate Employee
 elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Terminate_Employee" minOccurs="1"
 maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Employee
 termination data.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="Employee_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Reference ID of the Employee
 to be terminated.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Primary_Reason_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Primary Reason Reference ID
 for termination.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Termination_Date" type="xs:date"
 minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Termination date.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Last_Day_of_Work" type="xs:date"
 minOccurs="1" maxOccurs="1">
```

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```
                            <xs:annotation>
                                <xs:documentation>Last day of work.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="End_Contingent_Worker_Contract_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains End Contingent Worker
 Contract elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="End_Contingent_Worker_Contract" minOccurs="1"
 maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Contingent Worker
 end contract data.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="Contingent_Worker_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Reference ID of the
 Contingent Worker to end contract.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Primary_Reason_ID"
 type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Primary Reason Reference ID
 for end contract.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Contract_End_Date" type="xs:date"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Contract end date.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Last_Day_of_Work" type="xs:date"
 minOccurs="1" maxOccurs="1" >
                            <xs:annotation>
                                <xs:documentation>Last day of work.</
xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Add_Employee_Role_Assignment_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Add Employee Role Assignment
 elements.</xs:documentation>
        </xs:annotation>
```

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```
       <xs:sequence>
           <xs:element name="Add_Employee_Role_Assignment" minOccurs="1"
maxOccurs="unbounded">
               <xs:annotation>
                   <xs:documentation>Element that contains Employee role
assignment add data.</xs:documentation>
               </xs:annotation>
               <xs:complexType>
                   <xs:sequence>
                       <xs:element name="Supervisory_Organization_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                           <xs:annotation>
                               <xs:documentation>Supervisory Organization
Reference ID that contains the role.</xs:documentation>
                           </xs:annotation>
                       </xs:element>
                       <xs:element name="Effective_Date" type="xs:date"
minOccurs="1" maxOccurs="1">
                           <xs:annotation>
                               <xs:documentation>The date the role assignment
addition is effective.</xs:documentation>
                           </xs:annotation>
                       </xs:element>
                       <xs:element name="Role_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                           <xs:annotation>
                               <xs:documentation>Role Reference ID of the
role to be assigned.</xs:documentation>
                           </xs:annotation>
                       </xs:element>
                       <xs:element name="Employee_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                           <xs:annotation>
                               <xs:documentation>Employee Reference ID to add
to the role.</xs:documentation>
                           </xs:annotation>
                       </xs:element>
                   </xs:sequence>
               </xs:complexType>
           </xs:element>
       </xs:sequence>
   </xs:complexType>

   <xs:complexType name="Remove_Employee_Role_Assignment_Data_Type">
       <xs:annotation>
           <xs:documentation>Type that contains Remove Employee Role
Assignment elements.</xs:documentation>
       </xs:annotation>
       <xs:sequence>
           <xs:element name="Remove_Employee_Role_Assignment" minOccurs="1"
maxOccurs="unbounded">
               <xs:annotation>
                   <xs:documentation>Element that contains Employee role
assignment removal data.</xs:documentation>
               </xs:annotation>
               <xs:complexType>
                   <xs:sequence>
                       <xs:element name="Supervisory_Organization_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                           <xs:annotation>
                               <xs:documentation>Supervisory Organization
Reference ID that contains the role.</xs:documentation>
                           </xs:annotation>
                       </xs:element>
```

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```
                        <xs:element name="Effective_Date" type="xs:date"
minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>The date the role assignment
removal is effective.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Role_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Role Reference ID of the
role being removed from.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Employee_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Employee Reference ID to
remove from the role.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Add_Contingent_Worker_Role_Assignment_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Add Contingent Worker Role
Assignment elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Add_Contingent_Worker_Role_Assignment"
minOccurs="1" maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Contingent Worker
role assignment add data.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="Supervisory_Organization_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Supervisory Organization
Reference ID that contains the role.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Effective_Date" type="xs:date"
minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>The date the role assignment
addition is effective.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Role_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Role Reference ID of the
role to be assigned.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Contingent_Worker_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
```

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```
                            <xs:annotation>
                                <xs:documentation>Contingent Worker Reference
ID to add to the role.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="Remove_Contingent_Worker_Role_Assignment_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that contains Remove Contingent Worker Role
Assignment elements.</xs:documentation>
        </xs:annotation>
        <xs:sequence>
            <xs:element name="Remove_Contingent_Worker_Role_Assignment"
minOccurs="1" maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Element that contains Contingent Worker
role assignment removal data.</xs:documentation>
                </xs:annotation>
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="Supervisory_Organization_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Supervisory Organization
Reference ID that contains the role.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Effective_Date" type="xs:date"
minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>The date the role assignment
removal is effective.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Role_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Role Reference ID of the
role being removed from.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                        <xs:element name="Contingent_Worker_ID"
type="psa:NonEmptyStringOrSpace" minOccurs="1" maxOccurs="1">
                            <xs:annotation>
                                <xs:documentation>Contingent Worker Reference
ID to remove from the role.</xs:documentation>
                            </xs:annotation>
                        </xs:element>
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="ID_Data_Type">
        <xs:annotation>
            <xs:documentation>Type that represents a Workday Reference ID.</
xs:documentation>
        </xs:annotation>
```

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```
        <xs:sequence>
            <xs:element name="ID" type="psa:NonEmptyStringOrSpace"
 minOccurs="1" maxOccurs="unbounded">
                <xs:annotation>
                    <xs:documentation>Reference ID.</xs:documentation>
                </xs:annotation>
            </xs:element>
        </xs:sequence>
    </xs:complexType>

</xs:schema>
```

Punchout Integrations

Setup Considerations: Supplier Punchout Integration

You can use this topic to help make decisions when planning your configuration and use of the supplier punchout integration. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Workday Punchout uses standardized commerce eXtensible Markup Language (cXML) to support real-time, synchronous cXML communications between supplier eCommerce websites and Workday Procurement.

Business Benefits

This integration enables your buying organization to:

- Easily access numerous external supplier catalogs on supplier marketplace sites for your eCommerce integration needs.
- Reduce administration over-head of maintaining hosted catalogs.
- Expand access to a wider range of suppliers.
- Minimize noncomplaint and maverick spend.
- Eliminate the need to key in data for purchase orders (PO), PO acknowledgments, advance shipment notices, and supplier invoices.

Use Cases

- You enable workers to search the catalogs on external supplier websites and add items to a shopping cart. Then, they can return to Workday to check out and complete the requisition creation process.
- For requisitions with web items, you can set up automatic sourcing and issuing of cXML purchase orders. You can also receive cXML invoices from the supplier for fulfilled orders.
- Automatically associate web items to purchase items based on commodity codes and spend categories to improve your reports on item procurement.

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Question to Consider

Questions	Considerations
How should my supplier and I prepare for the integration?	Confirm that the supplier or marketplace supports cXML. Then, ensure that you have these values on-hand: • (Required for invoicing) Punchout URLs, also known as the HTTP endpoint value. • A list of the values from your supplier for these elements: • Header.From.Credential@domain • Header.From.Credential.Identity • Header.Sender.Credential.Identity • Header.To.Credential@domain • Header.To.Credential.Identity • Signature.KeyInfo.X509Data.X509Certificate • Header.Sender.Credential.SharedSecret • (Optional) Associate UN/CEFACT to units of measure. • (Optional) Associate UN/SPSC supplier product codes to spend categories.
Does your supplier require additional punchout element values for identification?	You can configure these values as cXML extrinsic elements on the **Maintain Launch Parameters** task to fulfill the supplier's requirement: • Email Address for Current Worker • Location ID for Current Worker • Location Name for Current Worker • Cost Center ID for Current Worker • Cost Center Name for Current Worker Work with the supplier on the details needed, such as the name of the extrinsic element.
Do your Ship To or Workspace (Deliver To) locations include address components beyond the following?: • Address Line 1 • Address Line 2 • City • Region • Postal Code • Country	If yes, the cXML purchase order file won't automatically include these additional address components. If your addresses require additional components for Address Line 3 and Address Line 4, ensure that you have configured the *Allow Multiple Address Lines With Max Number* integration attribute in your integration to allow up to 4 address lines. See Steps: Set Up Punchout Purchase Order Integration . If your addresses require other additional components in the cXML purchase order file, a custom Studio post-processor will be necessary to modify the outfit file accordingly.
Do you plan to connect to supplier marketplace?	Workday recommends that you integrate with a supplier marketplace to decrease the number of integrations you must maintain. When you plan to use a marketplace other than SciQuest

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Questions	Considerations
	or Jaggaer, we recommend that you fully test the integration.
Does Workday have an integration template for the supplier?	You can verify all the available supplier punchout templates in Workday on the **View Integration Template** report in the **Cloud Connect for Spend Management** section. Workday doesn't update these templates with each release. When these templates don't meet your business needs, Workday recommends that you create supplier-specific templates in Workday instead of using a custom studio integration.
Do you plan to receive cXML supplier invoices?	Before you set up the supplier invoice integration, you must send the punchout URL (HTTP endpoint value) for the integration to your supplier. Example: https://wd5-enterprise-services1.workday.com/ccx/ProcurementcXMLReceiver To determine the HTTP endpoint value for your production or implementation tenant, review the Workday Community page for your data center. See https://community.workday.com/articles/29946. When the cXML invoice has taxes at a line level, the integration will aggregate the amounts at the invoice header level. The connector for supplier invoices supports values for these elements: • invoice ID (on InvoiceDetailRequestHeader) • operation (on InvoiceDetailRequestHeader) • invoiceDate (on InvoiceDetailRequestHeader) • ShippingAmount (on InvoiceDetailSummary) • OrderID (on InvoiceDetailOrderInfo/OrderReference) • lineNumber (on InvoiceDetailItemReference) • quantity (on InvoiceDetailItem) • Money (on UnitPrice) • Money (on SubtotalAmount) • Money (on Tax/TaxDetail/TaxAmount) • isTaxInLine (on InvoiceDetailLineIndicator) • Comments

Recommendations

We recommend that you use these templates for each respective integration:

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- *Supplier Network Connector - Procurement Punchout Purchase Order and Invoicing* for the punchout supplier invoice integration.
- *Procurement Supplier Punchout - Custom Supplier* for the supplier punchout integration.
- *Procurement Punchout Purchase Order - Custom Supplier* for the punchout purchase order integration.

Workday recommends that you integrate with a supplier marketplace to decrease the number of integrations to maintain. When you plan to use a marketplace other than SciQuest or Jaggaer, we recommend that you fully test the integration.

Requirements

- Sign in with an Implementer role.
- Set up the *Integration Process Event* business process. When you don't do this, purchase orders with web items remain in *Approved* status and can't be issued.
- Associate a UN/CEFACT to each unit of measure available on the supplier website or marketplace. When you don't do this, you can't submit the requisitions for web items.
- When you don't source purchase orders from requisitions in Workday, ensure that you use spend categories enabled for UNSPSC codes on purchase orders.

Limitations

When interacting with vendors, the encryption algorithms can cause issues. To troubleshoot, see FAQ: Encryption, Certificates, and Ciphers for Integrations.

Tenant Setup

No impact.

Security

- Set up security permissions for creating supplier links on the *Set Up: Procurement* domain.
- Sign in with an Implementer role to set up integrations in Workday.
- Requesters must have security permissions to these domains to access the **Connect to Supplier Website** task and link on the **Create Requisition** task:
  - *Process: Requisition - Create/Edit*
  - *Self-Service: Requisition*
- When you associate supplier contracts to supplier links, users must create requisitions for the companies on the supplier contracts to access the supplier links. (You can associate supplier contracts to supplier links on the **Maintain Supplier Links** task).

Business Processes

Business Process	Considerations
Integration Process Event	Configure this business process or approved purchase orders don't issue to suppliers.
Purchase Order XML Issue Event	Add an integration step that identifies the supplier integration for the purchase order. This setup enables the issuing of the cXML purchase order.

Reporting

No impact.

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Integrations

Integration	Consideration
cXML Purchase Orders	When you plan to accept cXML invoices from the supplier, use the *Supplier Network Connector - Procurement Punchout Purchase Order and Invoicing* template for the punchout purchase order and supplier invoice integration. When you don't plan to send cXML purchase orders to the supplier, use the *Procurement Punchout Purchase Order - Custom Supplier* template When you don't plan to receive cXML invoices from the supplier, use the *Procurement Supplier Punchout - Custom Supplier* template.
cXML Supplier Invoices	Your supplier can use the cXML user guide to understand how their invoice file should look.

Connections and Touchpoints

Connections and Touchpoints	Considerations
Requisitions	When users create requisitions with only web items, those requisitions automatically source to cXML purchase orders after approval. Users must have security permissions for the **Connect to Supplier Website** task to request items from external supplier sites. Workday recommends that you instruct users to select the spend category when it doesn't populate for web items on requisitions. This enables you to use the **Maintain Web Items** to associate web items to purchase items, which ensures accurate reports.
Purchase Orders	You can automatically source purchase orders from approved requisitions with only web items. Add an integration step, which identifies the supplier integration for purchase orders, to the business process that issues cXML purchase orders. Also configure the *Integration Process Event* business process.
Web Items	Workday automatically generates web items when users return to Workday with items selected on an external supplier website.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

Concept: Supplier Punchout

Tasks

Steps: Set Up Supplier Punchout

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Steps: Set Up Punchout Catalog Integration

Prerequisites

You must have punchout authentication values for the supplier.

Context

Create an integration system that connects Workday to the punchout catalog of a supplier. Workday provides 2 types of integration templates:

Preconfigured Templates for Suppliers in the Workday Catalog	Integration templates for suppliers in the Workday catalog have factory default values for the credentials of the supplier. These values simplify integration configuration. You can configure the buyer credentials for your organization. Preconfigured templates are available for CDW, Dell, Guest Supply, and Staples.
Generic Template for Custom Suppliers	A generic integration template gives you the flexibility to integrate with any supplier that supports punchout catalogs for procurement. You can configure the integration system to match the punchout specifications of your supplier.

Steps

1. Access the **Create Integration System** task and enter the applicable integration template at the **New using Template** prompt:
   - *Procurement Supplier Punchout - CDW*
   - *Procurement Supplier Punchout - Custom Supplier*
   - *Procurement Supplier Punchout - Dell*
   - *Procurement Supplier Punchout - Guest Supply*
   - *Procurement Supplier Punchout - Staples*

   Note: Workday recommends that you use the *Procurement Supplier Punchout - Custom Supplier* template.
2. Accept the default integration services.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and configure integration attributes.

   Integration templates for suppliers in the Workday catalog have factory default values for the supplier credentials. If the supplier asks you to change one of these values, remove the row with the default value, then add a row for the new value. If the test and production integrations of a supplier require separate credentials, enter both values. Then, click the **Restricted to Environment** prompt in the rows with production values and select *Production*.

Attribute	Description	Corresponding *cXML* Element
Buyer Domain	Represents the credential type of the buyer.	Header.From.Credential@domain and Header.Sender.Credential@domain
Buyer Identity	Represents the credential identifier of the buyer.	Header.From.Credential.Identity and Header.Sender.Credential.Identity

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Attribute	Description	Corresponding *cXML* Element
Service URL	Specifies the URL of the punchout website of the supplier.	(Not applicable)
Supplier Domain	Represents the credential type of the supplier.	Header.To.Credential@domain
Supplier Identity	Represents the credential identifier of the supplier.	Header.To.Credential.Identity
Shared Secret	Represents the credential password of the buyer.	Header.Sender.Credential.SharedSecret
Public Key	Represents the credential digital signature public key of the supplier.	Signature.KeyInfo.X509Data.X509Certificate

4. (Optional) Configure unique name types when launching parameters:
    a) From the related actions menu of the integration system, select **Integration System > Maintain Launch Parameters**.
    b) Use 1 of these parameters to configure unique user identification:
        - Email
        - Employee ID
        - Worker Full Name
        - Worker WID
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.
    See: Steps: Grant Integration or External Endpoint Access to Workday.

Next Steps

Create an integration system to issue purchase orders for the items that you select from the punchout catalog of the supplier.

Related Information
Tasks
Steps: Set Up Supplier Punchout

Steps: Set Up Punchout Purchase Order Integration

Prerequisites

- Set up punchout authentication values for the supplier.
- Security: *Integration Build* domain in the Integration functional area.

Context

To complete a supplier punchout solution, create an integration system to submit purchase orders to a supplier based on your requisitions. Workday issues purchase orders for the items that you added to your cart from the punchout catalog of the supplier.

Workday provides preconfigured integration templates for suppliers in the Workday catalog. You can also use a generic template to create a purchase order integration with any supplier that supports the punchout standard.

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Steps

1. Access the **Create Integration System** task and enter the applicable integration template at the **New using Template** prompt:
   - *Procurement Punchout Purchase Order - CDW*
   - *Procurement Punchout Purchase Order - Custom Supplier*
   - *Procurement Punchout Purchase Order - Dell*
   - *Procurement Punchout Purchase Order - Guest Supply*
   - *Procurement Punchout Purchase Order - Staples*

   Note: Workday recommends that you use the *Procurement Punchout Purchase Order - Custom Supplier* template.
2. View the default integration services and for all the templates. Accept the default integration services.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and configure integration attributes.

   Integration templates for suppliers in the Workday catalog have factory default values for the supplier credentials. If the supplier asks you to change one of these values, remove the row with the default value, then add a row for the new value. If the test and production endpoints of a supplier require separate credentials, enter both values. Then, click the **Restricted to Environment** prompt in the rows with production values and select *Production*.

Attribute	Description	Corresponding cXML Element
Buyer Domain	Represents the credential type of the buyer.	Header.From.Credential@domain and Header.Sender.Credential@domain
Buyer Identity	Represents the credential identifier of the buyer	Header.From.Credential.Identity and Header.Sender.Credential.Identity
Service URL	Specifies the URL of the punchout website of the supplier.	Not applicable
Supplier Domain	Represents the credential type of the supplier.	Header.To.Credential@domain
Supplier Identity	Represents the credential identifier of the supplier.	Header.To.Credential.Identity
Shared Secret	Represents the credential password of the buyer.	Header.Sender.Credential.SharedSecret
Unique Name Type	Represents the credential unique name to send to the supplier from a non-punchout requisition. No direct mapping to the cXML. This value is the line level extrinsic attribute used to identify the corresponding user identifier.	ItemOut.ItemDetail.Extrinsic.UniqueName
Allow Multiple Address Lines With Max Number	By default, Workday concatenates Address Line 1 and Address Line 2 into a	Not applicable

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Attribute	Description	Corresponding cXML Element
	single element when creating the outbound cXML file. To keep the address lines as separate elements, populate the integration attribute with either the number: • 1 to only output Address Line 1. • 2 to output Address Line 1 and Address Line 2 as separate elements. • 3 to output Address Line 1, Address Line 2, and Address Line 3 as separate elements. • 4 to output Address Line 1, Address Line 2, Address Line 3, and Address Line 4 as separate elements. If you leave this attribute blank, by default Workday will provide a single concatenated element. The cXML file will only include Address Line 1 and Address Line 2 in the output file. Workday recommends that you: • Keep all necessary information required for address communication within Address Lines 1, 2, 3, and 4 to ensure inclusion in your outbound cXML file. • Ensure that the number of address lines aligns with your punchout purchase order integration.	
Include PO Attachments	Includes purchase order attachments marked as external for the supplier. Workday sends out cXML messages in a multipart format:	Not applicable

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Attribute	Description	Corresponding cXML Element
	• The first part contains the cXML message content. • Subsequent parts contain 1 or more attachments.	
Include Line Ship-To Information	Includes this shipping information sent to suppliers: • Deliver-to location. • Line ship-to address. • Line ship-to contact.	ItemOut.ShipTo
Include Service Lines	Includes service lines for purchase orders on the Purchase Order cXML sent to suppliers.	**ItemOut** and **lineNumber** section Workday populates these cXML elements for service lines by setting: • *isAdHoc* to *yes* • *SupplierPartId* to *Not Available* • Quantity to 1 • *UnitPrice* to PO Line.Amount • Extrinsic *StartDate* to *PO Line.Start Date* • Extrinsic *EndDate* to *PO Line.End Date* • Extrinsic *DueDate* to *PO Line.Due Date*
Sender Identity	Represents a distinct sender value separate from buyer identity.	Header.Sender.Credential.Identity
Sender Domain	Represents a distinct domain sender value separate from buyer domain.	Header.Sender.Credential.Domain
Override Sender Identity	Dynamically sets the company DUNS number as the sender Identity.	Header.Sender.Credential.Identity

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4. (Optional) To enable cXML files issued through the *Procurement Punchout Purchase Order - Custom Supplier* integration template to display procurement card details:
    a) Select the **Enable** check box to include the *Enable Procurement Card in PO cXML* integration service on your integration system.
    b) Select **Integration System > Configure Integration Attributes** from the related actions menu of an integration system.
    c) Ensure these attributes have the following values for the *Enable Procurement Card in PO cXML* integration service:

Attribute	Value
PCI Provider Identifier	cXML-PO Note: You can't change the *PCI Provider Identifier* attribute value since the value is already set to cXML-PO by default.
Restrict values to template	Yes
File Type	AMEX-GL 1205 Note: If you don't configure the *File Type* attribute, the value will be set to AMEX-GL 1205 by default.

    Workday only displays procurement card information in the cXML purchase orders when a purchase order contains credit card information from a token in the purchase order header.
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.
    See: Steps: Grant Integration or External Endpoint Access to Workday.

Related Information
Tasks
Steps: Set Up Supplier Punchout

Steps: Set Up Supplier Invoicing Integration

Prerequisites

- Set up authentication values for the supplier.
- Security: *Integration Build* domain in the Integration functional area.

Context

You can process supplier invoicing by creating an integration system using the Supplier Connector Network integration system template using cXML.

Steps

1. Send the HTTP endpoint value for integration to your supplier.
    To determine the HTTP endpoint value for your production or implementation tenant, review the Workday Community page for your data center. See https://community.workday.com/articles/29946.
    Example: https://wd5-enterprise-services1.myworkday.com/ccx/ProcurementcXMLReceiver.
2. Access the **Create Integration System** task.
3. Select *Supplier Network Connector - Procurement Punchout Purchase Order and Invoicing* as the applicable integration template from the **New using Template** prompt.

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4. View the default integration services. For supplier network connector, select **Procurement Punchout Invoicing** to process invoices as part of the punchout integration.
5. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and configure integration attributes so that suppliers can submit invoices using cXML.

   Implementors must get supplier credentials and configure the integration attributes.

   a) If the test and production endpoints of a supplier require separate credentials, enter both values.
   b) Click the **Restricted to Environment** prompt in the rows with production values and select *Production*.

Attribute	Description	Corresponding *cXML* Element
Buyer Domain	Represents the credential type of the buyer.	Header.To.Credential@domain and Header.Sender.Credential@domain
Buyer Identity	Represents the credential identifier of the buyer.	Header.To.Credential.Identity and Header.Sender.Credential.Identity
Service URL	Specifies the URL of the punchout website of the supplier.	(Not applicable)
Supplier Domain	Represents the credential type of the supplier.	Header.From.Credential@domain
Supplier Identity	Represents the credential identifier of the supplier.	Header.From.Credential.Identity
Shared Secret	Represents the credential password of the buyer.	Header.Sender.Credential.SharedSecret

6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

Related Information
Tasks
Steps: Set Up Supplier Punchout

SAF-T Integrations

Steps: Set Up SAF-T Integration

Prerequisites

- Review setup considerations for SAF-T.
- Create SAF-T data in Workday.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create and configure SAF-T integrations to export tax-relevant data from Workday to SAF-T XML files. You can then submit SAF-T to tax authorities.

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Steps

1. Create Integration System.

   Select 1 of these templates from the **New Using Template** prompt:

   - *SAF-T Core*
   - *SAF-T Norway 1.1*
   - *SAF-T Norway 1.3*

   Enable the optional *SAF-T Schema Retrieval* integration service to retrieve a different SAF-T schema on:

   - *SAF-T Core* integrations when your country uses a schema based on OECD SAF-T v2.0 with different fields.
   - *SAF-T Norway 1.1* integrations to use the Norwegian SAF-Tv1.10 schema.
   - *SAF-T Norway 1.3* integrations to use the Norwegian SAF-T v1.30 schema.

   On *SAF-T Core* integrations, enable these optional integration services to include the *SourceDocuments* element containing approved accounts payable or accounts receivable transactions:

   - *SAF-T_SalesInvoices*
   - *SAF-T_PurchaseInvoices*
   - *SAF-T_SupplierPayments*
   - *SAF-T_CustomerPayments*

   See also:

   - Setup Considerations: SAF-T
   - Steps: Set Up SAF-T
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event*
   - *Process: Tax Master*

   See also:

   - Steps: Grant Integration or External Endpoint Access to Workday
   - Concept: Tax Master Records
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.
4. (Optional) Select **Integration System > Configure Integration Field Overrides** as a related action on the integration system.

   Configure additional fields in valid extension points or override field mappings as required. Workday only supports fields that comply with the schema used on your integration.
5. (Optional) Select **Integration System > Configure Integration Field Attributes** as a related action on the integration system.

   Disable fields as required, or set maximum lengths to truncate values when data exceeds the length permitted by your schema. To ignore any maximum lengths specified by Workday, set the maximum length to zero.

   Example: Set a maximum length for the *Name* field when your schema permits 70 characters but your records contain names longer than 70 characters.
6. (Optional) Set Up Integration Retrieval .

   Provide a different SAF-T schema for the integration to use.

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7. (Optional) Create Integration (Step).

   When your country uses a schema that doesn't match the structure of OECD SAF-T v2.0, add a custom integration on the business process to:

   - Transform the structure of the output file to match your schema.
   - Change fields as required.

   Only applies to integrations that use the *SAF-T Core* integration template.
8. Launch an Integration

Related Information
Reference
Workday Community: SAF-T OECD Version 2 - Supported Fields
2026R1 Feature Release Note: SAF-T Norway 1.3 Integration Template

Concept: SAF-T Integrations

Workday provides 3 integration templates to generate XML output files that comply with Standard Audit File for Tax (SAF-T) requirements:

- *SAF-T Core*
- *SAF-T Norway 1.1*
- *SAF-T Norway 1.3*

The *SAF-T Core* integration template generates a SAF-T using the OECD SAF-T v2.0 schema. You can configure your integration to use another schema once it has the same structure as OECD SAF-T v2.0. When your schema has a different structure, you can use the default output file as a data source for a custom integration to:

- Transform the structure to match your schema.
- Change fields as required.

These integration templates generate a SAF-T for Norway, however you can configure your integration to use a newer version of the schema:

- *SAF-T Norway 1.1* using the Norwegian SAF-T Financial v1.10 schema.
- *SAF-T Norway 1.3* using the Norwegian SAF-T Financial v1.30 schema.

Integration Services

You can enable these optional integration services on SAF-T integrations:

Integration Service	Description
SAF-T_CustomerPayments	Include customer invoice payments when you create SAF-T.
SAF-T_PurchaseInvoices	Include approved accounts payable transactions in the output. Available on the *SAF-T Core* integration template only.
SAF-T_SalesInvoices	Include approved accounts receivable transactions in the output. Available on the *SAF-T Core* integration template only.
SAF-T_Schema_Retrieval	Configure document retrieval to provide your own SAF-T schema.

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Integration Service	Description
SAF-T_SupplierPayments	Include supplier invoice payments when you create SAF-T.

Output Files

When the integration runs, Workday generates a ZIP file containing the SAF-T XML file. When the output triggers any validation errors, Workday generates a message log HTML file to help you troubleshoot them. The message log includes the first 500 errors only.

You can find these files on the **Output Files** tab of the integration event.

Related Information
Concepts
Setup Considerations: SAF-T
Tasks
Steps: Set Up SAF-T
Set Up Integration Retrieval
Reference
Workday Community: SAF-T OECD Version 2 - Supported Fields

Supplier Accounts Integrations

Set Up Electronic Invoice Inbound Connector for Supplier Accounts

Context

You can create an integration to import custom electronic invoices for Supplier Accounts from a vendor or payment portals.

Steps

1. Access the **Create Integration System** task. As you complete the task, consider:

Option	Description
System Name	Give the integration a meaningful System Name. Record this name; you use it when you launch the integration.
Integration Tags	Access the Maintain Integration Tags task (security: Integration Reports domain) and define any tags that you want to apply to an integration system.
Contacts	Select workers that you want to associate with the integration system from the prompt.
New Using Template	Select the *Core Connector: Electronic Supplier Invoice template*.

2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains: *Accounting Journal Event* (business process) *Integration Event*.
3. In **Configure Integration Services**, four services are enabled by default, and three services are optional. If you want to enable one of the three optional services, select the check box in the **Optional** column or select the **Enable All Services** check box.

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4. In **View Integration System** use Related Actions to select **Integration System > View Integration Retrieval** to complete the configuration of your connector by creating a business process definition that contains a retrieval step for the Integration Retrieval Service.
5. In **View Integration Retrieval**, click **Create New Business Process Definition** to add the retrieval step to the business process definition.
6. In **Create, Copy, or Link Business Process Definition**, select the business object that contains the business process definition with a retrieval step for the Integration Retrieval Service. Then specify whether you want to copy or link to an existing business process definition.
7. In **View Integration System** on the **Integration Attributes** tab, configure the integration attributes to specify values for the input file.

   Integration attributes define various processing options for the input file, such as:

   - The retention period for audit files.
   - Data validation rules.
   - Whether Workday always includes data or only when changes occur.
8. In **View Integration System** on the **Integration Maps** tab, specify how to map Workday data to data in the input file for:

   - The Unit of Measure.
   - The tax/VAT ID of an external company to that of a Workday company instance.
   - The tax/VAT ID of an external supplier to that of a Workday supplier instance.

   Maps reconcile internal Workday values with the external attribute values defined on your integration.
9. In **View Integration System** on the **Security** tab, use Related Actions to edit security settings for your integration.
10. In **View Integration System** use Related Actions to select **Integration > Launch/Schedule** to launch the integration now or schedule it to run on a regular basis in the future. See Launch an Integration.

Reference: Electronic Invoice Connector XML Schema for Supplier Accounts

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified"
  attributeFormDefault="qualified" xmlns="urn:com.workday/
SupplierInvoiceConnector"
  targetNamespace="urn:com.workday/SupplierInvoiceConnector">
  <!--  <xsd:element name="SuppInvFileData" type="SuppInvFileDataType"/> -->
  <xsd:element name="SuppInvData" type="SuppInvDataType" />
  <xsd:complexType name="SuppInvFileDataType">
      <xsd:annotation>
          <xsd:documentation>Contains data for creating or updating a supplier
 invoice and
              submitting for business processing</xsd:documentation>
      </xsd:annotation>
      <xsd:sequence>
          <xsd:element name="SuppInvData" type="SuppInvDataType" minOccurs="0"
              maxOccurs="unbounded">
              <xsd:annotation>
                  <xsd:documentation>Supplier Invoice Data</xsd:documentation>
              </xsd:annotation>
          </xsd:element>
      </xsd:sequence>
  </xsd:complexType>
  <xsd:complexType name="SuppInvDataType">
      <xsd:annotation>
          <xsd:documentation>Element containing all Supplier Invoice data</
xsd:documentation>
```

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```
     </xsd:annotation>
     <xsd:sequence>
         <xsd:element name="RefID" minOccurs="0" maxOccurs="1">
             <xsd:annotation>
                 <xsd:documentation>Reference to an existing Supplier Invoice
 for update only
                     purposes</xsd:documentation>
             </xsd:annotation>
             <xsd:complexType>
                 <xsd:simpleContent>
                     <xsd:extension base="xsd:string">
                         <xsd:attribute name="type"
 type="Supplier_InvoiceReferenceEnumeration"
                             use="required"> </xsd:attribute>
                     </xsd:extension>
                 </xsd:simpleContent>
             </xsd:complexType>
         </xsd:element>
         <xsd:element name="BPParam"
 type="FinancialsBusinessProcessParametersType" minOccurs="0"
             maxOccurs="1">
             <xsd:annotation>
                 <xsd:documentation>Business Process Parameters provide the
 ability to
                     auto-submit to the business process. </
xsd:documentation>
             </xsd:annotation>
         </xsd:element>
         <xsd:element name="InvID" type="xsd:string" minOccurs="0"
 maxOccurs="1">
             <xsd:annotation>
                 <xsd:documentation>Supplier Invoice ID. This is the Supplier
 Invoice unique
                     identifier.</xsd:documentation>
             </xsd:annotation>
         </xsd:element>
         <xsd:element name="Submit" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
             <xsd:annotation>
                 <xsd:documentation>Submit for Approval is a boolean flag
 indicating if the
                     transaction is to be submitted or saved in draft mode.
 If this flag is set,
                     the transaction will be submitted, otherwise the
 transaction is saved in
                     draft.</xsd:documentation>
             </xsd:annotation>
         </xsd:element>
         <xsd:element name="LockedinWD" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
             <xsd:annotation>
                 <xsd:documentation>Set to True to disable editing and
 canceling the invoice
                     inside the Workday application. Invoice can only be
 updated from the web
                     service.</xsd:documentation>
             </xsd:annotation>
         </xsd:element>
         <xsd:element name="InvNum" type="xsd:string" minOccurs="0"
 maxOccurs="1">
             <xsd:annotation>
                 <xsd:documentation>If adding a new invoice, then make the
 Invoice Number the
```

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```
                    same value as Reference ID. If updating an existing
invoice, then make it
                    the same value as the Reference ID of that invoice. If
you do not make the
                    Invoice Number the same as Reference ID, then duplicate
Invoice Numbers for
                    different invoices may be created. The Reference ID is
the only value
                    checked as a unique identifier. Note that the name of
the Reference ID is
                    different for each invoice type: e.g. Supplier Invoice
ID, Supplier Invoice
                    Adjustment ID, Customer Invoice Adjustment ID, and
Customer Invoice
                    ID.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ExtSuppInvSource" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The External Supplier Invoice Source.
Defaults to E-invoice,
                    but you can override it.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="External_Transaction_Source__All_ReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="Company" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This is the company that transaction is
for. This is the
                    reference id value of the company.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
type="CompanyReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="CompanyTaxID" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The company tax ID or VAT ID used to
identify a company when
                    a company reference ID isn't provided. If Workday doesn't
find a company or finds
                    more than one company, Workday returns the tax ID to the
Submit
                    Supplier Invoice web service.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CompanyTaxCntry" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
```

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```
                <xsd:documentation>The company tax country used with company
 tax ID to identify
                a company when a company reference ID isn't provided.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="CountryReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="PmntPractices" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Payment Practice field to flag a Supplier
 Invoice for Payment
                Practices Reporting</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="Ccy" type="xsd:string" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>This is the reference id of currency of
 the transaction If no
                currency is specified, Workday will first look to see if
 the payer/payee has
                a preferred currency and if not, currency will be
 populated with the company
                base currency. If the company base currency is not
 allowed currency for
                payer/payee then transaction will not be able to be
 submitted for
                approval.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="Supp" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Supplier Reference is the reference to
 the Supplier the
                invoice is from.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="SupplierReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
           <xsd:element name="SuppTaxID" type="xsd:string" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The supplier tax ID or VAT ID used to
 identify a supplier when
                a supplier reference ID isn't provided. If Workday doesn't
 find a supplier or finds
                more than one supplier, Workday returns the tax ID to the
 Submit Supplier Invoice
```

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```
                web service.</xsd:documentation>
            </xsd:annotation>
           </xsd:element>
           <xsd:element name="SuppTaxCntry" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The supplier tax country used with
 supplier tax ID to identify
                a supplier when a supplier reference ID isn't provided.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="CountryReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>

        <xsd:element name="ContingentWorker" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Contingent
                    Worker</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Contingent_WorkerReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:choice>
            <xsd:element name="SuppConnection" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Supplier
 Business
                        Connection.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
                                type="Remit-
To_Supplier_ConnectionReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="UseDfltSuppConnection" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>TRUE or FALSE If this is set to
 'TRUE' the default supplier
                        connection will be derived.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:choice>
        <xsd:element name="DfltTaxOption" minOccurs="0" maxOccurs="1">
```

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```
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Tax Option. If
left blank, will
                    default from the Company.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Tax_OptionReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="ShipToAddr" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Ship-To
address.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Unique_IdentifierReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="ShipToAddrID" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>We update these web services to enable
you to submit a
                    ship-to address using the Address Reference ID field: *
Import Supplier
                    Invoice * Submit Supplier Invoice</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Address_ReferenceReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="BillFromAddr" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Bill-From
address.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Address_ReferenceReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="ShipFromAddr" minOccurs="0" maxOccurs="1">
```

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```
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Ship-From
 address.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Address_ReferenceReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxCd" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the tax
 code. If not
                    submitted, Workday will use the payee default the tax
                    code.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_CodeReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="DfltWHTaxCd" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the
 default withholding tax
                    code. If not submitted, Workday will use the payee
 default the withholding
                    tax code.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_CodeReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="InvDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Format is MM/DD/YYYY. If this is left
 blank, Workday will
                    populate invoice date with the current date.</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="InvRcvdDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Field to store the Invoice Received Date
                    value</xsd:documentation>
            </xsd:annotation>
```

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```
            </xsd:element>
            <xsd:element name="InvDeliveryDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Effective date of delivery of goods or
 completion of service.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="BillingStartDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Invoicing period start date.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="BillingEndDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Invoicing period end date.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="DiscountAmntOverride" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Overrides calculated payment discounts.</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="26"/>
                        <xsd:fractionDigits value="6"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="DiscountDtOverride" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Overrides default discount date.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="DueDtOverride" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Format is MM/DD/YYYY. If a date is
 provided, it will override
                        the due date that Workday automatically determines based
 on the invoice date
                        and payment terms.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AccntDtOverride" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Override date for Accounting.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="BudgetDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Use this field to override the Budget
 Date on all supplier
```

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```
                    invoice lines and splits.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="OnHold" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>TRUE or FALSE If this is set to 'TRUE'
 the invoice will be
                    put on hold.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CtrlAmntTotal" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This is the expected invoice total
 including tax. It is
                    optional. An invoice cannot be submittted for approval
 if it has a non-zero
                    control total that does not equal the sum of the
 extended amount for all
                    invoice lines plus tax.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="26"/>
                        <xsd:fractionDigits value="6"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="TaxAmnt" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Tax Amount</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="26"/>
                        <xsd:fractionDigits value="6"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="WHTaxAmnt" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Withholding Tax Amount</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18"/>
                        <xsd:fractionDigits value="3"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="FreightAmnt" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Freight Amount</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="26"/>
                        <xsd:fractionDigits value="6"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="OtherCharges" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
```

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```
                <xsd:documentation>Other Charges</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="26"/>
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="WTSplitTemplate" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Worktag Split Allocation Template for
Supplier
                    Invoice</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"

type="Worktag_Split_TemplateReferenceEnumeration" use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxOnly" type="xsd:boolean" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Tax Only Boolean to indicate if the
Supplier Invoice is Tax
                    Only</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="DownPmnt" type="xsd:boolean" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Down Payment</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="DownPmntPurOrder"
type="Purchase_OrderObjectIDType" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The Purchase Order for this Down
Payment</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="RefdInv" minOccurs="0" maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Tax Only invoice Workset for adding
Referenced
                    Invoices</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Supplier_InvoiceReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
```

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```
            <xsd:element name="SuppDocRcvd" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Boolean attribute indicating if the
 Supplier Paper Document
                        was received (possibly through mail or fax) . If this is
 set then a Supplier
                        Reference is required that will provide information for
 locating that
                        document.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SuppInvNum" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Free form text field to provide a
 Supplier's Invoice Number
                        memo. The Supplier's Invoice Number is not a Workday
 Reference ID, but a
                        text field for providing additional information about
 the Supplier
                        Invoice.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ExtPONum" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Free form text field for providing
 addition information on
                        the Purchase Order that the Supplier Invoice is for.
 This is not a Workday
                        Purchase Order Reference ID.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SuppContract"
 type="Supplier_Contract_BaseObjectIDType" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Supplier
                        Contract</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="DocLink" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Link to a scanned image of the paper
                        invoice</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="StatutoryInvTp" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Invoice Type for Supplier Invoice.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Invoice_TypeReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
```

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```
            <xsd:element name="Memo" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This transaction header memo will print
 on the delivered
                        transaction. It is optional freeform text</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Approver" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The Approver for Supplier Invoice</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="WorkerReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="PmntTerms" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This is the reference id of the payment
 terms for the
                        invoice. Payment Terms are the rules for establishing
 when a invoice payment
                        is due and whether discounts are eligible to be taken or
 given for early
                        payment. This is a required field, but if no payment
 terms are specified,
                        Workday will populate this with the customer's default
 payment terms if one
                        is defined. Workday will automatically determine the due
 date and discount
                        date based on the invoice date and payment terms.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Payment_TermsReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="OverridePmntTp" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>A reference to a Payment Type. If one is
 provided, it will be
                        used in processing the Payment instead of the Supplier's
 default payment
                        type.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Payment_TypeReferenceEnumeration"
```

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```
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="AddtlTp" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The type of reference used to encode key
payment information
                    on the invoice document.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"

type="Additional_Reference_TypeReferenceEnumeration" use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="AddtlRefNum" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The reference number that is encoded with
key payment
                    information on the invoice document.</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="140"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="OrigCntryPmntPurpose" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Originating Country Payment Purpose Code.
This code is used
                    to identify the purpose of the payment from the
originating
                    country.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
                            type="Payment_Purpose_CodeReferenceEnumeration"
use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="RcvdCntryPmntPurpose" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Receiving Country Payment Purpose Code.
This code is used to
                    identify the purpose of the payment from the receiving
                    country.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
```

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```
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
                            type="Payment_Purpose_CodeReferenceEnumeration"
use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="HandlingCd" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>This is the reference code of the payment
handling
                    instructions for the supplier invoice or supplier
invoice
                    adjustment.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"

type="Payment_Handling_InstructionReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="Prepaid" type="xsd:boolean" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Set the Prepaid value to true for Prepaid
Invoices where all
                    lines are Prepaid. If set, the lines cannot be also set
to Prepaid
                    individually.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="PrepmntRelTp" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Prepaid
Amortization
                    Type</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"

type="Prepaid_Amortization_TypeReferenceEnumeration" use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="RelDt" type="xsd:date" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Prepaid Amortization Date</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="Freq" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
```

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```
                <xsd:documentation>The Frequency to be used when generating
the next prepaid
                    accounting entry.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Frequency_BehaviorReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="NumofInstallments" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The Number of Installments to use when
accounting for the
                    Prepaid Amortization.</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="12"/>
                    <xsd:minInclusive value="0"/>
                    <xsd:fractionDigits value="0"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="UseInvDt" type="xsd:boolean" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Use the Invoice Date as the starting date
for the first
                    installment.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="FromDt" type="xsd:date" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Use the Specified Date as the starting
date for the first
                    installment.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="RetentMemo" type="xsd:string" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The retention memo.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="DownPmntAppData"
type="Down_Payment_Application_DataType"
            minOccurs="0" maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Encapsulates Data Pertaining to a Down
Payment being
                    applied</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="CcyRateData" type="CcyRateDataType" minOccurs="0"
            maxOccurs="unbounded"/>
        <xsd:element name="AddtlFieldsData" type="AddtlFieldsDataType"
minOccurs="0"
            maxOccurs="unbounded">
```

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```
            <xsd:annotation>
                <xsd:documentation>Encapsulating element containing
additional fields
                    data</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="AttchData" type="Financials_Attachment_DataType"
minOccurs="0"
            maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Attachment Data</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="TaxCdData"
type="Taxable_Code_Application_DataType" minOccurs="0"
            maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Tax Data by Tax Authority and Tax Code.
For Customer Invoice
                    Documents and Cash Sales tax data will always be
calculated from the line
                    data regardless of what is populated in Tax Rate
Application Data. For
                    Purchase Orders, Supplier Invoice Documents and Ad hoc
Payments, if data is
                    in Tax Rate Application Data, then that will be the tax
information that is
                    saved. Otherwise, the tax will be calculated from the
                    lines.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="WHTaxCdData"
type="Withholding_Tax_Code_Application_DataType"
            minOccurs="0" maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Withholding Tax Data by Tax Authority and
Withholding Tax
                    Code. For Customer Invoice Documents and Cash Sales tax
data will always be
                    calculated from the line data regardless of what is
populated in Tax Rate
                    Application Data. For Purchase Orders, Supplier Invoice
Documents and Ad hoc
                    Payments, if data is in Tax Rate Application Data, then
that will be the tax
                    information that is saved. Otherwise, the tax will be
calculated from the
                    lines.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="InvLnReplacementData"
            type="Supplier_Invoice_Line_Replacement_DataType" minOccurs="0"
            maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Supplier Invoice Line Data. A Supplier
Invoice may have
                    multiple lines.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="RetentionRelLnData"
            type="Supplier_Invoice_Retention_Release_Line_WWS_DataType"
minOccurs="0"
            maxOccurs="unbounded">
            <xsd:annotation>
```

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```
                <xsd:documentation>Encapsulating element containing Supplier
Invoice Retention
                    Release Line data.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="SuppInvICSubProcess"
            type="Supplier_Invoice_Intercompany_Sub_ProcessType"
minOccurs="0"/>
        <xsd:element name="SuppInvPrepaidAmortSched"

type="Supplier_Invoice_Prepaid_Amortization_Schedule_WWS_DataType"
minOccurs="0"
            maxOccurs="unbounded"/>
        <xsd:element name="WorkQueueInfoData"
            type="Supplier_Invoice_Work_Queue_Information_DataType"
minOccurs="0"
            maxOccurs="unbounded"/>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="Down_Payment_Application_DataType">
    <xsd:annotation>
        <xsd:documentation>Encapsulates Data Pertaining to a Down Payment
being
            applied</xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="DownPmntInv" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to Down Payment Invoice you
wish to
                    apply</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
                            type="Abstract_Down_PaymentReferenceEnumeration"
use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="DownPmntAppldAmnt" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Down Payment Amount to Apply</
xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="26"/>
                    <xsd:minInclusive value="0"/>
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="Supplier_Invoice_Work_Queue_Information_DataType">
    <xsd:annotation>
        <xsd:documentation>References all the information related to the
Supplier Invoice Work
            Queue tab.</xsd:documentation>
    </xsd:annotation>
```

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```
      <xsd:sequence>
          <xsd:element name="Assignee" minOccurs="0">
              <xsd:annotation>
                  <xsd:documentation>Use this field to override the Assignee
 in the Supplier
                      Invoice Work Queue. Leave blank to default the value
 from the Supplier
                      Invoice Assignment Rules. When there aren't assignment
 rules set up, Workday
                      populates the user submitting the request.</
xsd:documentation>
              </xsd:annotation>
              <xsd:complexType>
                  <xsd:simpleContent>
                      <xsd:extension base="xsd:string">
                          <xsd:attribute name="type"
 type="WorkerReferenceEnumeration"
                              use="required"> </xsd:attribute>
                      </xsd:extension>
                  </xsd:simpleContent>
              </xsd:complexType>
          </xsd:element>
          <xsd:element name="Tags" minOccurs="0" maxOccurs="unbounded">
              <xsd:annotation>
                  <xsd:documentation>Use this field to override the Work Queue
 Tags in the
                      Supplier Invoice Work Queue. Leave blank to default the
 value from the
                      Supplier Invoice Work Queue Tag Assignment Rules. When
 there aren't
                      assignment rules set up, Workday leaves the field
 blank.</xsd:documentation>
              </xsd:annotation>
              <xsd:complexType>
                  <xsd:simpleContent>
                      <xsd:extension base="xsd:string">
                          <xsd:attribute name="type"

 type="Supplier_Invoice_Work_Queue_TagReferenceEnumeration"
                              use="required"> </xsd:attribute>
                      </xsd:extension>
                  </xsd:simpleContent>
              </xsd:complexType>
          </xsd:element>
          <xsd:element name="Notes" type="xsd:string" minOccurs="0"
 maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>Adds notes related to the supplier
 invoice in the work
                      queue.</xsd:documentation>
              </xsd:annotation>
          </xsd:element>
          <xsd:element name="ExtRef" type="xsd:string" minOccurs="0"
 maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>External Reference for Supplier Invoice</
xsd:documentation>
              </xsd:annotation>
          </xsd:element>
      </xsd:sequence>
  </xsd:complexType>
  <xsd:complexType
 name="Supplier_Invoice_Prepaid_Amortization_Schedule_WWS_DataType">
      <xsd:annotation>
```

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```
            <xsd:documentation>Supplier Invoice Prepaid Spend Amortization
                Schedule</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="ID" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Prepaid Spend Amortization Schedule ID</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Freq" minOccurs="1" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The Frequency to be used when generating
 the next prepaid
                        accounting entry.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Frequency_BehaviorReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="NumOfInstallments" minOccurs="1" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The Number of Installments to use when
 accounting for the
                        Prepaid Amortization.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="12"/>
                        <xsd:minInclusive value="0"/>
                        <xsd:fractionDigits value="0"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:choice>
                <xsd:element name="UseInvDt" type="xsd:boolean" minOccurs="1"
 maxOccurs="1">
                    <xsd:annotation>
                        <xsd:documentation>Use the Invoice Date as the starting
 date for the first
                            installment</xsd:documentation>
                    </xsd:annotation>
                </xsd:element>
                <xsd:element name="FromDt" type="xsd:date" minOccurs="1"
 maxOccurs="1">
                    <xsd:annotation>
                        <xsd:documentation>Use the Specified Date as the
 starting date for the first
                            installment</xsd:documentation>
                    </xsd:annotation>
                </xsd:element>
            </xsd:choice>
            <xsd:choice>
                <xsd:element name="IncAllAvailPrepaidLns" type="xsd:boolean"
 minOccurs="0"
                    maxOccurs="1">
                    <xsd:annotation>
```

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```
                    <xsd:documentation>Flag to include all remaining prepaid
Purchase Order
                        Lines in this schedule</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="PrepaidSuppInvLns"

type="Supplier_Invoice_Lines_For_Amortization_Schedule_DataType"
minOccurs="0"
                maxOccurs="unbounded"/>
        </xsd:choice>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType
name="Supplier_Invoice_Lines_For_Amortization_Schedule_DataType">
    <xsd:annotation>
        <xsd:documentation>Prepaid Supplier Invoice Lines for Amortization
            Schedule</xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="SuppInvLnID" type="xsd:string" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Supplier Invoice Line ID for reference in
Schedule
                    Information</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="Supplier_Invoice_Intercompany_Sub_ProcessType">
    <xsd:annotation>
        <xsd:documentation>Wrapper for the Supplier Invoice Intercompany Sub
Process. It allows
            you to specify parameters for the sub process.</
xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:choice>
            <xsd:element name="AutoComplete" type="xsd:boolean"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>When set to "true" or "1", the
business process is
                        automatically processed. This means that all
approvals will be
                        automatically approved in the system, all reviews
and to-do's will be
                        automatically by-passed, and all notifications will
be automatically
                        suppressed.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Skip" type="xsd:boolean" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>When set to "true" or "1", the
business process is
                        automatically skipped (if it is defined as
"skippable" within the
                        business process definition).</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:choice>
```

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```
            <xsd:element name="DiscardOnExitValError" type="xsd:boolean"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Enforces all critical validation
 conditions defined on the
                        initiation step. When any critical validation condition
 is true, the
                        validation error blocks the step from exiting and we
 won't create a business
                        process event.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Comment" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Free form comment regarding the business
                        process.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Worker" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Default the Person making the comment to
 the processing
                        person if not submitted via the web service.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="WorkerReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="BPAttchData"
 type="Business_Process_Attachment_DataType"
                minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Business_Process_Attachment_DataType">
        <xsd:annotation>
            <xsd:documentation>Element for the attachments pertaining to a Event
 entered through a
                web service.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="FileNm" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Filename for the attachment.</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:string">
                        <xsd:maxLength value="255"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="EventAttchDesc" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Free form text comment about the
                        attachment.</xsd:documentation>
```

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```
            </xsd:annotation>
         </xsd:element>
         <xsd:element name="EventAttchCat" minOccurs="0">
            <xsd:annotation>
               <xsd:documentation>Category of attachment.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
               <xsd:simpleContent>
                  <xsd:extension base="xsd:string">
                     <xsd:attribute name="type"

 type="Event_Attachment_CategoryReferenceEnumeration" use="required">
                     </xsd:attribute>
                  </xsd:extension>
               </xsd:simpleContent>
            </xsd:complexType>
         </xsd:element>
         <xsd:element name="File" type="xsd:base64Binary" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
               <xsd:documentation>Binary file contents.</xsd:documentation>
            </xsd:annotation>
         </xsd:element>
         <xsd:element name="ContTp" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
               <xsd:documentation>Text attribute identifying Content Type
 of the
                  Attachment.</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
               <xsd:restriction base="xsd:string">
                  <xsd:maxLength value="80"/>
               </xsd:restriction>
            </xsd:simpleType>
         </xsd:element>
      </xsd:sequence>
   </xsd:complexType>
   <xsd:complexType
 name="Supplier_Invoice_Retention_Release_Line_WWS_DataType">
      <xsd:annotation>
         <xsd:documentation>Encapsulating element containing Supplier Invoice
 Retention Release
            Line data.</xsd:documentation>
      </xsd:annotation>
      <xsd:sequence>
         <xsd:element name="RetentionRelLnID" type="xsd:string" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
               <xsd:documentation>Retention Release Line Reference ID. This
 is the Retention
                  Release Line unique identifier</xsd:documentation>
            </xsd:annotation>
         </xsd:element>
         <xsd:element name="POorContractLnWithRetention"
            type="Abstract_Retainable_LineObjectIDType">
            <xsd:annotation>
               <xsd:documentation>A reference to an existing Supplier
 Contract Line or Purchase
                  Order Line with a retained amount in the Workday system.
 This is used to
                  link the Supplier Invoice Retention Release Line with a
 Supplier Contract
                  Line or Purchase Order Line.</xsd:documentation>
```

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```
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="AmntRel" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The Retention Amount to release. Amount
 may not exceed the
                    remaining retention balance for this line.</
xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="18"/>
                    <xsd:minInclusive value="0"/>
                    <xsd:fractionDigits value="3"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
    </xsd:sequence>
  </xsd:complexType>
  <xsd:complexType name="Abstract_Retainable_LineObjectIDType">
    <xsd:annotation>
        <xsd:documentation>Contains a unique identifier for an instance of
 an
            object.</xsd:documentation>
    </xsd:annotation>
    <xsd:simpleContent>
        <xsd:extension base="xsd:string">
            <xsd:attribute name="type"
 type="Abstract_Retainable_LineReferenceEnumeration"
                use="required">
                <xsd:annotation>
                    <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                        an object contains a type and a value. A single
 instance of an object
                        can have multiple "ID" but only a single "ID" per
 "type". Some "types"
                        require a reference to a parent instance.</
xsd:documentation>
                </xsd:annotation>
            </xsd:attribute>
            <xsd:attribute name="parentId" type="xsd:string">
                <xsd:annotation>
                    <xsd:documentation>For types that require a parent
 reference, contains a
                        unique identifier for an instance of a parent
                        object.</xsd:documentation>
                </xsd:annotation>
            </xsd:attribute>
            <xsd:attribute name="parentType">
                <xsd:annotation>
                    <xsd:documentation>For types that require a parent
 reference, the unique
                        identifier type of a parent object.</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:string">
                        <xsd:annotation>
                            <xsd:appinfo>
                                <enumeration value="WID"/>
                                <enumeration
 value="Alternate_Supplier_Contract_ID"/>
```

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```
                                    <enumeration
 value="Change_Order_Reference_ID"/>
                                    <enumeration value="Document_Number"/>
                                    <enumeration
 value="Purchase_Order_Reference_ID"/>
                                    <enumeration
 value="Supplier_Contract_Amendment_ID"/>
                                    <enumeration
 value="Supplier_Contract_History_ID"/>
                                    <enumeration value="Supplier_Contract_ID"/>
                                </xsd:appinfo>
                            </xsd:annotation>
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:attribute>
            </xsd:extension>
        </xsd:simpleContent>
    </xsd:complexType>
    <xsd:complexType name="Supplier_Invoice_Line_Replacement_DataType">
        <xsd:annotation>
            <xsd:documentation>Encapsulating element containing Supplier Invoice
 Line
                data.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="SuppInvLnID" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Supplier Invoice Line Reference ID. This
 is the Supplier
                        Invoice Line unique identifier</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="LnOrder" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Optional line order. If specified, lines
 will be sorted by
                        this value when displayed and when invoice is printed.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ICAffiliate" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This is the reference id value of the
 Company.If this is
                        blank, Workday will default the company from the invoice
 header. If a value
                        is provided that is different from the invoice header,
 workday validates
                        that there is an appropriate intercompany relationship
                        configured.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="CompanyReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="PurItm" minOccurs="0" maxOccurs="1">
```

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```
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Purchase Item or
 the Supplier's
                    Default Purchase Item. Purchase items are goods and
 services that are
                    purchased from suppliers</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Procurement_ItemReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="ItmDesc" type="xsd:string" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>

<xsd:documentation>An optional description of the item, especially useful if
                    only a Spend Category is selected for this line.</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="PurOrderLn"
 type="Purchase_Order_LineObjectIDType" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>An optional reference to an existing
 Purchase Order Line in
                    the Workday system. This is used to link the Supplier
 Invoice Line with a
                    Purchase Order Line. If the invoice line is for an
 external Purchase Order
                    (not available within Workday), leave this blank.</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="SuppContractLn"
 type="Supplier_Contract_LineObjectIDType"
            minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>An optional reference to an existing
 Supplier Contract Line
                    in the Workday system. This is used to link the Supplier
 Invoice Line with a
                    Supplier Contract Line. Is not allowed for Ad Hoc
 Requests, Supplier
                    Contract Adjustments, or Supplier Invoice Contracts
 (Recurring Supplier
                    Invoices).</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="CustInvLn" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>An optional reference to an existing
 Customer Invoice Line in
                    the Workday system. This is used to link the Supplier
 Invoice Line with a
                    Customer Invoice for Direct Intercompany Invoices.</
xsd:documentation>
            </xsd:annotation>
```

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```
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
                                type="Customer_Invoice_LineReferenceEnumeration"
 use="required">
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="SuppInvLnToAdj" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>The Supplier Invoice Line to Adjust
 Reference for the
                        adjustment must be for the same company, must be
 approved, amounts must be
                        valid, and the asset cannot have events in progress. The
 reference must be
                        to a supplier invoice line.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"

 type="Supplier_Invoice_Line_AbstractReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="SpendCat" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference to an existing Spend Category</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Spend_CategoryReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="CommodityCd"
 type="Commodity_Code_ReferenceObjectIDType" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>A reference to the Commodity Code for
 this supplier invoice line. If this Supplier Invoice Line is linked to
 a Purchase Order Line the Commodity Code will be taken directly from the
 Purchase Order Line and is considered read only.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ShipToAddr" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Contains a reference instance or a
 Address Reference ID for
                        an existing address</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
```

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```
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Address_ReferenceReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="ShipToContact" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to a Worker, who will be the
designated Ship-To
                    Contact.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="WorkerReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="ShipFromAddr" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Ship-From
address.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Address_ReferenceReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxApplicability" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the tax
applicability.If
                    this is blank and there invoice line has a sales item,
Workday will default
                    tax applicability from the sales item. If the invoice
line has a tax code
                    then tax applicability is required.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Tax_ApplicabilityReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxCd" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the tax
code.If this is
```

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```
                    blank, Workday will default in the default tax code from
 the invoice header
                    if there is one. If the invoice line has a tax
 applicability value, Workday
                    will validate that the invoice line also has a tax
 code.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_CodeReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="WHTaxCd" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>This is the reference id value of the
 withholding tax
                    code.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_CodeReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxData" type="Tax_Widget_DataType"
 minOccurs="0"/>
            <xsd:element name="TaxRateOptionsData"
 type="Tax_Rate_Options_DataType" minOccurs="0"/>
            <xsd:element name="Qty" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>If this is blank, Workday will
 automatically calculate
                    quantity from unit cost and extended amount. But if the
 line references
                    either a Purchase Order or Contract Line, the quantity
 must be blank and
                    extended amount will not be calculated.</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="22"/>
                        <xsd:fractionDigits value="2"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="UnitOfMeasure" type="xsd:string" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Unit of Measure for the Supplier Invoice
 Line to be created
                    or modified.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="UnitCost" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
```

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```
                    <xsd:documentation>This is the Unit Price. If this is blank,
 Workday will
                        default the unit price from the item if one is
 configured. If invoice line
                        has a quantity and unit price, then Workday will
 automatically calculate
                        extended amount.. But if the line references either a
 Service or
                        Project-Based Purchase Order or Contract Line, the Unit
 Price must be
                        blank.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="26"/>
                        <xsd:fractionDigits value="6"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="ExtendedAmnt" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This is the invoice line amount. If the
 invoice line has a
                        quantity and unit price, then Workday will automatically
 calculate extended
                        amount.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18"/>
                        <xsd:fractionDigits value="3"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="RetentionAmnt" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The amount to retain from this invoice
                        line.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="18"/>
                        <xsd:minInclusive value="0"/>
                        <xsd:fractionDigits value="3"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>
            <xsd:element name="BudgetDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Use this field to override the Budget
 Date from the supplier
                        invoice header.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Prepaid" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Prepaid flag at the Line level</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SuppContract"
 type="Supplier_ContractObjectIDType" minOccurs="0">
```

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```
            <xsd:annotation>
                <xsd:documentation>This field is only enabled for Companies
 and Tenants which
                    are Opted-In to Consolidate Requisition Lines by
 Supplier regardless of
                    Supplier Contract.Use this field to assign a specific
 Supplier Contract to
                    this Spend Line.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="InvLnDeliveryDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Effective date of delivery of goods or
 completion of service for the line.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="BillingLnStartDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Invoicing period start date for the
 line.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="BillingLnEndDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Invoicing period end date for the line.</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="Memo" type="xsd:string" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Memo for the Invoice line. This is free
 form
                    text.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="WT" type="Accounting_WorktagObjectIDType"
 minOccurs="0"
            maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Reference to existing worktags. Worktags
 are a way to mark
                    tasks and business objects to make them easier to access
 and summarize. Each
                    transaction can include one value for each worktag type
 and is subject to
                    configurable validation when submitted for approval.</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="Billable" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Billable Flag at Invoice Line Level</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="WTSplitTemplate" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Worktag Split Allocation Template for
 Supplier
```

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```
                    Invoice</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"

 type="Worktag_Split_TemplateReferenceEnumeration" use="required">
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="SuppInvSplitLnData"
 type="Supplier_Invoice_Line_Split_DataType"
                minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Encapsulating element containing Supplier
 Invoice Line Split
                        data.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
     </xsd:complexType>
     <xsd:complexType name="Supplier_Invoice_Line_Split_DataType">
        <xsd:annotation>
            <xsd:documentation>Encapsulating element containing Supplier Invoice
 Line Split
                data.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="SuppInvLnSplit" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Supplier Invoice Line Split Reference.
 Not to be used on
                        Submit WS, only for reference when using Get WS.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"

 type="Supplier_Invoice_Line_SplitReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="SuppInvLnSplitID" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference ID</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Qty" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>The quantity for the split line. This is
 optional and should
                        be absent when splitting by amount.</xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:decimal">
                        <xsd:totalDigits value="22"/>
```

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```
                    <xsd:fractionDigits value="2"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="ExtendedAmnt" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>The extended amount for the split line.
This is always
                    required and must be correct (quantity * unit cost of
parent
                    line).</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="18"/>
                    <xsd:fractionDigits value="3"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="Memo" type="xsd:string" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Memo for the Split line. This is free
form
                    text.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="LnSplitAllocation" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Purchase Order
line split or
                    Supplier Invoice Line Split to Adjust</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"

type="Business_Document_Line_SplitReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="BudgetDt" type="xsd:date" minOccurs="0"
maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Use this field to override the Budget
Date from the supplier
                    invoice header.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="WT" type="Accounting_WorktagObjectIDType"
minOccurs="0"
            maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Reference to existing worktags. Worktags
are a way to mark
                    tasks and business objects to make them easier to access
and
                    summarize.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
```

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```
            <xsd:element name="Billable" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Billable Flag at Invoice Line Split
 Level</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
     </xsd:complexType>
     <xsd:complexType name="Accounting_WorktagObjectIDType">
        <xsd:annotation>
            <xsd:documentation>Contains a unique identifier for an instance of
 an
                object.</xsd:documentation>
        </xsd:annotation>
        <xsd:simpleContent>
            <xsd:extension base="xsd:string">
                <xsd:attribute name="type"
 type="Accounting_WorktagReferenceEnumeration"
                    use="required">
                    <xsd:annotation>
                        <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                            an object contains a type and a value. A single
 instance of an object
                            can have multiple "ID" but only a single "ID" per
 "type". Some "types"
                            require a reference to a parent instance.</
xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentId" type="xsd:string">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, contains a
                            unique identifier for an instance of a parent
                            object.</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentType">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, the unique
                            identifier type of a parent object.</
xsd:documentation>
                    </xsd:annotation>
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:string">
                            <xsd:annotation>
                                <xsd:appinfo>
                                    <enumeration value="WID"/>
                                    <enumeration
 value="External_Supplier_Invoice_Source_ID"/>
                                    <enumeration
 value="External_Transaction_Source_ID"/>
                                    <enumeration
 value="Workday_External_Supplier_Invoice_Source_ID"/>
                                    <enumeration
 value="Workday_External_Transaction_Source_ID"/>
                                </xsd:appinfo>
                            </xsd:annotation>
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:attribute>
```

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```
            </xsd:extension>
        </xsd:simpleContent>
    </xsd:complexType>
    <xsd:complexType name="Supplier_ContractObjectIDType">
        <xsd:annotation>
            <xsd:documentation>Contains a unique identifier for an instance of
 an
                object.</xsd:documentation>
        </xsd:annotation>
        <xsd:simpleContent>
            <xsd:extension base="xsd:string">
                <xsd:attribute name="type"
 type="Supplier_ContractReferenceEnumeration"
                    use="required">
                    <xsd:annotation>
                        <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                            an object contains a type and a value. A single
 instance of an object
                            can have multiple "ID" but only a single "ID" per
 "type". Some "types"
                            require a reference to a parent instance.</
xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentId" type="xsd:string">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, contains a
                            unique identifier for an instance of a parent
                            object.</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentType">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, the unique
                            identifier type of a parent object.</
xsd:documentation>
                    </xsd:annotation>
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:string">
                            <xsd:annotation>
                                <xsd:appinfo>
                                    <enumeration value="WID"/>
                                    <enumeration
 value="External_Supplier_Invoice_Source_ID"/>
                                    <enumeration
 value="External_Transaction_Source_ID"/>
                                    <enumeration
 value="Workday_External_Supplier_Invoice_Source_ID"/>
                                    <enumeration
 value="Workday_External_Transaction_Source_ID"/>
                                </xsd:appinfo>
                            </xsd:annotation>
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:attribute>
            </xsd:extension>
        </xsd:simpleContent>
    </xsd:complexType>
    <xsd:complexType name="Supplier_Contract_BaseObjectIDType">
        <xsd:annotation>
```

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```
            <xsd:documentation>Contains a unique identifier for an instance of
 an
                object.</xsd:documentation>
        </xsd:annotation>
        <xsd:simpleContent>
            <xsd:extension base="xsd:string">
                <xsd:attribute name="type"
 type="Supplier_Contract_BaseReferenceEnumeration"
                    use="required">
                    <xsd:annotation>
                        <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                            an object contains a type and a value. A single
 instance of an object
                            can have multiple "ID" but only a single "ID" per
 "type". Some "types"
                            require a reference to a parent instance.</
xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentId" type="xsd:string">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, contains a
                            unique identifier for an instance of a parent
                            object.</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentType">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, the unique
                            identifier type of a parent object.</
xsd:documentation>
                    </xsd:annotation>
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:string">
                            <xsd:annotation>
                                <xsd:appinfo>
                                    <enumeration value="WID"/>
                                    <enumeration
 value="External_Supplier_Invoice_Source_ID"/>
                                    <enumeration
 value="External_Transaction_Source_ID"/>
                                    <enumeration
 value="Workday_External_Supplier_Invoice_Source_ID"/>
                                    <enumeration
 value="Workday_External_Transaction_Source_ID"/>
                                </xsd:appinfo>
                            </xsd:annotation>
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:attribute>
            </xsd:extension>
        </xsd:simpleContent>
    </xsd:complexType>
    <xsd:complexType name="Tax_Rate_Options_DataType">
        <xsd:annotation>
            <xsd:documentation>Element containing Tax Rate Recoverabilities data
 for Tax
                Code.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="TaxRate1" minOccurs="0">
```

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```
                <xsd:annotation>
                    <xsd:documentation>Reference to Tax Rate for Tax Code.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_RateReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRecoverability1" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference for Tax Recoverability for Tax
                        Rate.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_RecoverabilityReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxOption1" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference for Tax Option for Tax Rate.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_OptionReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRate2" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference to Tax Rate for Tax Code.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_RateReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRecoverability2" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference for Tax Recoverability for Tax
                        Rate.</xsd:documentation>
                </xsd:annotation>
```

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```
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_RecoverabilityReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxOption2" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference for Tax Option for Tax Rate.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_OptionReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRate3" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference to Tax Rate for Tax Code.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_RateReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxRecoverability3" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference for Tax Recoverability for Tax
                        Rate.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_RecoverabilityReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxOption3" minOccurs="0">
                <xsd:annotation>
                    <xsd:documentation>Reference for Tax Option for Tax Rate.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
```

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```
                        <xsd:attribute name="type"
 type="Tax_OptionReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxRate4" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to Tax Rate for Tax Code.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RateReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxRecoverability4" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference for Tax Recoverability for Tax
                    Rate.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RecoverabilityReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxOption4" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference for Tax Option for Tax Rate.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_OptionReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxRate5" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to Tax Rate for Tax Code.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RateReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
```

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```
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxRecoverability5" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference for Tax Recoverability for Tax
                    Rate.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RecoverabilityReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxOption5" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference for Tax Option for Tax Rate.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_OptionReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxRate6" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference to Tax Rate for Tax Code.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RateReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxRecoverability6" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Reference for Tax Recoverability for Tax
                    Rate.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RecoverabilityReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxOption6" minOccurs="0">
```

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```
            <xsd:annotation>
                <xsd:documentation>Reference for Tax Option for Tax Rate.</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_OptionReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="Tax_Widget_DataType">
    <xsd:annotation>
        <xsd:documentation>Element containing Tax Information</
xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="TaxPntDtTp" minOccurs="0">
            <xsd:annotation>
                <xsd:documentation>Tax Point Date Type</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
                            type="Tax_Point_Date_TypeReferenceEnumeration"
 use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxPntDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Tax Point Date</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="Purchase_OrderObjectIDType">
    <xsd:annotation>
        <xsd:documentation>Contains a unique identifier for an instance of
 an
            object.</xsd:documentation>
    </xsd:annotation>
    <xsd:simpleContent>
        <xsd:extension base="xsd:string">
            <xsd:attribute name="type"
 type="Purchase_OrderReferenceEnumeration"
                use="required">
                <xsd:annotation>
                    <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                        an object contains a type and a value. A single
 instance of an object
                        can have multiple "ID" but only a single "ID" per
 "type". Some "types"
```

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```
                            require a reference to a parent instance.</
xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentId" type="xsd:string">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, contains a
                            unique identifier for an instance of a parent
                            object.</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentType">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, the unique
                            identifier type of a parent object.</
xsd:documentation>
                    </xsd:annotation>
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:string">
                            <xsd:annotation>
                                <xsd:appinfo>
                                    <enumeration value="WID"/>
                                    <enumeration
 value="Order_Type_Reference_ID"/>
                                </xsd:appinfo>
                            </xsd:annotation>
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:attribute>
            </xsd:extension>
        </xsd:simpleContent>
    </xsd:complexType>
    <xsd:complexType name="Purchase_Order_LineObjectIDType">
        <xsd:annotation>
            <xsd:documentation>Contains a unique identifier for an instance of
 an
                object.</xsd:documentation>
        </xsd:annotation>
        <xsd:simpleContent>
            <xsd:extension base="xsd:string">
                <xsd:attribute name="type"
 type="Purchase_Order_LineReferenceEnumeration"
                    use="required">
                    <xsd:annotation>
                        <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                            an object contains a type and a value. A single
 instance of an object
                            can have multiple "ID" but only a single "ID" per
 "type". Some "types"
                            require a reference to a parent instance.</
xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentId" type="xsd:string">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, contains a
                            unique identifier for an instance of a parent
                            object.</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
```

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```
            <xsd:attribute name="parentType">
                <xsd:annotation>
                    <xsd:documentation>For types that require a parent
 reference, the unique
                        identifier type of a parent object.</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:string">
                        <xsd:annotation>
                            <xsd:appinfo>
                                <enumeration value="WID"/>
                                <enumeration
 value="Change_Order_Reference_ID"/>
                                <enumeration value="Document_Number"/>
                                <enumeration
 value="Purchase_Order_Reference_ID"/>
                            </xsd:appinfo>
                        </xsd:annotation>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:attribute>
        </xsd:extension>
    </xsd:simpleContent>
 </xsd:complexType>
 <xsd:complexType name="Supplier_Contract_LineObjectIDType">
    <xsd:annotation>
        <xsd:documentation>Contains a unique identifier for an instance of
 an
            object.</xsd:documentation>
    </xsd:annotation>
    <xsd:simpleContent>
        <xsd:extension base="xsd:string">
            <xsd:attribute name="type"
 type="Supplier_Contract_LineReferenceEnumeration"
                use="required">
                <xsd:annotation>
                    <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                        an object contains a type and a value. A single
 instance of an object
                        can have multiple "ID" but only a single "ID" per
 "type". Some "types"
                        require a reference to a parent instance.</
xsd:documentation>
                </xsd:annotation>
            </xsd:attribute>
            <xsd:attribute name="parentId" type="xsd:string">
                <xsd:annotation>
                    <xsd:documentation>For types that require a parent
 reference, contains a
                        unique identifier for an instance of a parent
                        object.</xsd:documentation>
                </xsd:annotation>
            </xsd:attribute>
            <xsd:attribute name="parentType">
                <xsd:annotation>
                    <xsd:documentation>For types that require a parent
 reference, the unique
                        identifier type of a parent object.</
xsd:documentation>
                </xsd:annotation>
                <xsd:simpleType>
                    <xsd:restriction base="xsd:string">
```

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```
                        <xsd:annotation>
                            <xsd:appinfo>
                                <enumeration value="WID"/>
                                <enumeration
value="Alternate_Supplier_Contract_ID"/>
                                <enumeration
value="Supplier_Contract_Amendment_ID"/>
                                <enumeration
value="Supplier_Contract_History_ID"/>
                                <enumeration value="Supplier_Contract_ID"/>
                            </xsd:appinfo>
                        </xsd:annotation>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:attribute>
        </xsd:extension>
    </xsd:simpleContent>
 </xsd:complexType>
 <xsd:complexType name="Withholding_Tax_Code_Application_DataType">
    <xsd:annotation>
        <xsd:documentation>Encapsulating element containing Withholding Tax
Details
            data</xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="WHTaxCd" minOccurs="1" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the
withholding tax code.If
                    this is blank, Workday will default in the default
withholding tax code from
                    the invoice header if there is one.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
type="Tax_CodeReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="WHTaxAmnt" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Total Tax Amount for Withholding Tax
Code</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="26"/>
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="WHTaxRateData"
type="Tax_Rate_Application_DataType" minOccurs="1"
            maxOccurs="unbounded"/>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="CcyRateDataType">
    <xsd:annotation>
        <xsd:documentation>Currency conversion rate data.</
xsd:documentation>
```

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```
      </xsd:annotation>
      <xsd:sequence>
          <xsd:element name="LedgerCcy" type="xsd:string" minOccurs="0"
 maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>Ledger Currency.</xsd:documentation>
              </xsd:annotation>
          </xsd:element>
          <xsd:element name="DocCcyConvRate" minOccurs="0" maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>Supplier refund currency conversion
 rate</xsd:documentation>
              </xsd:annotation>
              <xsd:simpleType>
                  <xsd:restriction base="xsd:decimal">
                      <xsd:totalDigits value="24"/>
                      <xsd:fractionDigits value="12"/>
                  </xsd:restriction>
              </xsd:simpleType>
          </xsd:element>
          <xsd:element name="CcyRateManualOverride" minOccurs="0"
 maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>Currency rate manual override.</
xsd:documentation>
              </xsd:annotation>
              <xsd:simpleType>
                  <xsd:restriction base="xsd:decimal">
                      <xsd:totalDigits value="24"/>
                      <xsd:fractionDigits value="12"/>
                  </xsd:restriction>
              </xsd:simpleType>
          </xsd:element>
          <xsd:element name="DfltCcyRate" minOccurs="0" maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>Default currency rate.</
xsd:documentation>
              </xsd:annotation>
              <xsd:simpleType>
                  <xsd:restriction base="xsd:decimal">
                      <xsd:totalDigits value="32"/>
                      <xsd:fractionDigits value="12"/>
                  </xsd:restriction>
              </xsd:simpleType>
          </xsd:element>
          <xsd:element name="CcyRateTpOverride" minOccurs="0" maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>Override rate type for Business
 Document.</xsd:documentation>
              </xsd:annotation>
              <xsd:complexType>
                  <xsd:simpleContent>
                      <xsd:extension base="xsd:string">
                          <xsd:attribute name="type"
 type="Currency_Rate_TypeReferenceEnumeration"
                              use="required"> </xsd:attribute>
                      </xsd:extension>
                  </xsd:simpleContent>
              </xsd:complexType>
          </xsd:element>
          <xsd:element name="DfltRateTp" minOccurs="0" maxOccurs="1">
              <xsd:annotation>
                  <xsd:documentation>Default rate type reference</
xsd:documentation>
```

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```
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Currency_Rate_TypeReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="CcyRateDtOverride" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Currency rate date override.</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="CcyRateLookupOverride" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Currency rate lookup override.</
xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="24"/>
                    <xsd:fractionDigits value="12"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="RateBasisDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Default rate basis date.</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
        <xsd:element name="ManualOverridePercent" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Manual override percent.</
xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="21"/>
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
    </xsd:sequence>
  </xsd:complexType>
  <xsd:complexType name="AddtlFieldsDataType">
    <xsd:annotation>
        <xsd:documentation>Encapsulating element containing Supplier Invoice
 Adjustment
            Data</xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="ConfAttrVal" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Configurable Attribute Value Reference</
xsd:documentation>
```

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```
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"

 type="Supplier_Invoice_Document_Configurable_Attribute_ValueReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="ConfAttr" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to Configurable Attribute</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"

 type="Configurable_AttributeReferenceEnumeration" use="required">
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="AttrVal" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Reference to Attribute Value</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Taxable_Code_Application_DataType">
        <xsd:annotation>
            <xsd:documentation>Encapsulating element containing Tax Details
 data</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="TaxApplicability" minOccurs="1" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>This is the reference id value of the tax
 applicability.If
                        this is blank and there invoice line has a sales item,
 Workday will default
                        tax applicability from the sales item. If the invoice
 line has a tax code
                        then tax applicability is required.</xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="Tax_ApplicabilityReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="TaxCd" minOccurs="1" maxOccurs="1">
```

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```
            <xsd:annotation>
                <xsd:documentation>This is the reference id value of the tax
 code.If this is
                    blank, Workday will default in the default tax code from
 the invoice header
                    if there is one. If the invoice line has a tax
 applicability value, Workday
                    will validate that the invoice line also has a tax
 code.</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_CodeReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxAmnt" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Total Tax Amount for Tax Code and Tax
                    Applicability</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="26"/>
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="TaxRateData" type="Tax_Rate_Application_DataType"
 minOccurs="1"
            maxOccurs="unbounded">
            <xsd:annotation>
                <xsd:documentation>Encapsulating element containing Tax Rate
                    data.</xsd:documentation>
            </xsd:annotation>
        </xsd:element>
    </xsd:sequence>
 </xsd:complexType>
 <xsd:complexType name="Tax_Rate_Application_DataType">
    <xsd:annotation>
        <xsd:documentation>Encapsulating element containing Tax Rate data.</
xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="TaxRate" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Tax Rate</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RateReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxAmnt" minOccurs="0" maxOccurs="1">
```

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```
            <xsd:annotation>
                <xsd:documentation>Total Tax Amount for Tax Rate</
xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:decimal">
                    <xsd:totalDigits value="26"/>
                    <xsd:fractionDigits value="6"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="TaxRecoverability" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Tax
                    Recoverability</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_RecoverabilityReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxTp" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an Existing Tax Type</
xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
 type="Tax_TypeReferenceEnumeration"
                            use="required"> </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxPntDtTp" minOccurs="0" maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Reference to an existing Tax Point Date
                    Type</xsd:documentation>
            </xsd:annotation>
            <xsd:complexType>
                <xsd:simpleContent>
                    <xsd:extension base="xsd:string">
                        <xsd:attribute name="type"
                            type="Tax_Point_Date_TypeReferenceEnumeration"
 use="required">
                        </xsd:attribute>
                    </xsd:extension>
                </xsd:simpleContent>
            </xsd:complexType>
        </xsd:element>
        <xsd:element name="TaxPntDt" type="xsd:date" minOccurs="0"
 maxOccurs="1">
            <xsd:annotation>
                <xsd:documentation>Tax Point Date for Taxable Document</
xsd:documentation>
            </xsd:annotation>
        </xsd:element>
```

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```
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Financials_Attachment_DataType">
        <xsd:annotation>

<xsd:documentation>Encapsulating element containing all Business Document
 Attachment
                data.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="FileCont" type="xsd:base64Binary" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>File content in binary format.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Comment" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Comment</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
        <xsd:attribute name="ContType">
            <xsd:annotation>
                <xsd:documentation>Text attribute identifying Content Type of
 the
                    Attachment.</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="80"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:attribute>
        <xsd:attribute name="Filename">
            <xsd:annotation>
                <xsd:documentation>Text attribute identifying Filename of the
                    Attachment.</xsd:documentation>
            </xsd:annotation>
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="255"/>
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:attribute>
        <xsd:attribute name="Encoding" type="xsd:string">
            <xsd:annotation>
                <xsd:documentation>Text attribute identifying Encoding of the
                    Attachment.</xsd:documentation>
            </xsd:annotation>
        </xsd:attribute>
        <xsd:attribute name="Compressed" type="xsd:boolean">
            <xsd:annotation>
                <xsd:documentation>Boolean attribute identifying whether the
 Attachment is
                    compressed.</xsd:documentation>
            </xsd:annotation>
        </xsd:attribute>
    </xsd:complexType>
    <xsd:simpleType name="Supplier_InvoiceReferenceEnumeration">
        <xsd:restriction base="xsd:string">
```

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```
            <xsd:annotation>
                <xsd:appinfo>
                    <enumeration value="WID"/>
                    <enumeration value="Supplier_Invoice_Reference_ID"/>
                </xsd:appinfo>
            </xsd:annotation>
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:complexType name="FinancialsBusinessProcessParametersType">
        <xsd:annotation>
            <xsd:documentation>Contains data for business processing </
xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="AutoComplete" type="xsd:boolean" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>When set to "true" or "1", the business
 process is
                        automatically processed. This means that all approvals
 will be automatically
                        approved in the system, all reviews and to-do's will be
 automatically
                        by-passed, and all notifications will be automatically
                        suppressed.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Comment" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Free form comment regarding the business
                        process.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="WorkerRef" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Default the Person making the comment to
 the processing
                        person if not submitted via the web service.</
xsd:documentation>
                </xsd:annotation>
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type"
 type="WorkerReferenceEnumeration"
                                use="required"> </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Commodity_Code_ReferenceObjectIDType">
        <xsd:annotation>
            <xsd:documentation>Contains a unique identifier for an instance of
 an
                object.</xsd:documentation>
        </xsd:annotation>
        <xsd:simpleContent>
            <xsd:extension base="xsd:string">
                <xsd:attribute name="type"
 type="Commodity_Code_ReferenceEnumeration"
                    use="required">
```

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```
                    <xsd:annotation>
                        <xsd:documentation>The unique identifier type. Each "ID"
 for an instance of
                            an object contains a type and a value. A single
 instance of an object
                            can have multiple "ID" but only a single "ID" per
 "type". Some "types"
                            require a reference to a parent instance.</
xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentId" type="xsd:string">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, contains a
                            unique identifier for an instance of a parent
                            object.</xsd:documentation>
                    </xsd:annotation>
                </xsd:attribute>
                <xsd:attribute name="parentType">
                    <xsd:annotation>
                        <xsd:documentation>For types that require a parent
 reference, the unique
                            identifier type of a parent object.</
xsd:documentation>
                    </xsd:annotation>
                    <xsd:simpleType>
                        <xsd:restriction base="xsd:string">
                            <xsd:annotation>
                                <xsd:appinfo>
                                    <enumeration value="WID"/>
                                    <enumeration value="Commodity_Code_Type_ID"/
>
                                </xsd:appinfo>
                            </xsd:annotation>
                        </xsd:restriction>
                    </xsd:simpleType>
                </xsd:attribute>
            </xsd:extension>
        </xsd:simpleContent>
    </xsd:complexType>
    <xsd:simpleType name="WorkerReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:annotation>
                <xsd:appinfo>
                    <enumeration value="WID"/>
                    <enumeration value="Contingent_Worker_ID"/>
                    <enumeration value="Employee_ID"/>
                </xsd:appinfo>
            </xsd:annotation>
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType
 name="External_Transaction_Source__All_ReferenceEnumeration">
        <xsd:restriction base="xsd:string">
            <xsd:annotation>
                <xsd:appinfo>
                    <enumeration value="WID"/>
                    <enumeration value="External_Supplier_Invoice_Source_ID"/>
                    <enumeration value="External_Transaction_Source_ID"/>
                </xsd:appinfo>
            </xsd:annotation>
        </xsd:restriction>
    </xsd:simpleType>
```

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```
<xsd:simpleType name="CompanyReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Company_Reference_ID"/>
                <enumeration value="Organization_Reference_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="SupplierReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="External_Sourceable_ID"/>
                <enumeration value="Supplier_ID"/>
                <enumeration value="Supplier_Reference_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Contingent_WorkerReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Contingent_Worker_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Remit-To_Supplier_ConnectionReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Supplier_Connection_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Tax_OptionReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Tax_Option_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Unique_IdentifierReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="IID"/>
                <enumeration value="WID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Address_ReferenceReferenceEnumeration">
```

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```
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Address_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Tax_CodeReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Tax_Code_ID"/>
                <enumeration value="Withholding_Tax_Code_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Worktag_Split_TemplateReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Worktag_Allocation_Template_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Purchase_OrderReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Document_Number"/>
                <enumeration value="External_PO_Number"/>
                <enumeration value="Purchase_Order_Reference_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Supplier_Contract_BaseReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Alternate_Supplier_Contract_ID"/>
                <enumeration value="Supplier_Contract_Amendment_ID"/>
                <enumeration value="Supplier_Contract_History_ID"/>
                <enumeration value="Supplier_Contract_ID"/>
                <enumeration value="Supplier_Contract_ID_External"/>
                <enumeration value="Supplier_Invoice_Contract_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Invoice_TypeReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Invoice_Type_ID"/>
                <enumeration value="Spend_Data_ID"/>
```

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```
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Payment_TermsReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Payment_Terms_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Payment_TypeReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Payment_Type_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Additional_Reference_TypeReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Additional_Reference_Type_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Payment_Purpose_CodeReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Payment_Purpose_Code"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Payment_Handling_InstructionReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Handling_Code_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Prepaid_Amortization_TypeReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Prepayment_Release_Type_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
```

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```
 <xsd:simpleType name="Frequency_BehaviorReferenceEnumeration">
     <xsd:restriction base="xsd:string">
         <xsd:annotation>
             <xsd:appinfo>
                 <enumeration value="WID"/>
                 <enumeration value="Frequency_Behavior_ID"/>
             </xsd:appinfo>
         </xsd:annotation>
     </xsd:restriction>
 </xsd:simpleType>
 <xsd:simpleType

name="Supplier_Invoice_Document_Configurable_Attribute_ValueReferenceEnumeration">
     <xsd:restriction base="xsd:string">
         <xsd:annotation>
             <xsd:appinfo>
                 <enumeration value="WID"/>
                 <enumeration value="Configurable_Attribute_Value_ID"/>
             </xsd:appinfo>
         </xsd:annotation>
     </xsd:restriction>
 </xsd:simpleType>
 <xsd:simpleType name="Configurable_AttributeReferenceEnumeration">
     <xsd:restriction base="xsd:string">
         <xsd:annotation>
             <xsd:appinfo>
                 <enumeration value="WID"/>
                 <enumeration value="Configurable_Attribute_ID"/>
             </xsd:appinfo>
         </xsd:annotation>
     </xsd:restriction>
 </xsd:simpleType>
 <xsd:simpleType name="Tax_ApplicabilityReferenceEnumeration">
     <xsd:restriction base="xsd:string">
         <xsd:annotation>
             <xsd:appinfo>
                 <enumeration value="WID"/>
                 <enumeration value="Tax_Applicability_ID"/>
             </xsd:appinfo>
         </xsd:annotation>
     </xsd:restriction>
 </xsd:simpleType>
 <xsd:simpleType name="Tax_RateReferenceEnumeration">
     <xsd:restriction base="xsd:string">
         <xsd:annotation>
             <xsd:appinfo>
                 <enumeration value="WID"/>
                 <enumeration value="Tax_Rate_ID"/>
                 <enumeration value="Withholding_Tax_Rate_ID"/>
             </xsd:appinfo>
         </xsd:annotation>
     </xsd:restriction>
 </xsd:simpleType>
 <xsd:simpleType name="Tax_RecoverabilityReferenceEnumeration">
     <xsd:restriction base="xsd:string">
         <xsd:annotation>
             <xsd:appinfo>
                 <enumeration value="WID"/>
                 <enumeration value="Tax_Recoverability_Object_ID"/>
             </xsd:appinfo>
         </xsd:annotation>
     </xsd:restriction>
 </xsd:simpleType>
 <xsd:simpleType name="Tax_TypeReferenceEnumeration">
```

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```
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Tax_Type_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Tax_Point_Date_TypeReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Tax_Point_Date_Type_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Procurement_ItemReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Catalog_Item_ID"/>
                <enumeration value="Purchase_Item_ID"/>
                <enumeration value="Supplier_Item_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Purchase_Order_LineReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Line_Number"/>
                <enumeration value="Purchase_Order_Line_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Supplier_Contract_LineReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Supplier_Contract_Line_Number"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Customer_Invoice_LineReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Customer_Invoice_Line_Reference_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Supplier_Invoice_Line_AbstractReferenceEnumeration">
    <xsd:restriction base="xsd:string">
```

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```
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Supplier_Invoice_Line_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Spend_CategoryReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
                <enumeration value="WID"/>
                <enumeration value="Spend_Category_ID"/>
            </xsd:appinfo>
        </xsd:annotation>
    </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="Accounting_TreatmentReferenceEnumeration">
    <xsd:restriction base="xsd:string">
        <xsd:annotation>
            <xsd:appinfo>
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Third-Party Payments Integration

Steps: Set Up Third-Party Payments Integration

Context

You can create an integration to generate an XML audit file containing details of payments made to third parties. You can set threshold values to exclude payments below a specified value.

Steps

1. Access the **Create Tax Authority Form Type** task.

   Set up the payment categories on your tax authority form.

   Security: *Set Up: Tax* domain in the Common Financial Management functional area.
2. Access the **Maintain Third-Party Payments Configuration** task.

   Map the payment categories to Workday spend categories or spend category hierarchies and specify any required thresholds.

   When you select:

   - **Aggregate Category Mapping**, you can group payment categories after mapping and set thresholds for each group.
   - **Category Mapping**, you can set individual thresholds for each payment category.

   Security: *Set Up: Tax* domain in the Common Financial Management functional area.
3. Create Integration System.

   Select *Third-Party Payments* in the **New Using Template** prompt.
4. Create an Integration System User (ISU) and grant the ISU Get and Put access to the *Integration Event* domain.

   See Steps: Grant Integration or External Endpoint Access to Workday.
5. (Optional) Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Enter integration service attributes.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*
6. (Optional) Set Up Integration Field Overrides for DIS .

   Configure additional fields or override field mappings as required.
7. (Optional) Select and Set Up Connector Output Fields .

   Select fields to include or exclude from the output.

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8. Launch an Integration .

Next Steps

- Create a custom integration to transform the output file into a different format.
- Submit the audit file to a tax authority.

Related Information
Tasks
Steps: Set Up DAS2 Integration

Concept: Third-Party Payments Integration

Some tax authorities require companies to provide information about payments to third parties. You can create an integration using the *Third-Party Payments* integration template to export these details to an XML file. When the tax authority specifies another format, you can use a custom integration to transform the XML file as required.

The integration exports the total amounts of these payments for a company, using the company base currency:

- Supplier invoice payments, including supplier invoice adjustments.
- Ad hoc payments.
- Miscellaneous payments.

The integration also includes corrections made through accounting adjustments.

While you can exclude payment types, you can't exclude payees. Workday includes all payees of these types that meet the selection criteria:

- Ad hoc payees.
- Contingent workers.
- Miscellaneous payees.
- Suppliers.

Tax Authority Forms

Before setting up the integration, you can use the **Create Tax Authority Form Type** task to:

- Set up the payment categories on the tax authority form.
- Exclude payment types that aren't relevant.

You can then use the **Maintain Third-Party Payments Configuration** task to map the payment categories to Workday spend categories or spend category hierarchies. You can also set payment thresholds to include payments only when they exceed a specified amount.

You can select:

- **Aggregate Category Mapping** to group payment categories and set thresholds for each group.
- **Category Mapping** to set individual thresholds for each payment category.

Example: Setting Thresholds for Grouped Payment Categories

The tax authority requires you to declare payments to third parties under 4 payment categories:

- Accommodation
- Fees
- Food
- Other Payments

The form asks you to include the details of payments in:

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- Accommodation and Food when the combined value is greater than 2,000.
- Fees and Other Payments when the combined value is greater than 1,800.

On the **Maintain Third-Party Payments Configuration** task, you select **Aggregate Category Mapping** and map the payment categories to your Workday spend categories.

After you map the categories, you add 2 rows to the grid to set the thresholds:

Payment Categories	Threshold
Accommodation Food	2,000
Fees Other Payments	1,800

When you run the integration, Workday calculates the amounts. The payments in:

- Accommodation and Food total 2,225.
- Fees and Other Payments total 1,800.

Since both groups are equal to or greater than the thresholds you specified, Workday includes all payments in the output file.

Example: Setting a Threshold for Each Payee

The tax authority requires details of payments to any payees to whom you've paid more than 1,200 in the reporting period.

On the **Maintain Third-Party Payments Configuration** task, you select **Aggregate Category Mapping** and map the payment categories to your Workday spend categories.

After you map the categories, you add all payment categories to 1 row and enter the 1,200 threshold. When you run the integration, Workday includes details about the relevant payees and payments in the output file.

Output Files

When the integration runs, Workday generates a ZIP file containing the output XML file. You can find the file on the **Output Files** tab of the integration event.

Related Information
Concepts
Concept: DAS2 Integration

Travel Booking Inbound Connector

Steps: Set Up Travel Booking Inbound Connector

Prerequisites

Set up an external server that your external endpoint and your integration system can access.

Context

Set up an integration system to import travel booking data from an external endpoint into Workday.

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Steps

1. Access the **Create Integration System** task and enter *Import Travel Booking Records* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
Dynamic Map Service - Airlines	Enables mapping of airline codes to corresponding airline records in Workday.
Dynamic Map Service - Car Rentals	Enables mapping between: • Agency codes for car rental agencies. • Corresponding records for car rental agencies in Workday.
Dynamic Map Service - Cities	Enables mapping of cities to corresponding records in Workday.
Dynamic Map Service - Hotels	Enables mapping of hotel codes to corresponding hotel records in Workday.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
3. Create an Integration System User (ISU) and grant the ISU access to the *Process: Travel Booking* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. As a related action on your integration, select **Integration System > Configure Integration Attributes**:

Option	Description
Default Company	Specify Company to use if there's no corresponding Company for the Employee ID.
ISO Currency Code Type	Specify the ISO Currency Code type used in the inbound integration file. If not overridden, Workday uses *ISO Alphabetic Currency Code*.
ISO Country Code Type	Specify the ISO Country Code type used in the inbound integration file. If not overridden, Workday uses ISO 2-character country code format.
Dynamic Map Service - Airlines	When implementing this integration, accept the Workday-delivered settings for all attributes of this service. You can modify these settings only if instructed to do so by Workday Support.
Dynamic Map Service - Car Rentals	When implementing this integration, accept the Workday-delivered settings for all attributes of this service. You can modify these settings only if instructed to do so by Workday Support.
Dynamic Map Service - Cities	When implementing this integration, accept the Workday-delivered settings for all attributes of this service. You can modify these settings only if instructed to do so by Workday Support.

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Option	Description
Dynamic Map Service - Hotels	When implementing this integration, accept the Workday-delivered settings for all attributes of this service. You can modify these settings only if instructed to do so by Workday Support.

5. Map Travel Booking Inbound Connector Integration Data .
   Map values between your travel booking provider and internal values in Workday.
6. Set Up Integration Sequence Generators .
   Define how Workday generates unique filenames for each integration file.
7. Set Up Integration Retrieval .
   Specify how the integration system retrieves travel booking data files from your external endpoint.
8. Launch an Integration .
   Schedule how often the integration system runs.
9. Create a Document Transformation integration system to convert the inbound file into the file format required by the Travel Booking Inbound Connector.
   See: Steps: Set Up Document Transformation Connector .

Map Travel Booking Inbound Connector Integration Data

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Map external values for travel type, booking status, purchase status, and class of service to corresponding values in Workday.

Steps

1. Access the **View Integration System** report.
2. At the **Integration System** prompt, select the *Travel Booking Inbound* Connector.
3. As a related action on the integration system, select **Integration System > Configure Integration Maps.**
4. Edit maps by adding, removing, or changing entries in the **Map Values** columns:
   - To add an entry, insert a row in the grid and specify the **Internal Value** and **External Value**.
   - To delete an entry, remove the current row from the grid.
   - To change an entry, edit the values in the **Internal Value** and **External Value** columns.

   Note: Use caution when you edit integration maps. If you enter values in an incorrect format, errors can occur when the integration runs. Values are both case sensitive and space sensitive.

Concept: Travel Booking Inbound Connector

The Travel Booking Inbound Connector integration enables your travel booking providers to load travel booking data into Workday. This integration provides a unified view of corporate travel booking records sourced from your third-party travel provider. It compares the data with your actual expense report data for purposes of supporting accruals, management reporting, and controls. You benefit from reduced data entry as travel booking records populate details against expense report lines.

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Data Imported by Travel Booking Inbound Connector Integration

Travel Booking Inbound Connector imports data about these types of travel bookings:

- Air travel
- Hotel reservations
- Car rentals

Travel Booking Inbound Connector imports data in a defined Workday XML schema format. Unless your travel booking provider can generate files in the XML format, create a Document Transformation integration to transform each file. The Travel Booking Inbound Connector retrieves each file before it loads the file data into Workday.

Integration Process Flow

When configured, the Travel Booking Inbound Connector launches and runs using this process:

1. The Travel Booking Inbound Connector retrieves a file from an external server managed by the travel booking provider.
2. The associated Document Transformation integration transforms the file into the XML format required by the Travel Booking Inbound Connector.
3. The Travel Booking Inbound Connector reads the transformed XML file and loads the included data into Workday.

Reference: Travel Booking Inbound Connector File Schema

This table lists the required and optional fields that comprise the Travel Booking Inbound Connector XML file schema.

Table 1: File Schema

Element Name	Required/Optional	Datatype	Notes
TravelBookingFile	Required	*TravelBookingFileType* (Top-level element of file. Contains one or more Travel_Booking_Record elements.)	
Travel_Booking_Record	Required	*TravelBookingRecordType* (Contains all following elements.)	
Travel_Provider_Booking_Record_ID	Required	String	
Employee_ID	Optional	String	Nillable (can be null).
Accountholder_Name	Optional	String	Nillable (can be null).
Traveler_Name	Optional	String	Nillable (can be null).
Booking_Date	Optional	Date	Nillable (can be null).
Ticket_Number	Optional	String	Nillable (can be null).
Travel_Provider	Required	String	
Itinerary_Number	Optional	String	Nillable (can be null).
Itinerary_Description	Optional	String	Nillable (can be null).
Reservation_Number	Optional	String	Nillable (can be null).
Travel_Type	Optional	String	Nillable (can be null).
Booking_Status	Optional	String	Nillable (can be null).
Location_Code_Destination	Optional	String	Nillable (can be null).
Location_Code_Origin	Optional	String	Nillable (can be null).
Air_Routing	Optional	String	Nillable (can be null).
Class_Of_Service	Optional	String	Nillable (can be null).
Purchase_Status	Optional	String	

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Element Name	Required/Optional	Datatype	Notes
Source_Ticket_Value	Optional	*TravelAmountType* (Decimal, 6 fraction digits, 26 total digits)	Nillable (can be null).
Transaction_Extended_Amount	Optional	*TravelAmountType* (Decimal, 6 fraction digits, 26 total digits)	Nillable (can be null).
Source_Currency	Optional	*TravelCurrencyCodeType* (String, [A-Z]{3}|[0-9]{3})	Nillable (can be null).
Source_Lowest_Logical_Amount	Optional	*TravelAmountType* (Decimal, 6 fraction digits, 26 total digits)	Nillable (can be null).
Last_4_Digits_of_Credit_Card_Number	Optional	TravelCreditCardLast4Type (Integer, 4 digits)	Nillable (can be null).
Credit_Card_Transaction_Reference	Optional	String	Nillable (can be null).
Destination_City	Optional	String	Nillable (can be null).
Destination_State	Optional	String	Nillable (can be null).
Destination_Country	Optional	*TravelCountryCodeType* (String, [A-Z]{2,3})	Nillable (can be null).
Origination_City	Optional	String	Nillable (can be null).
Origination_State	Optional	String	Nillable (can be null).
Origination_Country	Optional	*TravelCountryCodeType* (String, [A-Z]{2,3})	Nillable (can be null).
Merchant_Code	Optional	String	Nillable (can be null).
Merchant_Name	Optional	String	Nillable (can be null).
Travel_Start_Date	Optional	Date	Nillable (can be null).
Travel_End_Date	Optional	Date	Nillable (can be null).
Source_Daily_Amount	Optional	*TravelAmountType* (Decimal, 6 fraction digits, 26 total digits)	Nillable (can be null).
Travel_Policy_Code	Optional	String	Nillable (can be null).
Travel_Policy_Description	Optional	String	Nillable (can be null).

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 xmlns:tc="urn:com.workday/travelbookingconnector"
    targetNamespace="urn:com.workday/travelbookingconnector"
 elementFormDefault="qualified">
    <xs:element name="TravelBookingFile" type="tc:TravelBookingFileType"/>

    <xs:simpleType name="TravelAmountType">
        <xs:restriction base="xs:decimal">
            <xs:fractionDigits value="6"/>
            <xs:totalDigits value="26"/>
        </xs:restriction>
    </xs:simpleType>

    <xs:simpleType name="TravelCreditCardLast4Type">
        <xs:restriction base="xs:int">
            <xs:totalDigits value="4"/>
        </xs:restriction>
    </xs:simpleType>

    <xs:simpleType name="TravelCurrencyCodeType">
        <xs:restriction base="xs:string">
```

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```
            <xs:pattern value="[A-Z]{3}|[0-9]{3}"/>
        </xs:restriction>
    </xs:simpleType>

    <xs:simpleType name="TravelCountryCodeType">
        <xs:restriction base="xs:string">
            <xs:pattern value="[A-Z]{2,3}"/>
        </xs:restriction>
    </xs:simpleType>

    <xs:complexType name="TravelBookingFileType">
        <xs:sequence>
            <xs:element name="Travel_Booking_Record"
 type="tc:TravelBookingRecordType" minOccurs="1" maxOccurs="unbounded"/>
        </xs:sequence>
    </xs:complexType>

    <xs:complexType name="TravelBookingRecordType">
        <xs:sequence>
            <xs:element name="Travel_Provider_Booking_Record_ID"
 type="xs:string" minOccurs="1"/>
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 nillable="true"/>
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 minOccurs="0" nillable="true"/>
            <xs:element name="Traveler_Name" type="xs:string" minOccurs="0"
 nillable="true"/>
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 nillable="true"/>
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 nillable="true"/>
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>
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 nillable="true"/>
            <xs:element name="Itinerary_Description" type="xs:string"
 minOccurs="0" nillable="true"/>
            <xs:element name="Reservation_Number" type="xs:string"
 minOccurs="0" nillable="true"/>
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 nillable="true"/>
            <xs:element name="Booking_Status" type="xs:string" minOccurs="0"
 nillable="true"/>
            <xs:element name="Location_Code_Destination" type="xs:string"
 minOccurs="0" nillable="true"/>
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 minOccurs="0" nillable="true"/>
            <xs:element name="Air_Routing" type="xs:string" minOccurs="0"
 nillable="true"/>
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 nillable="true"/>
            <xs:element name="Purchase_Status" type="xs:string"
 minOccurs="0" />
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 minOccurs="0" nillable="true"/>
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 type="tc:TravelAmountType" minOccurs="0" nillable="true"/>
            <xs:element name="Source_Currency"
 type="tc:TravelCurrencyCodeType" minOccurs="0" nillable="true"/>
            <xs:element name="Source_Lowest_Logical_Amount"
 type="tc:TravelAmountType" minOccurs="0" nillable="true"/>
            <xs:element name="Last_4_Digits_of_Credit_Card_Number"
 type="tc:TravelCreditCardLast4Type" minOccurs="0" nillable="true"/>
```

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```
            <xs:element name="Credit_Card_Transaction_Reference"
 type="xs:string" minOccurs="0" nillable="true"/>
            <xs:element name="Destination_City" type="xs:string" minOccurs="0"
 nillable="true"/>
            <xs:element name="Destination_State" type="xs:string"
 minOccurs="0" nillable="true"/>
            <xs:element name="Destination_Country"
 type="tc:TravelCountryCodeType" minOccurs="0" nillable="true"/>
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 nillable="true"/>
            <xs:element name="Origination_State" type="xs:string"
 minOccurs="0" nillable="true"/>
            <xs:element name="Origination_Country"
 type="tc:TravelCountryCodeType" minOccurs="0" nillable="true"/>
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 nillable="true"/>
            <xs:element name="Travel_End_Date" type="xs:date" minOccurs="0"
 nillable="true"/>
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 minOccurs="0" nillable="true"/>
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 minOccurs="0" nillable="true"/>
         </xs:sequence>
      </xs:complexType>
</xs:schema>
```

Tax ID Validation Integrations

Steps: Set Up Tax ID Validation Integration

Prerequisites

- Ensure that the format of your tax IDs comply with the format requirements of these validation services:
    - European VAT Information Exchange System (VIES)
        - The ID format should include the country code, followed by 2-12 characters. Special characters are only permitted for tax IDs related to the Netherlands.
    - HM Revenue & Customs (HMRC) Check a UK VAT number
        - The ID format must be either 9 or 12 digits long, without spaces or special characters.
- Security:
    - These domains in the Integration functional area:
        - *Integration Build*
        - *Integration Configure*
    - *Set Up: Tax* domain in the Common Financial Management functional area.

Context

You can check the validity of tax IDs in your tenant by submitting them to an external validation service using a tax ID validation integration.

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You can configure the integration as:

- A standalone process.
- A Data Initialization Service (DIS).
- Part of a business process.

When you run this integration, Workday sends the designated tax ID and country to an external validation service for verification. You can use the verification information received for VAT verification but can't retransmit, copy, or reproduce it.

Steps

1. Create Integration System .

   Create an integration system for tax ID validations.

   Select the **Tax ID Validation** integration template to submit the tax IDs you configure in Workday to an external validation service.
2. Configure the integration using 1 of these methods:
   - Set Up Integration Data Initialization Service .
     - To validate high volumes of tax IDs or filter for specific criteria, use a custom report to populate your integration.
     - When you configure your document builder, you must set up these report fields:

Report Field	Select
Country	Country for Tax ID
ID (case sensitive)	Tax ID
Service	External Validation Service
     - When you launch the DIS integration, we recommend not entering any values for the launch parameters. Entering launch parameters will send the same tax IDs for validation twice and increase run time.
   - Launch an Integration .
     - Schedule or manually launch an integration to check the validity of your tax IDs. If you're not scheduling, you can manually enter your tax IDs.
     - You can use **Entity Type** to filter your preconfigured tax IDs by company, customer, and supplier. You can only use it when you select a value for **Tax IDs by Validation Service**.

       Note: You can specify a value in the **Tax IDs** prompt only if configuring the integration as a business process step, and in this instance the **Tax IDs by Validation Service** and **Entity Type** prompts must remain blank.
   - Edit Business Processes.
     - Add the integration as a step on a business process for any event with a report field that will return tax IDs.
     - You can also add a step on the *Supplier Event* business process to configure the **Tax ID Numbers for Validation Service** report field (on the Supplier Event business object) to return tax IDs associated with a validation service.
3.

Result

Workday stores:

- Responses for tax IDs with statuses of *Valid* and *Invalid*.

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- Date and time of the validity check.
- Name and address of the associated entity, when provided in the government data.

You can view the 5 most recent responses from the **Validation Status** column in the **Tax Information** tab on reports.

Next Steps

Use report fields to display the most recent results from the external validation service on the custom report.

Related Information
Reference
22R1 What's New Post: Integration for Tax ID Validations

Reference: European VAT Information Exchange System Tax ID Types

Workday provides these preconfigured European VAT Information Exchange System (VIES) tax ID types in your tenant that you can use in your tax ID integrations:

Country	Tax ID Type
Austria	UID
Belgium	No TVA
Bulgaria	DDS
Croatia	PDV-ID
Cyprus	FPA
Czechia	DIC
Denmark	• Company VAT Registration Number • CVR
Estonia	KMKR
Finland	VAT Number (ALV)
France	No TVA
Germany	USt-IdNr
Greece	FPA
Hungary	ANUM
Ireland	VAT No
Italy	• E-filing VAT Registration Number - VAT Group • Partita IVA
Latvia	PVN
Lithuania	PVM kodas
Luxembourg	No. TVA
Malta	VAT Identification Number
Netherlands	BTW-nr
Poland	• NIP

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Country	Tax ID Type
	• VAT Number
Portugal	NIPC
Romania	CIF
Slovakia	IC DPH
Slovenia	ID za DDV
Spain	IVA
Sweden	Momsnr
United Kingdom	Vat Reg No (Northern Ireland)

Related Information
Reference
22R1 What's New Post: Integration for Tax ID Validations

Example: Set Up Data Initialization Service for Tax ID Validation

This example illustrates how to create and run a tenanted Data Initialization Service (DIS) to validate Value Added Tax (VAT) registration numbers using a custom report.

Context

Your company uses suppliers based in Poland. To comply with VAT reporting requirements and reduce the risk of fraudulent payments, you want to validate these Tax IDs before processing supplier payments. A DIS is the most efficient way to validate large volumes of IDs.

Prerequisites

Security:

- *Custom Report Creation* domain in the System functional area.
- *Integration Build* domain in the Integration functional area.
- *Public Reporting Items* domain in the Tenant Non-Configurable functional area.

Steps

1. Access the **Create Custom Report** task.
    a) Enter these values:

Option	Value
Report Name	Enter *Polish VAT IDs*.
Report Type	Select *Advanced*.
Data Source	Select *Suppliers*.

    b) Click **OK**.
    c) Add 3 rows to the grid on the **Columns** tab and select these values:

Business Object	Field
Supplier	*Supplier Name*
Supplier	*Default Address for Supplier*

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Business Object	Field
Supplier Tax IDs	*Tax ID*

d) On the **Filter** tab, add a row to the **Filter conditions for filtering on instances** grid and enter these values:

Option	Value
Field	*Supplier Tax IDs*
Operator	*is not empty*

e) On the **Subfilter** tab, click **Add**.
f) In the **Sub Level Filter** section, select *Supplier Tax IDs* in the **Business Object** prompt.
g) Add a row to the grid and enter these values:

Option	Value
Field	Country for Tax ID
Operator	in the selection list
Comparison Type	Value specified in this filter
Comparison Value	Poland

h) Click **OK** and **Done**.

2. Access the **Create Integration System** task.
   a) Enter *Vat Validation* in the **System Name** field.
   b) From the **New using Template** prompt, select *Tax ID Validation*.
   c) Click **OK**.
   d) From the related actions menu of the *Vat Validation* integration, select **Integration System > Configure Integration Services**.
   e) Add a row to the **Custom Integration Services** grid.
   f) From the **Integration Service** prompt, select **Create > Create Integration Data Initialization Service**.
   g) Enter these values:

Option	Value
Name	*Polish Vat Validation*
Document Filename	*Polish Vat Validation*
Wrapper Element Name	*Polish Vat Validation*
Population Using	*Polish VAT IDs*
Web Service Alias	*Polish Vat Validation*

   h) Add a row to the **Fields** grid.
   i) In the **Field Details** column, enter these values:

Field	Value
Name	Enter *Supplier Tax IDs*.

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Field	Value
Sub-Document	Select.

j) Select *Supplier Tax IDs* from the **Loop on instances** prompt.
k) In the **Build content using** column, select *Create Document Builder* from the **Document Builder** prompt.
l) Enter *Tax IDs* in the **Document Builder Name** field.
m) Add 3 rows to the **Schema and Build** grid.
n) As you complete the grid, consider:

Field Details	Build content using
Enter *Country* in the **Name** field.	Select *Country for Tax ID* from the **Value** prompt.
Enter *ID* (case sensitive) in the **Name** field.	Select *Tax ID* from the **Value** prompt.
Enter *Service* in the **Name** field.	Select *External Validation Service* from the **Value** prompt.

o) Click **OK** on each of these pages:
   - **Create Document Builder**
   - **Create Integration Data Initialization Service**
   - **Configure Integration Services**

3. From the related actions menu of the *VAT Validation* integration, select **Integration > Launch / Schedule**.
   a) Click **OK**.
   b) Leave the launch parameters blank and click **OK**.

Result

You can view the validation results on the:

- **Output Files** tab of the integration event.
- **Tax Information** profile group of the supplier profile.

You can also create a custom report that includes the validation results.

Workday Bank Connectivity

Setup Considerations: Workday Bank Connectivity

You can use this topic to help make decisions when planning your configuration and use of Workday Bank Connectivity. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

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What It Is

Workday Bank Connectivity leverages the Kyriba Bank Connectivity as a Service system to provide fast and cost-effective implementations for bank integrations.

Business Benefits

Reduce time and effort to:

- Implement payment integrations for global financial institutions.
- Maintain integrations when bank requirements change.

Use Cases

- Send payment files to financial institutions to initiate payments.
- Import payment acknowledgement files from financial institutions to update the status of payments in Workday.
- Import bank statements from financial institutions, enabling you to use Workday's bank reconciliation and cash positioning features.
- Send positive pay files to financial institutions for fraud prevention purposes.

Questions to Consider

Questions	Considerations
Which external IDs do want to use to map referential data in Kyriba and Workday?	Workday generates external IDs automatically to map Workday records to Kyriba referential data. If you already have a Kyriba implementation and want to use existing codes from your Kyriba tenant, or if you want to use your own external IDs, you can override the external IDs that Workday generates. No matter which external IDs you use, ensure that the external IDs in Workday match the Kyriba codes. Example: You override Workday-generated external IDs with business-specific descriptive IDs.
Which bank statement formats do your financial institutions use?	Kyriba supports these bank statement file formats: • BAI2 • CAMT • MT940
Do you receive summarized bank statements from banks?	To automatically reconcile summarized bank statement transactions, configure bank statement matching rules that group reconcilable items by external payment group IDs as created by Kyriba.

Recommendations

To ensure a smooth synchronization of referential data between Workday and Kyriba, we recommend that you:

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- Decide whether to use Workday-delivered external IDs, Kyriba IDs, or your own IDs at the onset of your Workday Bank Connectivity implementation, and keep the same strategy throughout the project.
- Synchronize the integration IDs for referential objects before migrating data mappings from Implementation tenants to Production tenants.

Requirements

To use Workday Bank Connectivity, you must:

- Purchase the Workday Bank Connectivity SKU or have an existing contract with Kyriba.
- Subscribe to Innovation Services if you're on the MSA-type subscription service agreement. See Workday Innovation Services on Workday Community.

All bank accounts that you set up for integrations with Workday Bank Connectivity must:

- Have a bank branch.
- Share the same bank code or BIC code as all other bank accounts with the same bank branch.
- Have a legal owning company when owned by a company hierarchy.

Limitations

On bank accounts that you configure for Workday Bank Connectivity integrations, you can't group electronic payments for reconciliation. To automatically reconcile summarized bank statements, you can use matching rule sets that group reconcilable items by external payment group ID instead. See Create Matching Rule Sets for Bank Reconciliation.

Tenant Setup

No impact.

Security

Domains	Considerations
Integration Configure domain in the Integration functional area.	Enables you to set up Workday Bank Connectivity integrations.
Manage: Workday Bank Connectivity - Referential Data Updates Integration Event Document Security domain in the Common Financial Management functional area.	Enables you to access output files from *Workday Bank Connectivity - Referential Data Updates* integrations.
Security Administration domain in the System functional area.	Enables you to set up an External CredStore to store OAuth2 access credentials for Kyriba.
Set Up: Bank Connectivity domain.	Enables you to set up Workday Bank Connectivity.
Set Up: Bank Entity domain in the Banking and Settlement functional area	Enables you to set up bank accounts for Workday Bank Connectivity.
Security: Manage: Innovation Services domain in the Innovation Services functional area	Enables you to opt in to Workday Bank Connectivity.

Business Processes

No impact.

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Reporting

The **Bank Connectivity Payments - Pending** report returns bank connectivity payments that have been processed by Kyriba and are awaiting bank acknowledgement, enabling you to distinguish payments awaiting bank processing from those rejected or held in draft status by Kyriba.

The **Bank Connectivity Payments Pending** report data source enables you to create custom reports for bank connectivity payments that have been processed by Kyriba and are awaiting bank acknowledgement.

Integrations

You can set up Workday Bank Connectivity integrations based on these integration templates:

Integration Templates	Considerations
Workday Bank Connectivity - Import Bank Statements	Import bank statements from Kyriba.
Workday Bank Connectivity - Import Payment Status	Import payment acknowledgements from Kyriba.
Workday Bank Connectivity - Payments Initiation	Process and send the outbound payment and referential data to Kyriba.
Workday Bank Connectivity - Positive Pay	Send positive pay files to Kyriba with new and voided check information.
Workday Bank Connectivity - Referential Data Updates	Synchronize a selection of referential data with Kyriba.

You can set up EBIs based on these web services to maintain Workday Bank Connectivity external IDs:

Web Services	Considerations
Get Bank Connectivity Reference Data Mappings	Retrieve external IDs from Workday.
Put Bank Connectivity Reference Data Mapping	Update external IDs in Workday.

Connections and Touchpoints

Functional Areas	Considerations
Cash	Workday Bank Connectivity enables you to import bank statements from financial institutions for bank reconciliation and cash positioning.
Settlements	You can configure Workday to automatically: • Initiate payments that you settle. • Send positive pay files to financial institutions with new and voided check information.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Examples
2024R1 Feature Release Note: Workday Bank Connectivity

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Steps: Manage Workday Bank Connectivity

Prerequisites

Note: To use these features, you must purchase the Workday Bank Connectivity SKU. Additionally, you must subscribe to Innovation Services if you're on the MSA-type (see below) subscription service agreement. If you haven't subscribed to Innovation Services, contact your account executive to request the Innovation Services Addendum. For more information, see Workday Innovation Services on Workday Community.

Note: You might need to take additional steps to enable this feature based on your organization's subscription service agreement. To determine your subscription service agreement:

1. Select your profile avatar on Workday Community.
2. Select **Profile**.
3. On your profile page, select your organization's name, which is beneath your name and next to your job title.
4. View your **Subscription Service Agreement** value.

If the value is:

- *UMSA*, you can skip the **Innovation Services Opt In** step.
- *MSA*, you must enable this feature through Innovation Services using the **Innovation Services Opt In** step.
- Obtain these items from Kyriba to use for the implementation:
  - API credentials.
  - Referential data workbook.
  - SFTP details.
- Set up settlement. See Steps: Set Up Settlement.

Context

You can configure Workday Bank Connectivity to send electronic payments through the Kyriba Bank Connectivity as a Service (BCaaS) system. Workday Bank Connectivity enables you to process the payments as well as import bank statements and payment acknowledgements in a unified banking solution.

For the initial implementation, you generate referential external IDs for data objects within Workday to map to corresponding IDs in Kyriba. Workday sends subsequent updates to referential data using an API during settlement. Kyriba uses the referential data to build out the payments.

All banks accounts that you set up for integrations with Workday Bank Connectivity must have a bank branch.

Steps

1. Set up banking.
   a) Access the **Create Financial Institution** task or **Edit Financial Institution** task.
   As you complete the task, consider:

Option	Description
Bank Identification Code	Enter the 8-to-11-character BIC code used to identify the bank in payment files for global transactions.
Address	Enter the country and address information for the primary location of the bank.

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Option	Description
Email	Enter the email address for the primary location of the bank.

Security: *Set Up: Bank Entity* domain in the Banking and Settlement functional area.

b) Access the **Create Bank Branch** task or **Edit Bank Branch** task.

Define and maintain information about bank or business entity branches. Specify the **Branch ID** for each bank branch.

All bank accounts attached to a bank branch must share the same bank code or BIC code.

Security: *Set Up: Bank Entity* domain in the Banking and Settlement functional area.

c) Access the **Create Bank Account** or **Edit Bank Account** task.

Complete the task:

Option	Description
Bank Account Type	Select *Bank Account*.
Legal Owning Company	When you select a company hierarchy from the **Organization** prompt, select the company to use as the related company in the referential data.
Bank Branch	Select the bank branch where the account is located.
Bank Identification Code	Enter the 8-to-11-character BIC code used to identify the bank in payment files for global transactions.
Bank Statement Format	The bank statement format that the bank uses. Kyriba supports these file formats: • BAI2 • CAMT • MT940

You can't group electronic payments for reconciliation on bank accounts that you use with Kyriba. To automatically reconcile summarized bank statements that you import with Workday Bank Connectivity, you can use matching rule sets that group reconcilable items by external payment group ID instead. See Create Matching Rule Sets for Bank Reconciliation.

Security: *Set Up: Bank Entity* domain in the Banking and Settlement functional area.

See Steps: Set Up Banking.

2. Access the **Innovation Services Opt In** task.

Opt in to Innovation Services to use the Workday Bank Connectivity feature, related tasks, and templates in your tenant.

On the **Available Services** tab, select the **Workday Bank Connectivity** service in the **Financials** category.

Security: *Manage: Innovation Services* domain in the Innovation Services functional area.

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3. (Optional) Create an External Client CredStore for Kyriba .

   To use these integrations, create an external client CredStore for Kyriba credentials:

   - *Workday Bank Connectivity - Payments Initiation*
   - *Workday Bank Connectivity - Positive Pay*
   - *Workday Bank Connectivity - Referential Data Updates*

   You need only 1 CredStore for all Workday Bank Connectivity integrations.

   If you've already configured OAuth credentials using the **Register External OAuth Client** task for an existing Workday Bank Connectivity integration, you can continue to use it, but you'll need to create a CredStore to use with other Workday Bank Connectivity integrations.
4. Access the **Enable Bank Connectivity Reference Data** task.

   Enable the mapping functionality within Workday. This generates the referential external IDs for all instances of existing data objects and any new data objects that you create in Workday.

   Select **Confirm** and click **OK**.

   Click **Generate Files** only if you want to load referential data manually.

   Security: *Set Up: Bank Connectivity* domain.
5. (Optional) Access the **View Bank Connectivity Reference Data Mapping** report.

   Confirm that external IDs were generated for applicable instances of referential data objects.

   Security: *Set Up: Bank Connectivity* domain.
6. (Optional) Access the **Maintain Bank Connectivity Reference Data Mappings** task.

   You can override external IDs in the **Bank Connectivity External ID** column with codes from an existing Kyriba tenant or with your own business-specific IDs.

   If you choose not to use Workday-generated external IDs, you must ensure that the external IDs in Workday match the codes in Kyriba.

   External IDs must only contain alphanumeric characters without any symbols or special characters and meet these length requirements:

Business Entity	Minimum Length	Maximum Length
Bank Account	4	12
Bank Branch	4	10
Company	4	12
Financial Institution	4	10

   Alternatively, you can use EIBs to:

   - Override large volumes of external IDs.
   - Use external IDs 3 characters long or shorter.

   See Steps: Set Up Initial Bank Connectivity Reference Data Mappings for Existing Kyriba Implementations .

   Security: *Set Up: Bank Connectivity* domain.
7. Take 1 of these actions:

   - Load referential data manually. See Steps: Load Referential Data Manually .
   - Load referential data with an integration. See Steps: Set Up Bank Connectivity - Referential Data Updates Integration .

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8. Set up Workday Bank Connectivity integration systems.

   See:

   - Steps: Set Up Bank Connectivity - Import Bank Statements Integration .
   - Steps: Set Up Bank Connectivity - Import Payment Status Integration .
   - Steps: Set Up Bank Connectivity - Payments Initiation Integration .
   - Steps: Set Up Bank Connectivity - Positive Pay Integration .
   - Steps: Set Up Bank Connectivity - Referential Data Updates Integration .

9. Access the **Edit Bank Routing Rule** task.

   Review the bank routing rules to ensure you're routing payments through a bank account that sends payments to an integration system based on the *Workday Bank Connectivity - Payments Initiation* template.

   Security: *Set Up: Settlement* domain in the Banking and Settlement functional area.

10. Access the **Edit Bank Account** task.

    For each bank account, select the payments integration system that you configured and payment acknowledgements option for settlement.

    As you complete the **Settlement Setup** tab, consider:

Option	Description
Technical Integration	Select the integration system based on the *Workday Bank Connectivity - Payments Initiation* integration template for each applicable payment type and payment category from the **Integration System** prompt.
Receives Acknowledgement	Select the check box to receive payment acknowledgements from the bank.

11. Create a manual or automatic settlement run to settle your payment category.

    You can either:

    - Create Manual Settlement Runs.
    - Schedule Automatic Settlement Runs.

Result

During settlement processing, Workday generates and sends the payment files to Kyriba. Workday also sends any incremental updates to the referential data objects using API calls. Workday imports the payment acknowledgment files and bank statements based on your scheduled integrations.

Next Steps

As you create new referential data objects in Workday, work with Kyriba professional services to assess whether existing payment scenarios require configurations to support the new objects. You might need additional payment scenarios created for these Workday dimensions:

- Countries
- Payment categories
- Payment file formats delivered to the bank
- Payment methods

Note: You can access portions of Workday Bank Connectivity for implementation, configuration and troubleshooting through a separate browser-based application console from third-party providers (“TPPs”). You must set up and maintain an account with TPPs to use the features of Workday Bank Connectivity. Upon expiration or termination of your active subscription to Workday Bank Connectivity, you will lose access to the associated TPP account, including any right to retrieve Customer Content from the TPP.

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Note: To opt out of Workday Bank Connectivity, you must send a discontinue notification through Workday's CSM or support channels and complete the subsequent offboarding process (the "Offboarding Process"). In the event that you don't send a discontinue notification within 60 days of the expiration or termination of your subscription to Workday Bank Connectivity SKU, Workday may initiate and complete the Offboarding Process on your behalf. Customers that enabled this feature through Innovation Services must also opt-out of the Workday Bank Connectivity Innovation Service through IS Enablement.

Related Information
Reference
FAQ: Workday Bank Connectivity Integration

Create an External Client CredStore for Kyriba

Prerequisites

- Obtain an OAuth 2.0 client ID, client secret, and token URL from Kyriba.
- Security: *Security Administration* domain in the System functional area.

Context

You can create an external client CredStore to store OAuth2 access credentials that Kyriba provides you. You only need to create 1 CredStore for all Workday Bank Connectivity integrations that require it.

Steps

1. Access the **Create External Client CredStore** task.
2. Complete the task:

Option	Description
App ID	Enter an app ID to easily distinguish Workday Bank Connectivity credentials from other credentials that you store. You can use any value, as the app ID doesn't need to match existing identifiers.
External Reference ID	Workday doesn't use the external reference Id for Workday Bank Connectivity integrations, but: • You must enter a value. • The value must be unique. You can enter the same value as the app ID.
Auth Scheme for External Client	Select *OAuth 2.0 Client Credential*.
Client ID	Enter the client ID that Kyriba provides you.
Client Secret	Enter the client secret that Kyriba provides you.
Token Endpoint	Enter the token URL that Kyriba provides you.

Steps: Load Referential Data Manually

Prerequisites

- Obtain the referential data workbook **Kyriba-Core Data Workbook** from Kyriba.
- Enable the data mapping functionality in Workday using the **Enable Bank Connectivity Reference Data** task.

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Context

You can manually export referential data from Workday and send it to Kyriba professional services so they bulk upload it into the Kyriba referential data. This helps ensure that the data is accurate and complete before your first payment transaction with Workday Bank Connectivity.

Alternatively, you can synchronize referential data between Workday and Kyriba using a *Workday Bank Connectivity - Referential Data Updates* integration. See Steps: Set Up Bank Connectivity - Referential Data Updates Integration .

Steps

1. Access the **Generate Bank Connectivity Reference Data Files** task.

   For the initial load, generate the CSV files with the referential external IDs for all instances of these data object types in Workday:

   - **Bank Account**
   - **Bank Branch**
   - **Company**
   - **Financial Institution**

   Refresh the task until the output files are available.

   Security: *Set Up: Bank Connectivity* domain.
2. Populate the **Kyriba-Core Data Workbook** spreadsheet with the Workday CSV file data.

   Download the CSV files to add the contents into the Kyriba referential data workbook.
3. Send the completed workbook to Kyriba professional services.

Next Steps

Kyriba professional services will:

- Verify the details.
- Load data into the Kyriba system.

You can regenerate output files with a selection of Workday data at any time to include new eligible items.

Steps: Set Up Initial Bank Connectivity Reference Data Mappings for Existing Kyriba Implementations

Prerequisites

- Enable the data mapping functionality in Workday using the **Enable Bank Connectivity Reference Data** task.
- Create an outbound EIB based on the *Get Bank Connectivity Reference Data Mappings* web service operation. See Steps: Set Up Outbound EIB .
- Create an inbound EIB based on the *Put Bank Connectivity Reference Data Mapping* web service operation. See Steps: Set Up EIBs Using Templates from Web Service Operations .
- Obtain a copy of your existing Kyriba data including reference data codes:
  - Account codes
  - Bank codes
  - Branch codes
  - Company codes
- Security: *Set Up: Bank Connectivity* domain.

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Context

When you want to use codes from an existing Kyriba tenant instead of Workday-generated IDs, you must synchronize the IDs before using Workday Bank Connectivity integrations. As an alternative to the **Maintain Bank Connectivity Reference Data Mappings** task, you can use EIBs to:

- Update large volumes of IDs.
- Use external IDs of 3 characters or less.

You can also use these EIBs to copy referential data mappings from one Workday tenant to another one. To ensure that Workday matches the information correctly, the integrations IDs of referential data objects must be identical in both tenants. If they aren't, you can change either the source or destination integration IDs to match.

Steps

1. Launch an Integration .
   Launch an EIB based on the *Get Bank Connectivity Reference Data Mappings* web service operation.
2. Download the output file with the Workday referential data.
   In the output file, replace Workday-generated external IDs with codes from your Kyriba implementation.
   See View Integration Events .
3. Launch an Integration .
   Launch an EIB based on the *Put Bank Connectivity Reference Data Mapping* web service operation.
   Attach the updated output file as input.

Result

Workday replaces Workday-generated external IDs with Kyriba codes.

Steps: Set Up Bank Connectivity - Referential Data Updates Integration

Prerequisites

- Enable the data mapping functionality in Workday using the **Enable Bank Connectivity Reference Data** task.
- Create an External Client CredStore for Kyriba .

Context

You can set up an integration to synchronize referential data with Kyriba, helping to ensure that data is accurate and complete before payment transactions. You can schedule or manually launch the integration:

- When you set up Workday Bank Connectivity, to synchronize referential data before using Workday Bank Connectivity.
- Recurringly as required by your business needs. Example: Once a day.

When configuring integrations, you specify which bank accounts to include by selecting either:

- Financial institutions for which you want to include all bank accounts.
- Individual bank accounts.
- A combination of individual bank accounts and financial institutions.

Workday then sends information for all banks accounts for the financial institutions that you select and all individual bank accounts that you select, including the associated:

- Bank branches.
- Companies.

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- Financial institutions.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *Workday Bank Connectivity - Referential Data Updates*. Also, select the **Enable All Services** check box.
2. Select **Integration System > Configure Integration Attributes** from the related actions menu of your integration system.

   Complete the task.

   See Workday Bank Connectivity Integration Attributes .

   Security: *Integration Configure* domain in the Integration functional area.
3. Create an integration system user (ISU).

   Grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event* in the Integration functional area.
   - *Process: Settlement* in the Banking and Settlement functional area.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Edit Domain Security Policies.

   Ensure that users who need to review the integration output files have access to the *Manage: Workday Bank Connectivity - Referential Data Updates Integration Event Document Security* domain in the Common Financial Management functional area.

Next Steps

Manually launch the integration or schedule it to run at set intervals. See Launch an Integration .

Steps: Set Up Bank Connectivity - Payments Initiation Integration

Prerequisites

- Create an External Client CredStore for Kyriba .
- Configure these business processes and security policies in the Banking and Settlement functional area:

  - *Payment Release Event*
  - *Outsourced Payment Release Event*

Context

You can create the payment initiation integration to process Workday Bank Connectivity payments. When you settle payments in Workday, the integration generates and delivers the payment files to the Kyriba system by SFTP. The integration calls APIs to update or create the referential data to include in the payment files.

This feature is only available for customers who purchase the Workday Bank Connectivity SKU.

Steps

1. Create Integration System .

   - From the **New Using Template** prompt, select *Workday Bank Connectivity - Payments Initiation*.
   - Select the **Enable All Services** check box.
   - Ensure that you enable the CredStore service.

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2. Select **Integration System > Configure Integration Attributes** from the related actions menu of your payment integration system.

   Complete the task.

   See Workday Bank Connectivity Integration Attributes .

   Security: *Integration Configure* domain in the Integration functional area.
3. Create an integration system user (ISU).

   Grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event* in the Integration functional area.
   - *Process: Settlement* in the Banking and Settlement functional area.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Set Up Integration Sequence Generators .

   The **Workday Bank Connectivity - Payments Initiation** template only supports outsourced payment group IDs of:

   - A minimum amount of padding and an alphanumeric character.
   - Twelve alphanumeric characters.

   We recommend that you use the default settings for the payment message ID sequence generator.
5. Create Integration Business Process .

   Create an integration business process to add a document delivery step to your integration system. Example: *Integration Process Event for Kyriba Payment Outbound* business process definition.
6. Set Up Integration Delivery .

   Specify the SFTP address on the document delivery step of the business process.

Result

The integration generates a payment DIS file to upload to the Kyriba SFTP server. Example: *WORKDAYTEST.NC4.IMPORT.3911116.PY_TRANSFER.WD_FORMAT.NULL.391.XML*.

The API automatically updates Kyriba with changes to the referential data object information and processes any new payments.

Next Steps

If there's an API error, the integration automatically stops the processing and marks the payment release event as failed. You can either:

- Edit the integration system and select the **Ignore Referential Data Failures for Selected Object Types** attribute to override the errors.
- Fix the data issues.

Once you've made the adjustments, relaunch the integration to continue sending the payment file. See Launch an Integration .

Related Information

Concepts

Concept: Workday Bank Connectivity Integration

Steps: Set Up Bank Connectivity - Import Payment Status Integration

Context

You can create this integration to import payment statuses for the Workday Bank Connectivity payments that your banks receive through Kyriba. Workday retrieves the payment acknowledgement files that Kyriba generates in the accepted format. The payment acknowledgements include both Kyriba statuses and bank

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statuses. As payments flow through Workday, the import payment status integration provides updates on the statuses.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *Workday Bank Connectivity - Import Payment Status*. Also, select the **Enable All Services** check box.
2. (Optional) Select **Integration System > Configure Integration Attributes** from the related actions menu of your payment status integration system.

   Complete the task.

   See Workday Bank Connectivity Integration Attributes .

   Security: *Integration Configure* domain in the Integration functional area.
3. Create an integration system user (ISU).

   Grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event* in the Integration functional area.
   - *Process: Settlement* in the Banking and Settlement functional area.
   - *Set Up: Bank Connectivity*.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Create Integration Business Process .

   Create an integration business process to add a document retrieval step to your integration system. Example: *Integration Process Event for Kyriba Import Payment Status* business process definition.
5. Set Up Integration Retrieval .

   As you configure the document retrieval step on the business process, specify:

   - The SFTP address for the payment acknowledgement file retrieval.
   - `[customer kyriba code].NC4.*WD_PY*` on the **File Name/Pattern** field.

     Workday uses this name pattern to search for all the payment acknowledgement files.
6. Launch an Integration .

Result
Workday imports your payment acknowledgement files from the file retrieval SFTP location.

See Reference: Import Payment Status Files and Statuses.

Related Information
Concepts
Concept: Workday Bank Connectivity Integration
Tasks
Steps: Manage Workday Bank Connectivity

Steps: Set Up Bank Connectivity - Import Bank Statements Integration

Context

You can create this integration to import prior day and intraday bank statement files from your financial institutions.

The integration supports these statement file formats:

- BAI2

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- ISO 20022
  - *camt.053* for prior day statements
  - *camt.052* for intraday statements
- MT940 for prior day statements
- MT942 for intraday statements

To import statements in other file formats, contact Kyriba professional services.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *Workday Bank Connectivity - Import Bank Statements*. Also, select the **Enable All Services** check box.
2. Select **Integration System > Configure Integration Attributes** from the related actions menu of your import bank statements integration system.

   Complete the task.

   See Workday Bank Connectivity Integration Attributes .

   Security: *Integration Configure* domain in the Integration functional area.
3. (Optional) Select **Integration System > Configure Integration Maps** from the related actions menu of your import bank statements integration system.

   As you complete the task, consider:

Option	Description
Domestic Bank Code	Configure this map to associate an incoming domestic bank code to the relevant value inside Workday. Note: The default value on this integration map doesn't have any significance. When you don't specify a mapping value, Workday uses the incoming value in the bank statement file as the default value. Example: You can configure this map when the domestic bank code within the Kyriba system doesn't match with Workday. A bank might have modified a bank ID before sending it to Kyriba.
Bank Account Number	Configure this map to associate an incoming bank account number to the relevant value inside Workday. Note: The default value on this integration map doesn't have any significance. When you don't specify a mapping value, Workday uses the incoming value in the bank statement file as the default value. Example: You can configure this map when the bank account number within the Kyriba system doesn't match with Workday. A bank might have modified a bank account number before sending it to Kyriba.

   Security: *Integration Configure* domain in the Integration functional area.

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4. Create an integration system user (ISU).
   Grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event* in the Integration functional area.
   - *Process: Banking* in the Banking and Settlement functional area.
   - *Process: Bank Reconciliation* in the Banking and Settlement functional area.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
5. Create Integration Business Process .
   Create an integration business process to add a document retrieval step to your integration system. Example: *Integration Process Event for Kyriba Import Bank Statements* business process definition.
6. Set Up Integration Retrieval .
   Specify the SFTP address on the document retrieval step of the business process.
7. Launch an Integration .

Result
Workday imports your bank statement files from the file retrieval SFTP location.

Example:

- BAI2: *WORKDAYTEST.NC4.EXPORT.20240604143852807 34.STAT.WD_BAI_CAMT.XML*
- CAMT: *WORKDAYTEST.NC4.EXPORT.20240604143852807 34.STAT.WD_CAMT_CAMT.XML*
- MT940: *WORKDAYTEST.NC4.EXPORT.20240604143852807 34.STAT.WD_MT940_CAMT.XML*

Next Steps
Reconcile bank statements. To automatically reconcile summarized bank statements, you can use matching rule sets that group reconcilable items by external payment group ID. See Create Matching Rule Sets for Bank Reconciliation.
Related Information
Concepts
Concept: Workday Bank Connectivity Integration
Tasks
Steps: Manage Workday Bank Connectivity
Reference
Reference: Bank Statements Connector XML Schema
Examples
2026R2 Feature Release Note: Workday Bank Connectivity: External Payment Group IDs for Bank Reconciliation

Steps: Set Up Bank Connectivity - Positive Pay Integration

Prerequisites

- Set up positive pay files. See Steps: Set Up Positive Pay Files.
- Create an External Client CredStore for Kyriba .

Context

You can send positive pay files to financial institutions through Kyriba for fraud prevention purposes.

You can:

- Manually schedule positive pay integrations to send new and voided check information for all payment printing runs within a date range, optionally filtered by financial institution and bank account.

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- Configure the *Payment Printing Event* business process to send new check information only as you create payment printing runs.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *Workday Bank Connectivity - Positive Pay*. Also, select the **Enable All Services** check box.
2. Select **Integration System > Configure Integration Attributes** from the related actions menu of your positive pay integration system.

   Complete the task.

   See Workday Bank Connectivity Integration Attributes .

   Security: *Integration Configure* domain in the Integration functional area.
3. Create an integration system user (ISU).

   Grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event* in the Integration functional area.
   - *Process: Ad Hoc Payment Settlement* in the Banking and Settlement functional area.
   - *Process: Bank Account Transfer for Settlement/Settlement* in the Banking and Settlement functional area.
   - *Process: Customer Refund Settlement* in the Customer Accounts functional area.
   - *Process: Expense Report Payment/Settlement* in the Expenses functional area.
   - *Process: Intercompany Payment/Settlement* in the Financial Accounting functional area.
   - *Process: Miscellaneous Payment Request Settlement* in the Miscellaneous Payments functional area.
   - *Process: Payroll Settlement* in the Core Payroll functional area.
   - *Process: Payroll Third-Party Payments Settlement* in the Core Payroll functional area.
   - *Process: Procurement Card Payment/Settlement* in the Procurement functional area.
   - *Process: Settlement* in the Banking and Settlement functional area.
   - *Process: Student Sponsor Refund/Settlement* in the Student Financials functional area.
   - *Process: Supplier Invoice Payment/Settlement* in the Supplier Accounts functional are.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Create Integration Business Process .

   Create an integration business process to add a document delivery step to your integration system. Example: *Integration Process Event for Kyriba Payment Outbound* business process definition.
5. Set Up Integration Delivery .

   Specify the SFTP address on the document delivery step of the business process.
6. (Optional) For Workday to automatically send positive pay data when you complete payment printing runs, configure the *Payment Printing Event* business process and security policy in the Banking and Settlement and Core Payroll functional areas.
   a) Add a new business process step with the *Integration* type.
   b) Click **Configure Integration System** on the new integration step.
   c) From the **Integration** prompt, select the new Workday Bank Connectivity - Positive Pay integration.
   d) Configure the **Positive Pay File** integration criterion as *Determine Value at Runtime*.

   You can't include voided checks in integrations that you configure with the *Payment Printing Event* business process.

   Workday automatically triggers the *Payment Printing Event* event when the *Print Checks Task* business process event completes.

   See Steps: Configure Business Process Definitions.

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Result

For positive pay integrations that you configure with the *Payment Printing Event* business process, Workday sends a positive pay file to Kyriba when the business process completes.

For positive pay integrations that you configure for manual scheduling, you can schedule or launch the integration with these launch parameters:

- A Start Date and an End Date 6 months apart or less.
- A **Positive Pay Record Type** of *Positive Pay and Void Records*, *Positive Pay Records Only*, or *Void Records Only*.

Related Information
Tasks
Launch an Integration
Steps: Set Up Positive Pay Files

Concept: Workday Bank Connectivity Integration

Workday Bank Connectivity leverages the Kyriba Bank Connectivity as a Service (BCaaS) system to provide fast and cost-effective implementations for bank integrations. You can access preconfigured payment scenarios in the Kyriba BCaaS that meet country and local regulations for banks across the globe, eliminating the need for further customizations to support local requirements for bank connectivity.

Referential Data

To correctly process payments, Workday and Kyriba synchronize core business entities that constitute referential data and comprise:

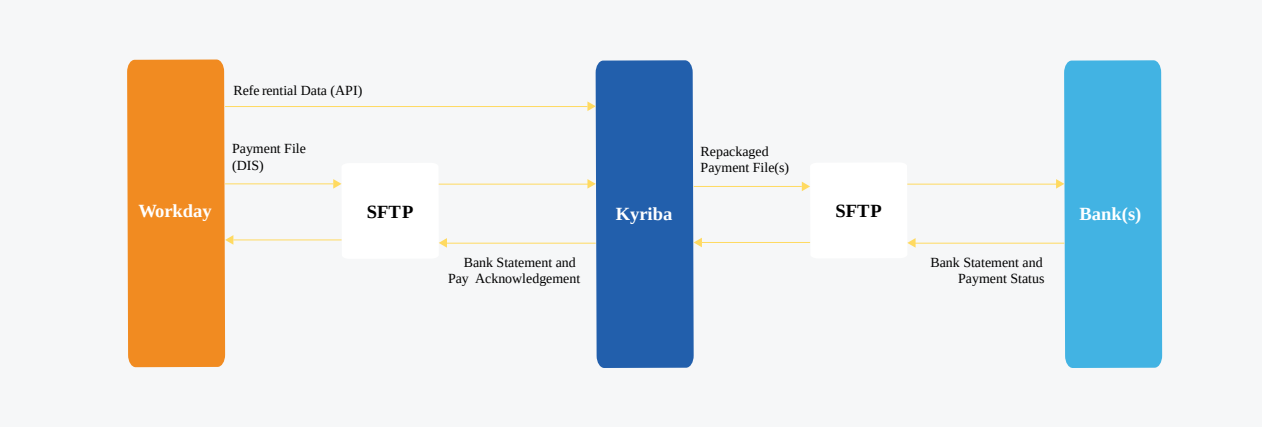
- Bank accounts.
- Bank branches.
- Companies.
- Financial institutions.

Workday generates unique external IDs to map your tenant data to Kyriba. We maintain this mapping through:

- An initial bulk setup.
- Ongoing updates, either automatically during the execution of payment integrations or manually.

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Integrations



You can configure the Workday Bank Connectivity integration system to:

- Generate referential external IDs for Workday data objects that map to the matching referential data in the Kyriba system. Kyriba assigns corresponding IDs to the payments that flow through Kyriba and the banks.
- Send Workday payment files to an SFTP server where Kyriba consumes and processes the payment data. Kyriba transforms the payments into bank-accepted formats based on customer payment scenarios. The payment scenarios define how Kyriba processes combinations of payment category, payment method, and country as well as the format to deliver to the bank. Kyriba then sends the formatted payment files directly to the bank.
- Send Workday positive pay files to an SFTP server where Kyriba consumes and processes the positive pay data. Kyriba transforms the positive pay data into bank-accepted formats and sends the formatted positive pay files directly to the bank.
- Receive and process payment acknowledgement inbound files from Kyriba by SFTP in the Workday-defined format.

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- Receive and process bank statement inbound files from Kyriba by SFTP in the Workday-defined format.

Workday Bank Connectivity Integration Attributes

As you configure Workday Bank Connectivity integration systems, consider these integration attributes when applicable for your integration template:

Integration Attribute	Considerations
API End Point for Referential Data Updates	Enter the full URL of the API call for referential data updates. You can obtain this information from Kyriba.
Bank Account	Select a bank account to filter referential data. When you configure both **Bank Account** and **Financial Institution**, Workday includes records that match either value. Workday doesn't limit results to matches for both simultaneously.
Disable File Uniqueness Validation	Select to allow bank statement files that contain the same: • File creation date. • File identification number. • Sender identification. • Receiver identification.
Disable Referential Data Updates for Selected Object Types	Select data object types for which you don't want to update existing referential data. By default, Workday updates the existing referential data in Kyriba.
Disable the Creation of Referential Data for Selected Object Types	Select data object types for which you don't want to create new referential data when the object doesn't already exist. By default, Workday creates the missing referential data in Kyriba.
Document Retention Policy	Enter the number of days you want Workday to retain the integration output.
Enable Opening and Ending Balance Validation	Select to validate that bank statements you import: • Include opening and closing ledger balance codes. • The sum of the opening balance and transactions equals the closing balance. When bank statements don't meet these conditions, Workday saves them as drafts, enabling you to correct them without having to import them again.
External CredStore Client	Select the CredStore for Workday Bank Connectivity credentials.

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Integration Attribute	Considerations
	If you've already configured OAuth credentials for the integration using the **Register External OAuth Client** task, you can continue to use it.
File Extension	Select a file extension. When you don't configure this attribute, Workday uses the XML extension. We recommend that you select *ASC* when you use PGP encryption.
File Name Differentiator	Inserts text into the outbound file name to ensure unique file names across tenants. You can specify up to 10 alphanumeric characters or underscores. Configure this attribute when multiple Workday tenants share a Kyriba instance and generate duplicate file names. The value replaces the default NULL segment in the file name. Example: • File name when you don't configure this attribute: *WORKDAYTEST.NC4.IMPORT.3911116.PY_TRANSFER.WD_* • File name when you configure this attribute as PREVIEW: *WORKDAYTEST.NC4.IMPORT.3911116.PY_TRANSFER.WD_*
File Name Tenant Reference	Enter the **File Name Tenant Reference** attribute provided to you during implementation. This attribute provides data to the integration system to enable the correct format when building out the payment file name. Example: The tenant reference displays at the beginning of this file name: ***WORKDAYTEST****.NC4.IMPORT.3911116.PY_TRANSFER.WD_FORI*
Financial Institution	Select a financial institution to filter referential data. When you configure both **Bank Account** and **Financial Institution**, Workday includes records that match either value. Workday doesn't limit results to matches for both simultaneously.
Ignore Referential Data Failures for Selected Object Types	Workday continues sending the payment file to an external banking partner when there's an error for the selected data objects that occurs during the: • Incremental referential data update. • Creation of new referential data.
Import Type (File Name)	Only configure this attribute if you've decided with your financial institution to replace the *PY_TRANSFER* value in generated file names: *WORKDAYTEST.NC4.IMPORT.3911116.****PY_TRANSFER****.WD_FORM*

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Reference: Import Payment Status Files and Statuses

This table describes the inbound payment acknowledgement integration files and their payment statuses.

Payment Acknowledgement File	Description
Payments in Draft	The payment acknowledgement file contains payments that are either: • Missing key data related to the payment profile. • Not mapped to a payment profile in Kyriba. The **Acknowledgement Status** is *Rejected*. Example: Kyriba generates the file in this file format: *WORKDAYTEST.NC4.EXPORT.2024011910303716318.* *TRANSFER.WD_PY_DRAFT.DRAFT.XML*
Payments in Rejection	The payment acknowledgement file contains payments with critical data issues such as: • Incorrect FX codes. • Wrong or missing amounts. The **Acknowledgement Status** is *Rejected*. Example: Kyriba generates the file in this file format:*WORKDAYTEST.NC4.EXPORT.2024061415482394.* *TRANSFER.WD_PY_STATUS.REJ.XML*
Payments with Kyriba External IDs	The payment acknowledgement file contains payments sent to the bank. The file also contains external codes that the bank statement files use to map Kyriba IDs to Workday IDs. This doesn't update the **Acknowledgement Status**. Example: Kyriba generates the file in this file format: *WORKDAYTEST.NC4.EXPORT.2024061415321407.* *TRANSFER.WD_PY_STATUS.EXTERNALCD.XML*
Payment Statuses from the Bank	The payment acknowledgement file contains payments and their statuses sent from the bank. The **Acknowledgement Status** is either *Accepted* or *Rejected*. Example: Kyriba generates the file in this file format:*WORKDAYTEST.NC4.EXPORT.2024061415332062.* *TRANSFER.WD_PY_STATUS.ACK.XML*

Related Information
Tasks
Steps: Set Up Bank Connectivity - Import Payment Status Integration

FAQ: Workday Bank Connectivity Integration

How does Kyriba ensure data protection for each customer?	Kyriba provisions a separate database on their multi-tenant platform for each customer. Kyriba uses encryption at rest and TLS 1.2 for data in transit.

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	To support large volume requirements from Workday, the information exchange between Workday and Kyriba uses SFTP. Workday creates the payment files in a mutually agreed (payment connector DIS) format and delivers them to an SFTP location that's specific to the customer. Kyriba also delivers the payment acknowledgement and bank statement files from the bank to a customer-specific SFTP location for Workday to upload.
Does Kyriba support bank accounts that use intermediary bank accounts?	Kyriba has a limit of 2 intermediary bank accounts per bank account.
How do I migrate referential data across multiple Workday tenants?	You can use Object Transporter 2.0 to migrate the Bank Connectivity Reference Data Mapping configuration package between your primary implementation tenant and secondary implementation tenants. The primary tenant is where you generate and store the most up-to-date referential data used for testing Workday Bank Connectivity. You can configure secondary tenants to use only for sending the test data to Kyriba. For more information on configuring the migration and how to access the configuration package, see Steps: Migrate Packages with Object Transporter.
How does Kyriba process files if an SFTP server is down?	The document delivery fails in Workday and notifies you that the files weren't delivered. Once the SFTP service is restored, you can then resend the files.
Does Workday retry sending files if Kyriba doesn’t respond?	Workday doesn't retry sending files to avoid accidentally paying someone twice. You can check for any bank-reported statuses in the payment acknowledgement files.

Related Information
Tasks
Steps: Manage Workday Bank Connectivity

HCM Connectors

Reference: HCM Connectors Catalog

Connector	Description
Absence Third-Party Calendar Integration	Sends approved time-off events to Google Calendar or Outlook 365.
Account Provisioning Integration	Sends worker profiles and provisioning group assignments to an account provisioning application. This integration exports data in System for Cross-domain Identity Management (SCIM) file format.

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Connector	Description
Account Provisioning Connector	Sends worker profiles and provisioning group assignments to an account provisioning application. This integration exports data in Workday XML format.
Affordable Care Act (ACA) Connectors	Connects Workday to the Internal Revenue Service (IRS). Enables you to submit IRS Form 1094-C and 1095-C data for the Affordable Care Act.
AngelPoints	Connects Workday to *AngelPoints*. Enables you to create, modify, and delete accounts in *AngelPoints* as worker status changes in Workday.
Assign Organizations Inbound Connector	Imports organization assignment data from an external server into Workday.
Cloud Connect for Learning	Integrates learning content providers with Workday. Includes these integration templates: • *Coursera Import Template* • *Go1 Content Import* • *OpenSesame Import Template* • *Percipio Import Template*
Core Connector: Background Check Order Inbound	Imports information for background checks on a person from an external server.
Core Connector: Background Check Order Outbound	Exports requests for background checks on a person to an external server.
Core Connector: Candidate Outbound	Exports candidate, job application, and prospect details.
Core Connector: Competency Model	Detects new and changed competency model data and produces a configurable output file in XML format.
Core Connector: Global Worker	Exports worker data changes from Workday in simple XML format.
Core Connector: Job Postings	Detects new and changed job postings produces a configurable output file in XML format.
Core Connector: Job Profile and Job Family	Detects new and changed job profile and job family data and produces a configurable output file in XML format.
Core Connector: Job Requisitions	Detects new and changed job requisitions and job requisition data and produces a configurable output file in XML format.
Core Connector: Location	Detects new and changed location data and produces a configurable output file in XML format.
Core Connector: Organization Outbound	Detects new and changed organization data and produces a configurable output file in XML format.
Core Connector: Positions	Detects new and changed position data and produces a configurable output file in XML format.

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Connector	Description
Core Connector: Worker	Detects changes to a worker and produces a configurable output file in XML format or a nonconfigurable file in CSV (Comma-Separated Value) format.
Core Connector: Worker for LMS Outbound Integration	Detects new and changed worker, job, location, organization, and talent data. Produces a configurable output file in XML format for export to a Learning Management System (LMS).
Directory Service	Connects Workday to LDAP and Active Directory servers.
E-Verify Integration	Connects Workday to the E-Verify service provided by the United States Citizenship and Immigration Services (USCIS). Enables you to verify employment eligibility for your employees and applicants.
ExternalCalendarCreateEdit	Manages interviewer availability and coordinates schedules by dynamically interacting with external calendar systems, such as Microsoft Outlook and Google Calendar.
Image Upload	Uploads worker photos and document images into Workday in bulk.
Inline Assessment	Connects Workday to third-party assessment vendors for registering candidates that have applied for a job using an external career site.
Kenexa Connector	Exports organization, location, job profile, and job family data from Workday to Kenexa. Requires that you use Job Management staffing model.
Kronos Workforce Timekeeper Outbound	Exports worker data from Workday to Kronos Workforce Timekeeper.
Labor Optimization Integration	Imports historical Labor Optimization Metric data for the Labor Optimization SKU (under Workforce Management).
Learning Virtual Classroom For MS Teams	Integration template for Learning Virtual Classroom for MS Teams.
Learning Virtual Classroom for Zoom	Integrates Workday Learning with Zoom to automatically generate Zoom meeting links when scheduling virtual classroom lessons. It designates the lesson instructor/organizer as the Zoom host and syncs calendar invites.
LinkedIn Recruiter System Connect	Enables data transfer between Workday Recruiting and LinkedIn Recruiter. Integration includes these templates: • LinkedIn Recruiter System Connect Export • LinkedIn Recruiter System Connect Import • LinkedIn Recruiter System Connect One Click Export

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Connector	Description
Medicare Integrations	Sends and receives coordination of benefits request and response files from the Centers for Medicare & Medicaid Services (CMS). Files can include data for active and retired employees and their dependents.
Okta Integration	Sends event-based notifications of employee changes directly to your Okta tenant.
OPM Connector: EHRI	Exports employee personnel data and personnel actions for the Office of Personnel Management (OPM).
OPM Connector: eOPF	Exports Employee Data Feed and SF-50 forms for the Office of Personnel Management (OPM).
Organization Inbound Connector	Imports new, changed, and inactivated organization data from an external application.
Salesforce.com Chatter Integration	Posts events from Workday to Salesforce.com Chatter.
Salesforce.com Worker Sync	Connects Workday to Salesforce.com for account provisioning.
Skillsoft Integration	Imports licensed courseware from Skillsoft into your learning catalog in Workday as external digital courses.
Social Security Number Verification Service Integration	Generates data file for upload to Social Security Number Verification Service. Enables you to verify that your employee names and Social Security numbers (SSN) match Social Security Administration records.
Talent Profile Inbound Connector	Imports updates to certifications, competencies, and completed trainings for one or more workers.
Unistaff Connectors	Exchanges data between Workday and Unistaff, enabling your organization to align with data privacy requirements for the Russian Federation. Supports: • Export of Workday foundation data. • Import of new hires and personal information updates for workers.
USAJOBS Inbound Job App	Imports candidate job applications and resume data from USAJOBS and loads them into Workday Recruiting, supporting both Resume Builder and external attachment flows.
USAJOBS Post Job	Moves a job posting from Workday to USAJOBS.
USAJOBS Unpost Job	Removes a job posting from USAJOBS.
Workday Esignature Integration	Creates and manages eSignature agreements and uploads signed documents back to Workday. These agreements are driven by Review Document business process steps in Workday

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Connector	Description
	that have been configured with the Adobe Sign eSignature Integration.

Absence Third-Party Calendar Integration

Steps: Set Up Absence Third-Party Calendar Integration

Prerequisites

Set up either a:

- Google account with G Suite Basic, G Suite Enterprise, or G Suite Business.
- Microsoft work account through Azure Active Directory and Microsoft Exchange Online only. Workday doesn't support hybrid deployments of on-premise Microsoft Exchange Server and Microsoft Exchange Online when setting up the Workday Absence Third-Party Calendar integration with Microsoft Outlook.

Context

You can use the Absence Third-Party Calendar integration to send approved time off events from Workday to your corporate calendars. When you run the integration, Workday automatically creates, updates, and removes approved time off entries, corrections, and cancellations in Google Calendar and Microsoft Outlook.

Note: Workday only processes time off entries when these business process events have a status of *Successfully Completed*:

- *Correct Time Off*
- *Request Absence*
- *Request Time Off*

Steps

1. Configure the Absence Third-Party Calendar Integration .
2. Register your client for Google Calendar, Microsoft Outlook, or both, and configure permissions for the Absence Third-Party Calendar integration web API.

   See:

   - Steps: Register Your Client-Side Service Account for Google
   - Steps: Register Client-Side Application for Microsoft Outlook
3. Create a credential store to authorize clients when connecting to third-party calendar applications.

   See:

   - Steps: Create an External Client CredStore for Google Calendar
   - Create an External Client CredStore for Microsoft Outlook

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4. Access the **Create Integration System** task.

   Select *Absence Third-Party Calendar* from the **New Using Template** prompt.

   As you configure the integration services, enable either of these integrations, or both:

   - *Google Calendar Integration*
   - *Microsoft Calendar Integration*

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*

5. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   The *Enabled* integration attribute is required for launch. You need 2 rows of values: 1 for enabled and 1 for disabled. Examples:

   - To enable the integration in all environments except for Production, add 2 rows with this configuration:

Value	Restricted to Environment
Clear the check box.	*Production*
Select the check box.	Leave this field empty.

   - To enable the integration in Production only, add 2 rows with this configuration:

Value	Restricted to Environment
Select the check box.	*Production*
Clear the check box.	Leave this field empty.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*

6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access on the *Integration Event* domain in the Integration functional area to enable event creation and status updates.

   See Steps: Grant Integration or External Endpoint Access to Workday.

7. Launch or schedule the Absence Third-Party Calendar integration.

   You don't need to select an organization as you already selected it in Step 1. If you select an organization on the **Launch / Schedule Integration** task, Workday ignores the value, and uses the organization that you select on the **Configure Absence Third-Party Calendar Integration** task.

   See Launch an Integration .

Related Information

Tasks

Create Integration System

Reference

2021R2 What's New Post: Absence Third-Party Calendar Integration

Configure the Absence Third-Party Calendar Integration

Prerequisites

Create time offs and absence tables to include in the integration.

Security: *Set Up: Time Off* domain in the Time Off and Leave functional area.

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Context

You can configure the Absence Third-Party Calendar integration for your organization to enable Workday to send approved time off events to your Google or Microsoft Outlook calendars.

Steps

1. Access the **Configure Absence Third-Party Calendar Integration** task.
2. As you complete the task, consider:

Option	Description
Time Offs	Select the time offs or absence tables to include in the integration processing.
Calendar Display	Select an option to display calendar events in external calendars for employees, managers, or both. Employees and managers can turn off the display on their calendars at any time by opting out of Absence Third-Party Calendar Integration events on the **Change Preferences** task. This option is available regardless of whether you've configured the integration, so employees can opt out before Workday runs the integration for the first time.
Organizations	Select the organizations to include in the integration. Select the **Include Subordinate Organizations** check box to ensure that both managers and employees receive calendar events. Employees and managers must be members of an organization to both receive calendar events. Example: Org X, Org Y, and Org Z are supervisory organizations in Global Modern Services. Org Y and Org Z are subordinate organizations to Org X. The organizations have these manager role assignments: • Ann is the manager for Org X. • Barbara is the manager for Org Y. • Colin is the manager for Org Z. John is a member of Org Y. He has an approved time off entry for a time off that you want to include in the integration. When you select Org Y and Org Z as the organizations, Workday sends the calendar event to John’s third-party calendar, but not to the Barbara's because Barbara is a member of Org X, not Org Y. To send the calendar event to both John and Barbara’s third-party calendars, select:

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Option	Description
	• *Org X* from the **Organizations** prompt. • The **Include Subordinate Organizations** check box.
Calendar Event	You can use the Workday-delivered subject and body for the calendar event by leaving the default text, or select the **Override Event Text** check box to create custom text. Workday automatically translates the default text but not custom text. You can tag workers using their preferred name in custom text. Although you can copy and paste formatted text into the **Subject** and **Body** fields, Workday sends the text to your third-party calendars as plain text.

3. Review and click **OK** to apply your changes.

   After you run the integration once, you can return to this task and make additional configuration changes. In the **Review and Apply** section, you can reset the integration by selecting the **Reset Integration Processing by 30 Days** check box under **Options**.

   When you select this check box, Workday processes:

   - Time off requests within the last 30 days and all future time off entries. Workday skips all time off events stored for retry. When not processed within the 2-hour integration processing limit, Workday stores time off events without errors for retry until processing is complete. For time offs with processing errors, such as an HTTP 500 response from Google or Microsoft, Workday performs up to 3 retries before logging a synchronization failure.
   - Any configuration changes. Example: Rachel requests time off in January for February. Workday runs the integration, but you didn't initially select the time off type she requested for processing. If you later select the time off for processing and reset the integration, Workday detects the configuration change on the next integration run.

4. (Optional) Select the **Advanced Logging Enabled** check box to generate an additional advanced logging file called *sync_detail_log.csv* for debugging purposes only.

   Note: Workday recommends that you only enable this option when:

   - You're trying to set up the integration for the first time and aren't able to find the approved time off entries in either Microsoft Outlook or Google.
   - Your current integration stops working suddenly.

   You can enable advanced logging temporarily to help troubleshoot integration errors. This option:

   - Helps your IT department understand core issues and assist in resolving integration errors.
   - Doesn't impact the original sync log file or stop the integration from processing.
   - Logs the first 50,000 records only, except for the Google integration, which stops processing entries after 10,000 records. Workday adds the remaining records to the retry queue where they're picked up in the next scheduled run. For Google, this means that the advanced logging file (*sync_detail_log.csv*) only contains 10,000 processed entries.

Result

Workday applies your changes to the next integration run.

When users enter time off in Absence without specifying start and end times, calendar events display differently in each third-party calendar application. Examples:

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- Google Calendar displays the event as a single time block. The event details indicate that the event is for the entire calendar day from 12:00 AM to 11:59 PM. The rest of the day displays as available.
- Microsoft Outlook displays the event as a single time block but the rest of the day displays as busy.

Steps: Register Your Client-Side Service Account for Google

Prerequisites

Set up a Google account with G Suite Basic, G Suite Enterprise, or G Suite Business.

Context

Workday needs access to a Google service account with specific permissions to enable the Absence Third-Party Calendar integration to make authorized web API calls to Google Calendar endpoints.

Steps

1. Sign in to the Google Cloud Platform.
2. Create a service account or use an existing one.

   See Creating and managing service accounts.

   a) Enter a project name that you can easily recognize as the client for the Absence Third-Party Calendar integration. Example: *workday-calendar-integration*.
   b) Select an organization and location.
   c) Create a service account for the project.

      Use an appropriate first and last name for the account to indicate the origin of the integration events, in the form *firstname.lastname@<your_company_domain>.com*. Example: If you enter *Absence Calendar* for the first name and last name, when Workday creates time off events, Google Calendar displays *Created by: Absence Calendar*.
   d) Manage permissions.

      - Give the service account editor permissions.
      - Ensure that the admin account has permissions to the service account.
      - Ensure that the service account for the integration has the *Super Admin* role with domain-wide access to enable the integration to perform read and write actions on users' calendars. The *Super Admin* is the only role that Google provides that can edit all users' calendars without user-level configuration. You can't create a custom role.

        Note: After you assign the *Super Admin* role to a user, it can take up to 24 hours for the calendar privileges to be available.

      See Pre-built administrator roles.
3. Create a new Google-managed service account key.

   See Creating and managing service account keys.

   Google generates and automatically downloads a JSON file with the service account key details. Save this file for use later when you create the external client cred store.
4. Enable system-wide delegation for the domain.

   See Delegating domain-wide authority to the service account.

   a) Sign in to the Google Admin console as an administrator.
   b) Add a new API client and enter these details:

Field	Value
Client ID	Copy the client ID value from the JSON file.
OAuth scopes (comma-delimited)	Enter these permission values:

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Field	Value
	`https://www.googleapis.com/auth/calendar.events, https://www.googleapis.com/auth/calendar`

5. Enable access to the Google Calendar API.
    a) Navigate to the API & Services Library in the Google Cloud Platform console.
    b) Search for and enable Google Calendar.

Steps: Register Client-Side Application for Microsoft Outlook

Prerequisites

Set up administrator access to an Azure Active Directory (AD) tenant.

Context

When you register your client application for the Workday *Absence Third-Party Calendar* integration with Microsoft Outlook, the Microsoft identity platform can provide authentication and authorization services for the application and its users.

You can configure permissions to enable the *Absence Third-Party Calendar* integration web API to access Microsoft Graph and:

- Read user profiles for all users in your organization.
- Read and write calendars in all mailboxes.

Steps

1. Register the application in the Azure portal and add credentials:
    a) Enter a display name that you can easily recognize as the client for the *Absence Third-Party Calendar* integration. Example: Absence TPCI.
    b) For **Supported account types**, select *Accounts* in this organizational directory only and your Azure AD tenant.

    You need the **Application (client) ID** value when you create the external client cred store.
    c) Add a client secret. Select an expiration option and record the secret value for later use.

    See Register an application in Microsoft Entra ID
2. Add permissions for the application.
    a) Select *Application permissions*.

    Enable the Absence Third-Party Calendar integration web API to access Microsoft Graph.
    b) From the **Calendars** menu, select *Calendars.Read* and *Calendars.ReadWrite*.
    c) Grant admin consent for your client application.

    See Configure app permissions for a web API

Related Information
Reference
Get an Azure AD tenant

Steps: Create an External Client CredStore for Google Calendar

Prerequisites

Register a Google service account for the Absence Third-Party Calendar integration.

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Security: *Security Administration* domain in the System functional area.

Context

Workday enables you to store the OAuth2 access credentials from the JSON file that you downloaded when registering your service account for Google. Workday uses these credentials to connect to the external Google Calendar domain.

Steps

1. Access the **Create External Client CredStore** task.
   As you complete the task, consider:

Option	Description
App ID, External Reference ID	Enter a value to distinguish these credentials for your Google service account. The value is for easy identification only and doesn't need to match an existing identifier for your application. You can use the same value for both fields. Example: *Absence-TPCI-Google*.
Auth Scheme for External Client	Select *OAuth 2.0 Jwt Bearer*.
Client ID	Enter the *client_id* value from the JSON file.
Subject	Enter the email of the user with the *Super Admin* role with access to the service account.
Issuer	Enter the *client_email* value from the JSON file.
Audience	Enter the *token_uri* value from the JSON file.
Jwt Bearer Signature Algorithm	Select *RS256*.
Jwt Header Kid	Enter the *private_key_id* value from the JSON file.
Token Endpoint	Enter any URL in this mandatory field. Workday doesn't use this value for the integration, however, to enable Workday to save the credential store, you need to enter a URL.

2. Create an X.509 private key pair.
   For **x509 Private Key Pair**, select either:
   - **Create 3rd Party X509 Key Pair**, to create a Google-generated certificate, and store the key pair values from the JSON file in Workday.
     See Create a Third-Party X.509 Key Pair for Google Calendar .
   - **Create x509 Private Key Pair**, to generate a Workday certificate, and upload it to Google.
     See Create an X.509 Private Key Pair for Google Calendar .

Related Information

Concepts

Concept: X.509 Certificates in Workday

Tasks

Steps: Register Your Client-Side Service Account for Google

Create a Third-Party X.509 Key Pair

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Create a Third-Party X.509 Key Pair for Google Calendar

Prerequisites

Register a Google service account for the Absence Third-Party Calendar integration.

Context

Save X.509 key pairs supplied by Google to Workday to enable the Absence Third-Party Calendar integration to connect to the external Google Calendar domain.

Steps

1. Access the **Create 3rd Party X509 Key Pair** task.
2. As you complete the task, consider:

Option	Description
Certificate Text	Navigate to the URL specified as the *client_x509_cert_url* value in the JSON file. Copy the certificate text that corresponds to the *private_key_id* in your JSON file. The text must start with -----*BEGIN CERTIFICATE*----- and end with -----*END CERTIFICATE*-----. Paste the certificate text into a text editor and format to replace every newline (\n) with newline plus carriage return (\r\n). Copy and paste the formatted text into this field.
Private Key	Navigate to the *private_key* value in the JSON file that corresponds to the *private_key_id* value. Copy the private key text starting with -----*BEGIN PRIVATE KEY* and ending with *END PRIVATE KEY*-----. Paste the private key text into a text editor and format, replacing every newline (\n) with newline plus carriage return (\r\n). Copy and paste the formatted text into this field.

Related Information
Tasks
Create a Third-Party X.509 Key Pair

Create an X.509 Private Key Pair for Google Calendar

Prerequisites

Register a Google service account for the Absence Third-Party Calendar integration.

Context

Generate a Workday certificate to enable the Absence Third-Party Calendar integration to connect to the external Google Calendar domain.

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Steps

1. Access the **Create x509 Private Key Pair** task generate a public key and corresponding private key.
2. Copy the certificate text from the **Public Key** field.
3. Navigate to the Google Cloud Console.
4. Select the services accounts for your project and the email associated with the JSON file.
5. Navigate to the keys section and select to add and upload an existing key.
6. Paste the certificate text that you copied from Workday and upload.

Related Information
Tasks
Create an X.509 Private Key Pair

Create an External Client CredStore for Microsoft Outlook

Prerequisites

Register a client for Microsoft Outlook for the Absence Third-Party Calendar integration.

Security: *Security Administration* domain in the System functional area.

Context

Workday enables you to store OAuth2 access credentials that you recorded when registering your client-side application for Microsoft Outlook.

Steps

1. Access the **Create External Client CredStore** task.
2. As you complete the task, consider:

Option	Description
App ID, External Reference ID	Enter a value to distinguish these credentials for the application that you registered in the Microsoft Azure AD portal. This value is for easy identification only and doesn't need to match an existing identifier for your application. You can use the same value for both fields, but the **External Reference ID** value must be unique. Example: *Absence-TPCI-Microsoft-Outlook*.
Auth Scheme for External Client	Select *OAuth 2.0 Client Credential*.
Client ID	Enter the client ID that you recorded.
Client Secret	Enter the client secret.
Token Endpoint	Enter any URL in this mandatory field. Workday doesn't use this value for the integration, however, to enable Workday to save the credential store, you need to enter a URL.

Related Information
Tasks
Steps: Register Your Client-Side Application for Microsoft Outlook

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Reference: Absence Third-Party Calendar Integration Output Files

In addition to processing time off entries in Google Calendar and Microsoft Outlook, the Absence Third-Party Calendar integration generates several informational files associated with the integration events. Workday retains these files for debugging and troubleshooting purposes.

File	Description
Absence Third-Party Calendar Integration Summary	Summarizes time off entry processing results.
Retry Time Off Events Partition Store	Includes time off entries to retry in the next integration run.
Retry Time Off Events Partition Tracker	Tracks time off entry retries for the next integration run.
Synchronization Failures Log	Logs entries that failed to synchronize. Workday doesn't store these entries for retry.

FAQ: Absence Third-Party Calendar Integration

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Does the Absence Third-Party Calendar integration support Microsoft national cloud services?	No, the integration supports the Microsoft Graph global service but not national cloud service endpoints such as Microsoft Cloud for US Government.
Do I need to specify a redirect URI when registering my app for Microsoft Azure?	No, this is an optional setting for apps that require individual users to authenticate. Our integration uses an admin account to update the user's calendars using the Microsoft Graph API.
Can you configure multiple email domains?	If your organization has more than 1 corporate email domain, you can enter multiple domains as a comma-separated list for the *Email Domains* value when you configure integration attributes for the integration system.

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	The integration supports multiple domains as long as all the domains are managed in the same Google or Microsoft tenant.
Do I need a Google service account user with the Super Admin role to run the integration with Google Calendar?	Yes, you need a service account user with the *Super Admin* role with domain-wide access to enable the integration to perform read and write actions on users' calendars. The *Super Admin* is the only role that Google provides that can edit all users' calendars without user-level configuration. You can't create a custom role. Workday uses the values that you enter in these fields on the **Create External Client CredStore** task: • **Subject:** The email of the user with the *Super Admin* role with access to the service account. • **Issuer:** The *client_email* value from the JSON file that you downloaded for the service account. Although the Absence Third-Party Calendar integration uses the service account user with the *Super Admin* role, Workday doesn't store the credentials. The integration only has authorization to perform read and write actions using the Calendar API.
What determines the Created by value on Google Calendar events?	The *Created by* value is based on the email that you enter in the **Subject** field on the **Create External Client CredStore** task. Example: If you would like *Created by* to display *Absence Calendar*, you could create an Administrator account in the Google Admin console with this name, and set the email address as the subject in your credStore. Example: *absence.calendar@mycompany.com*.
What determines the time zone for the calendar events?	When workers request time off, the effective date of the entries is in their time zone as set in Workday. If they don't have a preferred time zone set, Workday uses the tenant time zone. If you haven't configured a time zone for your tenant, Workday uses Pacific Standard Time (PST). If a worker's manager has a different preferred time zone set, Workday converts the date and time of the calendar entry to the manager's time zone for the manager view. If users want their third-party calendar application to match the Workday time zone, they need to set the time zone in their calendar application accordingly.
Why is the time zone Coordinated Universal Time (UTC) or Pacific Time - Los Angeles when I edit an automatically generated event?	The Absence Third-Party Calendar integration standardizes all time off entries to Pacific Standard Time (PST) before passing them to Microsoft Outlook or Google Calendar. When you hover over an event for a time off entry in Outlook or

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	Google Calendar, the application displays the times correctly in your time zone, depending on its time zone setting. When you edit an event, the application displays the start and end times in UTC or Pacific Time - Los Angeles. These are the correct times for the event in the time zone as it's stored on the Microsoft or Google server. Editing the event without changing the times or time zone maintains the time off at the correct time in your calendar.
How do multiple partial days off display for time offs that don't use time off start and end times?	When workers don't enter start and end times on time off requests, a half day displays as a full day in third-party calendar applications. If there are multiple partial day requests on the same day, the third-party calendar application displays multiple full day events for the same day. We recommend that you use start and end times to enable the application accurately reflect the worker's time off and avoid multiple full day events.
What happens to a worker’s events in their manager’s calendar after a job change?	Approved time offs that Workday processed before the worker's job change remain in their former manager's calendar even if their effective date is after their job change.
If workers opt out of Absence Third-Party Calendar Integration events, will it stop both their own and their managers' calendars from updating?	If workers opt out, it will only stop their calendars from updating. Their managers will still see their direct reports' time off requests in their calendars, provided **Enable managers to see their direct reports' time off events** is selected on the **Configure Absence Third-Party Calendar Integration** task.
If managers opt out, will they also stop getting their direct reports' time off entries?	If they opt out, they won't see their direct reports' or their own time off events in their calendars.
If workers opt out of Absence Third-Party Calendar Integration events, does that opt them out of all calendar events such as scheduled interviews?	The **Opt Out of Absence Third-Party Calendar Integration Events** preference only prevents Workday adding Absence time off requests to their external calendars. Other Workday calendar integrations are unaffected by this preference.
Can you rescind a time off from the third-party calendar?	Workday doesn't enable you to rescind time off entries that you inadvertently uploaded but supports corrections. Workday removes time off entries corrected to zero from third-party calendars. You can use the *Adjust Time Off* Enterprise Interface Builder (EIB) to correct entries unless the entries are in-progress. In that case, you can use the *Mass Cancel* business process.
If I change organizations in the integration configuration, what happens to events for workers in the removed organizations?	If you remove an organization on the **Configure Absence Third-Party Calendar Integration** task, the integration no longer processes the time offs for workers in the organization. Workday doesn't remove previously processed time offs from the third-party calendar even when you select the **Reset Integration Processing by 30 Days** check

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	box. Worker's will need to manually remove these events from their calendars. During implementation, Workday recommends starting with a small pilot organization to test and confirm that events display as expected in workers' and managers' calendars. For multinational organizations, you should also test translations before rolling out to a wider organization.
What is the recommended schedule frequency for the Absence Third-Party Calendar integration?	We recommend that you schedule the Absence Third-Party Calendar integration to run every 3 hours to avoid conflicts and keep third-party calendars current with time off requests in Workday. Only 1 instance of the integration can run at any time. If the integration takes more than 2 hours to process and is still running when Workday attempts a subsequent run, the integration will fail. Workday will attempt to run the integration again in a further 3 hours. Running the integration too frequently might cause several runs to fail, resulting in it taking noticeably longer for events to display in the third-party calendar.
How far back and forward does the integration process time offs?	The integration processes all approved time offs entered or corrected since the last run date, with an effective date either: • Within the previous 30 days. • In the future. Period schedules on time off plans limit how far in the future workers can enter time off. We recommend that you build out your period schedules 2 years in the future.
Does the Absence Third-Party Calendar integration support leave of absence?	The integration doesn't currently support leave of absence calendar-event processing.

Related Information

Tasks

Steps: Register Your Client-Side Service Account for Google

Steps: Create an External Client CredStore for Google Canlendar

Reference

Delegate domain-wide authority to your service account

Pre-built administrator roles

Troubleshooting: Absence Third-Party Calendar Integration

This topic provides strategies for diagnosing and resolving these Absence Third-Party Calendar integration issues:

- Troubleshooting: Absence Third-Party Calendar Integration
- Troubleshooting: Absence Third-Party Calendar Integration
- Troubleshooting: Absence Third-Party Calendar Integration
- Troubleshooting: Absence Third-Party Calendar Integration

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- Troubleshooting: Absence Third-Party Calendar Integration

Integration displays errors when launched or fails to launch.

Cause: Synchronization failures occurred with the Google Calendar integration service.

Solution:

Steps

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

1. Access the **Process Monitor** report, and select the *Integration* process type.
2. As a related action on the Absence Third-Party Calendar integration request, select **Background Process > View Details** to view detailed information about the integration.

   An integration status of *Completed* indicates that Workday was able to access the refresh token and send the request.
3. Select the **Output Files** tab and download and review synchronization failures in these files:
   - Absence Third-Party Calendar Integration Summary: Check whether there are any entries stored for retry.
   - Retry Time Off Events Partition Store: You might find HTTP responses with a 403 error code.
   - Synchronization Failures Log: You might find HTTP responses with a 400 or 401 error codes.

   To identify the reason for the errors, see the Google Calendar API.
4. On the **Integration Details** tab, click **Retrieve Log Files**.
5. Select the **Confirm** check box.
6. Download the server log file.

   Check for error responses from Google such as 403 error codes in HTTP retry exceptions. Example: You might need to use the Google Developers Console to activate the API for your project.

   See Authorizing Requests to the Google Calendar API.

   If you fix the issues, Workday reprocesses the time off entries stored for retry on the next integration run.

   If you don’t fix the issues, the integration will fail. After 3 retries, Workday stores those entries in the Synchronization Failure log and won’t attempt to retry processing the entries.

Cause: The integration service for Google Calendar failed to authenticate. It can't retrieve the refresh token for the client because the certificate has expired.

Solution:

Steps

1. Sign in to the Google Cloud Platform
2. Check the expiry date on the key for the integration client. If the key has expired, add a new key with an expiry date later than today.

   See Creating and managing service account keys.
3. Access the **Edit External Client CredStore** task.

   Replace the expired x509 Private Key Pair with the service-account key details from the latest JSON file.

   Security: *Security Administration* domain in the System functional area.

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Cause: The integration service for Microsoft Outlook failed to authenticate. It can't retrieve the refresh token for the client because the client secret has expired.

Solution:

Steps

1. Sign in to the Azure portal.

   Check the expiry date on the client secret for the integration client. If the secret has expired, add a new one.

   See Quickstart: Register an application with the Microsoft identity platform.
2. Access the **Edit External Client CredStore**.

   Replace the expired client secret with the new one.

   Security: *Security Administration* domain in the System functional area.

Approved time offs in Workday in the last 30 days don't display in workers' third-party calendars.

Cause: You configured the email domain incorrectly for the Google Calendar or Microsoft Outlook integration service.

Solution:

Steps

1. If you need to correct the email domain, access the **View Integration System** report.

   Select the Absence Third-Party Calendar integration system. As a related action, select **Integration System > Configure Integration Attributes** and enter the *Email Domains* integration attribute value.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*
2. Rerun the Absence Third-Party Calendar integration.

   Before resetting the integration, to avoid leaving entries that were corrected to zero in a worker's calendar, make sure that Workday processes corrected entries since the last run. Example: A worker requested a time off and then corrected it to zero since the last run. After resetting the last run date, Workday won't reprocess the request, which results in the original entry remaining in the calendar.

   See Launch an Integration .
3. Access the **Configure Absence Third-Party Calendar Integration** task.

   Reset the integration to reprocess previously processed time offs and all previously skipped time offs. Otherwise, Workday will only process new events using the correct configuration.

   Security: *Set Up: Time Off* domain in the Time Off and Leave functional area.
4. In the **Review and Apply** section, select the **Reset Integration Processing by 30 Days** check box and click **OK**.

Microsoft Azure Service exceeded the maximum retry attempts to retrieve the refresh token.

Cause: Workday received a 401 error, which might be because:

- The token has expired or is invalid.

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- You're using a delegated access token granted to a personal Microsoft account. If this is the case, the integration is able to get a new token but the token is invalid when the integration tries to make a request.

Solution: For more information, see Resolve Microsoft Graph authorization errors.

Solution: Workday recommends that you use a service account rather than a personal Microsoft account for the integration.

Managers can't identify which calendar events correspond to specific workers.

Cause: The calendar event message doesn't display the worker's name.

Solution:

Steps

Security: *Set Up: Time Off* domain in the Time Off and Leave functional area.

1. Access the **Configure Absence Third-Party Calendar Integration** task.
2. Select the **Calendar Event** tab.

   Tag the worker using the **Worker's Preferred Name** report field in the subject or body of the calendar event to enable managers to identify which time off belongs to each of their direct reports.

Time off for a manager's direct reports doesn't display in their third-party calendar.

Cause: The manager has a manager role for the configured organization but isn't a member.

Solution:

Steps

Security: *Set Up: Time Off* domain in the Time Off and Leave functional area.

1. Access the **Configure Absence Third-Party Calendar Integration** task.
2. Select the **Calendar Display** tab.

   Ensure that you select the **Enable managers to see their direct reports' time off events** check box.
3. Select the **Organizations** tab.

   The integration only processes managers and workers that are members of the organizations that you configure for the integration. Ensure that you select both the manager's and worker's organizations. When a manager and worker are members of different organizations but you only select the worker's organization, the manager won't receive their time off events for the worker, even when you also select the **Enable managers to see their direct reports' time off events** check box.

Related Information

Tasks

Create an External Client CredStore for Microsoft Outlook

Steps: Create an External Client CredStore for Google Calendar

Reference

Quickstart: Register an application with the Microsoft identity platform

Creating and managing service account keys

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Account Provisioning

Steps: Set Up Account Provisioning Integration

Prerequisites

Before implementing this integration, determine how you want to launch the integration. Configuration requirements vary depending on which method you select.

Context

You can create an integration based on the *Account Provisioning* template that sends worker profiles and provisioning group membership data to an external endpoint.

Steps

1. Create Integration System

   Enter *Account Provisioning* at the **New using Template** prompt.
2. (Optional) In the **Configure Integration Services** task, enable the **Transaction Log Service**.

   This service enables your integration system to subscribe to events that take place in Workday. Your integration reports only changed fields for workers, rather than reporting all fields.

   If disabled, your integration first extracts all data for eligible records, then evaluates the data for changes. Using this option can adversely affect performance.

   Security: *Integration Build* in the Integration functional area.
3. (Transaction Log Service) Select **Integration System > Configure Integration Transaction Log** as a related action on your integration and select the Workday transactions for monitoring.

   Workday recommends that you subscribe only to those business processes that can drive changes to your provisioning groups:

   - *Add Additional Job*
   - *Contract Contingent Worker*
   - *Hire*
   - *Start International Assignment*
   - *End Additional Job*
   - *End Contingent Worker*
   - *End International Assignment*
   - *Termination*

   Security: *Integration Build* in the Integration functional area.
4. Set Up Account Provisioning Integration Fields .
5. (Optional) Set Up Integration Delivery .

   If you're not launching the integration by web service, specify how the integration system delivers integration output files to your external endpoint.
6. (Optional) Launch an Integration .

   If you want to launch the integration by schedule within Workday, schedule how often you want Workday to launch the integration.

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7. Create an Integration System User (ISU) and grant the ISU access to these domains:
    - *External Account Provisioning*
    - *Worker Data: All Positions*
    - *Worker Data: Business Title on Worker Profile*
    - *Worker Data: Current Staffing Information*
    - *Worker Data: Public Contact Information*
    - *Worker Data: Public Worker Reports*

    See: Steps: Grant Integration or External Endpoint Access to Workday.
8. (Optional) Create Integration Notifications .

Set Up Account Provisioning Integration Fields

Prerequisites

Security: *Integration Build* domain in the Integration functional area.

Context

Map internal Workday values to external values used by your account provisioning service.

This procedure uses the **Configure Integration Field Overrides** task. However, in this procedure you provide automatically populated values; you don't override existing values. If you don't select the corresponding report field for each external value, your Account Provisioning integration can't run successfully.

Steps

1. As a related action on your Account Provisioning integration, select **Integration System > Configure Integration Field Overrides**.
2. In the *Define Eligibility* document section, select *Has Provisioning Group Assignments* from the **Override External Field** prompt.
3. In the *External Account Provisioning Fields* document section, select (or create) the specified report field from the **Override External Field** prompt for each external field value.

Option	Description
Worker ID	Employee ID
Legal First Name	Legal Name - First Name
Legal Middle Name	Legal Name - Middle Name
Legal Last Name	Legal Name - Last Name
Primary Work Email Address	Email - Primary Work
Primary Work Phone Number	Phone - Primary Work
Primary Work Messenger ID	Work IM
Primary Work Messenger Type	Create a calculated field based on the Work IM *business object* that returns the Messenger Type. There's no corresponding report field in Workday that returns this value.
Employee ID	Employee ID
Position	Position

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Option	Description
Position ID	Position ID
Business Title	Business Title
Location	Location
Manager ID	Manager ID
Hire Date	Hire Date
First Day of Work	First Day of Work
Termination Date	Termination Date
Active Status	Active Status

Concept: Account Provisioning Integration

Workday supports integration with external account provisioning applications and services using the Simple Cloud Identity Management (SCIM) format. The *Account Provisioning* integration template enables you automatically to add and remove hired and terminated workers from applications and services such as Active Directory and Salesforce Chatter.

The Account Provisioning integration template enables you to create an integration with any account provisioning endpoint. The account provisioning endpoint opens and closes accounts for workers on downstream services, such as Active Directory or Google Apps. The account provisioning endpoint relies on Workday to define which workers have access to a given downstream service. When triggered, the Account Provisioning integration generates an integration output document in the form of a SCIM file. SCIM is an industry-standard format for defining membership in provisioning groups.

Integration Launch Options

You can use any of these methods to launch the Account Provisioning integration:

- Scheduled in Workday. You schedule the integration to launch at a preset interval.
- Trigger by event. Configure the *Transaction Log Service* to subscribe to Workday events that cause reportable changes to your Provisioning Groups.
- Scheduled in external account provisioning endpoint. You configure a schedule in your external endpoint. You then configure your external endpoint to launch the Account Provisioning integration using the *Launch Integration Event* web service operation. After launch, your external endpoint must check the integration event status using the *Get Integration Events* web service operation. When *Get Integration Events* returns a status of Complete, it includes a reference to the integration output document. You can then retrieve the integration output document from **My Reports**.

Related Information

Concepts

Concept: Workday Connectors

Tasks

Steps: Set Up Account Provisioning Groups

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Account Provisioning Connector

Steps: Set Up Account Provisioning Connector Integration

Context

You can create an account provisioning integration that sends these types of data to an external account provisioning endpoint:

- Worker profiles.
- Provisioning group membership.

Steps

1. Create Integration System .

   Enter the applicable template at the **New using Template** prompt:

   - *Account Provisioning Connector: Worker*
   - (Optional) *Account Provisioning Connector: Group*. Use this template only if you already use Account Provisioning Groups and have worker accounts that are part of those groups.
2. (Optional) In the **Configure Integration Services** task, enable integration services:

Integration Service	Template	Description
Filename Sequence Generator	Both	Enable if you want Workday to apply a custom-formatted, unique filename to each integration file.
Define Eligibility	Account Provisioning Connector: Worker	Enables you to configure an Integration Field Override to define which workers Workday includes in the integration output.

   Security: *Integration Build* in the Integration functional area.
3. As a related action on your Connector, select **Integration System** > **Configure Integration Attributes** and enter attributes required by the integration template:

Option	Description
Output Document Tags	Applies selected document tags to integration output documents generated by the integration.
Document Retention Policy	Enter the number of days that Workday should preserve output files.

4. Set Up Integration Sequence Generators .
5. Set Up Integration Delivery .
6. Steps: Set Up Document Transformation Connector .
7. Launch an Integration .
8. Create an Integration System User (ISU) and grant the ISU access to these domains:

   - *External Account Provisioning* (required for Account Provisioning Connector: Group only)
   - *Worker Data: Current Staffing Information* (required for Account Provisioning Connector: Worker only)
   - *Worker Data: Public Worker Reports* (required for Account Provisioning Connector: Worker only)

   See: Steps: Grant Integration or External Endpoint Access to Workday.

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9. (Optional) Grant the ISU access to the *View: Account Provisioning Integration Document* security domain to enable the ISU to view documents generated by the connector.
10. (Optional) Create Integration Notifications .

Concept: Account Provisioning Connector

With the Account Provisioning Connector, you can extract worker account related definitions and send it to an endpoint. Using the Workday Web Services API, the Account Provisioning Connector captures changes to account data. The integration then configures an output file for delivery to an external endpoint.

The Account Provisioning Connector generates account data integration output files that you can transform for multiple downstream endpoints.

Depending on your external endpoint, you might need to transform the file into the required format using 1 of these options:

- Transformation step on the business process. You configure the business process definition for the integration to transform the Connector output file into the format required.
- Workday Studio integration. You configure the business process definition of the integration to launch a Workday Studio integration. The Studio integration transforms the Connector output file into the required format.
- Other third-party tool. You configure a third-party tool to transform the Connector output file.

The Account Provisioning Connector is an integration template. When launched, the integration collects a snapshot of the data and creates an output file in XML format. The Account Provisioning Connector integration creates the output files in a Workday-defined XML format. You can configure this output for delivery or further transformation.

Launch/Schedule Options for Account Provisioning Connector

Workday provides these launch schedule options for the Account Provisioning Connector integration:

- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
    - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member or have an organization role.
    - *All Organizations by Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can specify **Run Now** to launch the integration manually. Workday prompts you to enter the launch parameters.

For the launch/schedule option for the Account Provisioning Connector: Group, enter these launch parameters:

Parameter	Description
Provisioning Groups	Extracts records for the specified Provisioning Groups.
As Of Entry Moment	Extracts records that are current as of the specified **As Of Entry Moment**.

For the launch/schedule option for the Account Provisioning Connector: Worker, you enter these launch parameters:

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Parameter	Description
Workers **As Of Entry Moment**, **Effective Date**	Extracts records for the specified Workers. Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.
- *Schema XSD* file, which defines the content and structure of the output file. It includes only those fields that you've enabled for your integration endpoint. Workday generates this file every time the integration runs; the file uses your integration configuration at the time the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

If you don't want to generate audit files, you can use these integration attributes:

- Suppress Messages Audit
- Suppress Audit Reports

Note: Because actual data is included in the *Data Change Audit* file, you might need to secure this file separately. Example: if administrators can't have access to the data.

AngelPoints

Steps: Set Up AngelPoints Integration

Context

Create an integration system that establishes accounts in AngelPoints and updates the accounts when changes occur. The integration reports changes to worker status so that AngelPoints can activate or deactivate accounts as needed.

After the initial full file worker synchronization, Workday sends AngelPoints a changes-only file, when scheduled. The changes-only file contains complete records for workers who are new or whose information has changed since the last integration run.

Steps

1. Access the **Create Integration System** task and enter *AngelPoints - Worker Sync* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. In the **Configure Integration Services** task, enable integration services:

Option	Description
Define Eligibility	Enable this service to define rules for whether Workday includes a worker in the integration. If you want to include all workers automatically in the integration, you don't need to select this option.

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Option	Description
Account Provisioning - Worker Sync	Enables you to configure the ISO Country Code, Region Organization Type, and Rehire Date usage.
Account Provisioning - Common Configuration	Enables you to configure Employee ID Name and Workday ID (WID) usage.
Account Provisioning - Delivery Service	Enables you to configure delivery of integration output documents to the AngelPoints SFTP server. If you don't enable this service, configure another integration system to retrieve the integration output documents and send them to AngelPoints.
AngelPoints Additional Fields Service	Enables you to map up to 9 Organizations in Workday to the corresponding values in AngelPoints.
Transaction Log Service	Enables the integration to monitor events in Workday and launch when events occur that change worker data.

Security: *Integration Build* in the Integration functional area.

3. (Optional) To send up to 20 additional fields to AngelPoints, access the **Configure Integration Services** task. Add a *Custom Fields* integration service to the **Custom Integration Services** grid.
4. Create an Integration System User (ISU) and grant the ISU access to these domains:
    - *Integration Event*
    - *Person Data: Gender*
    - *Person Data: Home Contact Information*
    - *Worker Data: Current Staffing Information*
    - *Worker Data: Public Worker Reports*
    - *Worker Data: Work Contact Information*

    See: Steps: Grant Integration or External Endpoint Access to Workday.
5. As a related action on your Connector, select **Integration System** > **Configure Integration Attributes** and enter attributes required by the integration template:

Option	Description
Include Inactive Workers in Full File	Includes inactive workers in the output when you enable the **Full File** launch parameter. If you don't select this option, Workday excludes inactive workers from Full File results.
Required Field Validation	Applies additional validation rules that identify errors that can occur when exporting data, and specifies error handling: • *Omit - Report Error*: Workday doesn't include records with errors in the output file. If you don't select a value, Workday uses this option. • *Include - Report Warning*: Workday includes records with errors in the output file; warning displays in the Integration Event for the integration run.

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Option	Description
ISO Country Code	Select the type of ISO Country Codes (options are two- or three-character codes) that you want to include in the integration output document.
Region Organization Type	Specify the organization type for regions that you want to include in the integration output document. If not specified, Workday doesn't include region data in the integration output document.
Send Rehire Date	Specifies that Workday includes the rehire date in the integration output document. Workday doesn't include the original hire date for rehired workers. If not selected, Workday always sends the original hire date.
Employee ID Name	Specify the ID type used to identify workers on the integration output document.
Use WID	To force use of Workday ID (WID) values to identify workers on the integration output document, select this option. Use this option if any type-specific IDs (such as Organization Type) exceed 90 bytes of UTF-8 characters.
Document Retention Policy	To specify the number of days that Workday retains integration output files, enter the Document Retention Policy attribute value.

6. Set Up Integration Field Overrides for a Connector .

   Workday requires this step only if you enabled any of these integration services:

Option	Description
AngelPoints Additional Fields Service	You can select up to 9 organization fields to include in your output file. The integration uses these organization fields as membership groupings in AngelPoints.
Define Eligibility	Select a Boolean report field or calculated field for workers that you want to include in the integration output file.
Custom Fields	Map additional worker data fields to the corresponding values in AngelPoints. AngelPoints accepts up to 20 custom field values.

7. As a related action on the integration system, select **Integration System > Configure Integration Maps**.

   Map tenant values for employee data in Workday to AngelPoints.
8. Set Up Integration Sequence Generators .
9. Set Up Integration Delivery .

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10. As a related action on the integration system, select **Integration System > Configure Integration Transaction Log**.

    Configure the integration to subscribe to Workday events that can trigger the need to send an update to AngelPoints. This step is required only if you enabled the **Transaction Log Service**.
11. Launch an Integration .
12. (Optional) Configure Worklets for SSO-Based Access to AngelPoints.

Steps: Set Up Worklets for SSO-Based Access to AngelPoints

Prerequisites

Know your AngelPoints tenant name.

Context

Create worklets that enable your workers to provide access credentials to AngelPoints from worklets in Workday.

Steps

1. Create an X.509 Private Key Pair.

   Create an X.509 *private key pair*, save the *public key* as a *cert* file, and send the public certificate to AngelPoints.
2. Access the **Edit Tenant Setup - Security** task and select the **x509 Private Key Pair** from the prompt.

   See: Reference: Edit Tenant Setup - Security
3. Create or Edit SAML SSO Links.
4. Access the **Create SAML SSO Link** task and create an SSO link named **Dashboard** with these attributes:

Option	Description
SAML Version	1.1
Assertion Consumer Service URL	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso
Name Identifier	User Name
Recipient	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso
Audience	https://sp.angelpoints.com/SAML1
Deeplink	https://<*angelpoints_customer_name*>.angelpointsevs.com/handlers/dashboard.aph
Issuer ID	https://myworkday.com/<*workday_tenant*>/login.htmld
Signature Method	SHA256

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5. Access the **Create SAML SSO Link** task and create an SSO link named **Event Calendar** with these attributes:

Option	Description
SAML Version	1.1
Assertion Consumer Service URL	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso
Name Identifier	User Name
Recipient	https://<*angelpoints_customer_name*.angelpointsevs.com/login.sso
Audience	https://sp.angelpoints.com/SAML1
Deeplink	https://<*angelpoints_customer_name*.angelpointsevs.com/handlers/event/calendar.aph
Issuer ID	https://myworkday.com/<*workday_tenant*>/login.htmld
Signature Method	SHA256

6. Access the **Create SAML SSO Link** task and create an SSO link named **Log Independent Volunteer Activity (IVA)** with these attributes:

Option	Description
SAML Version	1.1
Assertion Consumer Service URL	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso
Name Identifier	User Name
Recipient	https://<*angelpoints_customer_name*.angelpointsevs.com/login.sso
Audience	https://sp.angelpoints.com/SAML1
Deeplink	https://<*angelpoints_customer_name*.angelpointsevs.com/handlers/event/ive-create-non-manager.aph
Issuer ID	https://myworkday.com/<*workday_tenant*>/login.htmld
Signature Method	SHA256

7. Access the **Create SAML SSO Link** task and create an SSO link named **Search for Volunteer Events** with these attributes:

Option	Description
SAML Version	1.1
Assertion Consumer Service URL	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso

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Option	Description
Name Identifier	User Name
Recipient	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso
Audience	https://sp.angelpoints.com/SAML1
Deeplink	https://<*angelpoints_customer_name*>.angelpointsevs.com/handlers/event/search.aph
Issuer ID	https://myworkday.com/<*workday_tenant*>/login.htmld
Signature Method	SHA256

8. Access the **Create SAML SSO Link** task and create an SSO link named **Submit My Hours** with these attributes:

Option	Description
SAML Version	1.1
Assertion Consumer Service URL	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso
Name Identifier	User Name
Recipient	https://<*angelpoints_customer_name*>.angelpointsevs.com/login.sso
Audience	https://sp.angelpoints.com/SAML1
Deeplink	https://<*angelpoints_customer_name*>.angelpointsevs.com/handlers/event/submit-hours.aph
Issuer ID	https://myworkday.com/<*workday_tenant*>/login.htmld
Signature Method	SHA256

9. Access the **Create Quicklink Group** task.

   Create a **Volunteering** group, and add the 5 links you created in the preceding steps to the group.

10. Create a Quicklinks Worklet.

    Create a Quicklinks Custom Report that includes the Quicklink Group. Set the output as a worklet, then share the report with any user groups.

11. Add the worklet to the landing pages of your choice.

    See: Steps: Set Up Dashboards and Landing Pages.

Concept: AngelPoints Integration

Support employee volunteering, giving, and sustainability needs for your organization using the *AngelPoints* integration. *AngelPoints* offers a web-based service designed to increase participation in your employee volunteering, giving, and sustainability programs. *AngelPoints* enables you to track and report on the collective impact of your company. Workday synchronizes information about workers and organizations with *AngelPoints* so that you can automate management of accounts in *AngelPoints*.

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Workday synchronizes HCM data with *AngelPoints* using a single integration system, which delivers files to an external SFTP server.

Workday manages all HCM data, including:

- Workers
- Organizations

Related Information
Concepts
Concept: Workday Connectors

Assign Organizations Inbound Connector

Steps: Set Up Assign Organizations Inbound Connector Integration

Prerequisites

Set up an external endpoint that your Workday integration can access. Your external endpoint must be able to generate change data for organization assignments in the defined XML format.

Context

You can create an integration that:

- Accesses an external server.
- Retrieves a data file containing organization assignment changes.
- Imports change data into Workday.

Steps

1. Configure your external endpoint so that it can generate data for organization assignment changes. The data must be in one of the formats supported by the Assign Organizations Inbound Connector.
2. Access the **Create Integration System** task and enter *Core Connector: Assign Organization Inbound* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Build*
   - *Integration Event*
   - *Manage: Organization Integration*
   - *Manage: Organization Update Integration*
   - *Worker Data: Organization Information*
   - *Worker Data: Public Worker Reports*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Set Up Assign Organizations Inbound Connector Attributes .

   Create integration attributes for the Connector.
5. Set Up Integration Retrieval .

   Specify how the integration system retrieves data files with organization changes from your external endpoint.
6. Launch an Integration .

   Schedule how often the integration system runs.

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Set Up Assign Organizations Inbound Connector Attributes

Prerequisites

Security: *Integration Configure* domain in the Integration functional area.

Context

Configure integration attributes for an integration based on the *Core Connector: Assign Organization Inbound* template.

Steps

1. As a related action on your Assign Organizations Inbound Connector integration, select **Integration System > Configure Integration Attributes**.
2. Add a row for each attribute and specify a value:

Option	Description
Business Process Auto Complete	Completes the business process for the organization assignment action automatically. If not selected, business process runs normally.
Input File Tag	Select one or more document tags that identify the file containing the organization inbound updates. Use this attribute in scenarios where you want to attach multiple files of different types to the business process. If you define multiple tags for the attribute, configure the Document Retrieval service to apply all listed tags in order for this integration to find the file. If you leave this field empty, the integration processes input files with a *Retrieved* tag.
Validation Process	Specifies how the integration processes an organization record that fails validation: • Skip: the integration system skips the invalid record and processes any subsequent records. • Abort: the integration system stops all processing. Note: Records that you loaded previously in the same integration run don't roll back.
Input File Format	Indicates that the incoming file is in XML format.
Document Retention Policy	Specify how many days Workday keeps the imported files. If you don't override this value, Workday sets the retention period to 30 days.

View Assign Organizations Inbound Connector Integration Audits

Prerequisites

Security: *Background Process Management* domain in the Tenant Non-Configurable functional area.

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Context

For each integration event, you can use the Assign Organizations Inbound Connector integration audits to determine:

- What operation performs (DataChangesAudit.html)
- Details about the file (DiagnosticAudit.html)

Steps

1. As a related action on the integration event, select **Background Process > View Output Files**.
2. Select an audit file:

Option	Description
DataChangesAudit.html	For each worker, displays the operation (Add, Update, Inactivate); for Update operations, also displays each changed field.
DiagnosticAudit.html	For each worker, displays the document name, the name and Reference ID of the worker, and if the file contained errors. Also displays any validation messages received while processing the organization.

Related Information
Tasks
Launch an Integration
View Integration Events

Concept: Assign Organizations Inbound Connector

To import organization assignments from an external endpoint that manages organization assignments into Workday, use the Assign Organizations Inbound Connector integration. The Assign Organizations Inbound Connector updates worker assignments to organizations such as a Company, Cost Center, Region, or Business Unit. With the Assign Organizations Inbound Connector, you can use a non-Workday application as your source of record for chart of account assignments, then synchronize that data with Workday.

Note: The Assign Organizations Inbound Connector integration works with organizations in Workday. Familiarize yourself with the organization feature in Workday.

Features and Limitations

The Assign Organizations Inbound Connector can assign workers to these types of organizations:

- Companies
- Cost Centers
- Regions
- Business Units

The Assign Organizations Inbound Connector has these limitations:

- Workers and organizations must exist in Workday.
- The integration doesn't support assignment to Supervisory organizations.
- The integration doesn't support custom Organizations.

File Format for Assign Organizations Inbound Connector Data

The Assign Organizations Inbound Connector integration imports data in a Workday-defined XML format.

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Integration Process Flow

The Assign Organizations Inbound Connector integration can import organization data using this process:

1. Your external endpoint generates a file (in the Workday-supported format) and sends it to a file server known to the integration.
2. You launch the integration, either by schedule or manually.
3. The integration retrieves the file according to the Document Retrieval configuration on the Integration Process Event and applies document tags.
4. The integration processes the file, then imports the data into Workday:

Assign Organizations Inbound Connector Audits

The Assign Organizations Inbound Connector integration generates audit files each time it runs.

Related Information
Concepts
Concept: Workday Connectors

Reference: Assign Organizations Inbound Connector File Schema

CSV File Description

The CSV format consists of 17 fields. For a complete description of each field, see the XML Elements section:

- Worker_ID
- Worker_Type
- Position_Reference_ID
- Effective_Date
- Company_Organization_Reference_ID
- Cost_Center_Organization_Reference_ID
- Region_Organization_Reference_ID
- Business_Unit_Organization_Reference_ID
- Custom_Organization_Reference_ID_1 (Don't use this field.)
- Custom_Organization_Reference_ID_2 (Don't use this field.)
- Custom_Organization_Reference_ID_3 (Don't use this field.)
- Custom_Organization_Reference_ID_4 (Don't use this field.)
- Custom_Organization_Reference_ID_5 (Don't use this field.)
- Custom_Organization_Reference_ID_6 (Don't use this field.)
- Custom_Organization_Reference_ID_7 (Don't use this field.)
- Custom_Organization_Reference_ID_8 (Don't use this field.)
- Custom_Organization_Reference_ID_9 (Don't use this field.)

Note: The Date format used for CSV is M/d/yyyy, which follows the date and time pattern defined for a java.text.SimpleDateFormat.

XML Elements

The XML schema for inbound organization update data includes these elements:

Element	Level	Description
Import_Assign_Organization_Request	1	Contains all other elements. Workday enables only 1 element per file.

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Element	Level	Description
Worker_Assign_Organization	2	Contains 1 instance of all subsequent elements, except as noted. Workday enables unlimited number of elements per file.
Worker_ID	3	Reference ID value for the worker. Worker must exist in Workday. Must be in XSD *string* format. If you entered a value for *Position_Reference_ID*, leave this field empty.
Worker_Type	3	Valid values are *Employee* or *Contingent Worker*; value must be in XSD *string* format. If you entered a value for *Position_Reference_ID*, leave this field empty.
Position_Reference_ID	3	Reference ID for the position of the worker. Must be in XSD *string* format. If you entered values for *Worker_ID* and *Worker_Type*, leave this element empty.
Effective_Date	3	Date that the organization assignment for the worker becomes effective in Workday. Must be in XSD *date* format.
Company_Organization_Reference_ID	3	Reference ID for the Company to which you're assigning the worker. Must be in XSD *string* format.
Cost_Center_Organization_Reference_ID	3	Reference ID for the Cost Center to which you're assigning the worker. Must be in XSD *string* format.
Region_Organization_Reference_ID	3	Reference ID for the Region to which you're assigning the worker. Must be in XSD *string* format.
Business_Unit_Organization_Reference_ID	3	Reference ID for the Business Unit to which you're assigning the worker. Must be in XSD *string* format.
Custom_Organization_Reference_ID	3	Don't use this element.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
        xmlns:ao="urn:com.workday/coreconnector/inbound/assignorg"
        targetNamespace="urn:com.workday/coreconnector/inbound/assignorg"
        elementFormDefault="qualified" attributeFormDefault="qualified">
        <xsd:annotation>
                <xsd:appinfo>Core Connector Assign Organization Inbound</
xsd:appinfo>
                <xsd:documentation>This schema defines an inbound record
 for the Core Connector: Assign Organization Inbound Integration</
xsd:documentation>
        </xsd:annotation>
        <!-- Wrapping element for the assign organization records -->
        <xsd:element name="Import_Assign_Organization_Request"
 type="ao:Import_Assign_Organization_Request"> </xsd:element>
        <!-- Single inbound record definition -->
        <xsd:complexType name="Import_Assign_Organization_Request">
                <xsd:sequence>
                        <xsd:element name="Worker_Assign_Organization"
 type="ao:Worker_Assign_Organization" maxOccurs="unbounded"/>
                </xsd:sequence>
        </xsd:complexType>
        <xsd:complexType name="Worker_Assign_Organization">
                <xsd:sequence>
                        <xsd:choice>
                                <xsd:sequence>
```

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```
                                        <xsd:element name="Worker_ID"
type="xsd:string" default="Employee"/>
                                        <xsd:element name="Worker_Type"
type="ao:Worker_Type"/>
                                </xsd:sequence>
                                <xsd:sequence>
                                        <xsd:element
name="Position_Reference_ID" type="xsd:string"/>
                                </xsd:sequence>
                        </xsd:choice>
                    <xsd:element name="Effective_Date" type="xsd:date"
nillable="true" minOccurs="0"/>
                        <xsd:element name="Company_Organization_Reference_ID"
type="xsd:string" nillable="true" minOccurs="0"/>
                        <xsd:element
name="Cost_Center_Organization_Reference_ID" type="xsd:string"
nillable="true" minOccurs="0"/>
                        <xsd:element name="Region_Organization_Reference_ID"
type="xsd:string" nillable="true" minOccurs="0"/>
                        <xsd:element
name="Business_Unit_Organization_Reference_ID" type="xsd:string"
nillable="true" minOccurs="0"/>
                        <xsd:element name="Custom_Organization_Reference_ID"
minOccurs="0" maxOccurs="unbounded" type="xsd:string" nillable="true" />
                </xsd:sequence>
        </xsd:complexType>
        <xsd:simpleType name="Worker_Type">
                <xsd:restriction base="xsd:string">
                        <xsd:enumeration value="Employee"/>
                        <xsd:enumeration value="Contingent Worker"/>
                </xsd:restriction>
        </xsd:simpleType>
</xsd:schema>
```

Core Connector: Background Check Order

Steps: Set Up Core Connector: Background Check Order Integrations

Prerequisites

You must:

- Understand Workday integrations.
- Understand Workday integration business processes.
- Set up the background check packages and statuses.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Connect Workday to the external background check endpoint through 2 integration systems:

- An outbound integration that sends background check requests to the external endpoint.
- An inbound integration that receives background check information from the external endpoint.

Steps

1. Configure the *Core Connector: Background Check Order Outbound* integration.
    a) Access the **Create Integration System** task.
    b) Enter *Core Connector: Background Check Order Outbound* at the **New using Template** prompt.

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2. (Optional) Enable these integration services. The **Configure Integration Services** task displays all integration services, including required services; the required integration services aren't editable.

Option	Description
Core Connector: Background Check Outbound Delivery	Enable if you want Workday to deliver output files to background check vendors. Note: If you disable this service, deliver the files using an alternative method.
Core Connector: Background Check File Sequence Generator	Enable if you want Workday to apply a custom-formatted, unique filename to each integration file.
Integration Document Retention	Enable if you want Workday to preserve output files.

3. (Optional) Add Evergreen Requisitions for background checks.
   a) From the related action menu of the integration system, select **Integration System > Configure Integration Services**.
      Select **Create Integration Field Override Service** as an Integration Service in the **Custom Integration Service** grid.
   b) Configure the **Create Integration Field Override Service** task. As you complete the task, add these values:
      - On the **Name** field at the header, add *Evergreen Requisition*.
      - On the **Business Object** field at the header, add *Background Check*.
      - On the **Fields** grid, enter *Evergreen Requisition* in the **Name** column.
   c) As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
      Select **Evergreen Requisition** as the **Override External Field** for Evergreen Requisition background check.
4. As a related action on the integration system, select **Integration System > Configure Integration Attributes**.
   Enter attributes required by the integration template.
5. As a related action on the integration system, select **Integration System > Configure Integration Maps**.
   Map values between Workday and the external file format.
6. Set Up Integration Delivery .
7. Set Up Integration Sequence Generators .
8. (Optional) Configure the *Document Transformation* integration.
   See Steps: Set Up Document Transformation Connector .
9. Add Integration Steps to Background Check Business Process .
   To launch the outbound integration automatically, configure the *Background Check* business process definition.
10. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

Functional Area	Domains
Integration	*Integration Event*
Personal Data	*Worker Data: Background Check Status*
Pre-Hire Process	• *Job Requisition Data* • *Manage Pre-Hire Process: Manage Pre-Hires*

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Functional Area	Domains
	• *Pre-Hire Data: Background Check Status*
Recruiting	• *Candidate Data: Background Check History* • *Candidate Data: Job Application* • *Manage: Evergreen Requisitions*
Staffing	*Worker Data: Public Worker Reports*
Worker Profile and Skills	• *Pre-Hire: Skills and Experience* • *Worker Data: Skills and Experience*

See Steps: Grant Integration or External Endpoint Access to Workday.

11. Configure the *Core Connector: Background Check Inbound* integration.
    a) Access the **Create Integration System** task.
    b) Enter *Core Connector: Background Check Inbound* at the **New using Template** prompt.
12. As a related action on the integration, select **Integration System > Configure Integration Attributes**.
    Enter attributes required by the integration template.
13. Set Up Integration Retrieval .
14. Create an Integration System User (ISU) and grant the ISU access to these domains:

Functional Area	Domain
Personal Data	*Worker Data: Background Check Status*
Pre-Hire Process	*Pre-Hire Data: Background Check Status*
Recruiting	• *Candidate Data: Background Check History* • *Manage: Evergreen Requisitions*

See Steps: Grant Integration or External Endpoint Access to Workday.

15. Launch an Integration .

Add Integration Steps to Background Check Business Process

Prerequisites

- Identify the *Background Check* business process or processes that you use to call the outbound integration. Your tenant can use more than 1 *Background Check* business process; you need to modify them all.
- Security: *Business Process Administration* and *Manage: Business Process Definitions* domains in the System functional area.

Context

To call the outbound integration and perform other operations or processes, add steps to the *Background Check* business process.

Steps

1. Open the business process.
2. Select **Business Process > Edit Definition** as a related action.

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3. Set up the business process steps:

Order	If	Type	Specify	Optional	Group	Additional Notes
a		Initiation		No		
b		Integration		No		This step runs your integration for Core Connector: Background Check Order Outbound. • Set the **Background Check ID** field to **Determine Value at Runtime** and *Background Check Business Process*. • For the **As of Entry Moment**, set the **Value Type** to *Determine Value at Runtime*. Specify a value of *Current Moment (DateTime)*.
c		Service	Document Delivery	No		Sends the XML file containing the background check requests to the external endpoint.
d	Background Check Event has Package? (Workday Owned)	Action	Select Background Check Overall Status	No	• HR Administrator • Manager • Manager (Unconstrained) • Recruiter • Recruiter (Unconstrained)	
e	Event is subevent of Recruiting Event? (Workday Owned)	Action	Make Background Check Decision	No	• HR Administrator • Manager • Manager (Unconstrained) • Recruiter • Recruiter (Unconstrained)	

Concept: Core Connector: Background Check Order

With the Core Connector: Background Check Order Outbound integration, you can send background check requests for workers, pre-hires, and candidates to an external endpoint. The external endpoint performs the checks and sends information back. The Core Connector: Background Check Order Inbound integration receives the information and updates the Workday data. The integration sends requests in an output XML file, and retrieves information in an input XML file.

Depending on the external endpoint, you might need to transform the output file into the format that the external endpoint supports using 1 of these options:

- Transformation step on the business process. You configure the *business process definition* of the outbound integration to transform the output file.
- Workday Studio integration. You configure the business process definition of the outbound integration to launch a Workday Studio integration that transforms the output file.
- Other third-party tool. You configure a third-party tool to transform the output file.

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Reference: File Schema for Core Connector: Background Check Order Outbound

XML Schema

```
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 xmlns:bgo="urn:com.workday/coreconnector/outbound/backgroundcheckout"
 elementFormDefault="qualified" attributeFormDefault="qualified"
 targetNamespace="urn:com.workday/coreconnector/outbound/backgroundcheckout">

    <xsd:element name="Background_Check_Connector_Outbound"
 type="bgo:Background_Check_Connector_Outbound_Type"/>

    <xsd:complexType name="Background_Check_Connector_Outbound_Type">
        <xsd:sequence>
            <xsd:element name="Header"/>
            <xsd:element name="Background_Check_Data"
 type="bgo:Background_Check_Data_Type"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Background_Check_Data_Type">
        <xsd:sequence>
            <xsd:element name="Background_Check_ID" type="xsd:string"/>
            <xsd:element name="Submission_Date" type="xsd:dateTime"/>
            <xsd:element name="Package_Data" type="bgo:Package_Data_Type"/>
            <xsd:element name="Requester_Data" type="bgo:Requester_Data_Type"/
>
            <xsd:element name="Recipient_Data" type="bgo:Recipient_Data_Type"/
>
            <xsd:element name="Job_Requisition_Data" minOccurs="0"
 type="bgo:Job_Requisition_Data_Type"/>
            <xsd:element name="Additional_Data" minOccurs="0"
 type="bgo:Additional_Data_Type"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Requester_Data_Type">
        <xsd:sequence>
            <xsd:element name="Worker_ID">
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type" use="required">
                                <xsd:simpleType>
                                    <xsd:restriction base="xsd:string">
                                        <xsd:enumeration value="Employee_ID"/>
                                        <xsd:enumeration
 value="Contingent_Worker_ID"/>
                                    </xsd:restriction>
                                </xsd:simpleType>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="First_Name" type="xsd:string"/>
            <xsd:element name="Middle_Name" type="xsd:string"/>
            <xsd:element name="Last_Name" type="xsd:string"/>
            <xsd:element name="Email_Usage_Type" type="xsd:string"/>
            <xsd:element name="Email_Address" type="xsd:string"/>
            <xsd:element name="Phone_Usage_Type" type="xsd:string"/>
            <xsd:element name="Phone_Device_Type" type="xsd:string"/>
            <xsd:element name="International_Phone_Code" type="xsd:string"/>
```

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```
            <xsd:element name="Area_Code" type="xsd:string"/>
            <xsd:element name="Phone_Number" type="xsd:string"/>
            <xsd:element name="Phone_Extension" type="xsd:string"/>
            <xsd:element name="Additional_Data" minOccurs="0"
 type="bgo:Additional_Data_Type"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Recipient_Data_Type">
        <xsd:sequence>
            <xsd:element name="Recipient_ID">
                <xsd:complexType>
                    <xsd:simpleContent>
                        <xsd:extension base="xsd:string">
                            <xsd:attribute name="type" use="required">
                                <xsd:simpleType>
                                    <xsd:restriction base="xsd:string">
                                        <xsd:enumeration value="Applicant_ID"/
>
                                        <xsd:enumeration value="Employee_ID"/>
                                        <xsd:enumeration
 value="Contingent_Worker_ID"/>
                                    </xsd:restriction>
                                </xsd:simpleType>
                            </xsd:attribute>
                        </xsd:extension>
                    </xsd:simpleContent>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="First_Name" type="xsd:string"/>
            <xsd:element name="Middle_Name" type="xsd:string"/>
            <xsd:element name="Last_Name" type="xsd:string"/>
            <xsd:element name="Address_Usage_Type" type="xsd:string"/>
            <xsd:element name="Address_Line_Data">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="Address_Line" minOccurs="0"
 maxOccurs="unbounded" type="xsd:string"/>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="Municipality" type="xsd:string"/>
            <xsd:element name="Submunicipality_Data">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="Submunicipality" minOccurs="0"
 maxOccurs="unbounded" type="xsd:string"/>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="Country_Code" type="xsd:string"/>
            <xsd:element name="Country_Region" type="xsd:string"/>
            <xsd:element name="Postal_Code" type="xsd:string"/>
            <xsd:element name="Email_Usage_Type" type="xsd:string"/>
            <xsd:element name="Email_Address" type="xsd:string"/>
            <xsd:element name="Phone_Usage_Type" type="xsd:string"/>
            <xsd:element name="Phone_Device_Type" type="xsd:string"/>
            <xsd:element name="International_Phone_Code" type="xsd:string"/>
            <xsd:element name="Area_Code" type="xsd:string"/>
            <xsd:element name="Phone_Number" type="xsd:string"/>
            <xsd:element name="Phone_Extension" type="xsd:string"/>
            <xsd:element name="Education_Data" minOccurs="0">
                <xsd:complexType>
                    <xsd:sequence>
```

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```
                        <xsd:element name="Education_ID" type="xsd:string"/>
                        <xsd:element name="School_Type" type="xsd:string"/>
                        <xsd:element name="School_Name" type="xsd:string"/>
                        <xsd:element name="Location" type="xsd:string"/>
                        <xsd:element name="Field_Of_Study" type="xsd:string"/>
                        <xsd:element name="Degree" type="xsd:string"/>
                        <xsd:element name="First_Year_Attended"
type="xsd:string"/>
                        <xsd:element name="Last_Year_Attended"
type="xsd:string"/>
                        <xsd:element name="Grade_Average" type="xsd:string"/>
                        <xsd:element name="Is_Highest_Level_of_Education"
type="xsd:string"/>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="Job_History_Data" minOccurs="0">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="External_Employment_ID"
type="xsd:string"/>
                        <xsd:element name="Company" type="xsd:string"/>
                        <xsd:element name="Job_Title" type="xsd:string"/>
                        <xsd:element name="Start_Date" type="xsd:date"/>
                        <xsd:element name="End_Date" type="xsd:date"/>
                        <xsd:element name="Responsibilities_And_Achievements"
type="xsd:string"/>
                        <xsd:element name="Location" type="xsd:string"/>
                        <xsd:element name="Job_Reference" type="xsd:string"/>
                        <xsd:element name="Contact" type="xsd:string"/>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="Additional_Data" minOccurs="0"
type="bgo:Additional_Data_Type"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Job_Requisition_Data_Type">
        <xsd:sequence>
            <xsd:element name="Job_Requisition_ID" type="xsd:string"/>
            <xsd:element name="Job_Requisition_Status" type="xsd:string"/>
            <xsd:element name="Job_Posting_Title" type="xsd:string"/>
            <xsd:element name="Supervisory_Organization" type="xsd:string"/>
            <xsd:element name="Recruiting_Start_Date" type="xsd:date"/>
            <xsd:element name="Target_Hire_Date" type="xsd:date"/>
            <xsd:element name="Target_End_Date" minOccurs="0" type="xsd:date"/
>
            <xsd:element name="Scheduled_Weekly_Hours" type="xsd:string"/>
            <xsd:element name="Job_Profile" type="xsd:string"/>
            <xsd:element name="Worker_Type" type="xsd:string"/>
            <xsd:element name="Worker_Sub_Type" type="xsd:string"/>
            <xsd:element name="Primary_Location" type="xsd:string"/>
            <xsd:element name="Additional_Locations">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="Additional_Location" minOccurs="0"
maxOccurs="unbounded" type="xsd:string"/>
                    </xsd:sequence>
                </xsd:complexType>
            </xsd:element>
            <xsd:element name="Time_Type" type="xsd:string"/>
            <xsd:element name="Training_Profile" minOccurs="0"
maxOccurs="unbounded">
```

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```
            <xsd:complexType>
             <xsd:sequence>
              <xsd:element name="Training_Name" type="xsd:string" />
              <xsd:element name="Description" type="xsd:string"
 minOccurs="0" />
              <xsd:element name="Training_Type" type="xsd:string" />
                          <xsd:element name="Required" type="xsd:string"
 minOccurs="0" />
  </xsd:sequence>
 </xsd:complexType>
</xsd:element>
            <xsd:element name="Additional_Data" minOccurs="0"
 type="bgo:Additional_Data_Type"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Additional_Data_Type">
        <xsd:sequence>
            <xsd:any processContents="lax" minOccurs="0" maxOccurs="unbounded"
 namespace="##targetNamespace"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Package_Data_Type">
        <xsd:sequence>
            <xsd:element name="Package_ID" type="xsd:string"/>
            <xsd:element name="Package_Name" type="xsd:string"/>
            <xsd:element name="Package_Status" type="xsd:string"/>
            <xsd:element name="Results_URL" type="xsd:string"/>
            <xsd:element name="Comments" type="xsd:string"/>
            <xsd:element name="Test_Data" minOccurs="0"
 type="bgo:Test_Reference_Data_Type"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Test_Reference_Data_Type">
        <xsd:sequence>
            <xsd:element name="Test_ID" type="xsd:string"/>
            <xsd:element name="Test_Name" type="xsd:string"/>
            <xsd:element name="Test_Status" type="xsd:string"/>
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="Background_Check_Status_Data_Type">
        <xsd:sequence>
            <xsd:element name="Status_Date" type="xsd:date"/>
            <xsd:element name="Background_Check_Status_ID" type="xsd:string"/>
            <xsd:element name="Status" type="xsd:string"/>
            <xsd:element name="Comments" type="xsd:string"/>
        </xsd:sequence>
    </xsd:complexType>
</xsd:schema>
```

Reference: File Schema for Core Connector: Background Check Inbound

XML Elements

To import background check data from an external background check application into Workday, the data must be in the XML format described in this section.

The XML schema includes these elements:

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Element	Level	Description
Background_Check_Connector_Inbound	1	Contains all other elements. Only 1 element permitted per file.
Background_Check_Data	2	Unlimited number of elements permitted per file.
Business_Process_Data	3	Contains business process configurations.
Auto_Complete	4	Specifies if business process automatically completes workflow steps and bypasses To Do tasks, Notifications, and approvals for a process or subprocess. Must be in XSD *boolean* format.
Run_Now	4	Triggers immediate start of the business process or subprocess.
Comment_Data	4	Contains comment elements.
Comment	5	Free-form text field. Must be in XSD *string* format.
Worker_ID	5	Worker ID associated with the comment. Must be in XSD *string* format.
Dynamic_Business_Process_Data	3	Contains configuration elements specific to the Recruiting Job Application dynamic business process.
Next_Step_ID	4	ID value for next step in the job application business process. Must be in XSD *string* format. If a Decline next step provided, Disposition_Step_ID must have a value.
Disposition_Step_ID	3	ID value for disposition reason where a Decline next step provided on job application business process. Must be in XSD *string* format.
Comment_Data	4	Contains comment elements.
Comment	5	Free-form text field. Must be in XSD *string* format.
Worker_ID	5	Worker ID associated with the comment. Must be in XSD *string* format.
Package_Comment	4	Comment for the package. Must be in XSD *string* format.
Results_URL	4	URL that points to background check results on the external background check server. Must be in XSD *string* format.
Background_Check_ID	3	Reference ID value for the background check request. Must be in XSD *string* format. If empty, Requires Recipient element and subelements.
Recipient	3	Contains recipient identification. Required only if there's no Background_Check_ID. Includes only 1 of these subelements: • Employee_ID • Applicant_ID • Candidate_ID • Contingent_Worker_ID
Employee_ID	4	Identifies the recipient. Must be in XSD *string* format.
Applicant_ID	4	Identifies the recipient. Must be in XSD *string* format.
Candidate_ID	4	Identifies the recipient. Must be in XSD *string* format.
Contingent_Worker_ID	4	Identifies the recipient. Must be in XSD *string* format.
Background_Check_Status_Data	3	Contains status data elements for the background check.
Status_Date	4	Date of the status entry for the background check. Must be in XSD *dateTime* format.
Status_ID	4	ID of the status entry. Must be in XSD *string* format.
Status_Comment	4	Free-form text field. Must be in XSD *string* format.
Package_Data	3	Contains the package data elements.
Package_ID	4	Reference ID value for the package. Must be in XSD *string* format.
Package_Status	4	Status for the background check request contained in the package. Must be in XSD *string* format.
Package_Comment	4	Comment for the package. Must be in XSD *string* format.
Results_URL	4	URL that points to background check results on the external background check server. Must be in XSD *string* format.
Package_Test_Data	3	Contains package test data. An example test ensures that the supplied Social Security Number (SSN) is valid.

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Element	Level	Description
Test_ID	4	Reference ID value for the background check test. Must be in XSD *string* format.
Test_Status	4	Result of the background check test from the external server. Must be in XSD *string* format.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 targetNamespace="urn:com.workday/coreconnector/inbound/backgroundcheck"
 xmlns:tns="urn:com.workday/coreconnector/inbound/backgroundcheck"
 elementFormDefault="qualified" attributeFormDefault="qualified">
    <xs:element name="Background_Check_Connector_Inbound">
        <xs:complexType>
            <xs:sequence>
                <xs:element name="Background_Check_Data"
 type="tns:Background_Check_DataType" maxOccurs="unbounded" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
    <xs:complexType name="Background_Check_DataType">
        <xs:sequence>
            <xs:element name="Business_Process_Data" minOccurs="0"
 type="tns:Business_Process_DataType"/>
             <xs:element name="Dynamic_Business_Process_Data" minOccurs="0"
 type="tns:Dynamic_Business_Process_DataType"/>
            <xs:choice minOccurs="1">
             <xs:element name="Background_Check_ID" type="xs:string"/>
             <xs:element name="Recipient" type="tns:Recipient_DataType"/>
            </xs:choice>
            <xs:element name="Background_Check_Status_Data" minOccurs="0"
 type="tns:Background_Check_Status_DataType"/>
            <xs:element name="Package_Data" minOccurs="0"
 type="tns:Package_DataType"/>
            <xs:element name="Package_Test_Data" maxOccurs="unbounded"
 minOccurs="0" type="tns:Package_Test_DataType"/>
        </xs:sequence>
    </xs:complexType>
     <xs:complexType name="Background_Check_Status_DataType">
        <xs:sequence>
            <xs:element name="Status_Date" type="xs:dateTime"/>
            <xs:element name="Status_ID" type="xs:string"/>
            <xs:element name="Status_Comment" type="xs:string" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
    <xs:complexType name="Package_DataType">
        <xs:sequence>
            <xs:element name="Package_ID" type="xs:string"/>
            <xs:element name="Package_Status" type="xs:string"/>
          <xs:element name="Package_Comment" type="xs:string" minOccurs="0"/>
            <xs:element name="Results_URL" type="xs:string" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
    <xs:complexType name="Package_Test_DataType">
        <xs:sequence>
            <xs:element name="Test_ID" type="xs:string"/>
            <xs:element name="Test_Status" type="xs:string"/>
        </xs:sequence>
    </xs:complexType>
    <xs:complexType name="Business_Process_DataType">
        <xs:sequence>
```

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```
            <xs:element name="Auto_Complete" type="xs:boolean"/>
            <xs:element name="Run_Now" type="xs:boolean"/>
   <xs:element name="Comment_Data" type="tns:Comment_DataType" minOccurs="0"/>
  </xs:sequence>
    </xs:complexType>
     <xs:complexType name="Dynamic_Business_Process_DataType">
        <xs:sequence>
   <xs:choice minOccurs="1">
           <xs:element name="Next_Step_ID" type="xs:string"/>
             <xs:element name="Disposition_Step_ID" type="xs:string"/>
            </xs:choice>
            <xs:element name="Comment_Data" type="tns:Comment_DataType"
 minOccurs="0"/>
            <xs:element name="Package_Comment" type="xs:string" minOccurs="0"/
>
            <xs:element name="Results_URL" type="xs:string" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
    <xs:complexType name="Cancel_Business_Process_DataType">
        <xs:sequence>
            <xs:element name="Background_Check_ID" type="xs:string"/>
            <xs:element name="Comment" type="xs:string" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
 <xs:complexType name="Recipient_DataType">
  <xs:choice>
   <xs:element name="Employee_ID" type="xs:string" minOccurs="0" />
   <xs:element name="Applicant_ID" type="xs:string"
    minOccurs="0" />
   <xs:element name="Candidate_ID" type="xs:string"
    minOccurs="0" />
   <xs:element name="Contingent_Worker_ID" type="xs:string"
    minOccurs="0" />
  </xs:choice>
 </xs:complexType>
    <xs:complexType name="Comment_DataType">
        <xs:sequence>
            <xs:element name="Comment" type="xs:string" minOccurs="0"/>
            <xs:element name="Worker_ID" type="xs:string" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
</xs:schema>
```

Core Connector: Candidate Outbound

Steps: Set Up Core Connector: Candidate Outbound Integration

Prerequisites

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

Context

You can create a *Core Connector: Candidate Outbound* integration system to export candidate and job application data from Workday to external applications.

The integration detects changes to candidate data from changes in:

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- Job applications
- Job requisitions
- Prospect profiles
- Recruiting business processes

The integration doesn't track delegated or reassigned tasks, as well as these types of business process steps:

- Approval
- Review Documents
- To Do

Steps

1. Create Integration System.

   Enter *Core Connector: Candidate Outbound* in the **New Using Template** prompt.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
DIS - Performance Log	Provides logs to keep track of DIS in integration events.
Effective Stack - Performance Log	Provides logs to track the performance of effective changes calculations.
Integration Document Retention	Preserves integration file output for later viewing.
Core Connector: Candidate Outbound - Integration Maps	Enables you to define mappings for select attributes.

3. As a related action on your *Core Connector: Candidate Outbound* integration, select **Integration System > Configure Integration Field Attributes**.

   Select which candidate fields to include in the output file.
4. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter attributes for integration services that you enabled in Step 2, as well as required attributes.
5. Select **Integration System > Configure Integration Maps** as a related action on the integration system and map the values between Workday and the external file format.
6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Build* domain.

   If you add custom fields to the integration, grant the ISU access to the domains for the custom fields.

   See Steps: Grant Integration or External Endpoint Access to Workday.
7. Launch an Integration .

   Specify these launch criteria to determine how you want the integration to export data:

   - To export all data, select the **Full File** check box and clear the **Candidate Change Detection** check box.
   - To export only updated data with prior values, clear the **Full File** check box and select the **Candidate Change Detection** check box.
   - To export only updated data without prior values, select the **Full File** check box and the **Candidate Change Detection** check box.

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Core Connector: Competency Model

Steps: Set Up Core Connector: Competency Model Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Create a *Core Connector: Competency Model* integration to export changes to competency model definitions to an external endpoint.

Steps

1. Access the **Create Integration System** task and enter *Core Connector: Competencies Outbound* in the **New Using Template** prompt.
2. (Optional) Set Up Integration Sequence Generators .
3. As a related action on your *Core Connector: Competency Model* integration, select **Integration System > Configure Integration Attributes** and enter attributes required by the integration template.
4. Select **Integration System > Configure Integration Maps** as a related action on the integration system. Map values between Workday and the external file format.
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Set Up: Skills and Experience*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
6. Select and Set Up Connector Output Fields .
7. Create Integration Business Process .
8. (Optional) Steps: Set Up Document Transformation Connector .
9. Launch an Integration .

Concept: Core Connector: Competency Model

The Core Connector: Competency Model integration exports competency model data from Workday in simple XML format. As you create, update, or delete competency model data, the integration generates an output file containing the changes.

The integration includes a configurable set of competency model data. You can select which fields to include or exclude, which ones to require, and which ones to truncate.

Launch/Schedule Options

Workday provides these launch schedule options for the Core Connector: Competency Model integration:

- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Competency Model integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually. Workday prompts you for launch parameters.

For each launch schedule option, you can enter these launch parameters:

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Parameter	Description
As Of Entry Moment	Extracts records that are current as of the specified parameter.
Effective Date	Extracts records that are current as of the specified parameter.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration system. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Related Information
Concepts
Concept: Workday Connectors

Reference: Core Connector: Competency Model Integration Data Sections

Before you build an integration with the Core Connector: Competency Model template, familiarize yourself with the data section to understand which fields are available for output and how the configuration options affect integration behavior.

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Section	Description	Fields
Competency Data	• This section can have one or more records. • The *Competency Level* attribute doesn't send data, but enables the attributes with the same attribute prefix. Example: enable *Competency Level* in order to use the *Competency Level*, *Competency Rating*, and *Competency Behavior* field attributes.	• Competency ID • Competency Name • Competency Description • Competency Category • Competency Level • Competency Level / Competency Level ID • Competency Level / Competency Level Name • Competency Level / Competency Level Behavior • Competency Level / Competency Level Value • Competency Level / Competency Level Range Begin • Competency Level / Competency Level Range End • Competency Level / Competency Level Exclude from Calculations • Inactive

Core Connector: Global Worker

Steps: Set Up Core Connector: Global Worker

Prerequisites

- Create a *True/False Condition* calculated field that returns true for any worker that you want to include in integration output. The calculated field must be based on the *Worker* primary business object.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To export changes to worker data that account for local time zones, create a Core Connector: Global Worker integration.

Steps

1. Create Integration System .

   Enter *Core Connector: Global Worker* at the **New Using Template** prompt.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
Core Connector: Global Worker Transaction Log Service	Enables your integration to subscribe to events that take place in Workday. This option

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Option	Description
	enables your integration to report only changed fields for workers, rather than report all fields. If disabled, your integration first extracts all data for eligible records, then evaluates the data for changes. Using this option can adversely affect performance.
Core Connector: Global Worker Sequence Generator Service	Applies a custom-formatted, unique filename to each integration file.

3. As a related action on your *Core Connector: Global Worker integration* select **Integration System > Configure Integration Transaction Log**.

   Select the Workday transactions that you want monitored for changes.

   Note: Workday recommends that you select **Subscribe to all Transaction Types except**, then filter out only transaction types that you know have no relevance to your needs. If in doubt, don't filter out a transaction type.
4. Set Up Integration Sequence Generators .
5. Select and Set Up Connector Output Fields .
6. As a related action on your *Core Connector: Global Worker* integration, select **Integration System > Configure Integration Attributes**. Enter attributes for integration services that you enabled in Step 2, as well as required attributes.
7. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
8. (Optional) Grant the ISU access to the *View: Core Connector Integration Document* domain so that the ISU has access to files generated by the integration.
9. As a related action on your integration, select **Integration System > Configure Integration Population Eligibility** and select a *True/False Condition* calculated field that defines which workers the integration should poll for changes.
10. Set Up Integration Delivery .
11. (Optional) Steps: Set Up Document Transformation Connector .

    If you skip this step, create an external application that transforms Workday XML into a format that your external endpoint supports.
12. Launch an Integration .

Concept: Core Connector: Global Worker

The Core Connector: Global Worker integration exports worker data changes from Workday in simple XML format. Workday applies effective dates based on local time zones. As you hire, promote, transfer, terminate, or update worker data, the integration generates an XML file containing the changes.

Using configurable data sections, you can remove fields, truncate them, or make them required.

Change Detection

Core Connector: Global Worker detects changes to worker data by monitoring a transaction log. When you configure the integration system, you select which business process and transaction types that the integration system subscribes to. If your integration system doesn’t subscribe to a transaction type that affects the profile of your worker, Workday doesn’t include changes triggered by that transaction type. By including all business process and transaction types, you benefit automatically when Workday adds new types. However, including all is also a potential risk, as the integration might include more information than is necessary.

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Core Connector: Global Worker integration uses a three-step process to detect and report changes:

1. The integration checks the transaction log. It determines which workers have changes that result in the generation of one of the configured transaction events.
2. For each worker with a matching transactional change, the integration compares their report fields for:
    - The time at which the integration ran.
    - The time at which the integration last successfully ran

    The integration identifies which, if any, of the values of interest have changed.
3. If the worker has any changes in field values or eligibility, Workday generates an appropriate creation, change, or deletion message.

Change Detection Limitations

Changes to the Classification of a Job don’t trigger change detection for this integration. The context of the change is on the Job Profile (template), and not directly related to any associated job (instance) for a worker. However, full extraction on worker records includes the job classification element.

Worker Eligibility

For each integration system, you define a group of workers that belongs to the integration system. A single *True/False Condition* report field or calculated field defines membership. If the field value is true for a worker, that worker is a member of the group, and Workday includes changes for that worker in the output file. If the field value is false, the integration system ignores that worker.

You can use report fields on the Worker business object to define eligibility. If you can't define your group membership criteria using a report field, you can create and use a calculated field. If multiple Boolean values are true, the calculated field can evaluate the worker business object and its related business objects to return true. Example: use a calculated field to return true if:

- The worker is a contingent employee.
- The primary location of the worker is in the United States.
- The supervisor of the worker is John Doe.

Output Configuration and Formats

The Core Connector: Global Worker integration supports output configuration using data sections. The integration template includes these data sections:

- Personal Data.
- Status Data.
- Position Data.
- Leave of Absence Data.

You can select which fields to include or exclude, which ones to require, and which ones to truncate. Workday exports data in a Workday-defined XML format. Each field element in the XML file includes separate elements containing the current value and the prior value.

Launch/Schedule Options

Workday provides these launch schedule options for the Core Connector: Worker integration:

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- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
  - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member or have an organization role.
  - *Organization By Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Worker integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually for specific workers, or for all eligible workers. Workday prompts you to enter launch parameters.

For each launch schedule option, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. If **Full File** isn't selected, then the extract includes only those records that have changed in one or more output fields. Workday compares to what was current as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters.
Full File	Extracts Workers as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Restrict Results By Orgs	Extracts Workers for only the specified Organizations and all subordinates.
Workers	Extracts only the specified Workers. If you configure no values, then the integration considers all workers when looking for transactional and data changes. Specifying workers in this list doesn't force their inclusion in the output file. Information for a worker displays in the output file only if there are changes in the data fields evaluated by the integration system. If there was an error involving data for one or more workers during a prior integration run, specify workers in this parameter at launch time. Correct the worker data and then run the integration again only for those workers. In this case, set the Last Successful As Of Entry Moment to the moment used for that parameter on the prior run that had problems.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file (only when data changes are detected).

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- The *Diagnostic Audit* is designed to help you troubleshoot integration events.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration system. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example, if administrators can't have access to the data.

Core Connector: Job Postings

Steps: Set Up Core Connector: Job Postings

Prerequisites

Security: *Integration Build* domain in the Integration functional area.

Context

To send job posting data to an external job posting service or web site, create and configure a Core Connector: Job Postings integration system.

Steps

1. Access the **Create Integration System** task and enter *Core Connector: Job Postings* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Enable 1 or more of the optional integration services.

   The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event*
   - *Job Postings: External*
   - *Job Postings: Internal*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Maps** from the related actions menu and enter integration service attributes.

   All **Internal Values** need to be mapped to an **External Value**. If you don't have every **Internal Value** mapped, then you can also create a **Default Value**. The integration can fail if you don't select a **Default Value**.
5. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Workday displays attributes for each enabled integration service; if you enable additional integration services, more attributes display in the **Configure Integration Attributes** task.
6. Set Up Integration Sequence Generators .

   This step is required only if you enabled the *Filename Sequence Generator* integration service.
7. Set Up Integration Delivery .

   Specify how Workday delivers integration output documents. Configure a *Document Delivery* step on the business process definition for the integration.

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8. (Optional) Create Integration (Step).
   Add the integration to the *Post Job* business process.
9. (Optional) Launch an Integration .
   This step is required if you didn't add the integration to the *Post Job* business process.
10. Steps: Set Up Document Transformation Connector .
    Create a transformation that converts integration output files into the format required by the external endpoint.

Concept: Core Connector: Job Postings

Core Connector: Job Postings exports all active job postings from Workday to one or more external job posting websites. As you post, update job postings, or unpost jobs, the integration generates an output file in Workday XML format containing all active postings.

Integration Services

The Core Connector: Job Postings template includes these integration services:

Table 2: Core Connector: Job Postings Integration Services

Integration Service	Required/ Optional	Description
Core Connector: Job Postings Init Svc	Required	Extracts job posting data from your tenant and generates an output file in Workday XML format. Optionally, the Connector can include inactive as well as active job postings.
Filename Sequence Generator	Optional	Enables the Connector to generate a unique, sequenced filename each time it runs.
Transaction Log Service	N/A	Don't enable this service.
Document Delivery Service	Optional	Enables the Connector to send output files to an external endpoint over a range of different transports such as AS2, FTP, FTPS, and SFTP. You can have the documents delivered as part of a larger business process. Example: an explicit approval step before the delivery step.
Integration Document Retention	Optional	Enables the Connector to store output files for auditing purposes.

Launch/Schedule Options

Workday provides these launch schedule options for the Core Connector: Job Postings integration:

- Launch using an Integration step on the *Post Job* business process.
- Launch by schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all active job postings to send to the external endpoint. Workday recommends that if you schedule Core Connector: Job Postings, you schedule the integration to run daily.
- Launch immediately. You can launch the integration manually. Workday prompts you for the launch parameters.

For launch by schedule and launch immediately, you can enter these launch parameters:

Parameter	Description
Job Requisition(s)	Extracts only the specified Job Requisitions.
Job Posting(s)	Extracts only the specified job postings.

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Parameter	Description
Job Posting Site Name(s)	Extracts job postings for only the specified job posting site.
Job Posting Start Date	Extracts job postings with a start date on or after the specified date.
Job Posting End Date	Extracts job postings with an end date on or before the specified date.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. Workday generates this file every time the integration runs. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Related Information
Concepts
Setup Considerations: Job Postings

Reference: Core Connector: Job Postings XML Schema

Core Connector: Job Postings integrations generate output files in this XML format:

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 xmlns:jp="urn:com.workday/coreconnector/outbound/jobpostingsout"
 elementFormDefault="qualified" attributeFormDefault="qualified"
 targetNamespace="urn:com.workday/coreconnector/outbound/jobpostingsout">

 <xsd:element name="Job_Postings_Connector_Outbound"
 type="jp:Job_Postings_Connector_Outbound_Type"/>

 <xsd:complexType name="Job_Postings_Connector_Outbound_Type">
  <xsd:sequence>
   <xsd:element name="Job_Postings" type="jp:Job_Postings_Type"/>
  </xsd:sequence>
 </xsd:complexType>

 <xsd:complexType name="Job_Postings_Type">
  <xsd:sequence>
   <xsd:element name="Job_Postings_Data" type="jp:Job_Postings_Data_Type"/>
  </xsd:sequence>
 </xsd:complexType>

 <xsd:complexType name="Job_Postings_Data_Type">
  <xsd:sequence>
   <xsd:element name="Job_Posting_Data" type="jp:Job_Posting_Data_Type"/>
  </xsd:sequence>
 </xsd:complexType>

 <xsd:complexType name="Job_Posting_Data_Type">
  <xsd:sequence>
   <xsd:element name="Job_Posting_ID" type="xsd:string"/>
   <xsd:element name="Job_Posting_Title" type="xsd:string"/>
```

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```
  <xsd:element name="Job_Posting_Description" type="xsd:string"/>
  <xsd:element name="Job_Posting_Site" type="xsd:string"/>
  <xsd:element name="External_Job_Path" type="xsd:string"/>
  <xsd:element name="External_Apply_URL" type="xsd:string"/>
  <xsd:element name="Job_Requisition_ID" type="xsd:string"/>
  <xsd:element name="Primary_Posting_Location" type="xsd:string"/>
  <xsd:element name="Additional_Posting_Locations" >
   <xsd:complexType>
    <xsd:sequence>
     <xsd:element name="Additional_Location" minOccurs="0"
maxOccurs="unbounded" type="xsd:string"/>
    </xsd:sequence>
   </xsd:complexType>
  </xsd:element>
  <xsd:element name="Job_Posting_Start_Date" type="xsd:string"/>
  <xsd:element name="Job_Posting_End_Date" type="xsd:string"/>
  <xsd:element name="Job_Family" type="xsd:string"/>
  <xsd:element name="Time_Type " type="xsd:string"/>
  <xsd:element name="Job_Type " type="xsd:string"/>
  <xsd:element name="Supervisory_Organization" type="xsd:string"/>
  <xsd:element name="Similar_Jobs" type="xsd:string"/>
  <xsd:element name="Additional_Data" minOccurs="0"
type="jp:Additional_Data_Type"/>
 </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="Additional_Data_Type">
 <xsd:sequence>
  <xsd:any processContents="lax" minOccurs="0" maxOccurs="unbounded"
namespace="##targetNamespace"/>
 </xsd:sequence>
</xsd:complexType>
</xsd:schema>
```

Core Connector: Job Profile and Job Family

Steps: Set Up Core Connector: Job Profile and Job Family Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To export core job family and job profile definitions to an external endpoint, you can create a *Core Connector: Job Profile and Job Family* integration system.

Steps

1. Access the **Create Integration System** task and enter *Core Connector: Job Profile and Job Family* in the **New Using Template** prompt.
2. Enable 1 or both of these integration services.

Option	Description
Core Connector: Job Family Data Section Fields	Includes job family data in the integration output document.
Core Connector: Job Profile Data Section Fields	Includes job profile data in the integration output document.

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3. As a related action on your *Core Connector: Job Profile and Job Family* integration, select **Integration System > Configure Integration Attributes** and enter attributes required by the integration template.
4. Select **Integration System > Configure Integration Maps** as a related action on the integration system and map values between Workday and the external file format.
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Job Information*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
6. Select and Set Up Connector Output Fields .
7. Set Up Integration Delivery .
8. Set Up Integration Sequence Generators .
9. (Optional) Steps: Set Up Document Transformation Connector .
10. Launch an Integration .

Concept: Core Connector: Job Profile and Job Family

With Core Connector: Job Profile and Job Family, you can extract job-related definitions, transform the data, and send it to an endpoint of your choice. The integration provides tools to capture changes to job profile and job family data and configure an output file to deliver to an external endpoint.

The Core Connector: Job Profile and Job Family integration provides a single source-of-truth for core data. It generates integration output files that you can transform as required to serve the needs of multiple downstream endpoints. Because your needs vary based on organization size, privacy requirements, and external endpoint requirements, the Core Connector: Job Profile and Job Family integration offers a choice of implementation options.

Depending on the requirements of your external endpoint, you might need to transform the file into the format that it supports using one of these options:

- Transformation step on the business process. You configure the business process definition for the integration to transform the output file into the format required.
- Workday Studio integration. You configure the business process definition for the integration to launch a Workday Studio integration. The Studio integration then transforms the output file into the format required.
- Other third-party tool. You configure a third-party tool to transform the output file.

Core Connector: Job Profile and Job Family is an integration template with a configurable set of data across a range of categories. It enables you to specify which data elements to include in integration output files. When launched, the integration collects a snapshot of all data and creates an output file in XML format based on your specifications.

The Core Connector: Job Profile and Job Family integration creates integration output files in a Workday-defined XML format. You can configure this output for delivery, or further transformation.

Using Core Connector: Job Profile and Job Family in combination with Core Connector: Worker, you can create a single source-of-truth for all external endpoints that need Workday data. By creating a single set of Connectors, you can provide a rapid, flexible, and repeatable method for integrating with Workday. Using this Connector you can ensure that all external endpoints receive only the data that you want to expose.

Launch/Schedule Options

Workday provides these launch schedule options for Core Connector: Job Profile and Job Family:

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- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
  - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member or have an organization role.
  - *Organization By Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Worker integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually for specific workers, or for all eligible workers. Workday prompts you for launch parameters.

For each launch schedule option, you enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. If **Full Extract** isn't selected, then the extract includes only records that changed in one or more output fields. Workday compares current records with what was current as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters.
Full Extract	Extracts Job Profiles and Job Families as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Job Families	Extracts only the specified Job Families.
Job Profiles	Extracts only the specified Job Profiles.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Reference: Core Connector: Job Profile and Job Family Data Sections

Before you build an integration with the Core Connector: Job Profile and Job Family template, familiarize yourself with each data section to understand which fields are available for output and how the configuration options affect integration behavior.

During integration configuration, you enable integration services for each data section that you want to include in integration output documents.

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Section	Description	Fields
Job Family Data	This section can have multiple records.	• Job Family ID • Inactive • Job Family Name • Job Family Summary • Job Profile
Job Profile Data	This section can have multiple records.	• Job Profile ID • Inactive • Job Title • Job Profile Summary • Public Job • Work Shift Required • Management Level • Job Category • Job Level • Job Family • Job Classifications • Job Exempt Location Context • Job Exempt • Compensation Grade • Company Insider Type • Critical Job • Difficulty to Fill • Pay Rate Country • Pay Rate Type • Workers Compensation Code • Responsibility Description • Responsibility Required • Work Experience • Work Experience Rating • Work Experience Required • Education Degree • Education Field of Study • Education Required • Language • Language Ability Type • Language Proficiency Type • Language Required • Competency • Certification • Certification Country • Certification Name • Certification Issuer • Proficiency Rating • Training Name • Training Description • Training Type • Training Required

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Core Connector: Job Requisitions

Steps: Set Up Core Connector: Job Requisitions Integration

Context

To export changes to job requisition data, create a Core Connector: Job Requisitions integration.

Steps

1. Access the **Create Integration System** task and enter *Core Connector: Job Requisitions* at the **New Using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including services that are required; those integration services aren't editable.

Option	Description
HiredScore Effective Data Fields	Provides Role Assignment data for the Job Requisition. (For HiredScore users only)
Job Qualification Data Section Fields	Provides job qualifications data for each job requisition.
Position Data Section Fields	Provides position data for the job requisition.
Transaction Log Service	Enables your integration system to subscribe to events that take place in Workday. Reports only changed fields for job requisitions, rather than all fields. If disabled, your integration first extracts all data for eligible records, then evaluates the data for changes. Using this option can adversely affect performance.
Job Requisition Init Svc	Specifies these attributes on the integration system: • Integration attributes • The integrations maps • The launch parameters (non-date launch parameters) • The toggleable routing strategy
Date Launch Parameters	Specifies the: • As-of-entry moment from which to begin processing entries into Workday. • Effective date when entries became effective in Workday. • Date of the last successful integration event since the as-of-entry moment. • Date of the last successful integration since the effective date.

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Option	Description
Job Requisition Data Section Fields	Provides job requisition data for each job requisition.
Job Qualification Data Section Fields	Provides job qualification data for each job requisition.
Job Requisitions Delivery Service	Enables the delivery of integration documents to an endpoint. Example: An SFTP endpoint.
Filename Sequence Generator	Outputs filenames in sequence to prevent overriding existing files. Example: Filename1, Filename2.
Integration Document Retention	Retains all of the integration documents.

3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Job Requisition Data*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. (Optional) As a related action on the integration system, select **Integration System > Configure Integration Transaction Log**.

   Configure the integration to subscribe to Workday events that might trigger the need to send an update to the external endpoint. This step is required only if you enabled the **Transaction Log Service**.
5. Set Up Integration Sequence Generators .

   Specify how Workday applies a unique name to each integration output document.
6. Set Up Core Connector: Job Requisitions Integration Attributes and Maps .
7. Select and Set Up Connector Output Fields .

   Select fields for the output file and enable data validations.
8. (Optional) Add Custom Fields to Connector Output .

   Configure custom fields for the output file.
9. Set Up Integration Delivery .

   Specify how and where to deliver the integration output files.
10. Define how Workday transforms integration output documents using XSLT.

    See: Steps: Set Up Document Transformation Connector .
11. Launch an Integration .

    Schedule how often you want Workday to launch the integration.

Set Up Core Connector: Job Requisitions Integration Attributes and Maps

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Steps

1. As a related action on your *Core Connector: Job Requisitions* integration, select **Integration System > Configure Integration Attributes**.

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2. Enter attribute values for enabled integration services:

Option	Description
Country Code Type	Specifies which Country Code type (*ISO-3166-1-Alpha-2*, *ISO-3166-1-Alpha-3*) to include in the output file.
Output Document Tags	Select one or more Document Tags to apply to each integration output document.
Required Field Validation	Applies additional validation rules that identify errors that can occur when exporting data, and specifies error handling: • *Omit*: the integration doesn't include records with errors in the output file. • *Include*: the integration includes records with errors in the output file; warning displays in the Integration Event for the integration run.
Include Prior Values	Includes prior values with the current value of each field.
Format Line Breaks For HTML - Job Description Summary	Replaces any line breaks in the Job Description Summary field with an HTML *<\br>* line break tag.
Include Non-Recruitable Job Requisitions	Includes Job Requisitions that Workday doesn't consider available for recruiting.
Document Retention Policy	Enter the number of days that Workday preserves output files.

Concept: Core Connector: Job Requisitions

The Core Connector: Job Requisitions integration can export job requisition changes from Workday in simple XML format. As you create, update, or delete job requisition data, the integration generates an output file containing the changes.

The integration includes a configurable set of job requisition data across a range of categories. You can specify which data sections to include in the output file. Each section provides a set of fields. You can select which fields to include or exclude, which fields you want to require, and which fields you want to truncate.

Use this Connector to send data on open, closed, and future positions. Don't use this Connector to track changes to a worker in a position. This Connector doesn't support evergreen job requisitions.

Change Detection

The Core Connector: Job Requisitions detects changes to job requisitions by monitoring a transaction log. When you configure the integration system, you select which business process and transaction types that the integration system subscribes to. Excluding business process and transaction types that are irrelevant to your needs improves performance. However, if your integration system doesn’t subscribe to a transaction type that affects your job requisition records, Workday wouldn’t include changes triggered by that transaction type. Workday recommends that if you aren’t sure if the integration system must subscribe to a given transaction or business process type, don’t exclude it.

The Core Connector: Job Requisitions integration uses a three-step process to detect and report changes:

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1. The integration checks the transaction log. It determines which job requisitions have changes that resulted in the generation of at least one of the configured transaction events.
2. For each job requisition with a matching transactional change, the integration compares values:
    - For the time at which the integration was run
    - Time at which it was last successfully run

    It identifies which, if any, of the values of interest have changed.
3. If the job requisition has any changes in field values, Workday generates an appropriate creation, change, or deletion message.

Full-Diff Extract

You can configure your Core Connector: Job Requisitions integration to select all job requisitions, then determine changes for the returned data. To enable this option, disable the Transaction Log service. When you run the integration, Workday extracts all applicable data for all job requisitions. The integration extracts all data regardless of whether the job requisition had any changes since the last successful integration system run. Using this option can adversely affect Workday performance. Core Connector: Job Requisition integration first selects all positions, and only then, determines changes for the returned data.

Launch/Schedule Options

Workday provides these launch schedule options for the Core Connector: Job Requisitions integration:

- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Job Requisitions integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually. Workday prompts you to enter launch parameters.

For each launch schedule option, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. If **Full Extract** isn't selected, then the extract includes only those records that have changed in one or more output fields. Workday compares current values as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters.
Full Extract	Extracts Job Requisitions as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Job Requisition(s)	Extracts only the specified Job Requisitions.
Location(s)	Extracts Job Requisitions for only the specified Locations. Filtering is based on both Primary and/or Additional values tagged on the Job Requisition.
Supervisory Organization(s)	Extracts Job Requisitions for only the specified Supervisory Organizations.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.

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- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration system. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Related Information
Concepts
Setup Considerations: Job Requisitions for Recruiting

Reference: Core Connector: Job Requisitions Integration Data Sections

Before you build an integration with the Core Connector: Job Requisitions template, familiarize yourself with each data section to understand which fields are available for output and how the configuration options affect integration behavior.

During integration configuration, you enable integration services for each data section that you want to include in the output file.

Section	Description	Fields
Job Requisition Data	This section can have one or more records.	• **Job Requisition ID** • **Job Requisition Status** • **Supervisory Organization** • **Job Posting Title** • **Positions Allocated** • **Positions Available** • **Available for Recruiting** • **Replacement for Worker** • **Job Description** • **Job Description Summary** • **Justification** • **Recruiting Instruction** • **Do Not Send To Recruiting System** • **Recruiting Start Date** • **Target Hire Date** • **Target End Date** • **Job Profile** • **Worker Type** • **Worker Subtype** • **Primary Location** • **Additional Location** • **Time Type** • **Scheduled Weekly Hours** • **Work Shift**

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Section	Description	Fields
Job Qualification Data	These attributes do not send data directly but activate the attributes with the same prefix: • *Competency Qualification* • *Certification Qualification* • *Education Qualification* • *Language Qualification* • *Responsibility Qualification* • *Training Qualification* • *Work Experience Qualification* Example: Enabling *Language Qualification* allows the use of these related field attributes: • *Language* • *Language Ability Type* • *Language Proficiency Type* • *Language Required*	• **Competency Qualification** • **Competency Qualification / Competency** • **Competency Qualification / Competency Level** • **Competency Qualification / Competency Required** • **Certification Qualification** • **Certification Qualification / Certification** • **Certification Qualification / Certification Country** • **Certification Qualification / Certification Name** • **Certification Qualification / Certification Issuer** • **Certification Qualification / Certification Required** • **Education Qualification** • **Education Qualification / Education Degree** • **Education Qualification / Education Field of Study** • **Education Qualification / Education Required** • **Language Qualification** • **Language Qualification / Language** • **Language Qualification / Language Ability Type** • **Language Qualification / Language Proficiency Type** • **Language Qualification / Language Required** • **Responsibility Qualification** • **Responsibility Qualification / Responsibility Description** • **Responsibility Qualification / Responsibility Required** • **Training Qualification** • **Training Qualification / Training Name** • **Training Qualification / Training Description** • **Training Qualification / Training Type** • **Training Qualification / Training Required** • **Work Experience Qualification** • **Work Experience Qualification / Work Experience** • **Work Experience**

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Section	Description	Fields
Position Data	This section has a single record, with primary position only.	• **Position ID** • **Is Closed**
HiredScore Data	This section can have one or more records.	• **Role Assignment Reference** • **Effective Date** • **Role** • **Role Reference** • **Role Assignee** • **Role Assignee Reference** • **Worker** • **Worker Reference**

Core Connector: LMS Outbound

Steps: Set Up Core Connector: Worker for LMS Outbound Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To export changes to worker data, create a *Core Connector: Worker for LMS Outbound* integration.

Steps

1. Access the **Create Integration System** task and enter *Core Connector: LMS Outbound* in the **New using Template** prompt.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
Core Connector: Organization Outbound Integration Configuration	Enables the integration system to deliver organization data to an external LMS.
Core Connector: Organization Data Section Fields	Provides organization data fields. The *Core Connector: Organization Outbound Integration Configuration* service must be enabled to enable this service.
Core Connector: Organization Filename Sequence Generator	Applies a custom-formatted, unique filename to each integration file. The *Core Connector: Organization Outbound Integration Configuration* service must be enabled to enable this service.
Core Connector: Organization Transaction Log Service	Enables your integration system to subscribe to events that take place in Workday. This action enables your integration to report changed fields for workers, rather than report all fields. If disabled, your integration first extracts all data for eligible records, then evaluates

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Option	Description
	the data for changes. Using this option can adversely affect performance. The *Core Connector: Organization Outbound Integration Configuration* service must be enabled to enable this service.
Define Organization Eligibility	Enables you to configure an Integration Field Override to define which organizations to include in the integration output. The *Core Connector: Organization Outbound Integration Configuration* service must be enabled to enable this service.
Core Connector: Location Integration Configuration	Enables the integration system to deliver location data to an external LMS.
Core Connector: Location Data Section Fields	Provides location data fields. The *Core Connector: Location Integration Configuration* service must be enabled to enable this service.
Core Connector: Location Filename Sequence Generator	Enable if you want Workday to apply a custom-formatted, unique filename to each integration file. The *Core Connector: Location Integration Configuration* service must be enabled to enable this service.
Core Connector: Competencies Outbound Integration Configuration	Enables the integration system to deliver competency data to an external LMS.
Core Connector: Competency Data Section Fields	Provides competency data fields. The *Core Connector: Competencies Outbound Integration Configuration* service must be enabled to enable this service.
Core Connector: Competencies Outbound Filename Sequence Generator	Enable if you want Workday to apply a custom-formatted, unique filename to each integration file. The *Core Connector: Competencies Outbound Integration Configuration* service must be enabled to enable this service.
Core Connector: Job Profile and Job Family Integration Configuration	Enables the integration system to deliver job profile and job family data to an external LMS.
Core Connector: Job Profile Data Section Fields	Provides Job Profile data fields. The *Core Connector: Job Profile and Job Family Integration Configuration* service must be enabled to enable this service.
Core Connector: Job Family Data Section Fields	Provides Job Family data fields.

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Option	Description
	The *Core Connector: Job Profile and Job Family Integration Configuration* service must be enabled to enable this service.
Core Connector: Job Profile and Job Family Filename Sequence Generator	Enable if you want Workday to apply a custom-formatted, unique filename to each integration file. The *Core Connector: Job Profile and Job Family Integration Configuration* service must be enabled to enable this service.
Core Connector: Worker Integration Configuration	Enables the integration system to deliver worker data to an external LMS.
Worker Personal Data Section Fields	Provides employee personal data and contact information. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Worker Status Data Section Fields	Provides employment status and service dates. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Worker Position Data Section Fields	Provides: • Job profile data. • Organization membership data. • Salary and base compensation elements. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Worker Contract Data Section Fields	Provides employment contract data. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Worker Leave of Absence Data Section Fields	Provides leave of absence data. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Worker Qualification Data Section Fields	Provides qualifications data for each worker. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Core Connector: Worker Transaction Log Service	Subscribes to events that take place in Workday enabling your integration to report only worker fields that changed.

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Option	Description
	If disabled, your integration first extracts all data for eligible records, then evaluates the data for changes. Using this option can adversely affect performance. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Define Eligibility	Enables you to configure an Integration Field Override to define which workers to include in the integration output. The *Core Connector: Worker Integration Configuration* service must be enabled to enable this service.
Core Connector: Integration Maps - Foundation	Enables you to define integration maps that translate foundational data values between Workday and your LMS. To enable this service, enable one of the integration configuration services.
Core Connector: Integration Maps - Job	Enables you to define integration maps that translate job profile and Job Family data values between Workday and your LMS. To enable this service, enable one of the integration configuration services.
Core Connector: Integration Maps - Talent	Enables you to define integration maps that translate talent data values between Workday and your LMS. To enable this service, enable one of the integration configuration services.
Core Connector: Integration Maps - Worker	Enables you to define integration maps that translate worker data values between Workday and your LMS. To enable this service, enable one of the integration configuration services.

3. As a related action on your integration, select **Integration System > Configure Integration Transaction Log**.

   Note: We recommend that you select **Subscribe to all Transaction Types except**. Then, filter out only transaction types that you know have no relevance to your needs. If in doubt, don't filter out a transaction type.
4. Set Up Integration Sequence Generators .
5. As a related action on your Core Connector: Worker integration, select **Integration System > Configure Integration Attributes** and enter attributes for integration services that you enabled in Step 4, as well as required attributes.
6. Select **Integration System > Configure Integration Maps** as a related action on the integration system. Map values between Workday and the external file format.
7. Create Core Connector: Worker for LMS Outbound Worker Selection Criteria .
8. Select and Set Up Connector Output Fields .

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9. Create Integration Business Process .
10. Steps: Set Up Document Transformation Connector .
11. Launch an Integration .
12. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
    - *Integration Event*
    - *Job Information*
    - *Manage: Location*
    - *Manage: Organization Integration*
    - *Person Data: Birth Place*
    - *Person Data: Citizenship Status*
    - *Person Data: Date of Birth*
    - *Person Data: Disabilities*
    - *Person Data: Emergency Contacts*
    - *Person Data: Ethnicity*
    - *Person Data: Gender*
    - *Person Data: Home Contact Information*
    - *Person Data: Hukou (China)*
    - *Person Data: ID Information*
    - *Person Data: Marital Status*
    - *Person Data: Military Status*
    - *Person Data: Name*
    - *Person Data: Nationalities*
    - *Person Data: Personal Data*
    - *Person Data: Personal Information*
    - *Person Data: Preferred Name*
    - *Person Data: Religion*
    - *Set Up: Skills and Experience*
    - *Worker Data: Beneficiaries and Dependents*
    - *Worker Data: Benefit Elections*
    - *Worker Data: Compensation*
    - *Worker Data: Compensation by Organization*
    - *Worker Data: Leave of Absence*
    - *Worker Data: Organization Information*
    - *Worker Data: Public Worker Reports*
    - *Worker Data: Staffing*
    - *Worker Data: Total Compensation*
    - *Worker Data: Work Contact Information*

    See: Steps: Grant Integration or External Endpoint Access to Workday.

Create Core Connector: Worker for LMS Outbound Worker Selection Criteria

Prerequisites

Security: *Custom Field Management* domain in the System functional area.

Context

Select a report field or create a calculated field that defines the eligibility criteria for sending workers. Configure the field as an override in the *Core Connector: LMS Outbound* integration so that workers who meet the specified criteria are included in the integration.

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Steps

1. If an existing report field doesn't provide the criteria you want, create a calculated field for worker selection:
    a) Access the **Create Calculated Field** task.
    b) Specify a meaningful **Field Name**. Example: `LMS Outbound Worker Eligibility`.
    c) At the **Business Object** prompt, select *Worker*.
    d) At the **Function** prompt, select *True/False Condition*.
    e) On the **Calculation** tab, specify one or more conditions for worker selection.
    To select workers from specific supervisory organizations, but not all organizations, your selection criteria can look like:

And/Or	(	Field	Operator	Comparison Type	Comparison Value	)
And		Supervisory Organization	*in the selection list*	Value specified in this filter	Human Resources Information Technology Payroll	

    f) (Optional) Click the **Additional Info** tab, click the **Category** prompt, and select *Integration*.
    Categorizing a calculated field makes it easier to find.
2. Configure the field override in the integration:
    a) Access the **View Integration System** report.
    b) As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
    c) For the Define Eligibility document, click the **Override External Field** prompt and select the report field or calculated field that determines eligibility.
3. To create overrides for worker domains, roles, statuses, status descriptions, or custom fields, repeat these steps.

Concept: Core Connector: Worker for LMS Outbound Integration

The Core Connector: Worker for LMS Outbound integration exports worker, job, talent, location, and organization data changes from Workday in simple XML format. As you update Workday data, the integration generates an XML file containing the changes and exports it to your Learning Management System (LMS).

Using configurable data sections or Workday-delivered report fields and calculated fields that you create, you can customize the output to meet the needs of your LMS.

Change Detection

The Core Connector: Worker for LMS Outbound detects changes to Workday data by monitoring a transaction log. When you configure the integration system, you select which business process and transaction types that the integration system subscribes to. Excluding business process and transaction types that are irrelevant to your needs improves performance. However, if your integration system doesn't subscribe to a transaction type that affects data in your LMS, Workday wouldn't include changes triggered by that transaction type. Workday recommends that if you aren't sure if the integration system must subscribe to a given transaction or business process type, don't exclude it.

The Core Connector: Worker for LMS Outbound integration uses a three-step process to detect and report changes:

1. When the integration checks the transaction log, the integration determines which workers have changes that generated a configured transaction event.

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2. For each worker with a matching transactional change, the integration compares their report fields:
    - For the time at which the integration was run
    - For the time at which the integration was last successfully run

    The integration identifies which, if any, of the values of interest have changed.
3. If the worker has any changes in field values or eligibility, Workday generates an appropriate creation, change, or deletion message.

Change Detection Limitations

Changes to the Classification of a Job don't trigger change detection for this integration. The context of the change is on the Job Profile (template), and isn't directly related to any associated job (instance) for a worker. However, full extraction includes the job classification element.

Full-Diff Extract

You can configure your Core Connector: Worker for LMS Outbound integration to all workers who meet the eligibility criteria. To enable this option, disable the Transaction Log service. When you run the integration, Workday extracts all applicable data for the defined population of employees. Workday extracts data regardless of whether the worker had any changes since the last successful integration system run. Using this option can adversely affect Workday performance.

Worker Eligibility

For each integration system, you define a group of workers that belongs to the integration system. You define membership by a single Boolean report field or calculated field. If the field value is true for a worker, that worker is a member of the group, and Workday includes changes for that worker in the output file. If the field value is false, the integration system ignores that worker.

You can use report fields on the Worker business object to define eligibility. If you can't define your group membership criteria using a report field, you can create and use a calculated field. If multiple Boolean values are true, the calculated field can evaluate the worker business object and its related business objects to return true. Example: use a calculated field to return true if the:

- Worker is a contingent employee
- Primary location for the worker is in the United States
- Supervisor of the worker is John Doe

Launch/Schedule Options

Workday provides these launch schedule options for the Core Connector: Worker for LMS Outbound integration:

- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
    - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member or have an organization role.
    - *Organization By Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Worker for LMS Outbound integration to run several times per day; launching the integration frequently doesn't affect performance.

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- **Run Now**. You can launch the integration manually for specific workers, or for all eligible workers. Workday prompts you to enter launch parameters.

For each launch schedule option, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. If **Full File** isn't selected, then the extract includes only those records that changed in one or more output fields. Workday compares values current as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters.
Full Extract for Job Profiles/Job Families, Locations, and Organizations	Extracts selected items as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Full File	Extracts Workers as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Job Families	Extracts only the specified Job Families.
Job Profiles	Extracts only the specified Job Profiles.
Location(s)	Extracts only the specified Locations.
Organization Type	Extracts Organizations for only the specified Organization Types.
Organization(s)	Extracts only the specified Organizations.
Restrict Results By Orgs	Extracts Workers for only the specified Organizations and all subordinates.
Workers	Extracts only the specified Workers. If you configure no values, then the integration considers all workers when looking for transactional and data changes. Specifying workers in this list doesn't force their inclusion in the output file. Information for a worker displays in the output file only if there are changes in the data fields evaluated by the integration. If there was an error involving data for one or more workers during a prior integration run, you can specify workers in this parameter at launch time. Correct the worker data and then run the integration system again only for those workers. In this case, set the Last Successful As Of Entry Moment to the moment used for that parameter on the prior run that had problems.

Integration Output Files

The Core Connector: Worker for LMS Outbound integration can generate and deliver up to 5 configurable outputs, depending on which integration services you enable. Workday includes each configurable output in a separate integration output file that Workday generates each time the integration runs. To enable you to identify which output files include a specific configurable output, Workday applies one of the corresponding document tags to each output file:

- Core Connector: Organization Outbound
- Core Connector: Locations
- Core Connector: Competencies Outbound

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- Core Connector: Job Profile and Job Family
- Core Connector: Worker

Workday applies these document tags automatically. You can't disable or edit the names of these document tags. You can apply additional document tags to the output files.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration system. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Reference: Core Connector: Worker for LMS Outbound Integration Data Sections

Before you build an integration with the Core Connector: Worker for LMS Outbound template, familiarize yourself with each data section to understand which fields are available for output and how the configuration options affect integration behavior.

During integration configuration, you enable integration services for each data section that you want to include in the output file.

Some sections also have an *Operation* field that indicates whether a row of data is new, changed, or deleted. *Operation* codes are: ADD, REMOVE, MODIFY, or NONE.

Section	Description	Fields
Core Connector: Organization Data	This section can have multiple records.	• Organization ID • Organization Code • Organization Type • Organization Name • Organization Description • Organization Subtype • Inactive • Manager • Organization Owner • Superior Organization • Primary Business Site Reference

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Section	Description	Fields
Core Connector: Location Data	This section can have multiple records.	• Location • Location Name • Location Usage • Location Type • Inactive • Time zone • Default Currency • Default Currency Code • Country • Address Line Data • Municipality • Country Region • Country Region Description • Postal Code • Is Primary Address • Address Usage • International Phone Code • Area Code • Phone Number • Phone Device Type • Phone Usage • Email Address • Email Usage
Core Connector: Competency Data	• This section can have one or more records. • The *Competency Level* attribute doesn't send data, but enables the attributes with the same attribute prefix. Example: enable *Competency Level* in order to use the *Competency Level*, *Competency Rating*, and *Competency Behavior* field attributes.	• Competency ID • Competency Name • Competency Description • Competency Category • Competency Level • Competency Level / Competency Level ID • Competency Level / Competency Level Name • Competency Level / Competency Level Behavior • Competency Level / Competency Level Value • Competency Level / Competency Level Range Begin • Competency Level / Competency Level Range End • Competency Level / Competency Level Exclude from Calculations • Inactive

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Section	Description	Fields
Core Connector: Job Profile Data	This section can have multiple records.	• Job Profile ID • Inactive • Job Title • Job Profile Summary • Public Job • Work Shift Required • Management Level • Job Category • Job Level • Job Family • Job Classifications • Job Exempt Location Context • Job Exempt • Compensation Grade • Company Insider Type • Critical Job • Difficulty to Fill • Pay Rate Country • Pay Rate Type • Workers Compensation Code • Responsibility Description • Responsibility Required • Work Experience • Work Experience Rating • Work Experience Required • Education Degree • Education Field of Study • Education Required • Language • Language Ability Type • Language Proficiency Type • Language Required • Competency • Competency Level • Competency Required • Certification • Certification Country • Certification Name • Certification Issuer • Certification Required • Training Name • Training Description • Training Type • Training Required
Core Connector: Job Family Data	This section can have multiple records.	• Job Family ID • Inactive • Job Family Name • Job Family Summary • Job Profile

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Section	Description	Fields
Worker Personal Data	• This section has a single record. • If not overridden, name fields are based on **Legal Name**. • The *Name Data*, *Address Data*, *Phone Data*, and *Email Data* attributes don't send data. They enable the attributes with the same attribute prefix. Example: enable *Email* in order to use the *Email Usage*, *Email is Public*, and *Email Address* field attributes. • *Name Data / Title* is the **Prefix** of the name and *Name Data / Social Suffix* is the **Suffix** of the name. • *Country of Birth* is a two-digit country code based on ISO 3166-1 alpha-2.	• Name Data • Name Data / Name Type • Name Data / First Name • Name Data / Middle Name • Name Data / Last Name • Name Data / Secondary Last Name • Name Data / Title • Name Data / Social Suffix • Name Data / Formatted Name • Name Data / Reporting Name • Name Data / First Name in Local Script • Name Data / Middle Name in Local Script • Name Data / Last Name in Local Script • Name Data / Secondary Last Name in Local Script • Name Data / Name in Local Script • Name Data / First Name in Local Script 2 • Name Data / Middle Name in Local Script 2 • Name Data / Last Name in Local Script 2 • Name Data / Secondary Last Name in Local Script 2 • Name Data / Full Legal Name • Gender • Disability • Address Data • Address Data / Address Type • Address Data / Address Usage • Address Data / Address Is Public • Address Data / Is Primary • Address Data / Address Line Data • Address Data / Municipality • Address Data / Submunicipality • Address Data / Region • Address Data / Subregion • Address Data / Postal Code • Address Data / Country • Address Data / Address Line Data Local • Address Data / Municipality Local • Address Data / Submunicipality Local • Address Data / Subregion

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Section	Description	Fields
Worker Status Data	• *Staffing Event* codes are: • *HIR* (hire). • *TRM* (termination). • *LOA* (leave of absence). • *RFL* (return from leave). • *TFR* (change of the supervisory organization of the worker). Note: *TFR* staffing events don't populate the Staffing Event Date field. • *Employee Status* codes are: *Active*, *OnLeave*, Terminated, and *NotYetHired*.	• Staffing Event • Staffing Event Date • Employee Status • Active • Active Status Date • Hire Date • Original Hire Date • End Employment Date • Continuous Service Date • First Day of Work • Terminated • Termination Date • Pay Through Date • Termination Last Day of Work • Probation Start Date • Probation End Date • Has International Assignment • Home Country • Host Country • Rehire

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Section	Description	Fields
Worker Position Data	• This section has a single record, with primary position only. • *Effective Date* represents the effective date for the most recent change to position data. • A position can have a number of job classifications that you arrange according to job classification groups.	• Operation • Position ID • Effective Date • Primary Position • Position Title • Business Title • Worker Type • Position Time Type • Job Exempt • Pay Rate Type • Job Classification Data • Job Classification Data/ Operation • Job Classification Data / Job Classification • Job Classification Data / Job Classification Group • Organization Data • Organization Data/Operation • Organization Data / Organization • Organization Data / Organization Type • Company Insider Type • Work Shift • Job Profile • Management Level • Job Category • Job Family • Business Site • Business Site Name • Business Site Address Type • Business Site Address Line Data • Business Site Municipality • Business Site Submunicipality • Business Site Region • Business Site Subregion • Business Site Postal Code • Business Site Country • Business Site Address Line Data Local • Business Site Municipality Local • Business Site Submunicipality Local • Business Site Subregion Local • Supervisor ID • Supervisor Name

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Section	Description	Fields
Worker Contract Data	• This section can have multiple records. • Although an employee has only 1 contract in effect at a time, this section can include: • Contracts from the past. • Contracts that become effective in the future.	• Operation • Position ID • Contract ID • Contract Type • Start Date • End Date • Contract Status • Description
Worker Leave of Absence Data	This section contains position-specific data. • This section can have multiple records. • An employee can be on multiple different types of leave at the same time. • These fields in the Status Data section indicate if an employee is on leave: • *Employee Status* • *Staffing Event* • *Staffing Event Date* Enable the Leave of Absence section if you need additional information about leave.	• Operation • Position ID • On Leave • Leave Start Date • Leave End Date • Leave of Absence Type

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Section	Description	Fields
Worker Qualification Data	• This section has a single record. • The *Competency Achievement*, *Certification Achievement*, *Training*, *Education*, and *External Job* attributes don't send data. They enable the attributes with the same attribute prefix. Example: enable *Education* in order to use the *Last Year Attended* or *Field of Study* field attributes.	• Competency Achievement • Competency Achievement / Operation • Competency Achievement / Competency Achievement ID • Competency Achievement / Competency • Competency Achievement / Competency Level • Competency Achievement / Assessment Date • Competency Achievement / Assessed by Worker • Certification Achievement • Certification Achievement / Operation • Certification Achievement / Certification Achievement ID • Certification Achievement / Certification • Certification Achievement / Certification Country • Certification Achievement / Certification Name • Certification Achievement / Certification Issuer • Certification Achievement / Issued Date • Certification Achievement / Expiration Date • Certification Achievement / Exam Date • Certification Achievement / Exam Score • Training • Training / Operation • Training / Training Achievement ID • Training / Training Name • Training / Training Description • Training / Training Type • Training / Training Duration • Training / Completion Date • Education • Education / Operation • Education / Education Achievement ID • Education / Institution • Education / Institution Name • Education / Institution Type • Education / Institution Location • Education / Institution Country • Education / Degree • Education / Field of Study

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Core Connector: Location

Steps: Set Up Core Connector: Location Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To extract and export core location definitions to an external endpoint, you can create a *Core Connector: Location* integration system.

Steps

1. Access the **Create Integration System** task and enter *Core Connector: Locations* in the **New Using Template** prompt.
2. As a related action on your *Core Connector: Locations* integration, select **Integration System > Configure Integration Attributes** and enter attributes required by the integration template.
3. Select **Integration System > Configure Integration Maps** as a related action on the integration system and map values between Workday and the external file format.
4. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Manage: Location*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
5. Select and Set Up Connector Output Fields .
6. (Optional) Add Custom Fields to Core Connector: Location Integration .
7. Set Up Integration Delivery .
8. Set Up Integration Sequence Generators .
9. (Optional) Steps: Set Up Document Transformation Connector .
10. Launch an Integration .

Add Custom Fields to Core Connector: Location Integration

Prerequisites

Security: *Integration Configure*, *Integration Build Custom Services*, and *Integration Build* domains in the Integration functional area.

Context

Add an unlimited number of custom fields to a *Core Connector: Location* integration. You can use calculated fields or report fields to incorporate additional data elements into your output files. You can use any report field as long as it's available for:

- The Location *business object*.
- A business object that is directly related to the Location object.

The first step is to create an integration field override service and specify the names of the custom fields. Then, enable the field override service in the integration and configure the override values. If necessary, you can also create custom integration maps to define relationships between the custom fields and values in the external endpoint.

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Steps

1. Create an integration field override service and define custom fields:
    a) Access the **Create Integration Field Override Service** task.
    b) Give the integration service a meaningful **Name**.
    c) To select the data source for the custom fields, select the **Business Object** prompt.
    d) For each custom field that you want to create, add a row to the **Fields** grid, enter the field **Name**, and optionally provide a **Description**.
    e) To reorder the fields as desired in the output file, use the **Order** arrows.
2. Access the **View Integration System** report.
3. Enable the custom integration service:
    a) As a related action on the integration system, select **Integration System > Configure Integration Services**.
    b) In the **Custom Integration Services** grid, add a row.
    c) Select the **Integration Service** prompt, select *Integration Field Override Service (Audited)*, and then select the custom integration service that you created in step 1.
4. Configure the custom fields:
    a) As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
    b) For each field in the grid, select the **Override External Field** prompt. Then select the report field or calculated field that provides the value you want.

    The **Override External Field** prompt lists fields that are relevant to the **Business Object** you selected in step 1.

Result

Workday groups your custom fields into a record called ADD that displays on a separate line in the output file. By default, Workday includes custom fields in output files only when field values change.

Next Steps

To add or change fields in an integration field override service, use one of these methods:

- Access the **View Integration System** report. Select **Integration Field Override Service > Edit** as a related action on the integration service in the **Custom Integration Services** grid.
- Access the **Edit Integration Field Override Service** task.

Concept: Core Connector: Location

With Workday Core Connector: Location, you can extract location-related definitions, transform the data, and send it to an endpoint of your choice. Using Workday business objects and *Get Locations* public API as its foundation, Core Connector: Location provides the tools to capture changes to location data and configure an output file to extract to deliver to an external endpoint.

Core Connector: Location provides a single source-of-truth for core data, and generates integration output files that you can transform as required to serve the needs of multiple downstream endpoints. Because your needs vary based on organization size, privacy requirements, and external endpoint requirements, Core Connector: Location offer a choice of implementation options.

Depending on your external endpoint requirements, transform the file into the format that it supports using one of these options:

- Transformation step on the business process. You configure the business process definition of the integration to transform the Core Connector output file into the format required.

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- Workday Studio integration. You configure the business process definition of the integration to launch a Workday Studio integration. The Studio integration then transforms the Core Connector output file into the format required.
- Other third-party tool. You configure a third-party tool to transform the Core Connector output file.

Core Connector: Location is an integration template with a configurable set of data across a range of categories. It enables you to specify which data elements to include in integration output files. When launched, the integration collects a snapshot of all data and creates an output file in XML format based on your specifications.

Core Connector: Location creates integration output files in a Workday-defined XML format. You can configure this output for delivery, or further transformation.

Using Core Connector: Location in combination with Core Connector: Worker, you can create a single source-of-truth for all external endpoints that need Workday data. By creating a single set of Connectors, you can:

- Provide a rapid, flexible, and repeatable method for integrating with Workday.
- Ensure that all external endpoints receive only the data that you want to expose.

Launch/Schedule Options

Workday provides these launch schedule options for Core Connector: Location:

- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
  - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member or have an organization role.
  - *Organization By Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Worker integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually for specific workers, or for all eligible workers. You're prompted to enter launch parameters.

For each launch schedule option, you enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. If **Full Extract** isn't selected, then the extract includes only those records that the integration detects to have changed in one or more output fields. Workday compares values to what was current as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters.
Full Extract	Extracts Locations as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Location(s)	Extracts only the specified Locations.

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Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Reference: Core Connector: Location Data Sections

Before you build an integration with the Core Connector: Location integration template, familiarize yourself with each data section to understand which fields are available for output and how the configuration options affect integration behavior.

Section	Description	Fields
Location Data	This section can have multiple records.	• Location • Location Name • Location Usage • Location Type • Inactive • Time zone • Default Currency • Default Currency Code • Country • Address Line Data • Municipality • Country Region • Country Region Description • Postal Code • Is Primary Address • Address Usage • International Phone Code • Area Code • Phone Number • Phone Device Type • Phone Usage • Email Address • Email Usage

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Core Connector: Organization

Steps: Set Up Core Connector: Organization Integration

Prerequisites

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

Context

To export core organization definitions to an external endpoint, create a *Core Connector: Organization* integration.

Steps

1. Access the **Create Integration System** task and enter *Core Connector: Organization Outbound* in the **New Using Template** prompt.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
Filename Sequence Generator	Enable if you want Workday to apply a custom-formatted, unique filename to each integration file.
Transaction Log Service	Enables your integration system to subscribe to events by only organizations that meet the configured criteria (Example: organization type) and had a transaction event. The subscription to your integration system will be within the date parameters range and will be extracted as of the **Effective Date** and **As Of Entry Moment** parameters. Your integration compares data in the fields configured in your output file with the data as of the Last Successful date parameters. If the service detects any changes or it's a new organization, the integration output will include the organization. The *Transaction Log* service doesn't save changes to organization data such as organization name and code. Disable the *Transaction Log* service when you want your integration to detect these types of changes. Also, to improve performance and avoid undetected changes, Workday recommends that you disable the *Transaction Log* service for the *Get Organizations* web service. The *Transaction Log* service doesn't detect some changes because event logs don't capture all organization changes.

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Option	Description
Define Organization Eligibility	Enables you to configure an Integration Field Override to define organizations included in the integration output.

3. As a related action on your *Core Connector: Organization* integration, select **Integration System > Configure Integration Attributes** and enter attributes required by the integration template.
4. Select **Integration System > Configure Integration Maps** as a related action on the integration system and map values between Workday and the external file format.
5. (Required if you enable Define Organization Eligibility service.) As a related action on your *Core Connector: Organization* integration, select **Integration System > Configure Integration Field Overrides**. Designate a report field or calculated field that identifies if an organization is or isn't eligible for the integration.

   Base the report field or calculated field on the organization *business object*, and it must return a Boolean true or false. A Boolean true includes the organization in the integration while a Boolean false excludes the organization.
6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Manage: Organization Integration*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
7. Select and Set Up Connector Output Fields .
8. Set Up Integration Delivery .
9. Set Up Integration Sequence Generators .
10. (Optional) Steps: Set Up Document Transformation Connector .
11. Launch an Integration .

Related Information
Concepts
SOAP API Troubleshooting and Guides

Concept: Core Connector: Organization

With Core Connector: Organization, you can extract organization-related definitions, transform the data, and send it to an endpoint of your choice. Using Workday business objects and *Get Organizations* public API as its foundation, Core Connector: Organization provides the tools to capture changes to organization data and configure an output file to extract to deliver to an external endpoint.

Core Connector: Organization provides a single source-of-truth for core data, and generates integration output files that you can transform as required to serve the needs of multiple downstream endpoints. Because your needs vary based on organization size, privacy requirements, and external endpoint requirements, Core Connector: Organization offer a choice of implementation options.

Depending on the requirements of your external endpoint, transform the file into the format that it supports using one of these options:

- Transformation step on the business process. You configure the business process definition of the integration to transform the Core Connector output file into the format required.
- Workday Studio integration. You configure the business process definition of the integration to launch a Workday Studio integration. The Studio integration transforms the Core Connector output file into the format required.
- Other third-party tool. You configure a third-party tool to transform the Core Connector output file.

Core Connector: Organization is an integration template with a configurable set of data across a range of categories. Core Connector: Organization enables you to specify which data elements to include in

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integration output files. When launched, the integration collects a snapshot of all data and creates an output file in XML format based on your specifications.

Core Connector: Organization integration creates integration output files in a Workday-defined XML format. You can configure this output for delivery, or further transformation.

Using Core Connector: Organization in combination with the Core Connector: Worker, you can create a single source-of-truth for all external endpoints that need Workday data. By creating a single set of Connectors, you can:

- Provide a rapid, flexible, and repeatable method for integrating with Workday.
- Ensure that all external endpoints receive only the data that you want to expose.

Launch/Schedule Options

Workday provides these launch schedule options for the Core Connector integrations:

- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
  - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member or have an organization role.
  - *Organization By Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Worker integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually for specific workers, or for all eligible workers. Workday prompts you to enter launch parameters.

For each launch schedule option, you enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. Compares values of fields configured in your output file to what was current as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters. When you disable the Transaction Log Service, Workday does this compare for all organizations meeting the configured criteria. Example: organization type.
Full Extract	When True, the integration ignores the Transaction Log Service and all organizations meeting the configured criteria (Example: organization type) are extracted as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed. This option is useful when you want to do a full data sync to an external endpoint.
Organization Type	Extracts Organizations for only the specified Organization Types.
Organization(s)	Extracts only the specified Organizations.

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Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can need to secure this file separately. Example: if administrators can't have access to the data).

Related Information
Concepts
SOAP API Troubleshooting and Guides

Reference: Core Connector: Organization Data Sections

Before you build an integration with the Core Connector: Organization integration template, familiarize yourself with each data section to understand which fields are available for output and how the configuration options affect integration behavior.

Section	Description	Fields
Organization Data (Core Connector: Organization)	This section can have multiple records.	• Organization ID • Organization Code • Organization Type • Organization Name • Organization Description • Organization Subtype • Inactive • Manager • Leadership Role Assignee • Organization Owner • Superior Organization • Primary Business Site Reference

Core Connector: Positions

Steps: Set Up Core Connector: Positions Integration

Prerequisites
Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To export changes to position data, create a *Core Connector: Positions* integration.

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Steps

1. Access the **Create Integration System** task and enter **Core Connector: Positions** from the **New Using Template** prompt.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
Job Qualification Data Section Fields	Provides job qualifications data for each position.
Job Requisition Data Section Fields	Provides job requisition data for the position.
Filename Sequence Generator	Applies a custom-formatted, unique filename to each integration file.
Transaction Log Service	Enables your integration system to subscribe to events that take place in Workday. This action enables your integration to report only changed fields for positions, rather than report all fields. If disabled, your integration first extracts all data for eligible records, then evaluates the data for changes. Using this option can adversely affect performance.

3. As a related action on your *Core Connector: Positions* integration, select **Integration System > Configure Integration Transaction Log**.

   Select the Workday transactions that you want monitored for changes.

   Note: Workday recommends that you select **Subscribe to all Transaction Types except**. Then, filter out only transaction types that you know have no relevance to your needs. If in doubt, don't filter out a transaction type.
4. As a related action on your *Core Connector: Positions* integration, select **Integration System > Configure Integration Attributes** and enter attributes for integration services that you enabled in Step 2, as well as required attributes.
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Job Information*
   - *Worker Data: All Positions*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
6. Select and Set Up Connector Output Fields .
7. (Optional) Add Custom Fields to Core Connector: Positions Integration .
8. Create Integration Business Process .
9. (Optional) Set Up Integration Sequence Generators .
10. (Optional) Steps: Set Up Document Transformation Connector .
11. Launch an Integration .

Add Custom Fields to Core Connector: Positions Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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Context

Add an unlimited number of custom fields to a *Core Connector: Positions* integration. You can use calculated fields or report fields to incorporate additional data elements into your output files. You can use any report field as long as it's available for:

- The Position *business object*.
- A business object that is directly related to the Position object.

The first step is to create an integration field override service and specify the names of the custom fields. Then, enable the field override service in the integration and configure the override values. If necessary, you can also create custom integration maps to define relationships between the custom fields and values in the external endpoint.

Steps

1. Create an integration field override service and define custom fields:
    a) Access the **Create Integration Field Override Service** task.
    b) Give the integration service a meaningful **Name**.
    c) To select the data source for the custom fields, select the **Business Object** prompt.
    d) For each custom field that you want to create, add a row to the **Fields** grid, enter the field **Name**, and optionally provide a **Description**.
    e) To reorder the fields as desired in the output file, use the **Order** arrows.
2. Access the **View Integration System** report.
3. Enable the custom integration service:
    a) As a related action on the integration system, select **Integration System > Configure Integration Services**.
    b) In the **Custom Integration Services** grid, add a row.
    c) Select the **Integration Service** prompt, select *Integration Field Override Service (Audited)*, and then select the custom integration service that you created in step 1.
4. Configure the custom fields:
    a) As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
    b) For each field in the grid, select the **Override External Field** prompt and select the report field or calculated field that provides the value you want.

    The **Override External Field** prompt lists fields that are relevant to the **Business Object** you selected in step 1.
5. To map the custom field values to external values, create and configure one or more integration maps:
    a) As a related action on the integration system, select **Integration System > Maintain Integration Maps**.
    b) For each field that requires a map, specify a map **Name** in the format: `ADD-<FieldName>`.

    The ADD prefix indicates that the map pertains to the Additional Data section, and the <FieldName> identifies the fields mapped in the future.
    c) Specify the **Internal Value Type** and **External Value Type** for each map. You can create an **Enumeration** with a list of valid values or select a report field at the **Data Type** prompt.
    d) Save the maps when you finish.
    e) As a related action on the integration system, select **Integration System > Configure Integration Maps**. To find the custom maps, then scroll to the bottom of the grid.
    f) Add a row for each tenanted value, select the **Internal Value**, and enter the **External Value** for the output file.

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Result

Workday groups custom fields into a record called ADD that displays on a separate line in the output file. By default, Workday includes custom fields in output files only when field values change.

Next Steps

To add or change fields in an integration field override service, use one of these methods:

- In the **View Integration System** report, select **Integration Field Override Service > Edit** as a related action on the integration service in the **Custom Integration Services** grid.
- Access the **Edit Integration Field Override Service** task.

Concept: Core Connector: Positions

The Core Connector: Positions integration exports position changes from Workday in simple XML format. As you create, update, or delete position data, the integration generates an output file containing the changes.

The integration includes a configurable set of position data across a range of categories. You can specify which data sections to include in the output file. Each section provides a set of fields. You can select which fields to include or exclude, which ones to require, and which ones to truncate.

Use this Connector to send data on open, closed, and future positions. Don't use this Connector to track changes to a worker in a position.

Change Detection

The Core Connector: Positions integration detects changes to positions by monitoring a transaction log. When you configure the integration system, you select which business process and transaction types that the integration system subscribes to. Excluding business process and transaction types that are irrelevant to your needs improves performance. However, if your integration doesn’t subscribe to a transaction type that affects your position records, Workday doesn’t include changes for that transaction type. Workday recommends that you include all transactions and business types. Exclude transactions and business types only if you're sure that the integration doesn't need to subscribe to them.

The Core Connector: Positions integration uses a three-step process to detect and report changes:

1. When the integration checks the transaction log, the integration determines which positions changed and generated one of the configured transaction events.
2. For each position with a matching transactional change, the integration compares values for:
    - The time at which the integration ran.
    - The time at which the integration was last successfully run.

    The integration identifies which, if any, of the values of interest have changed.
3. If the position has any changes in field values, Workday generates an appropriate creation, change, or deletion message.

Full-Diff Extract

Full-Diff Extract provides data on all positions, which had changes, between the effective dates provided. To enable this option, disable the Transaction Log service. When you run the integration, Workday extracts all applicable data for all positions, regardless of whether the position had any changes since the last successful integration system run. Using this option can adversely affect Workday performance. The Core Connector: Positions integration first selects all positions, and only then, determines changes for the returned data.

Results Filtering

Core Connector: Positions can filter results by:

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- Open positions only (including frozen positions).
- Closed positions only.
- Open and closed positions.

The integration template includes attributes that enable you to restrict results to:

- Positions available for recruiting.
- Positions available for hire.

Integration Launch and Scheduling

Workday provides these launch schedule options for the Core Connector: Positions integration:

- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Positions integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually. Workday prompts you to enter launch parameters.

To bypass entering a from date **Effective Date** as a launch parameter, enable the **Restrict to Positions in the Entry Range** integration attribute. The integration only returns positions that are entered between the **Last Successful as of Entry Moment** and the **As of Entry Moment** launch parameter values. Workday then uses the **Effective Date** parameter as the **As of Effective Date** filter and doesn't use the **Last Successful Effective Date** filter.

Note: If you don't enable the **Restrict to Positions in the Entry Range** integration attribute, the integration doesn't return positions with effective dates prior to 1/1/1970.

For each launch schedule option, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. If **Full Extract** isn't selected, then the extract includes only those records that have changed in one or more output fields. Workday compares what was current as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters.
Full Extract	Extracts Positions as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Location(s)	Extracts Positions for only the specified Locations.
Position(s)	Extracts only the specified Positions.
Supervisory Organization(s)	Extracts Positions for only the specified Supervisory Organizations.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration system. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

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You can find these files in the Integration Event for each integration run. For each integration run, view the **Reports and Other Output Files** section.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Reference: Core Connector: Positions Integration Data Sections

Before you build an integration with the Core Connector: Positions template, familiarize yourself with each data section to understand which fields are available for output and how the configuration options affect integration behavior.

During integration configuration, you enable integration services for each data section that you want to include in the output file.

Section	Description	Fields
Position Data	This section can have one or more records.	• Position ID • Supervisory Organization • Job Posting Title • Job Description • Academic Tenure Eligible • Available for Hire • Available for Recruiting • Hiring Freeze • Availability Date • Earliest Hire Date • Job Family • Job Profile • Location • Worker Type • Time Type • Worker Subtype • Filled By Worker

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Section	Description	Fields
Job Qualification Data	The *Competency Qualification*, *Certification Qualification*, *Education Qualification*, *Language Qualification*, *Responsibility Qualification*, *Training Qualification*, and *Work Experience Qualification* attributes don't send data. These attributes enable the attributes with the same attribute prefix. Example: enable *Language Qualification* in order to use the *Language*, *Language Ability Type*, *Language Proficiency Type*, and *Language Required* field attributes.	• Competency Qualification • Competency Qualification / Competency • Competency Qualification / Proficiency Rating • Competency Qualification / Competency Required • Certification Qualification • Certification Qualification / Certification • Certification Qualification / Certification Country • Certification Qualification / Certification Name • Certification Qualification / Certification Issuer • Certification Qualification / Certification Required • Education Qualification • Education Qualification / Education Degree • Education Qualification / Education Field of Study • Education Qualification / Education Required • Language Qualification • Language Qualification / Language • Language Qualification / Language Ability Type • Language Qualification / Language Proficiency Type • Language Qualification / Language Required • Responsibility Qualification • Responsibility Qualification / Responsibility Description • Responsibility Qualification / Responsibility Required • Training Qualification • Training Qualification / Training Name • Training Qualification / Training Description • Training Qualification / Training Type • Training Qualification / Training Required • Work Experience Qualification • Work Experience Qualification / Work Experience • Work Experience Qualification / Work Experience Rating • Work Experience

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Section	Description	Fields
Job Requisition Data		• Job Requisition ID • Positions Available • Replacement for Worker • Justification • Recruiting Instruction • Do Not Send To Recruiting System • Recruiting Start Date • Target Hire Date • Target End Date • Primary Location • Additional Location • Scheduled Weekly Hours • Work Shift
Job Profile Data		• Job Profile ID • Job Title • Job Profile Summary • Management Level • Job Family • Job Classifications • Job Exempt Location Context • Job Exempt • Company Insider Type

Core Connector: Worker

Setup Considerations: Core Connector: Worker

You can use this topic to help make decisions when planning your configuration and use of the Core Connector: Worker integration. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The Core Connector: Worker integration enables you to extract changes to worker data from Workday and send them to external applications for:

- Identity management.
- Talent management.
- Time tracking.

Core Connector: Worker with the Worker Data Initialization Service enabled can extract worker data more efficiently using updated frameworks and capabilities. We strongly recommend that you use this service for all new Core Connector: Worker integrations.

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Business Benefits

Core Connector: Worker enables you to use Workday to maintain a single source of truth for your entire population of workers. You can then send updates to worker data to other applications that need that information. Using Core Connector: Worker, you can easily keep worker data in sync across many different applications.

Additionally, Core Connector: Worker with Data Initialization Service provides a more performant, resilient, and scalable way to extract worker data. It doesn't make API calls, helping it withstand network fluctuations. It can extract data more efficiently; and it can get more data than Core Connector: Worker without the service enabled.

Use Cases

- Select groups of output fields to include in the integration output file.
- Within each group of fields, include, exclude, or require specific fields.
- Add additional custom report fields.
- Monitor specific business processes for activity.
- Limit output to specific workers or groups of workers.
- Generate an output file that contains only changed fields for each affected worker.
- Send the output file to an external endpoint using FTP, SFTP, email, or other transports.

You can use Core Connector: Worker to send updates on worker data to several types of external application. Examples:

- Add and remove workers from an identity management application.
- Populate an external time-tracking application.

Questions to Consider

Question	Considerations
Does a vendor-specific integration template support your use case?	If a vendor-specific integration supports your use case, use that integration instead of Core Connector: Worker. A vendor-specific integration, with a vendor-specific file output format, is easier to plan, implement, and test. For more information about our vendor integrations, see the Workday Marketplace site.
Is the data that you need to send to an external endpoint specific to workers?	Core Connector: Worker includes many fields related specifically to workers. If you need data specific to other types of HCM data (Examples: Organizations, Job Profiles), use the applicable Core Connector instead. To see available Core Connector templates, access the **View Integration Template** report, then enter *Core Connector* at the prompt.
Do you need to extract multiple job data for a worker?	If you take advantage of multiple job capabilities for workers, you should use Core Connector: Worker with Data Initialization Service enabled. Core Connector: Worker without Data Initialization Service doesn't support extracting multiple job data.
Do you need to extract local time zone effective data?	If you have workers located in different time zones and want to send effective data to downstream

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Question	Considerations
	applications, taking into account the difference in time zone, use Core Connector: Global Worker.

Recommendations

- Consider engaging with professional services when implementing this integration.
- Workday recommends that you enable the **Worker Data Initialization Service**. Enabling this service provides greater resiliency, performance improvements, and an improved configuration experience.
- If you're planning to enable an existing Core Connector: Worker integration with the Data Initialization Service, use the **Migrate Integration Configuration for Data Initialization Service** task to ensure proper conversion.
    - **Note:** When using the **Migrate Integration Configuration for Data Initialization Service** task, to avoid impact to Field Override results, the Integration System User (ISU) and related Integration System Security Group (ISSG) must be secured to the following domains:
        - Report / Task Permissions = View
        - Integration Permissions = Get
- If you change your Core Connector: Worker integration to use the Worker Data Initialization Service, note that output can vary when you enable this service. Output can vary due to differences in integration behavior with the Data Initialization Service enabled. You can perform these steps to confirm results in your Sandbox/Implementation tenant before committing the change to your Production tenant:
    1. Clone the integration.
    2. Run the **Migrate Integration Configuration for Data Initialization Service** task against the cloned integration.
    3. Use the original integration to generate an output file.
    4. Use the cloned integration to generate an output file with the same launch parameters.
    5. Thoroughly compare the results.
    6. If you find no differences or exceptions, you can migrate the integration in your Production tenant.
- To improve integration performance and relevance (with either option):
    - Don't make integration field attributes required.
    - Don't configure a maximum field length for field attributes.
    - Set the **Version** integration attribute to *25* or higher.
    - Use XML as the output format (not CSV).
    - Don't group additional information fields.
    - Use the Transaction Log Service.
    - Avoid using more than 20 field overrides.
    - Avoid using the Worker History business object.
    - Avoid using these report fields:
        - *Staffing History – All*.
        - *Staffing History – Approved*.
        - *Worker Events Completed*.
        - *Worker History*.

Requirements

No impact.

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Limitations

You can't use Core Connector: Worker to send time-worked data. However, you can send updates to an external time tracking application when you hire, change, and terminate workers.

These limitations apply when you use Core Connector: Worker with the **Worker Data Initialization Service** enabled:

- The *Worker Photo* data section doesn't include an image field.
- Core Connector: Worker doesn't apply contextual security. You can control what fields to include in the output through fields and attributes in the integration.
- Any field overrides and external parameter assignments must use the *Worker* business object. These field overrides can't have restricted usage.

Tenant Setup

No impact.

Security

Enable security for these domains in order to configure Core Connector: Worker:

- *Integration Build*
- *Integration Configure*

Enable security for these domains for the integration to access Workday data:

- *Manage: Organization Integration*
- *Person Data: Birth Place*
- *Person Data: Citizenship Status*
- *Person Data: Date of Birth*
- *Person Data: Disabilities*
- *Person Data: Emergency Contacts*
- *Person Data: Ethnicity*
- *Person Data: Gender*
- *Person Data: Home Contact Information*
- *Person Data: Hukou (China)*
- *Person Data: ID Information*
- *Person Data: Institutional Contact Information*
- *Person Data: Marital Status*
- *Person Data: Military Status*
- *Person Data: Name*
- *Person Data: Nationalities*
- *Person Data: Personal Data*
- *Person Data: Personal Information*
- *Person Data: Preferred Name*
- *Person Data: Religion*
- *Worker Data: Beneficiaries and Dependents*
- *Worker Data: Benefit Elections*
- *Worker Data: Compensation*
- *Worker Data: Compensation by Organization*
- *Worker Data: Leave of Absence*
- *Worker Data: Organization Information*
- *Worker Data: Public Worker Reports*
- *Worker Data: Staffing*
- *Worker Data: Workers*

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Business Processes

No impact.

Reporting

Report	Description
View Integration System	View all integrations that you've created. You can then edit a specific integration that you locate with this report.
Integration Events	Displays: • A summary of integration events that are in process or completed. • Details about the status for each integration event.

Connections and Touchpoints

Features	Considerations
Compensation	Core Connector: Worker sends base pay amounts, currency, and compensation change reasons for included workers.
HCM Core	Core Connector: Worker sends HCM core data for included workers.
Talent	Core Connector: Worker sends qualification data for included workers.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Core Connector: Worker Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To export changes to worker data, create a *Core Connector: Worker* integration.

Steps

1. Create Integration System .
   Enter *Core Connector: Worker* in the **New Using Template** prompt.

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2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

   For all Data Section Fields services, disable the service if you don't enable at least 1 field within the data section.

Option	Description
Worker Data Initialization Service	Provides field attributes under a new **CCW – Workers for DIS** folder. If selected: • Configure population eligibility in the **Configure Integration Population Eligibility** task. • Workday doesn't apply web service contextual security, but you can ensure data security based on eligibility configuration. Workday recommends that you use this service if you: • Extract data for large numbers of workers. • Experience performance issues with existing Core Connector: Worker integrations. Workday recommends that you test this service to determine any downstream impacts.
Data Initialization Service - Exception Log	Provides error logs for calculated fields exceptions. Automatically enabled when you enable the **Worker Data Initialization Service**.
DIS - Performance Log	Provides logs to track performance of DIS in integration events. Automatically enabled when you enable the **Worker Data Initialization Service**.
Effective Stack - Performance Log	Provides logs to track the performance of effective changes calculations. Automatically enabled when you enable the **Worker Data Initialization Service**.
Directory Service - Delivery Service	Enables the integration system to deliver output files to an external endpoint.
Core Connector: Worker Transaction Log Service	Enables your integration system to subscribe to any event that takes place in Workday. This option enables your integration to report only changed fields for workers, rather than report all fields. If disabled, your integration first extracts all data for eligible records, then evaluates the data for changes. Using this option can adversely affect performance.

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Option	Description
Core Connector: Worker Filename Sequence Generator	Applies a custom-formatted, unique filename to each integration file.
CSV Options	Applies quotation formatting and column headers to the integration file.
Integration Document Retention	Preserves integration file output for later viewing.
Worker Profile Photo	Provides worker photo data (in base64 binary format). If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Personal Data Section Fields	Provides employee personal data and contact information. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Status Data Section Fields	Provides employment status and service dates. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Position Data Section Fields	Provides: • Job profile data • Salary and base compensation elements • Organization membership data If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Contract Data Section Fields	Provides employment contract data. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Leave of Absence Data Section Fields	Provides leave of absence data. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Compensation Data Section Fields	Provides compensation data for each worker. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Identification Data Section Fields	Provides identification data for each worker. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.

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Option	Description
Worker Related Person Data Section Fields	Provides related person data for each worker. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Qualification Data Section Fields	Provides qualifications data for each worker. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.
Worker Transaction Log Data Section Fields	Provides transaction log data for each worker. If enabled, set the **Version** integration attribute to *17* or later. You can disable this service if you enable the **Worker Data Initialization Service**.

3. As a related action on your *Core Connector: Worker integration* select **Integration System > Configure Integration Transaction Log**.

   Select the Workday transactions that you want monitored for changes.

   Note: Workday recommends that you select **Subscribe to all Transaction Types except**. Then, filter out only transaction types that you know have no relevance to your needs. If in doubt, don't filter out a transaction type.
4. (Optional) Add custom fields to connector out put, or integration field overrides for DIS.

   Add an unlimited number of custom fields to a *Core Connector: Worker* integration. You can use calculated fields or report fields to incorporate additional data elements into your output files. You can use any report field as long as it's available for:

   - The Worker business object.
   - A business object that is directly related to the Worker object.

   See Add Custom Fields to Connector Output. If you enable the *Worker Data Initialization Service* see Set Up Integration Field Overrides for DIS
5. Set Up Integration Sequence Generators .
6. Configure Core Connector: Worker Integration Attributes .
7. From the related actions menu on the integration, select **Integration System > Configure Integration Maps**.

   On the **Integration Maps** grid, add a row for each tenant value. Select the **Internal Value** and enter the **External Value** for the output file.

   (Optional) Provide a **Default Value** for data elements with values that don't have a corresponding map value.

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8. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
    - *Manage: Organization Integration*
    - *Person Data: Birth Place*
    - *Person Data: Citizenship Status*
    - *Person Data: Date of Birth*
    - *Person Data: Disabilities*
    - *Person Data: Emergency Contacts*
    - *Person Data: Ethnicity*
    - *Person Data: Gender*
    - *Person Data: Home Contact Information*
    - *Person Data: Hukou (China)*
    - *Person Data: ID Information*
    - *Person Data: Institutional Contact Information*
    - *Person Data: Marital Status*
    - *Person Data: Military Status*
    - *Person Data: Name*
    - *Person Data: Nationalities*
    - *Person Data: Personal Data*
    - *Person Data: Personal Information*
    - *Person Data: Preferred Name*
    - *Person Data: Religion*
    - *Worker Data: Beneficiaries and Dependents*
    - *Worker Data: Benefit Elections*
    - *Worker Data: Compensation*
    - *Worker Data: Compensation by Organization*
    - *Worker Data: Leave of Absence*
    - *Worker Data: Organization Information*
    - *Worker Data: Public Worker Reports*
    - *Worker Data: Staffing*
    - *Worker Data: Workers*

    See: Steps: Grant Integration or External Endpoint Access to Workday.

    Note: If you enabled the Worker Data Initialization Service, grant the ISU access to *Integration Event* only.
9. (Optional) Grant the ISU access to the *View: Core Connector Integration Document* domain so that the ISU has access to files generated by the integration.
10. Select Workers to Include in a Core Connector: Worker Integration .
11. (For Version 17 and higher integrations only) Select and Set Up Connector Output Fields .
12. (For Version 15 and 16 integrations only) Map Core Connector: Worker Integration Data .

    Map Workday data to the integration.
13. Create Integration Business Process .
14. (Optional) Steps: Set Up Document Transformation Connector .
15. Launch an Integration .

Configure Core Connector: Worker Integration Attributes

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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Context

Configure the Core Connector: Worker integration by entering attributes for enabled integration services, as well as required attributes.

Steps

1. From the related actions menu on your integration, select **Integration System > Configure Integration Attributes**.
2. Enable and disable integration attributes. As you complete the task, consider:

Option	Description
Output Filename	Assigns the name to the output file. If you enabled the filename sequence generator, leave this value empty. Otherwise, enter a valid filename.
Output Document Tags	The integration applies these tags to integration output files.
Version	Sets the version of the output file.
Output Format	Specifies the format of the file that the integration generates. • Version 15 and 16 support CSV. • CSV provides integration output support only for Field Override-based fields. Data Section fields are not supported. • Version 17 and later support only XML and do not support CSV.
Include Inactive Workers in Full File	Includes inactive workers in the output when you enable the Full File launch parameter option. If not specified, the integration excludes inactive workers from Full File results.
Name Type	Includes selected Name Types in the output file. (Applicable for Version 17 and above).
Country ISO Code Type	Includes the selected type of country code for addresses in the output file. If not specified, the integration uses ISO 3166-1 Alpha 2 code. (Applicable for Version 17 and above).
Country Code Type	Includes the selected type of country code for addresses in the output file. If not specified, the integration uses ISO 3166-1 Alpha 2 code. (Applicable for Version 17 and above).
Address Type	Includes the primary address for the selected Address Types in the output file. (Applicable for Version 17 and above).
Address Usage	Includes any additional nonprimary addresses in the output file: • Of the selected Address Usages • For the selected Address Types (Applicable for Version 17 and above).
Include Private Addresses	Includes private addresses in the output file. (Applicable for Version 17 and above).
Include Non-Primary Addresses	Includes nonprimary addresses in the output file. (Applicable for Version 17 and above). Workday applies this value only if you enable the **Worker Data Initialization Service**.
Phone Number Format	Specifies which output format that the integration uses for Formatted Phone Number.

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Option	Description
Phone Type	Includes the primary phone number for the selected Phone Types in the output file. (Applicable for Version 17 and above).
Include Private Phone Numbers	Includes private phone numbers in the output file. (Applicable for Version 17 and above).
Include Non-Primary Phone Numbers	Includes nonprimary phone numbers in the output file. (Applicable for Version 17 and above). Workday applies this value only if you enable the **Worker Data Initialization Service**.
Email Type	Includes the primary email address for the selected Email Types in the output file. (Applicable for Version 17 and above).
Include Private Email Addresses	Includes private email addresses in the output file. (Applicable for Version 17 and above).
Include Non-Primary Email Addresses	Includes nonprimary email addresses in the output file. (Applicable for Version 17 and above). Workday applies this value only if you enable the **Worker Data Initialization Service**.
Include Prior Values	Includes a Prior Value attribute containing the previous value for a field. (Applicable for Version 17 and above).
Job Classification Group for Job Classification	Specifies the type of Job Classification Group that the integration uses to select the Job Classification fields in the output. Also enable this field in the Position Data field service. (Applicable for Version 17 and above).
Organization Type for Organization	Specifies the type of Organization that the integration uses to select the Organization field in the output. Also enable this field in the Position Data field service. (Applicable for Version 17 and above).
Identification Type for Identification	Specifies the type of Identification that the integration uses to select the Identification field in the output. Also enable this field in the Identification Data field service. (Applicable for Version 17 and above).
Related Person Type for Related Person	Specifies the type of Related Person (Example: Beneficiary, Dependent, Emergency Contact) that the integration uses to select the Related Person data in the output. Also enable this field in the Related Person data field service. (Applicable for Version 17 and above).
Required Field Validation	To identify errors that might occur when the integration exports data, the integration applies validation rules to the worker data. This attribute controls what happens when these validation rules detect an issue. If not specified, the integration uses *Omit - Report Error*: • *Omit - Report Error*: integration omits worker record, reports error, continues processing. • *Omit - Report Warning*: integration omits worker record, displays a warning message, continues processing. • *Include - Report Warning*: integration includes worker record, adds a warning message to the integration event, continues processing. (Applicable for Version 17 and above).
Include Terminated and Transferred Workers from Restrict Results By Orgs	Overrides the standard integration behavior. Includes in delta extracts those Workers who you have terminated or transferred out of the organizations specified in the **Restrict Results by Org** launch parameter.

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Option	Description
Include Address Field Descriptive Attributes	Includes or excludes the Type and Label attributes for certain Address fields in the output file. If you set the Version to 21.0 or higher, then the integration includes the additional attributes. If you set the Version to 20 or lower, the integration doesn't include the additional attributes. You can set this integration attribute to override either value. (Applicable for Version 17 and above).
Suppress Worker Messages Audit	Disables generation of Get_Workers web service responses for each worker in the Messages Audit file.
Suppress Audit Reports	Disables generation of the Data Changes Audit and Diagnostic Audit files.
Include Multiple Supervisors	If selected, the output includes multiple supervisors (if applicable) for the position of the worker. (Applicable for Version 25.0 and above).
Use Transaction Log with Full File	If selected, the integration uses the Transaction Log (if enabled) for Full File extracts. (Applicable for Version 17 and above).
Group Additional Information Fields By Service	If selected, the output file includes the Additional Information Fields grouped under the Field Override Service Name. You enter the Field Override Service Name in the Configure Integration Field Overrides related action on the integration system. To group under a custom group name, place a period between the group name and the field name. Don't include a period in any other part of the name. Example: *Group_Name.Field_Name 3_1* Workday applies this value only if you enable the **Worker Data Initialization Service**.
Include Multiple Positions	If selected, the Position Data Section returns additional jobs and international assignments. (Applicable for Version 25 and above). Workday applies this value only if you enable the **Worker Data Initialization Service**.
Job Type	Select the job types that you want Workday to return (applicable for Version 25.0 and above). The *Primary Position* and *International Assignment* fields in the Position Data Section reflect the types of positions returned. Workday applies this value only if you enable the **Worker Data Initialization Service**.
Always Include Workers with Manager Change in Output	The integration checks each worker for associated manager change events. If manager change events exist for a worker, the integration includes the worker in the integration output regardless of field output changes. Workday applies this value only if you enable the **Worker Data Initialization Service**.
Generate Multiple Output Files	If selected, the integration creates multiple output files containing 1000 Workers each. (Applicable for Version 34 and above). Workday applies this value only if you enable the **Worker Data Initialization Service**.
Suppress Warning Messages on Calculated Field Exceptions	Disables the warning messages related to exceptions that the integration returns from calculated fields used as Field Overrides or Eligibility Criteria. Workday applies this value only if you enable the **Worker Data Initialization Service**.
Show headers	Determines if the integration includes column headers. If not specified, the integration displays the headers.

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Option	Description
Always quote values	Determines if the integration applies quotation marks to output file values. If not specified, the integration applies quotation marks only to any value that requires quotation marks.
Document Retention Policy	Specify the duration (in days) that the integration retains output files for viewing.

Select Workers to Include in a Core Connector: Worker Integration

Prerequisites

You must have a Core Connector: Worker integration system to perform this task.

If you intend to use a calculated field for the eligibility criterion, create it before performing this task.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Designate a report field or calculated field that identifies if a worker is or isn't eligible for the integration. You have to create the report field or calculated field on the Worker *business object*, and it must return a Boolean true or false. A Boolean true includes the worker in the integration, while a Boolean false excludes the worker.

Steps

1. As a related action on the Core Connector: Worker integration system, select **Integration System > Configure Integration Field Overrides**.
2. Select a report field or calculated field from the **Override External Field** prompt in the **Field Configuration** grid for *Define Eligibility / Eligibility criterion*.

Example

If your integration system monitors changes for all of your staff employees, you select the *Worker is Employee* field. This field would return true for all your employees, and return false for all of your contingent workers.

If your integration system monitors changes for your sales staff in your Chicago office, you create a calculated field that returns true if the:

- Worker was an employee.
- The worker belonged to a sales organization.
- The worker belonged to the Chicago location.

Related Information
Tasks
Create Calculated Fields

Map Core Connector: Worker Integration Data

Prerequisites

You must have selected 15 or 16 as the Version when configuring the integration attributes to perform this task.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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Context

In this task, you add (and if necessary, create) an Integration Field Override Service to the Core Connector: Worker integration. The Integration Field Override Service defines the fields that Workday includes on integration output files. Then, you configure integration field overrides for all integration services. These overrides define which report fields Workday uses to add data for each field.

Steps

1. As a related action on the Core Connector: Worker integration, select **Integration System > Configure Integration Services**.
2. Add a row to the Custom Integration Services grid and select an Integration Field Override Service from the **Integration Service** prompt. If you haven't already created one, do so now:
    a) Access the **Create Integration Field Override Service** task.
    b) Name your new Integration Field Override Services. Then, select the *business object* (Contingent Worker, Employee, or Worker) that includes the report fields that you want to map to the integration file for each worker.
    c) Add 1 row for each field and provide a name for each field. You can reorder the fields using the up and down arrows.
3. As a related action on the Core Connector: Worker integration, select **Integration System > Configure Integration Field Overrides**.
4. Scroll down to the **Field Configuration** grid for the Integration Field Override Service.
5. For each field, select a corresponding report field from the **Override External Field** prompt.

View Core Connector: Worker Integration Audits

Prerequisites

Security: *Background Process Management* domain in the Tenant Non-Configurable functional area.

Context

For each integration event, you can use the Core Connector: Worker integration audits to determine:

- What data sends (DataChangesAudit.html)
- Why Workday includes the worker in the integration event (DiagnosticAudit.html)
- How the data groups on the integration file (*Event Name*.csv)

Steps

1. As a related action on the integration event, select **Background Process > View Output Files**.
2. Select an audit file:

Option	Description
DataChangesAudit.html	For each worker, displays the Integration Field Override Service name, field name, current and prior field values, and worker transactions for each field included on the integration file. If you enabled the *Suppress Audit Files* integration attribute, Workday doesn't generate this audit file. For this reason, suppression isn't the automatically populated configuration.
DiagnosticAudit.html	For each worker, displays each worker transaction that the integration detected during

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Option	Description
	the date range covered by the integration event. If you enabled the *Suppress Audit Files* integration attribute, Workday doesn't generate this audit file. For this reason, suppression isn't the automatically populated configuration.
Event Name.csv	Displays the raw output of the integration in a Comma Separated Value (CSV) format.

Concept: Core Connector: Worker

The Core Connector: Worker integration exports worker data changes from Workday in simple XML format. Workday also supports output in CSV (Comma-Separated Value) format, with certain limitations. As you hire, promote, transfer, terminate, or update worker data, the integration generates a text file containing the changes.

Using configurable data sections or Workday-delivered report fields and calculated fields that you create, you can export any worker data, in any combination.

Use this Connector to send data for workers and attributes of those workers.

Change Detection

The Core Connector: Worker detects changes to worker data by monitoring a transaction log. When you configure the integration system, you select which business process and transaction types that the integration system subscribes to. Workday ignores changes caused by business processes and transaction types that the integration doesn't subscribe to. By including all business process and transaction types, you benefit automatically when Workday adds new types. However, including all is also a potential risk, as the integration might include more information than is necessary.

The Core Connector: Worker integration uses a three-step process to detect and report changes:

1. The integration checks the transaction log. It determines which workers have changes that result in the generation of one of the configured transaction events.
2. For each worker with a matching transactional change, the integration compares their report fields for:
    - The time at which the integration ran.
    - The time at which the integration last successfully ran.

    The integration identifies which, if any, of the values of interest have changed.
3. If the worker has any changes in field values or eligibility, Workday generates an appropriate creation, change, or deletion message.

Change Detection Limitations

Changes to the Classification of a Job don’t trigger change detection for this integration. The context of the change is on the Job Profile (template), and not directly related to any associated job (instance) for a worker. However, full extraction on worker records includes the job classification element.

Full-Diff Extract

You can configure your Core Connector: Worker integration to select all workers who meet the eligibility criteria, then determine changes for the returned data. To enable this option, disable the Transaction Log service or enable the *Use Transaction Log with Full File* integration attribute. When you run the integration, Workday extracts all applicable data for the defined population of employees. If any data for an employee changed during the defined date range, Workday includes all data for that employee. The integration

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doesn’t include prior values when performing a full extract using the Transaction Log option. Using this option can adversely affect Workday performance.

Worker Eligibility

For each integration system, you define a group of workers that belongs to the integration system. A single boolean report field or calculated field defines membership. If the field value is true for a worker, that worker is a member of the group, and Workday includes changes for that worker in the output file. If the field value is false, the integration system ignores that worker.

You can use report fields on the Worker business object to define eligibility. If you can't define your group membership criteria using a report field, you can create and use a calculated field. If multiple boolean values are true, the calculated field can evaluate the worker business object and its related business objects to return true. Example: use a calculated field to return true if:

- The worker is a contingent employee.
- The primary location of the worker is in the United States.
- The supervisor of the worker is John Doe.

Worker Data Initialization Service

Core Connector: Worker includes a Worker Data Initialization Service as an alternate method for accessing data from Workday. This integration service can provide significant performance improvements. We highly recommend that you use this service if:

- You’re extracting data for large numbers of workers.
- You're experiencing performance issues with existing integrations.

You can use the **Migrate Integration Configuration for Data Initialization Service** task to make setting up new integrations with this service easier.

The Worker Data Initialization Service provides field attributes under a separate *CCW – Workers for DIS* folder in the **Configure Integration Field Attributes** task. Core Connector: Worker integrations require access to the *Integration Event* security domain only.

Core Connector: Worker doesn't support returning multiple values when a Field Override uses a multi-instance field.

Output Configuration and Formats

The Core Connector: Worker integration supports output configuration using either data sections or report fields. The integration template includes a *Version* attribute. Versions 17 and later supports configurable data sections. Versions 16 and earlier support report field overrides and provides backward compatibility for any HCM Worker: Connector integrations that you built before Workday 17, using HCM Worker Sync:

Data Sections	The template includes a configurable set of HCM data across a range of categories. You can specify which data sections to include in the output file. Each section provides a set of fields. You can select which fields to include or exclude, which ones to require, and which ones to truncate.
Report fields	You can include any report fields from the Worker-related business objects (Contingent Worker, Employee, and Worker) on the integration file. You can add a unique label for each field. When Workday generates an integration file, it combines the field name and the report field into a single formatted entry.

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Workday creates Core Connector: Worker integration files in one of these formats, depending on which *Version* attribute you select:

- Version 15 and 16: Workday can generate an output file in Comma-Separated Value (CSV) format; values and separators are all in ASCII text. The file includes current values for each field included in the file. CSV provides integration output support only for Field Override-based fields. Data Section fields are not supported.
- Version 16 and later: Workday can generate an output file in XML format. Each field element in the file includes separate elements containing the current value and the prior value.
- Version 17 and later: Workday can generate only XML and cannot generate CSV.

Launch/Schedule Options

Workday provides these launch schedule options for the Core Connector: Worker integration:

- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
    - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member. You can also select any organization or subordinate organization if you have an organization role.
    - *Organization By Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Worker integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually for specific workers, or for all eligible workers. Workday prompts you to enter launch parameters.

For each launch schedule option, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment, **Effective Date**, **Last Successful As Of Entry Moment**, **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date** parameters. If **Full File** isn't selected, then the extract includes only those records that have changed in one or more output fields. Workday compares to what was current as of the **Last Successful As Of Entry Moment** and **Last Successful Effective Date** parameters.
Full File	Extracts Workers as of the **As Of Entry Moment** and **Effective Date**, regardless of whether they've changed.
Restrict Results By Orgs	Extracts Workers for only the specified Organizations and all subordinates.

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Parameter	Description
Workers	Extracts only the specified Workers. If you configure no values, then the integration considers all workers when looking for transactional and data changes. Specifying workers in this list doesn't force their inclusion in the output file. Information for a worker displays in the output file only if there are changes in the data fields evaluated by the integration system. If there was an error involving data for one or more workers during a prior integration run, specify workers in this parameter at launch time. Correct the worker data and then run the integration again only for those workers. Set the *Last Successful As Of Entry Moment* to the moment used for that parameter on the prior run.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.
- The *Schema XSD* file defines the content and the structure of the output file. It includes only those fields that you've enabled for your integration system. Workday generates this file every time the integration runs. The file reflects your integration configuration as of the moment that the integration ran. You can only generate this file by running the integration.

The **Reports and Other Output Files** section of the Integration Event for each integration run displays these files.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: If administrators can't have access to the data.

Related Information
Tasks
Add Custom Fields to Connector Output

Concept: Core Connector: Worker Integration Data Mapping

You must have selected 15 or 16 as the Version when configuring the integration attributes to perform this task.

This data mapping example displays how you would map worker data to a Version 15 or 16 Core Connector: Worker integration:

1. Create an Integration Field Override Service named *Worker Data*, with these field names:
    - Full Name
    - First Name
    - Last Name
    - Email Address
    - Secondary Email Address
    - Employee Type
2. Add the Worker Data integration service to your Core Connector: Worker integration system.

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3. In the Integration Field Overrides for your integration system, you map Workday report fields to the fields you defined:

Fields	Override External Field
Worker Data / Full Name	Legal Name
Worker Data / First Name	Legal Name - First Name
Worker Data / Last name	Legal Name - Last Name
Worker Data / Email Address	Email - Primary Work
Worker Data / Employee Type	Worker Type - Text

When you hire employee John Doe into your company (Acme, Inc. in this example), Workday includes this entry for John Doe on the integration file:

Full Name: John Doe

First Name: John

Last Name: Doe

Email Address: john.doe@acmeinc.com

Employee Type: Employee

Concept: Core Connector: Worker Integration Launch Parameters

Scheduled Integration Launch Parameter Examples

<table>
<tr>
<td>Example 1: Full File, Run Weekly.</td>
<td>To schedule a full file integration, specify these values for the Effective Date, As Of Entry Moment, and Full File launch parameters:
<table>
<tr><th>Field</th><th>Value Type</th><th>Value</th></tr>
<tr><td>Effective Date</td><td>Determine Value at Runtime</td><td>Current Effective Date</td></tr>
<tr><td>As Of Entry Moment</td><td>Determine Value at Runtime</td><td>Current Moment (DateTime)</td></tr>
<tr><td>Full File</td><td>Determine Value at Runtime</td><td>Select check box as True.</td></tr>
</table>
When the integration runs, it sends a file that contains all workers who are in the specific date range. The integration includes all workers regardless if there are any changes for a worker.</td>
</tr>
<tr>
<td>Example 2: Full File, Compare Current, Run Now.</td>
<td>To schedule an integration that compares:
Current worker records.
What was current as of the Last Successful Effective Date and Last Successful As Of Entry Moment.</td>
</tr>
</table>

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<table>
<tr>
<td></td>
<td>Specify these values:
<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>Effective Date</td><td>Determine Value at Runtime</td><td>Current Effective Date</td></tr><tr><td>As Of Entry Moment</td><td>Determine Value at Runtime</td><td>Current Moment (DateTime)</td></tr><tr><td>Last Successful Effective Date</td><td>Determine Value at Runtime</td><td>As Of Effective Date of Last Completed Integration Event</td></tr><tr><td>Last Successful As Of Entry Moment</td><td>Determine Value at Runtime</td><td>As Of Entry DateTime of Last Completed Integration Event</td></tr></table>
Each time the integration runs, it sends a file that contains:
Changes that occurred between the last integration run (From Last Successful As Of Entry Moment) and the current date and time (As of Entry Moment).
Changes that are effective between the Last Successful Effective Date and the Effective Date.</td>
</tr>
<tr>
<td>Example 3: Restrict Results by Orgs.</td>
<td>To schedule an integration that extracts workers from specific orgs and their subordinates, specify values for these launch parameters:
Effective Date
As Of Entry Moment
Restrict Results by Orgs
<table><tr><th>Field</th><th>Value Type</th><th>Value</th></tr><tr><td>Effective Date</td><td>Determine Value at Runtime</td><td>Current Effective Date</td></tr><tr><td>As Of Entry Moment</td><td>Determine Value at Runtime</td><td>Current Moment (DateTime)</td></tr><tr><td>Restrict Results By Orgs</td><td>Determine Value at Runtime</td><td>Organizations</td></tr></table></td>
</tr>
</table>

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<table>
<tr>
<td>Example 4: Full File, Workers</td>
<td>To schedule an integration that extracts specified workers, specify these values for the Effective Date, As Of Entry Moment, and Workers launch parameters:
<table>
<tr><th>Field</th><th>Value Type</th><th>Value</th></tr>
<tr><td>Effective Date</td><td>Determine Value at Runtime</td><td>Current Effective Date</td></tr>
<tr><td>As Of Entry Moment</td><td>Determine Value at Runtime</td><td>Current Moment (DateTime)</td></tr>
<tr><td>Workers</td><td>Determine Value at Runtime</td><td>Workers</td></tr>
</table>
</td>
</tr>
</table>

Reference: Core Connector: Worker Integration Data Sections

Before you build an integration with the Core Connector: Worker template, familiarize yourself with each data section to understand which fields are available for output and how the configuration options affect integration behavior.

During integration configuration, you enable integration services for each data section that you want to include in the output file.

Some sections also have an *Operation* field that indicates whether a row of data is new, changed, or deleted. *Operation* codes are: ADD, REMOVE, MODIFY, or NONE.

Section	Description	Fields
Worker Profile Photo	• This section has a single record. • Workday populates this section only if the worker has a profile photo. • Workday includes Profile photo data in the Image field in base64 binary format. Use a base64 converter to translate the binary data into a graphic file. • Workday ignores any Maximum Length value for the *Image* field attribute. • If the *Image* field value is changed, Workday includes only a truncated prior value, not the full prior image. A truncated prior value indicates that the image changed. Truncation doesn't require sending a large (redundant) prior value base64 string in the output file.	• Filename • Image

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Section	Description	Fields
Worker Personal Data	• This section has a single record. • If not overridden, name fields are based on **Legal Name**. • The *Name Data*, *Address Data*, *Phone Data*, and *Email Data* attributes don't send data. They enable the attributes with the same attribute prefix. Example: Enable *Email* in order to use the *Email Usage*, *Email is Public*, and *Email Address* field attributes. • *Name Data / Title* is the **Prefix** of the name and *Name Data / Social Suffix* is the **Suffix** of the name. • *Country of Birth* is a two-digit country code based on ISO 3166-1 alpha-2. • If a worker has more than 1 *Ethnicity*, Workday includes only 1 ethnicity value unless: • The **Version** integration attribute is set to *21* or higher. • The integration generates output files in XML format.	• Name Data • Name Data / Name Type • Name Data / First Name • Name Data / Middle Name • Name Data / Last Name • Name Data / Secondary Last Name • Name Data / Title • Name Data / Social Suffix • Name Data / Formatted Name • Name Data / Reporting Name • Name Data / First Name in Local Script • Name Data / Middle Name in Local Script • Name Data / Last Name in Local Script • Name Data / Secondary Last Name in Local Script • Name Data / Name in Local Script • Name Data / First Name in Local Script 2 • Name Data / Middle Name in Local Script 2 • Name Data / Last Name in Local Script 2 • Name Data / Secondary Last Name in Local Script 2 • Name Data / Full Legal Name • Gender • Birth Date • Country of Birth • Region of Birth • City of Birth • Marital Status • Religion • Disability • Ethnicity • Hispanic or Latino • Citizenship Status • Nationality • Military Status • Military Discharge Date • Address Data • Address Data / Address Type • Address Data / Address Usage • Address Data / Address Is Public • Address Data / Is Primary • Address Data / Address Line Data • Address Data / Municipality • Address Data /

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Section	Description	Fields
Worker Status Data	• *Staffing Event* codes are: HIR (hire), TRM (termination), LOA (leave of absence), RFL (return from leave), and TFR (supervisory organization change). Workday returns the: • HIR staffing event for a worker with a **Employee Status** value of Is Added. • HIR staffing event for a worker with a **Prior Employee Status** of Terminated and a current **Employee Status** of Active. • LOA code for a worker with a **Prior Employee Status** of *Is Not on Leave* and a current **Employee Status** of *On Leave*. • RFL code for a worker with a **Prior Employee Status** of *On Leave* and a current **Employee Status** of *Active*. • TFR code for a worker with a **Prior Supervisory Organization** value. • TRM code for a worker with a **Prior Employee Status** of *Is Not Terminated* and a current **Employee Status** of *Terminated*. • *Employee Status* codes are: *Active*, *OnLeave*, *Terminated*, and *NotYetHired*. • These fields support Record of Employment (ROE) reporting for Canada: • *Last Date for Which Paid* • *Expected Return Date* • *Not Returning* • *Return Unknown*	• Staffing Event • Staffing Event Date • Employee Status • Active • Active Status Date • Hire Date • Original Hire Date • Hire Reason • End Employment Date • Continuous Service Date • First Day of Work • Expected Retirement Date • Retirement Eligibility Date • Retired • Retirement Date • Seniority Date • Severance Date • Benefits Service Date • Company Service Date • Time Off Service Date • Vesting Date • Terminated • Termination Date • Pay Through Date • Primary Termination Reason • Primary Termination Category • Termination Involuntary • Secondary Termination Reason • Local Termination Reason • Not Eligible for Hire • Regrettable Termination • Termination Last Day of Work • Resignation Date • Last Date for Which Paid • Expected Date of Return • Not Returning • Return Unknown • Probation Start Date • Probation End Date • Academic Tenure Date • Has International Assignment • Home Country • Host Country • Rehire

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Section	Description	Fields
Worker Position Data	• This section has a single record, with primary position only. • *Effective Date* represents the effective date for the most recent change to position data. Workday doesn't report prior values for this field. • A position can have a number of job classifications that you arrange according to job classification groups.	• Operation • Position ID • Effective Date • Primary Position • Position Title • Business Title • Worker Type • Position Time Type • Job Exempt • Scheduled Weekly Hours • Default Weekly Hours • Full Time Equivalent Percentage • Exclude from Headcount • Pay Rate Type • Job Classification Data • Job Classification Data/ Operation • Job Classifications • Job Classification Group • Company Insider Type • Organization Data • Organization Data/Operation • Organization • Organization Type • Work Shift • Work Hours Profile • Workers Compensation Code • Job Profile • Management Level • Job Category • Job Family • Business Site • Business Site Name • Business Site Address Type • Business Site Address Line Data • Business Site Municipality • Business Site Submunicipality • Business Site Region • Business Site Subregion • Business Site Postal Code • Business Site Country • Business Site Address Line Data Local • Business Site Municipality Local • Business Site Submunicipality Local • Business Site Subregion Local • Regular Paid Equivalent Hours • Worker Hours Profile

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Section	Description	Fields
Worker Contract Data	• This section can have multiple records. • Although an employee can have only 1 contract in effect at a time, this section can include contracts from the past. This section also can include contracts that become effective in the future.	• Operation • Position ID • Contract ID • Contract Type • Start Date • End Date • Contract Status • Description
Worker Leave of Absence Data	• This section contains position-specific data. • This section can have multiple records. • An employee can be on multiple different types of leave at the same time. • These fields in the Status Data section indicate whether an employee is on leave: • *Employee Status* • *Staffing Event* • *Staffing Event Date* Enable the Leave of Absence section if you need additional information about leave.	• Operation • Position ID • On Leave • Leave Start Date • Estimated Leave End Date • Leave End Date • First Day of Work • Leave Last Day of Work • Leave of Absence Type • Benefits Effect • Payroll Effect • Paid Time Off Accrual Effect • Continuous Service Accrual Effect • Stock Vesting Effect
Worker Compensation Data	• This section contains position-specific data. • *Effective Date* represents the effective date for the most recent change to compensation data. Workday doesn't report prior values for this field.	• Operation • Position ID • Effective Date • Compensation Change Reason • Total Annual Base Pay • Total Base Pay • Base Pay Currency • Base Pay Frequency
Worker Identification Data	This section contains worker identification data. Workday performs **Required** field validation for this section only when a worker has at least one of the ID Types that you've configured for reporting.	• Operation • Identification • ID • ID Type • Issued Date • Expiration Date • Verification Date • Issuing Agency • Series • Country • Region • Authority • License Class • Organization • Description

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Section	Description	Fields
Worker Related Person Data	• This section can have multiple records. It contains related-person details to a worker that can include emergency contacts, beneficiaries, and dependent details related to a worker. • If not overridden, name fields are based on **Legal Name**. • The *Name Data*, *Address Data*, *Phone Data*, and *Email Data* attributes don't send data. They enable the attributes with the same attribute prefix. Example: Enable *Email* in order to use the *Email Usage*, *Email is Public*, and *Email Address* field attributes. • *Name Data / Title* is the **Prefix** of the name and *Name Data / Social Suffix* is the **Suffix** of the name.	• Operation • Related Person ID • Related Person Type • Relationship • Name Data • Name Data / Name Type • Name Data / First Name • Name Data / Middle Name • Name Data / Last Name • Name Data / Secondary Last Name • Name Data / Title • Name Data / Social Suffix • Name Data / Formatted Name • Name Data / Reporting Name • Name Data / First Name in Local Script • Name Data / Middle Name in Local Script • Name Data / Last Name in Local Script • Name Data / Secondary Last Name in Local Script • Name Data / Name in Local Script • Name Data / First Name in Local Script 2 • Name Data / Middle Name in Local Script 2 • Name Data / Last Name in Local Script 2 • Name Data / Secondary Last Name in Local Script 2 • Name Data / Full Legal Name • Gender • Birth Date • Marital Status • Disability • Ethnicity • Address Data • Address Data / Address Type • Address Data / Address Usage • Address Data / Address Is Public • Address Data / Is Primary • Address Data / Address Line Data • Address Data / Municipality • Address Data / Submunicipality • Address Data / Region • Address Data / Subregion • Address Data / Postal Code • Address Data / Country

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Section	Description	Fields
Worker Qualification Data	• This section has a single record. • The *Competency Achievement*, *Certification Achievement*, *Training*, *Education*, and *External Job* attributes don't send data. They enable the attributes with the same attribute prefix. Example: Enable *Education* in order to use the *Last Year Attended* or *Field of Study* field attributes.	• Competency Achievement • Competency Achievement / Operation • Competency Achievement / Competency Achievement ID • Competency Achievement / Competency • Competency Achievement / Proficiency Rating • Competency Achievement / Assessment Comments • Competency Achievement / Assessment Date • Competency Achievement / Assessed by Worker • Certification Achievement • Certification Achievement / Operation • Certification Achievement / Certification Achievement ID • Certification Achievement / Certification • Certification Achievement / Certification Country • Certification Achievement / Certification Name • Certification Achievement / Certification Issuer • Certification Achievement / Certification Number • Certification Achievement / Issued Date • Certification Achievement / Expiration Date • Certification Achievement / Exam Date • Certification Achievement / Exam Score • Training • Training / Operation • Training / Training Achievement ID • Training / Training Name • Training / Training Description • Training / Training Type • Training / Training Duration • Training / Completion Date • Education • Education / Operation • Education / Education Achievement ID • Education / Institution • Education / Institution Name • Education / Institution Type • Education / Institution Location

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Section	Description	Fields
Worker Transaction Log Data	• This data section applies only if you enable the *Core Connector: Worker Transaction Log Service* integration service. • This data section applies only to non-Full File integration runs. Exception: if you set the *Use Transaction Log with Full File* integration attribute to True. In that case, Workday still includes this data section in the integration output. • The data fields in this data section don't represent field-level change detection. Therefore, there are no *priorValue* annotations in this data section. • Workday includes transaction log entries only for worker transactions that match: • The type of transaction log subscription that you configured for the integration. • The launch parameter dates.	• Transaction Log Description • Transaction Effective Moment • Transaction Entry Moment • Transaction Log Type • Is Rescind Or Rescinded • Is Correction Or Corrected

Directory Service

Steps: Set Up Directory Service Integration

Prerequisites

- Be familiar with the organization structure of your Directory Service server.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To synchronize account profiles between Workday and a directory server, create a *Directory Service* integration. The integration can send an LDIF file to an FTP server for use by your directory server.

Steps

1. Access the **Create Integration System** task and enter *Directory Service* in the **New using Template** prompt.
2. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
Active Directory	Enable only if your target directory server runs Microsoft Active Directory.
Simple DN	Enable only if you use a simple Distinguished Name format on your target directory server.
Simple DN User ID	Enable only if you use a simple Distinguished Name format on your target directory server.

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Option	Description
Directory Service Distinguished Name	Enable only if you use a complex Distinguished Name format on your target directory server.
Transaction Log Service	Enables your integration system to subscribe to events that take place in Workday. This service enables your integration to report only changed fields for workers, rather than report all fields. If disabled, your integration first extracts all data for eligible records, then evaluates the data for changes. Using this option can adversely affect performance.
Integration Document Retention	Enable if you want to retain copies of exported files for a set period.
Filename Sequence Generator	Enable if you want Workday to apply a custom-formatted, unique filename to each integration file.
CSV Options	Enable if you want to apply quotation formatting and column headers to the integration file.

3. As a related action on your *Directory Service* integration, select **Integration System > Configure Integration Transaction Log**

   Note: We recommend that you select **Subscribe to all Transaction Types except**, then filter out only transaction types that you know have no relevance to your needs. If in doubt, don't filter out a transaction type.
4. Set Up Integration Sequence Generators .
5. As a related action on your *Directory Service* integration, select **Integration System > Configure Integration Attributes**. Enter attributes for integration services that you enabled in Step 2, as well as required attributes.
6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Worker Data: Public Worker Reports*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
7. Map Directory Service Integration Data .
8. Select Workers to Include in a Directory Service Integration .
9. Create Integration Business Process .
10. Launch an Integration .

Steps: Suppress Audit Files for Directory Service Integration Template

Prerequisites

Enable the Integration Audit Configuration service for an existing integration system.

Context

You can suppress the generation of status and audit files using integration attributes:

- *Suppress Audit Reports*
- *Suppress Messages Audit*

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Security: *View: Directory Service Integration Document* domain.

Steps

1. Access the **Configure Integration Attributes** task for your existing Directory Service integration to configure suppression attributes.
2. In the **Attributes** section, set one or both of the *Suppress Audit Reports* and *Suppress Messages Audit* attributes to True to suppress these files.

   Note: For new integration systems, we deliver these attributes as True.
3. (Optional) Access the **View Security for Securable Item** report to change access to integration output documents:
   a) Select the *View: Directory Service Integration Document* domain. You must have access to this domain to view any part of the output files on the integration event.
   b) Access the related Domain Security Policy and add security groups to the Report/Task Permissions table to grant view access to the output documents.
4. Access the **Activate Pending Security Policy Changes** task to activate the security policy changes.

Result

The integration omits certain audit files, such as web service audit files, from the output.

Related Information
Examples
Worker Connectors: Security and Integration Attributes

Map Directory Service Integration Data

Prerequisites

You must have a Directory Service integration system to perform this task.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can add an Integration Field Override Service to the Directory Service integration. The Integration Field Override Service defines the fields that Workday includes on integration output files. The output files must match the schema on the target directory server. Then you configure integration field overrides for all integration services. These overrides define which report fields Workday uses to add data for each field.

Steps

1. From the related actions menu of the Directory Service integration, select **Integration System > Configure Integration Services**.
2. Add a row to the **Custom Integration Services** grid and select an Integration Field Override Service from the **Integration Service** prompt. If you haven't already created one, do so now:
   a) Access the **Create Integration Field Override Service** task.
   b) Name your new Integration Field Override Services. Then, select the *business object* (Contingent Worker, Employee, or Worker). The business object includes the report fields that you want to map to the integration file for each worker.
   c) Add 1 row for each field and provide a name for each field. You can reorder the fields using the up and down arrows. If your integration produces an LDIF file, Workday includes each field name on the integration file.

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3. From the related actions menu of the Directory Service integration, select **Integration System > Configure Integration Field Overrides**.
4. Specify how you want Workday to generate a DN (Distinguished Name) for each worker included in the integration:

Option	Description
Simple DN User / User Identity	Select a report field that returns the name format that you want to use for each worker name.
Directory Service Distinguished Name / DN prefix	Create, then select, a calculated field that constructs a DN in the format used by your directory server.

5. Scroll down to the **Field Configuration** grid for the Integration Field Override Service.
6. For each field, select a corresponding report field or calculated field from the **Override External Field** prompt.

Example

You create an Integration Field Override Service using the Employee business object that includes a field named `lastname`.

- `lastname` mapped to the **Legal Name - Last Name** report field
- Simple DN User/User Identity mapped to the Legal name in **General Display Format** report field.

When Workday creates an LDIF file for the employee John Doe, the LDIF file includes an entry of `CN=John Doe,l Lastname=Doe`.

Select Workers to Include in a Directory Service Integration

Prerequisites

- You must have a *Directory Service* integration system to perform this task.
- If you intend to use a calculated field for the eligibility criterion, create it before performing this task.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Designate a report field or calculated field that identifies if a worker is or isn't eligible for the integration. The report field or calculated field is based on the Worker *business object*, and it must return a boolean true or false. A boolean true includes the worker in the integration, while a boolean false excludes the worker.

Steps

1. As a related action on the Directory Service integration system, select **Integration System > Configure Integration Field Overrides**.
2. In the **Field Configuration** grid for *Account Provisioning Eligibility / Eligibility criterion*, select a report field or calculated field from the **Override External Field** prompt.

Example

If your integration system target is a directory server that manages all of your staff employees, select the *Worker is Employee* field. This field returns true for all your employees, and return false for all of your contingent workers.

Create a calculated field if your target is a directory server that manages sales staff in Chicago. The field returns true if the:

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- Worker is an employee.
- Worker belongs to a sales organization.
- The worker belongs to the Chicago location.

Related Information
Tasks
Create Calculated Fields

View Directory Service Integration Audits

Prerequisites

Security: *Background Process Management* domain in the Tenant Non-Configurable functional area.

Context

For each integration event, you can use the Directory Service integration audits to determine:

- Data sent (DataChangesAudit.html)
- Why Workday included the worker in the integration event (DiagnosticAudit.html)
- How the data was grouped on the integration output file (*Event_Name*.csv or *Event_Name*.ldif)
- Where *Event_Name* is the name of the integration eventrvic

Steps

1. As a related action on the integration event, select **Background Process > View Output Files**.
2. Select an audit file:

Option	Description
DataChangesAudit.html	For each Integration Field Override Service, displays field names for each worker, current and prior field values, and worker transactions. Workday displays these fields for each field included on the integration file.
DiagnosticAudit.html	For each worker, displays each worker transaction that the integration detected during the date range covered by the integration event.
Event_Name.csv *Event_Name.ldif*	Displays the actual output of the integration in the format that you specified in the integration attributes.

Concept: Directory Service Integration

The Directory Service integration exports worker data changes from Workday in a format that supports both LDAP and Microsoft Active Directory servers. This integration assumes that Workday is the source-of-truth for the HCM data that it exports to your directory servers. As you hire, promote, transfer, terminate, or update worker data, the integration identifies updates that are relevant to your LDAP or Microsoft Active Directory servers.

Using Workday-delivered report fields and calculated fields that you create, you can export any worker data, in any combination.

Change Detection

The Workday transaction log drives the change detection process by tracking event-based changes to employee data. By configuring integration subscriptions to transaction log events, you can identify

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employees whose changes Workday reports. The Directory Service integration detects changes to export to the directory server by monitoring a transaction log. When you configure the integration, you select which business process and transaction types that the integration subscribes to. Excluding business process and transaction types that are irrelevant to your directory service server improves performance. However, if your integration doesn't subscribe to a transaction type that affects directory server profiles, Workday doesn't include changes for that transaction type. Workday recommends that if you aren't sure if the integration must subscribe to a given transaction or business process type, don't exclude it.

The Directory Service integration uses a three-step process to detect and report changes:

1. The integration checks the transaction log. The integration then determines which workers have had changes that generated of at least one of the configured transaction events.
2. For each worker with a matching transactional change, the integration compares their report fields for:
    - The time at which the integration ran.
    - The time at which it was last successfully run.

    The integration identifies which, if any, of the values of interest have changed.
3. If the worker has any changes in field values or eligibility, Workday generates an appropriate creation, change, or deletion message.

Worker Eligibility

For each integration, you define a group of workers a directory server manages, and thus also to the integration. You define membership with a single Boolean report field or calculated field. If the field value is true for a worker, that worker is a member of the group, and the integration includes changes for that worker. If the field value is false, the integration ignores that worker.

You can use report fields on the Worker business object to define eligibility. If you can't match the membership criteria for your directory server using a report field, you can create and use a calculated field. If multiple Boolean values are true, the calculated field can evaluate the worker business object and its related business objects to return true. Example: use a calculated field to return true if:

- The worker is a contingent employee
- The primary location if the worker is in the United States,
- The supervisor of the worker is John Doe

You can configure the eligibility and the relevant data for a given directory server, which your integration then reflects. If your company uses several directory servers, configure a separate integration for each directory server. For each integration, identify both the group eligibility along with the detailed data definition to support each directory server.

Distinguished Name (DN) Support

The Directory Service integration supports both simple and complex DNs. For both types, you set the base DN of your directory server in the integration attributes. You then define how Workday builds a simple or complex DN for each worker included on the integration file:

- Include simple DNs. Select a report field (such as **Legal Name in Display Format**) for the Simple DN / User Identity field configuration override. Set your prefix (such as *CN*) in the integration attributes.
- Include complex DNs. Create a calculated field that retrieves values from other report fields, adds the necessary prefixes, and concatenates them in a text string.

Synchronization Options

The Directory Service integration enables Workday to be your source-of-truth. However, you can configure your integration to work with existing directory server accounts. The Directory Service integration provides these synchronization options:

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- Create. Use this option if:
  - Workday is the primary source of all worker account information on the directory server
  - You add workers to Workday before you add them to the directory server.
- Update. Use this option if you add workers to the directory server manually before you add workers to Workday.

Selecting an option that doesn't match how you intend to synchronize Workday with your directory server can cause errors when importing the LDIF file. The LDIF file can instruct the directory server to create an already-existing account or to modify a nonexistent account.

Output Configuration and Formats

You can include any report fields from the Worker-related business objects (Contingent Worker, Employee, and Worker) on the integration file. You can add a unique label for each report field that matches the existing schema on your directory server. When Workday generates an integration file, it combines the field name and the report field into a single formatted entry.

Workday creates Directory Service integration files in either of these formats:

- LDIF (LDAP Data Interchange Format). This format supports LDAP servers and Microsoft Active Directory servers.
- CSV (Comma-Separated Value). Workday creates a CSV file that included the values from the report fields but doesn't include the field labels.

Launch/Schedule Options

Workday provides these launch schedule options for the Directory Service integration:

- Scheduled Run Frequency. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes since the last time that the integration successfully completed. You can set a Directory Service integration to run several times per day; launching the integration frequently doesn't affect performance.
- Run Now. You can launch the integration manually for specific workers, or for all eligible workers. Example: to cancel a directory server account for a worker immediately, launch the integration manually. Select the worker from the **Workers** field. The integration prompts you to enter these launch parameters:
  - **Last Successful Launch Moment** defaults to the last moment (date and time) at which the integration was successfully launched. To force the integration to retrieve data changes over a wider period, you can override this date and time.
  - **Workers** enables you to restrict the integration to only considering those workers selected in this list. If you configure no values, the integration considers all workers when looking for transactional and data changes. Specifying workers in this list doesn't force their inclusion in the output file. Information for a worker displays in the output file only if there are changes in the data fields evaluated by the integration.

    If there was an error involving data for one or more workers during a prior integration run, specify workers in this parameter at launch time. Correct the worker data and then run the integration again only for those workers. In this case, set the **Last Successful Launch Moment** to the date and time used for that parameter on the prior run which had problems.

Concept: Directory Service Integration Data Mapping

This data mapping example displays how you would map worker data to the *inetorgperson* Object Class in the Directory Service integration:

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1. Create an Integration Field Override Service named *Worker Data*. The field names must match the names from the *inetorgperson* object class from the *inetorgperson* schema:
    - *displayName*
    - *givenName*
    - *sn*
    - *mail*
    - *Secondary Email Address*
    - *employeeType*
2. Add the *Worker Data* integration service to your Directory Service integration system.
3. In the Integration Field Overrides for your integration system, you map Workday report fields to the fields you defined:

Fields	Override External Field
Worker Data / *displayName*	Legal Name
Worker Data / *givenName*	Legal Name - First Name
Worker Data / *sn*	Legal Name - Last Name
Worker Data / *mail*	Email - Primary Work
Worker Data / *employeeType*	Worker Type - Text

When you hire employee John Doe into your company (Acme, Inc. for this example), Workday includes an entry for John Doe with his simple or complex DN:

dn: CN=john doe,DC=acmeinc,DC=com

changetype:add

objectclass: inetOrgPerson

displayName: John Doe

givenName: John

sn: Doe

mail: john.doe@acmeinc.com

employeeType: Employee

FAQ: Directory Service Integration

What directory servers does the Directory Service integration support?	If you configure the LDIF file option, the Directory Service integration supports both LDAP and Microsoft Active Directory. Additionally, you can create the output in CSV format, and optionally post-process the file to conform to other directory server formats.
Can the Directory Service integration connect directly to my directory server?	The integration writes a file in LDIF (LDAP Directory Interchange Format) or CSV format. The integration posts the file to an FTP or SFTP server that you specify in the integration attributes. From there, you can import the file into your directory server. Workday doesn't have direct access to your directory server.

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If I change a record on my directory server, can I export that change to Workday?	The Directory Service integration design is based on the assumption that Workday is the source-of-truth, not your directory servers. The Directory Service integration supports one-way integration from Workday to your directory server, using an FTP server. Workday doesn't detect changes made directly on your directory server.

E-Verify

Setup Considerations: E-Verify Integration

You can use this topic to help make decisions when planning your configuration and use of the Workday integration with E-Verify. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

E-Verify is a service provided by the United States Citizenship and Immigration Services (USCIS). You can enable the Workday *E-Verify* integration to submit Form I-9 data to E-Verify. The *E-Verify* integration supports:

- Case creation and closure at E-Verify.
- Data verification.
- Duplicate case closure.
- Photo match requests from government databases.
- Resubmission of Forms I-9 to E-Verify in bulk.
- Sync of case statuses from E-Verify.
- E-Verify web services account password update.

Business Benefits

You can use the Workday integration with E-Verify to:

- Streamline Form I-9 authorization for your employees.
- Maintain workforce employment eligibility and help your company reach its compliance goals.
- Receive verification results of employment eligibility from the Department of Homeland Security (DHS) and Social Security Administration (SSA) databases promptly.
- Reduce manual administrative work.

Use Cases

If you’re using an E-Verify STAGE environment, you can test certain outcomes for a better understanding of what each response means.

You can use the *E-Verify* integration to receive verification of employment eligibility for your employees. You can:

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- Select if you want to create a new case by closing existing duplicate cases at E-Verify if Workday identifies more than 1 case with the same SSN in the past 365 days.
- Configure the integration to sync case statuses from E-Verify automatically.
- View any Section 1 or Section 2 information that might need correcting.
- Select if a photo provided by the DHS or SSA databases matches the document the employee presented. If it doesn't match, you must scan and upload front and back images of the employee's document.

Questions to Consider

Questions	Considerations
Can you only have an E-Verify STAGE Environment account?	You must have a production E-Verify account to request an E-Verify STAGE Environment account. If you're an implementing customer, enroll in a production Web services account before requesting an E-Verify STAGE Environment account.
What if you have an external production account and you're transitioning to Workday?	You can still have an existing production account. E-Verify won't close the existing account until you instruct them to do so. Ensure you have the Memorandum of Understanding (MOU) for Web Services Employers account type.
What do you do if you have multiple companies associated with different Federal and State Employer Identification Numbers (FEIN)?	You can still have an existing production account. E-Verify won't close the existing account until you instruct them to do so. Ensure you have the Memorandum of Understanding (MOU) for Web Services Employers account type or Web Services Employer Agent account type. If you have multiple companies associated with different FEIN, you can configure either: • 1 single *Complete Form I-9* and *Amend Form I-9* business process with condition rules. • 1 single *Complete Form I-9* and *Amend Form I-9* business process for each company so it routes appropriately. If you are an employer agent, you can configure 1 single *Complete Form I-9* and *Amend Form I-9* business process. Then, you can add in each company's E-Verify Client Company and Client Company ID in the **Maintain E-Verify Employer Agent Client Company ID** task.

Recommendations

With the *E-Verify* integration, Workday recommends you:

- Set up calendar reminders to change passwords. The integration stops working once your password expires.

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- Consider how many companies you have and set up multiple integrations so cases can route correctly.
- Create a validation condition on the *Complete Form I-9* business process to require a Social Security Number (SSN) when an employee completes Section 1. Otherwise, the *E-Verify* integration fails.

If an employee doesn't have an SSN on their start date, leave the *Review Form I-9* item in the Inbox. If you submit the case and it fails, you must handle the case separately.

If an employee enters their Foreign Passport number on Section 1 and presents an I-766 document for Section 2, send back Section 1 so the employee can enter their Alien number. Otherwise, E-Verify won't create a case.

If you're using an E-Verify STAGE Environment, don't use real data. Use your own fake data or the test cases on Workday Community. The E-Verify STAGE Environment isn't as secure as an E-Verify production account. Since more people can access the STAGE Environment, they can view the information you use.

Limitations

- The Memorandum of Understanding (MOU) for Web Services Employers and the MOU for Web Services Employer Agents are the only MOUs that function with Workday. One of these MOUs is required by E-Verify if you use the Workday integration with E-Verify. If you are an Employer Agent, in addition to signing the MOU for Web Services Employer Agents, you may need to sign additional MOUs with your client companies per DHS requirements.
- Workday provides the software integration that allows you to exchange data with E-Verify. However, pursuant to the Memorandum of Understanding (MOU) your organization signs with E-Verify, you have the relationship with E-Verify. Workday does not have any control over E-Verify's Web Service. If there is a technical problem with E-Verify's Web Service, we recommend you contact E-Verify to resolve the issue.
- E-Verify requires you to update your web services account password every 90 days, and you must wait at least 5 days before changing it.
- If you get an error when you initially submit a Form I-9, you can only:
  - Cancel the Form I-9 and reinitiate it.
  - Access the E-Verify website and create a case manually.
- If you use the **Retry** button to submit a case that requires a photo match, duplicate case, or data verification, you can only progress the case on the E-Verify website.

Tenant Setup

If you have multiple companies and select the **Collect advanced routing fields when Updating Form I-9 Receipts** check box on the **Maintain Form I-9 Settings** task, advanced routing would be a tenant-wide decision.

When you configure the *E-Verify Employment Verification* integration template, these attributes will be the default name sent to E-Verify as the point of contact for case questions:

- *E-Verify Contact Name*
- *E-Verify Email Address*
- *E-Verify Phone Number*

When you configure the **Manage E-Verify Duplicate Case Reasons** grid on the **Maintain Form I-9 Settings** task, these reasons are a tenant-wide decision.

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Security

Domains	Functional Areas	Considerations
Integration Build	Integration	Provides access to setup information related to integration systems.
Integration Event	Integration	Provides access to launching integrations and viewing their status in the process monitor.
Integration Debug	Integration	Provides access to launch and debug an integration.
Process: I-9 Forms	Onboarding	Provides access to overall processing for employees Forms I-9.
Worker Data: I-9 Forms	Onboarding	Provides a user with access to another employee's Form I-9.
Process: Resubmit Form I-9	Onboarding	Provides a person access to resubmit a Form I-9 to E-Verify.

Business Processes

Business Processes	Considerations
Amend Form I-9	• Enables an employer to amend Forms I-9 after the *Complete Form I-9* business process. • Forms only send to E-Verify through the *E-Verify* integration using the **Update Form I-9 Receipts** task.
Complete Form I-9	(Optional) Employers can configure E-Verify service steps to send electronic Form I-9 information to the E-Verify service.

Reporting

Reports	Considerations
E-Verify Account Details	Lists IDs and other data for all *E-Verify* integrations in your tenant.
View E-Verify Account Details	Displays enrollment credentials and point-of-contact information for a single integration system.

Note:

Workday retrieves your E-Verify Account ID and Integration ID when you make a service call through the E-Verify integration. Workday treats this information as confidential data. The E-Verify Account ID retrieved is saved to your tenant and can be viewed in E-Verify Account Details. When E-Verify requires a mandatory web service upgrade, Workday will share your E-Verify Account ID at their request.

Integrations

If you have multiple companies, you can create a separate integration for each company.

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If you are an employer agent, you can create a single employer agent integration.

Connections and Touchpoints

You must use the electronic Form I-9 in Workday to use the *E-Verify* integration.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Reference
The Next Level: Discover the Capabilities of Workday's E-Verify Integration
Workday Community: How to Get and Set Up Your E-Verify Staging Account Integration in Workday

Steps: Set Up E-Verify Integration

Prerequisites

Complete all prerequisites for the E-Verify service.

Context

Create an integration system that connects to the E-Verify service provided by the United States Citizenship and Immigration Services (USCIS). The integration:

- Submits Form I-9 data to the E-Verify service for employment eligibility verification.
- Receives results for employment eligibility verification, including photos. Department of Homeland Security (DHS) and Social Security Administration (SSA) databases provide some of these results.

Create 1 E-Verify integration for each separate E-Verify Account ID or Federal Employer Identification Number (FEIN).

Steps

1. Access the **Edit Tenant Setup - System** task.
   Enable *jpeg*, *pdf*, and *png* file types in the **File Type Setup Instructions** prompt.
   Security: *Set Up: Tenant Setup - System* domain in the System functional area.
2. Access the **Create Integration System** task.
   Enter *E-Verify - Employment Verification* at the **New using Template** prompt.
   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
3. From the related actions menu on the integration system, select **Integration System > Configure Integration Attributes**:

Attribute	Value
E-Verify URL	Select the staging or production environment URL you want to use.
E-Verify User Id	Enter the ID for the E-Verify web services account.
E-Verify Password	Enter the password for the E-Verify web services account. Note: E-Verify requires that you change this password every 90 days. If you don't do so, E-Verify locks out your web services account

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Attribute	Value
	and the integration will no longer complete successfully.
E-Verify Contact Name	Enter the default name sent to E-Verify as the point of contact for case questions.
E-Verify Email Address	Enter the default email sent to E-Verify as the point of contact for case questions.
E-Verify Phone Number	Enter the default phone number sent to E-Verify as the point of contact for case questions.
E-Verify Company	Enter the company associated with the *E-Verify* integration to: • Sync case statuses from E-Verify. • Resubmit Forms I-9 to E-Verify to create cases when the integration fails to connect. Configure this attribute for each *E-Verify* integration you have.

4. Access the **Create Integration System User** task to create an ISU.
5. Create Integration System Security Groups.

   Create an Integration System User (ISU) with an unconstrained security group, and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event*
   - *Person Data: ID Information*
   - *Person Data: Name*
   - *Person Data: Personal Data*
   - *Person Data: Personal Information*
   - *Worker Data: I-9 Forms*
   - *Worker Data: Staffing*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
6. From the related actions menu of the E-Verify Integration, access **Workday Account** > **Edit** and add the ISU you created.
7. Create Integration (Step).

   Enable launch of the integration from these business processes:

   - *Complete Form I-9*
   - *Amend Form I-9*

Next Steps

Access the **Maintain E-Verify Account Details** task. Record, maintain, and retrieve your E-Verify enrollment credentials and point-of-contact associated with your E-Verify integrations.

Workday provides these reports for E-Verify account detail information:

- **View E-Verify Account Details** displays enrollment credentials and point-of-contact information for a single integration system.
- **E-Verify Account Details** lists IDs and other basic data for all E-Verify integrations in your tenant.

Note:

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Workday retrieves your E-Verify Account ID and Integration ID when you make a service call through the E-Verify integration. Workday treats this information as confidential data. The E-Verify Account ID retrieved is saved to your tenant and can be viewed in E-Verify Account Details. When E-Verify requires a mandatory web service upgrade, Workday will share your E-Verify Account ID at their request.

Steps: Set Up E-Verify Employer Agent

Prerequisites

Set up the E-Verify integration. See: Steps: Set Up E-Verify Integration .

Ensure that you're enrolled in the E-Verify program as an employer agent.

Enroll companies as client companies under your E-Verify employer agent account.

Context

When you are an E-Verify employer agent, you can act on behalf of client companies to confirm work eligibility.

Steps

1. From the related actions menu on the integration system, select **Integration System > Configure Integration Attributes**.

   Select the **E-Verify employer agent** check box. This identifies that the integration is intended to integrate with E-Verify's employer agent web services.

   Note: When you select this option, you can leave the *E-Verify Company* attribute blank. One Employer Agent call processes all eligible cases, regardless of the company.
2. Edit Domain Security Policies

   Configure the *Set Up: Employer Agent Model for E-Verify* domain in the Onboarding functional area.
3. Access the **Maintain E-Verify Employer Agent Client Company ID** task.

   Add the E-Verify Client Company and E-Verify Client Company ID. You can find this ID on the E-Verify portal.
4. Create Integration (Step).

   Add the *E-Verify - Employment Verification* integration system as a step on these business processes:

   - *Complete Form I-9*
   - *Amend Form I-9*

Result

You can act on behalf of client companies to confirm work eligibility.

Complete Set Up and Upgrade Prerequisites for E-Verify Integration

Context

Enroll in E-Verify and send a request email to E-Verify for access to the E-Verify service. Then create your *E-Verify* integration.

If you're not using the most current version of E-Verify, contact support to request an upgrade.

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Steps

1. Enroll in the E-Verify program from the U.S. Citizenship and Immigration Services:
    a) Sign up with E-Verify through the enrollment website.
    b) Define your access methods (Web Services Employer or Web Services Employer Agent).
    c) Execute the Memorandum of Understanding (MOU) for Web Services Employers or the MOU for Web Services Employer Agents.
    d) Add Company and Program Administrator details.
    e) Assign the E-Verify Program Administrator and have the administrator complete the E-Verify Knowledge Session and test.
    f) Add any other hiring sites or verifiers defined within the service.

    Note: For existing E-Verify accounts that need to change their access method, re-enroll and create a new account. Example: You currently have an employer agent account and want to change your access method to web services. Then, re-enroll and create a new web services account.
2. Send an email to E-Verify to request production and staging accounts. For instructions, see: Request Access to Your E-Verify Staging and E-Verify Production Accounts.

    You must create E-Verify staging accounts to start testing the E-Verify integration.

    E-Verify provides you with your web service credentials for the production E-Verify endpoint.
3. Create an E-Verify integration system in your Workday Production tenant.

    When configuring the E-Verify **Environment URL** integration attribute, set it to the E-Verify production URL.

Related Information

Tasks

Steps: Set Up Electronic Form I-9

Reference

The Next Level: Discover the Capabilities of Workday's E-Verify Integration

Workday Community: How to Get and Set Up Your E-Verify Staging Account Integration in Workday

Launch E-Verify Integration Manually

Prerequisites

Security: *Integration Event* domain in the Integration functional area.

Context

Launch the *E-Verify* integration manually to:

- Change your E-Verify password.
- Close cases.
- Verify the E-Verify service is running and accepting requests from your integration.
- Verify your username and password.
- Select the run frequency to run now, or schedule a recurring sync of:
    - E-Verify case statuses.
    - Resubmitting Forms I-9 in bulk to E-Verify.

If the E-Verify service is down and you don't want to resubmit Forms I-9 in bulk, you can resubmit an employee manually when the *Complete Form I-9* business process launches the *E-Verify* integration.

However, when you manually relaunch the integration, the launch isn't within the context of the *Complete Form I-9* business process. Therefore:

- Once you manually relaunch the integration, you perform all further verification tasks directly in the E-Verify service.

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- Workday recommends that you find the instance of the *Complete Form I-9* business process and complete the last step if E-Verify doesn't return an *Employment Authorized* status.

Steps

1. Access the **Launch / Schedule Integration** task.
2. Select the **Integration** at the prompt.
3. Determine the **Run Frequency**, then select **OK**.
4. In the **Integration Criteria** grid, specify the applicable launch parameters:

E-Verify Service Call Values	Usage Description	Launch Parameter
ChangePassword	Sends a password change command to the E-Verify service.	Enter a new password in the **New E-Verify Password** field.
CloseCase	Enables you to manually close a case.	Enter these parameters: • E-Verify Case Number • E-Verify Case Closure Reason • E-Verify Case Closure Reason Details (Optional) • Submit Employee ID
CloseMultipleCases	Enables the E-Verify integration to assess and close multiple cases. You can't manually run this service call.	Not Applicable
GetCaseClosureReason	Retrieves all case closure reasons for open duplicate cases.	E-Verify Case Number
MassRetry	Resubmits Forms I-9 to E-Verify based on the schedule you determine. This creates cases when the integration fails to connect due to: • An integration template error. • Events such as a government shutdown. • E-Verify password expiration. Note: If your integration events fail due to E-Verify password expiration, Workday recommends that you reset your password before you manually run the integration with the MassRetry service call to reprocess impacted workers.	Default Overdue Reason (Optional) Default Overdue Reason Other (Optional)

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E-Verify Service Call Values	Usage Description	Launch Parameter
SyncCaseStatus	Syncs case statuses from E-Verify based on the schedule you determine. Before you select this option, select a valid company for the *E-Verify Company* attribute on the *E-Verify - Employment Verification* integration template. Valid companies include any workers with possible new or updated Forms I-9.	Not Applicable
VerifyConnection	Pings the E-Verify service to verify that: • The E-Verify service is running. • The user ID and password are valid. • The service is accepting web service requests.	Not Applicable
VerifyCredentials	Enables you to verify your E-Verify username and password when you run the integration.	Not Applicable
WorkerSubmit	Manually resubmits the worker I-9 data. Use this option if the E-Verify service was down when the *Complete Form I-9* business process launched the E-Verify integration.	Enter these parameters for the employee who you want to resubmit to E-Verify: • Submit Employee ID • Default Overdue Reason • Default Overdue Reason Other

5. Select **OK** to launch the integration.

Change E-Verify Account Password

Prerequisites

Security: *Integration Build*, *Integration Event*, and *Integration Debug* domains in the Integration functional area.

Context

United States Citizenship and Immigration Services (USCIS) requires that you change your E-Verify account password every 90 days. If you don't change your password within 90 days, E-Verify locks your account. To change your password after the 90-day limit, see E-Verify - Resetting password and unlocking E-Verify Web Services account. You must wait at least 5 days before changing your password again.

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Use the **Launch / Schedule Integration** task for your E-Verify integration, enter a new password, and send the password update request to the E-Verify service. It is your responsibility to adhere to the E-Verify password rules as defined by USCIS.

Steps

1. Access the **Launch / Schedule Integration** task.
2. Select the **Integration** at the prompt.
3. Select *Run Now* as the **Run Frequency**, then select **OK**.
4. In the **Integration Criteria** grid, specify launch parameters:

Option	Description
E-Verify Service Call	Select *ChangePassword* from the **Value** prompt.
New E-Verify Password	Enter the new password in the **Value** field. E-Verify requires that your password contains: • At least 1 uppercase or lowercase letter. • At least 1 number. • At least 1 special character. • No more than 2 identical, consecutive characters in any position from the previous password. • A non-numeric in the first and last position. Workday recommends you follow best practices when creating passwords.

5. Select **OK** to launch the integration.
   The integration updates the password for the E-Verify web services account on the USCIS / E-Verify server. You still need to update the password on your E-Verify integration.
6. From the related actions menu of the integration system, select **Integration System > Configure Integration Attributes** and update the **E-Verify Password** attribute value.

Concept: E-Verify Integration

Integrate Workday with the E-Verify service provided by the United States Citizenship and Immigration Services (USCIS). Use the *E-Verify* integration to:

- Submit Form I-9 data to the E-Verify service.
  - For an employer using an employer access account.
  - On behalf of employers using an employer agent account.
- Receive verification results of employment eligibility (including photos) from Department of Homeland Security (DHS) and Social Security Administration (SSA) databases promptly.

The integration supports:

- Case creation.
- Duplicate cases.
- Syncing case statuses.
- Data verification.
- Photo match requests.
- Scan and upload requests.
- Closing cases.
- Updating the E-Verify web services account password.

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Preparing to Use E-Verify

The E-Verify integration is available for organizations that are already in the E-Verify program. For details, see the E-Verify website.

Workday strongly recommends that you're familiar with the E-Verify program before creating an *E-Verify* integration, especially:

- For employer agents, enrolling employers in E-Verify as a client company under its E-Verify employer agent account.
- When manually processing verifications.
- In the E-Verify work flow.

Before using E-Verify, you need to:

1. Review the E-Verify Memorandum of Understanding (MOU) and familiarize yourself with your responsibilities when using E-Verify.

1. For employer agents, enroll employers in E-Verify as a client company.
2. Define your E-Verify participation sites, where all new hires take part in E-Verify.
3. Define your E-Verify Program Administrator.
4. Define members who need access to the E-Verify website to run cases manually. This supports management of cases outside of Workday.

When you're ready, you can enroll in E-Verify through the enrollment website. Review the enrollment checklist and ensure that you've all of the required information before you select *Begin E-Verify Enrollment*.

Before Starting a Workday to E-Verify Integration

- Establish a Memorandum of Understanding (MOU) between your organization and E-Verify. Ensure that you select the **Employer Access Web Services** or **Employer Agent Web Service** type. Workday recommends that you complete this step before any testing and data exchange takes place between your data and the DHS.
- Appoint a program administrator who is provided access to E-Verify directly.
- For employer agents, have the E-Verify client company ID available.

Integration Process

The E-Verify integration exchanges data with the E-Verify website using this process:

1. The *Complete Form I-9* or *Amend Form I-9* (updating receipts only) business process passes Form I-9 information for an employee to the *E-Verify* integration.
2. The *Complete Form I-9* or *Amend Form I-9* (updating receipts only) business process launches the *E-Verify* integration.
3. The *E-Verify* integration sends Form I-9 data to the E-Verify service.
4. The E-Verify service checks Form I-9 data against DHS and SSA records.
5. The E-Verify service sends eligibility results back to the *E-Verify* integration.

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6. The *E-Verify* integration processes the eligibility results and does one of these actions:
    - If the Form I-9 data matches government databases, the case receives an *Employment Authorized* status and the case automatically closes.
    - If E-Verify identifies cases for an employee created within 365 days, you can close all their duplicate cases before creating a new case at E-Verify.
    - If E-Verify queues a case, you can schedule the integration to sync an updated case status so the case can progress forward.
    - If E-Verify has a photo on file, the *Complete Form I-9* or *Amend Form I-9* business process routes a photo match request to the appropriate role.
    - If E-Verify returns a *MANUAL_REVIEW* status, an individual at the DHS is physically reviewing the case information. You can schedule the integration to sync the updated status.
    - If E-Verify didn't find a matching record, the *Complete Form I-9* business process routes a retry request to the appropriate role. The role holder then amends the Form I-9 data and reverifies the data with E-Verify.

      Note: If the second attempt fails, DHS returns a *PENDING_REFERRAL* case status for the employee.
    - If the Form I-9 information included the email address for the employee, E-Verify emails updates on the verification process to that email address.

E-Verify Integration Limitations

Only run the *E-Verify* integration with live data from your Production environment. Never send test data to E-Verify from any Workday environment.

If DHS or SSA returns a *PENDING_REFERRAL* case status for an employee whose credentials don't match DHS or SSA records:

- You can't process the verification request further in Workday.
- You must use the E-Verify website directly to progress the case and bring the final case status back into Workday to complete it.

When you receive the *Form I-9 Data Verification* event, you can only update information E-Verify identifies as incorrect. Otherwise, you must wait until the Form I-9 is completed to initiate the **Amend Form I-9** task.

When you're using the **Update Form I-9 Receipts** task, you can't receive the *Form I-9 Data Verification* or *Photo Match* responses.

If you don't configure the integration to sync case statuses, you must use the E-Verify website directly if the **U.S. Employment Verification Status** returns as *Authorization Pending*. If you do configure the integration to sync case statuses, you can continue syncing until the case reaches closure. Once receiving closure, Workday closes the case automatically. The integration syncs case statuses that don't require a photo match or data verification.

Related Information
Tasks
Complete Set Up and Upgrade Prerequisites for E-Verify Integration
Steps: Set Up Electronic Form I-9

Concept: Mass Resubmit Forms I-9 to E-Verify

You can resubmit Forms I-9 to E-Verify in bulk based on the frequency and schedule you determine. If you decide to schedule the resubmission on a recurring basis and use a frequency other than **Run Now**, Workday recommends selecting a **Start Time** at nonpeak or off-hours.

The **Launch / Schedule Integration** task displays the overdue reason configured on the **Overdue Reason** prompt on the **Maintain Form I-9 Settings** task. Specifying an overdue reason on the Form I-9 takes precedence over the overdue reason that displays on **Launch / Schedule Integration** task.

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If you resubmit a Form I-9 that later requires any of these responses, you can only progress the case at the E-Verify website:

- Photo match.
- Duplicate case.
- Data verification.

You can't resubmit Forms I-9 in bulk that has a validation error, such as an:

- Invalid document number.
- Incorrect social security number.

The mass resubmission won't include the Forms I-9 for employees that have multiple positions in different companies and self-initiate the **Complete Form I-9** task (not part of the *Onboarding* or *Manage Form I-9 Assignment* business processes).

You can resubmit self-initiated Forms I-9 through the:

- Integration using the *WorkerSubmit* option for the *E-Verify Service Call* field.
- **Retry** button on the *Final U.S. Employment Verification Status* step.

To verify the *U.S. Employment Verification Status* of employees whose Forms I-9 you resubmitted in bulk, you can use the **U.S. Electronic Form I-9 Verifications** report.

Image Upload

Steps: Set Up Integration to Load Worker Photos in Bulk

Context

You can create an integration to upload multiple worker photos from an external server.

Steps

1. Create Integration System.
   Enter the *Image Upload Template* on the **New Using Template** prompt.
2. Access the **Create an Integration System User** task.
   Security: *Integration Security* domain in the Integration functional area.
3. Grant the ISU *Put* access to these domains:
   - *Integration Event*
   - *Person Data: Personal Photo*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.
   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. Access the **Configure Integration Services** task.
   Enable the *Document Image Retrieval Service*, and don't enable the FTP client. You can't use both at the same time. We recommend using the *Document Image Retrieval Service* because it supports multiple protocols.
6. (Optional) Set Up Integration Retrieval.
   Complete this step if you enabled the *Document Image Retrieval Service*.
7. Launch an Integration .

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Related Information
Tasks
Launch an Integration
Steps: Grant Integration or External Endpoint Access to Workday

Concept: Worker Photo Recommendations

Once you upload an image, it can display in many places throughout Workday. Therefore, images are dynamically scaled and cropped so that they display at an appropriate size. Although an image might be scaled and cropped at run time, the aspect ratio of the original image never changes.

For best results and performance, follow these guidelines:

Feature	Description
Size	The maximum image size (in terms of storage) is 10 MB.
Aspect Ratio	Use square images for best results. Because images typically display as circles within Workday, images in any other shape don't fit properly, resulting in white spaces in the circular area. An image about 200 x 200 pixels produces good results for most applications. Example: The worker profile image is 150 x 150 pixels. Elsewhere, the same images might display at 50 x 50 pixels. At run time, users can enlarge the image to its original size.
Background	A transparent background (available with PNG images, but not with the JPG format) is optimal. However, a solid white background also produces good results.
Color Space	Workday doesn't support images in the CMYK color space.
File Format	Workday supports JPG, PNG, and GIF formats for worker images. However, PNG and JPG images produce the best results in terms of size and quality. Worker images in GIF format might produce undesirable results when resized for different uses at run time.
Layout	Use a consistent photographic layout for all workers.

Related Information
Tasks
Load Worker Photos Individually
Steps: Set Up Integration to Load Worker Photos in Bulk

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Inline Assessments

Steps: Set Up Inline Assessments Integration

Prerequisites

Know the user name, password, and endpoint URL for the external site for the assessment vendor.

Context

You can create an integration with third-party assessment vendors for registering candidates that have applied for a job using an external career site.

Steps

1. Access the **Create Integration System** task and enter *Inline Assessment* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Candidate Data: Assessment Results*
   - *Integration Event*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

Concept: Inline Assessments Integration

The Inline Assessments integration enables you to integrate with third-party assessment vendors for registering candidates that are applying for a job using an external career site. Workday provides the *Inline Assessment* integration template. The integration exports these fields (in a Workday-defined XML format) to the external assessment vendor:

- Assessment Test Reference (WID, ID)
- Job Application Reference (WID, ID)
- Candidate Reference (WID, ID)
- Candidate First Name
- Candidate Last Name
- Candidate Email

Integration Services

The *Inline Assessment* integration template includes these integration services:

Integration Service	Required?	Description
Inline Assessment Registration - ESB Service	Required	Launches the integration.
Integration Document Retention	Required	Retains copy of each integration file

Launch/Schedule Options

Workday launches the integration automatically when:

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- A candidate advances past the first application page on the external career site.
- The job requires an inline assessment.

Reference: Inline Assessments Integration XML Schema

Inline Assessment XML Element Reference

XML Element	Description
Register_Candidate_Request	Parent element for these subelements: • Assessment_Test_Reference • Job_Application_Reference • Candidate_Reference • Candidate_First_Name • Candidate_Last_Name • Candidate_Email
Assessment_Test_Reference	Must be a Reference ID value.
Job_Application_Reference	Must be a Reference ID value.
Candidate_Reference	Must be a Reference ID value.
Candidate_First_Name	Must be in XSD *string* format.
Candidate_Last_Name	Must be in XSD *string* format.
Candidate_Email	Must be in XSD *string* format.

Inline Assessment Integration Sample XML File

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:wor="http://www.workday.com/WorkdayInlineAssessment/">
   <soapenv:Header/>
   <soapenv:Body>
      <wor:Register_Candidate_Request wor:version="?">
         <!--Optional:-->
         <wor:Candidate_First_Name>?</wor:Candidate_First_Name>
         <!--Optional:-->
         <wor:Candidate_Last_Name>?</wor:Candidate_Last_Name>
         <wor:Candidate_Email>?</wor:Candidate_Email>
         <wor:Candidate_Reference_ID>?</wor:Candidate_Reference_ID>
         <wor:Job_Application_Reference_ID>?</
wor:Job_Application_Reference_ID>
         <wor:Assessment_Test_Reference_ID>?</
wor:Assessment_Test_Reference_ID>
      </wor:Register_Candidate_Request>
   </soapenv:Body>
</soapenv:Envelope>
```

Kenexa Connectors

Steps: Set Up Kenexa Foundation Data Integration

Prerequisites

- Know the sender ID, client ID, and endpoint URL for your Kenexa account.

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- Use the Job Management staffing model for your organization. If you use the Position Management staffing model, you can't use this Connector.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To send foundation data to your Kenexa account, create and configure a Kenexa Foundation Connector integration system.

Steps

1. Access the **Create Integration System** task and enter *Kenexa Foundation Data* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Enable one or more of the optional integration services.

   The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Workday displays attributes for each enabled integration service; if you enable additional integration services, more attributes display in the **Configure Integration Attributes** task.
5. As a related action on the integration system, select **Integration System > Configure Integration Maps** and map data between Workday and Kenexa.

Steps: Set Up Kenexa User Provisioning Connector

Prerequisites

- Use the Job Management staffing model for your organization. If you use the Position Management staffing model, you can't use this Connector.
- Create a *True/False Condition* calculated field that returns *true* for any workers that you want to include in the integration output.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To send new and changed worker data to your Kenexa account, create and configure an integration based on the *Kenexa User Provisioning* integration template.

Steps

1. Access the **Create Integration System** task and enter *Kenexa User Provisioning* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

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3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   For **Eligibility Criteria**, select a *True/False Condition* calculated field that returns true for any workers that you want to include in the integration output.
4. Select **Integration System > Configure Field Overrides for Data Initialization Services** as a related action on the integration system.

   Use calculated fields and report fields to define overrides.
5. Set Up Integration Delivery

   Specify how Workday delivers integration output documents. Configuring a *Document Delivery* step on the business process definition for the integration.
6. Launch an Integration .

   Launch the integration manually or configure a recurring schedule.

Steps: Set Up Kenexa Hire Inbound Integration

Prerequisites

- Set up an external SFTP that Kenexa and your integration can access.
- Use the Job Management staffing model for your organization. If you use the Position Management staffing model, you can't use this Connector.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Set up an integration system to import new hire data from Kenexa into Workday.

Steps

1. Access the **Create Integration System** task and enter *Kenexa Hire Inbound* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.

   (Optional) To import payment elections and tax-related data, enable the *Kenexa Hire Inbound - Pay and Tax Service*.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these security domains:

   - *Contract Contingent Worker* (business process)
   - *Hire* (business process)
   - *Manage: Payment Election*
   - *Manage Pre-Hire Process: Manage Pre-Hires*
   - *Personal Information Change* (business process)

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. As a related action on your Kenexa Hire Inbound integration, select **Integration System > Configure Integration Attributes** add a row for each attribute and specify a value.
4. Set Up Integration Retrieval .

   Specify how the integration system retrieves data files from the SFTP server.
5. Launch an Integration .

   Schedule how often the integration system runs.

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Concept: Kenexa Connector

Synchronize data between Workday and IBM Kenexa® Talent Acquisition Suite with the Kenexa Connector. These Connectors enable you to establish an integration between your Workday tenant and Kenexa, for workers in the United States only. To support Kenexa, Workday provides 3 Kenexa integration templates:

- *Kenexa Foundation Data*
- *Kenexa User Provisioning*
- *Kenexa Hire Inbound*

To integrate Workday with Kenexa, implement all 3 Kenexa integrations. Kenexa Connectors support the Job Management staffing model only. If you use Position Management in your tenant, you can't use these Connectors.

Kenexa Foundation Connector

The *Kenexa Foundation Data* template supports export of organization, location, job family, job classification, and job profile data from Workday to Kenexa *BrassRing*. As you add, change, move, and delete these items, the integration sends updates directly to your Kenexa account.

Integration Service	Description
Kenexa Foundation Data - Organizations Data Init Service	Extracts organization structure changes from your tenant. You can select types of organizations that the integration monitors for changes.
Kenexa Foundation Data - Locations Data Init Service	Extracts location changes from your tenant. You can select types of locations that the integration monitors for changes.
Kenexa Foundation Data - Job Families Data Init Service	Extracts job family changes from your tenant.
Kenexa Foundation Data - Job Profiles Data Init Service	Extracts job profile changes from your tenant.
Kenexa Foundation Data - Job Classifications Data Init Service	Extracts job classification changes from your tenant.

Kenexa Account Provisioning Connector

The *Kenexa User Provisioning* template enables you to create, update, and disable accounts in Kenexa Talent Acquisition Suite. As you hire, transfer, and terminate workers, the integration generates a CSV file with the changes. The integration then delivers the CSV file to an SFTP site. The template enables you to filter output so that the integration sends only data for eligible workers.

Kenexa Hire Inbound

The *Kenexa Hire Inbound* template enables you to import Kenexa Onboarding XML files containing new hire data from an external SFTP site. Workday provides the XML file format. You can customize element names as part of the field mapping. Contact Kenexa for assistance in formatting and generating the inbound XML file.

To support multiple input files and prevent duplicates, you can configure a uniqueness check in the Connector. You can select either Worker ID or Custom ID as the unique attribute. A uniqueness check ensures that there are no duplicate records in the input file. The uniqueness check also determines if Workday has assigned the Worker ID or Custom ID to an active worker. This verification enables processing of multiple input files. Workday also requires uniqueness checking to rehire workers who you previously terminated but didn't have a Workday account during their previous tenure.

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Integration Launch and Scheduling

Workday provides these launch schedule options for Kenexa Foundation Connector and Kenexa Account Provisioning integrations:

- Launch using a schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters.
- Launch immediately. You can launch the integration manually. Workday prompts you for the launch parameters.

For launch using a schedule and launch immediately, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment	Extracts records that you entered into Workday after the specified moment.
Effective Date	Extracts records that became effective in Workday on or after the specified date.
Last Successful As Of Entry Moment	Extracts records that you entered into Workday after this date/time.
Last Successful Effective Date	Extracts records with an effective date after this date.

Integration Audit Files

Every time a Kenexa Connector integration runs, Workday generates these files:

- (Outbound Connectors only) A copy of the outbound file. The integration retains this document for a length of time that you define.
- The *MessagesAudit.zip* file includes troubleshooting files that confirm data processing steps.
- (Outbound Connectors only) The *Data Changes Audit* is a readable version of the integration output file.
- (Outbound Connectors only) The *Diagnostic Audit* is designed to help you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Reference: Kenexa User Provisioning Attributes

This table lists all available attributes that the Kenexa User Provisioning integration supports. Contact Kenexa for configuration assistance.

Attribute	Required?
First Name	Y
Last Name	Y
Middle Name	N
User Name	Y
Email Address	Y
HRIS Employee Id	Y

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Attribute	Required?
Phone Number	N
Phone Extension	N
Job Title	N
Active	Y
Country	Y
Locale	Y
Fax Number	N
Sender Employee Id	Y
Source	N
User SSO Id	N
SSO Enabled	N
Expiration Date	N
Validity Date	N
BR Hiring Access	Y
BR User Type	Y
BR Approval Groups	N
BR Code Access Groups	N
BR Express User	Y
BR KIB User Group	N
BR Manager	Y
BR Organization Group	Y
BR Recruiter	Y
BR User Group	Y
OB Manager Access	Y
OB User Type	Y
OB User Group	Y
TM Performance Access	Y
TM User Type	Y
Department	N
BRTG Job Access	Y
Connections Social Access	Y
TimeZone	Y
TS Admin Access	Y
TS Admin User Type	Y

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Attribute	Required?
TI Talent Access Insights	Y

Reference: Kenexa Hire Inbound Attributes

This table lists all available attributes that the Kenexa Hire Inbound integration supports. Contact Kenexa for configuration assistance.

Field	Description	Required?	Comments
Country	Employee Country – Drives Employee Name Data Logic	Required	Defined by Workday integration mapping. ISO 3166-1 alpha 3.
Worker_ID	Specify the Employee or Contingent Worker ID that identifies the Worker record.	Optional	Workday uses this value to look up existing applicants that were previous employees or contingent workers. Workday also uses this value as the HRIS ID for new workers.
Applicant_ID	Specify the Applicant ID for the pre-hire record.	Optional	Workday generates an ID when no ID exists on the file. Workday doesn't use this value to find pre-hires.
Title_Prefix	Employee Prefix Data	Optional	Defined by Workday integration mapping
Name_Suffix	Employee Suffix Data	Optional	Defined by Workday integration mapping
Salutation_Prefix		Optional	Defined by Workday integration mapping
First_Name		Required	Conditionally Required Based on Country Reference
Middle_Name		Optional	
Last_Name		Required	Conditionally Required Based on Country Reference
Secondary_Last_Name		Optional	Conditionally required based on Country Reference.
Local_First_Name		Optional	Conditionally required based on Country Reference.
Local_Last_Name_2		Optional	Conditionally required based on Country Reference.

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Field	Description	Required?	Comments
Local_Middle_Name		Optional	Conditionally required based on Country Reference.
Local_Middle_Name_2		Optional	Conditionally required based on Country Reference.
Local_Last_Name		Optional	Conditionally required based on Country Reference.
Local_Last_Name_2		Optional	Conditionally required based on Country Reference.
Local_Secondary_Last_Name		Optional	Conditionally required based on Country Reference.
Local_Secondary_Last_Name_2		Optional	Conditionally required based on Country Reference.
Email Address		Optional	Text Field
Email_Address_Public		Optional	Text Field
Work_Email_Address		Optional	Text Field
Work_Email_Address_Public		Optional	Boolean True/False value (*1* or *0*).
Phone Device Type		Required	Defined by Workday integration mapping.
Phone Number		Required	Text Field
Address Data	Can repeat 3 Address records. Example: Address_2_Address_Country		See default mapping in tenant for default field values.
Address_Country		Optional	Conditionally required based on Country Reference. ISO 3166-1 alpha 3.
Address_Effective_Date		Optional	Conditionally required if loading address data
Municipality	City for the Home Address of the worker.	Optional	Conditionally required based on Country Reference.
Region	State for the Home Address of the worker.	Optional	Conditionally required based on Country Reference. ISO 3166-1 alpha 3.

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Field	Description	Required?	Comments
Postal Code		Optional	Conditionally required based on Country Reference.
Region_Subdivision_1	Region subdivision	Optional	
Region_Subdivision_2	Region subdivision	Optional	
Region_Subdivision_1_Local	Region subdivision Local	Optional	
Region_Subdivision_2_Local	Region subdivision Local	Optional	
City_Subdivision_1	City subdivision	Optional	
City_Subdivision_1_Local	City subdivision	Optional	
City_Subdivision_2	City subdivision Local	Optional	
City_Subdivision_2_Local	City subdivision Local	Optional	
Municipality - Local	Municipality Local	Optional	
Address_Line_1		Optional	
Address_Line_1_Local		Optional	
Address_Line_2		Optional	
Address_Line_2_Local		Optional	
Address_Line_3		Optional	
Address_Line_3_Local		Optional	
Address_Line_4		Optional	
Address_Line_4_Local		Optional	
Address_Line_5		Optional	
Address_Line_5_Local		Optional	
Address_Line_6		Optional	
Address_Line_6_Local		Optional	
Address_Line_7		Optional	
Address_Line_7_Local		Optional	
Address_Line_8		Optional	
Address_Line_8_Local		Optional	
Address_Line_9		Optional	
Address_Line_9_Local		Optional	
Birth_Date		Optional	Text Field: YYYY-MM-DD. ISO 8601.
Gender		Optional	Defined by Workday integration mapping.

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Field	Description	Required?	Comments
Country_of_Birth		Optional	Defined by Workday integration mapping. ISO 3166-1 alpha 3.
Region_of_Birth	State of Birth for the employee.	Optional	Defined by Workday integration mapping. ISO 3166-2
City_of_Birth	City of Birth for the employee.	Optional	
Marital_Status	Marital status date of the person.	Optional	Defined by Workday integration mapping
Marital_Status_Date		Optional	
Citizenship_Status		Optional	
Ethnicity		Optional	Defined by Workday integration mapping
Nationality	Nationality Reference for the employee.	Optional	Defined by Workday integration mapping. ISO 3166-1 alpha 3.
Native_Country_Region		Optional	Defined by Workday integration mapping. ISO 3166-1 alpha 3.
Military_Status		Optional	Defined by Workday integration mapping
Military_Status_Begin_Date	Beginning date for military service status.	Optional	
Military_Service_Type	Service type for military service	Optional	
Military_Rank	Military rank for military service type	Optional	
Military_Notes	Notes for military service	Optional	
Discharge_Date		Optional	Text Field: YYYY-MM-DD. ISO 8601.
Personnel File Agency	Personnel File Agency (China) Indicates where workers have their personnel file stored.	Optional	
Date_of_Death	Date of death for the worker.	Optional	
Tobacco_Use	Tobacco usage for the person.	Optional	

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Field	Description	Required?	Comments
Hispanic_or_Latino_for_Visual_Survey	Reference to visual survey ethnicity for the person.	Optional	
Hispanic_or_Latino	Boolean. Reference to visual survey ethnicity for Hispanic or Latino for the person.	Optional	
Religion	Reference for religions for the person.	Optional	
Personnel_File_Agency		Optional	
Hukou_Region	Country Region of the *Hukou* of the person.	Optional	
Hukou_Subregion	Country Subregion on the *Hukou* of the person.	Optional	
Hukou_Locality	Locality on the *Hukou* of the person	Optional	
Hukou_Postal_Code	*Hukou* Postal Code for the Person	Optional	
Hukou_Type	*Hukou* Type on the *Hukou* of the person.	Optional	
Native Country Region	Native Region on the *Hukou* of the person.	Optional	
Political_Affiliation	Political affiliation of the person.	Optional	
Last_Medical_Exam_Date	Date of most recent medical examination for the person.	Optional	
Last_Medical_Exam_Valid_Exp	Expiration date of most recent medical examination for the person.	Optional	
Medical Exam Notes	Notes for the most recent medical examination for the person.	Optional	
Social_Benefits_Locality	Social Benefits Locality for the person.	Optional	
Relative Data	Can repeat 3 Relative records. Example: Relative_Type_1		See default mapping in tenant for default field values.
Relative_Type_1	Specifies the relative person relationship.	Optional	

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Field	Description	Required?	Comments
Relative_Country_1	The country that the name is for.	Optional	
Relative_Title_1	A reference to the title for a person.	Optional	
Relative_Salutation_1	Reference to the form of address for a person. Valid for Germany only.	Optional	
Relative_First_Name_1	The first name (given name) for a person.	Optional	
Relative_Middle_Name_1	The middle name for a person.	Optional	
Relative_Last_Name_1	The last name (family name) for a person	Optional	
Relative_Social_Suffix_1	A reference to the social suffix for a person.	Optional	
Custom ID Data	Can repeat 10 Custom ID records. Example: Custom_ID_1		See default mapping in tenant for default field values.
Custom_ID_1_Type		Conditionally Required When Custom ID Data is Provided	Defined by Workday integration mapping
Custom_ID_1		Conditionally Required When Custom ID Data is Provided	Text
Passport_ID_Issuing_Country		Optional	Conditionally required when passport data exists on the file. Defined by Workday integration mapping. ISO 3166-1 alpha 3.
Passport_ID_Type		Optional	Conditionally required when passport data exists on the file. Defined by Workday integration mapping
Passport_ID		Optional	Conditionally required when passport data exists on the file.
Passport_ID_Issued_Date		Optional	
Passport_ID_Expiration_Date		Optional	
Passport_ID_Issuing_Country		Optional	
Visa_ID_Issuing_Country		Optional	Conditionally required when visa data exists

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Field	Description	Required?	Comments
			on the file. Defined by Workday integration mapping. ISO 3166-1 alpha 3.
Visa_ID_Type		Optional	Conditionally required when visa data exists on the file. Defined by Workday integration mapping
Visa_ID		Optional	Conditionally Required When Visa Data is Provided
Visa_ID_Expiration_Date		Optional	
Visa_ID_Issued_Date		Optional	
Government ID Data	Can repeat 10 Government ID records. Example: Custom_ID_1		See default mapping in tenant for default field values.
Government_ID_1		Optional	
Government_ID_1_Expiration_Date		Optional	
Government_ID_1_Issued_Date		Optional	
Government_ID_1_Issuing_Country		Conditionally Required When Government ID Data is Provided	
Government_ID_1_Type		Conditionally Required When Government ID Data is Provided	
National ID Data	Can repeat 10 National ID records. Example: National_ID_1		See default mapping in tenant for default field values.
National_ID_1_Type		Conditionally Required When National ID Data is Provided	Defined by Workday integration mapping. Add numbers to repeating elements. Example: National_ID_Reference1, National_ID_Reference2.
National_ID_1_Issuing_Country		Conditionally Required When National ID Data is Provided	Defined by Workday integration mapping. Add numbers to repeating elements. Example: Issue_Country_Reference1, Issue_Country_Reference2. ISO 3166-1 alpha 3.
National_ID_1_Issuing_Agency			Text Field

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Field	Description	Required?	Comments
National_ID_1_Expiration_Date			Text Field: YYYY-MM-DD. ISO-8601
National_ID_1_Issued_Date			Text Field: YYYY-MM-DD. ISO-8601
National_ID_1_Series			Text Field
National_ID_1	Can repeat 10 National ID values.	Conditionally required when National ID data exists on the file.	Add numbers to repeating elements. Example: National_ID1, National_ID2
User_Name	Workday Account User Name for the employee.	Optional	Text Field
Hire_Date		Required	Text Field: YYYY-MM-DD. ISO-8601
Hire_Reason		Conditionally Required	Defined by Workday integration mapping
Employee_Type		Conditionally Required	Defined by Workday integration mapping
Contingent_Type		Conditionally Required	Defined by Workday integration mapping
Contract_Reason		Conditionally Required	Defined by Workday integration mapping
Job_Profile	You can use a Kenexa Foundation Data integration to load this data.	Required	Job Code from Foundation Data Integration.
Position_Time_Type		Required	Defined by Workday integration mapping
Default_Hours		Optional	Text
Scheduled_Hours		Optional	Text
Work_Shift		Optional	Defined by Workday integration mapping
Work_Hours_Profile		Optional	Defined by Workday integration mapping
Job_Classification	You can use a Kenexa Foundation Data integration to load this data.	Optional	Reference ID from Foundation Data Integration.
Location	You can use a Kenexa Foundation Data integration to load this data.	Required	Reference ID from Foundation Data Integration.
Supervisory_Organization	You can use a Kenexa Foundation Data	Required	Send Kenexa corresponding object

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Field	Description	Required?	Comments
	integration to load this data.		ID if the data exists in Kenexa.
Start_Date		Optional	YYYY-MM-DD. ISO 8601
End_Date		Conditionally Required Based on Employee Type.	YYYY-MM-DD. ISO 8601
Continuous_Service_Date		Optional	YYYY-MM-DD. ISO 8601
Probation_Type_Reference		Optional	Defined by Workday integration mapping
Probation_Start_Date		Optional	YYYY-MM-DD. ISO 8601
Probation_End_Date		Optional	YYYY-MM-DD. ISO 8601
Probation_Extended_End_Date		Optional	YYYY-MM-DD. ISO 8601
Probation_Note		Optional	Text
Probation_Period_Reference		Optional	Defined by Workday integration mapping
Probation_Reason_Reference		Optional	Defined by Workday integration mapping
Pay_Rate_Type		Optional	Defined by Workday integration mapping
Work_Space	You can use a Kenexa Foundation Data integration to load this data.	Optional	Location (from Kenexa Foundation Data)
Position_Title		Optional	Text Field
Job_Title		Optional	Text Field
Compensation_Package		Conditionally required if Comp Data exists on file.	Defined by Workday integration mapping
Compensation_Grade_Profile		Optional	Defined by Workday integration mapping
Compensation_Grade		Conditionally required if Comp Data exists on file.	Defined by Workday integration mapping
Amount		Conditionally required if Comp Data exists on file.	Text Field

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Field	Description	Required?	Comments
Compensation_Currency		Conditionally required if Comp Data exists on file.	ISO 4217 alpha
Compensation_Frequency		Conditionally required if Comp Data exists on file.	Defined by Workday integration mapping
Compensation_Step		Optional	Defined by Workday integration mapping
Compensation_Plan		Conditionally required if Comp Data exists on file.	Defined by Workday integration mapping
Stock_Plan		Optional	Defined by Workday integration mapping
Stock_Currency		Conditionally required if Stock Data exists on file.	Defined by Workday integration mapping. ISO 4217 alpha
Stock_Individual_Target_Amount		Optional	Include 1 of these elements if stock data exists on the file: • Target Amount • Target Percent • Target Shares
Stock_Individual_Target_Percent		Optional	Include 1 of these elements if stock data exists on the file: • Target Amount • Target Percent • Target Shares
Stock_Individual_Target_Shares		Optional	Include 1 of these elements if stock data exists on the file: • Target Amount • Target Percent • Target Shares
Compensation_Plan		Conditionally required if Commission Data exists on file.	Defined by Workday integration mapping
Commission_Target_Amount		Conditionally required if Commission Data exists on file.	Text Field
Commission_Frequency		Conditionally required if Commission Data exists on file.	Defined by Workday integration mapping
Commission_Draw_Amount		Optional	Text Field

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Field	Description	Required?	Comments
Commission_Draw_Frequency		Optional	Defined by Workday integration mapping
Commission_Draw_Duration		Optional	Informational text field to describe how long the draw will be.
Compensation_Currency		Conditionally required if Commission Data exists on file.	Defined by Workday integration mapping. ISO 4217 alpha
Merit_Guaranteed_Minimum		Optional	Boolean True/False value (*1* or *0*).
Merit_Individual_Target_Percent		Optional	Enter 1 for 100%. Enter 0.5 for 50%.
Merit_Plan		Conditionally required if Merit Data exists on file.	Defined by Workday integration mapping
Bonus_Plan		Conditionally Required if Bonus Data exists on file.	Defined by Workday integration mapping
Bonus_Percent_Assigned		Optional	Enter 1 for 100%. Enter 0.5 for 50%.
Bonus_Guaranteed_Minimum		Optional	Text Field
Bonus_Individual_Target_Percent		Optional	Enter 1 for 100%. Enter 0.5 for 50%.
Bonus_Individual_Target_Amount		Optional	Text Field
Allowance Data	Can repeat 5 Allowance records. Example: Allowance_Plan_2		See default mapping in tenant for default field values.
Allowance_Currency		Optional	Conditionally required when allowance payment data exists on the file. Defined by Workday integration mapping. ISO 3166-1 alpha 3.
Allowance_Plan		Optional	Defined by Workday integration mapping
Allowance_Amount		Optional	Text Field
Allowance_Percent		Optional	Enter 1 for 100%. Enter 0.5 for 50%.
Allowance_End_Date		Optional	YYYY-MM-DD. ISO 8601
Allowance_Frequency		Optional	Defined by Workday integration mapping

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Field	Description	Required?	Comments
One-Time Payment Data	Can repeat 5 One-Time Payment records: Example: One-Time_Payment_Plan_2		See default mapping in tenant for default field values.
One-Time_Payment_Currency		Conditionally required if One Time Payment data exists on file.	Conditionally required when one-time payment data exists on the file. Defined by Workday integration mapping. ISO 3166-1 alpha 3.
One-Time_Payment_Plan		Conditionally required if One Time Payment data exists on file.	Defined by Workday integration mapping
One-Time_Payment_Date		Conditionally required if One Time Payment data exists on file.	YYYY-MM-DD. ISO 8601
One-Time_Payment_Amount		Conditionally required if One Time Payment data exists on file.	Text Field
One-Time_Payment_Percent		Optional	Enter 1 for 100%. Enter 0.5 for 50%.
Education Data	Can repeat 5 Education Records: Example: School_Country_1		See default mapping in tenant for default field values.
School_Name_1		Conditionally required if School Data exists on file.	Text Field
Year_of_Degree_1		Conditionally required if School Data exists on file.	YYYY
Subject_of_Study_1		Conditionally required if School Data exists on file.	Defined by Workday integration mapping
Attainment_Level_1		Conditionally required if School Data exists on file.	Defined by Workday integration mapping
School_Country_1		Conditionally required if School Data exists on file.	Defined by Workday integration mapping. ISO 3166-1 alpha 3
School_Type_1		Conditionally required if School Data exists on file.	Defined by Workday integration mapping
Federal_Tax_Exemption_	Effective_Date	Conditionally required if Federal Tax Election Data exists on file.	YYYY-MM-DD. ISO 8601

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Field	Description	Required?	Comments
Federal_Tax_Number_of_Allowances		Optional	Text Field
Federal_Tax_Additional_Amount		Optional	Text Field
Federal_Tax_Exempt_Indicator		Optional	Boolean True/False value (*1* or *0*).
Federal_Tax_Exempt_from_NRA_Additional_Amount		Optional	Boolean True/False value (*1* or *0*).
Federal_Tax_Lock_In_Letter	Lock in Letter indicator on the W-4.	Optional	Boolean True/False value (*1* or *0*).
Federal_Tax_No_Wage_Nonresident_Tax	If worker is nonresident alien, indicate whether the worker is subject to NRA additional amount.	Optional	Boolean True/False value (*1* or *0*).
Federal_Tax_Nonresident_Alien		Optional	
Federal_Tax_Marital_Status		Optional	
Federal_Tax_Company		Optional	
Payment Election Data	Can repeat 3 Payment Elections records. Example: Payment_Election_Account_Type_1		See default mapping in tenant for default field values.
Payment_Election_Bank_Account_Number_1	Account Number of the actual bank account	Optional	Optional
Payment_Election_Rule_1		Conditionally required if Payment Election data exists on file.	Defined by Workday integration mapping
Payment_Election_Type_1		Conditionally required if Payment Election data exists on file.	Defined by Workday integration mapping
Payment_Election_Bank_Name_1		Conditionally required if Payment Election data exists on file.	
Payment_Election_Bank_Account_Number_1		Optional	
Payment_Election_Bank_ID_1		Optional	
Payment_Election_Currency_1		Conditionally required if Payment Election data exists on file.	Defined by Workday integration mapping. ISO 4217 alpha
Payment_Election_Country_1		Conditionally required if Payment Election data exists on file.	Defined by Workday integration mapping. ISO 3166-1 alpha 3
Payment_Election_Bank_Name_1		Optional	
Payment_Election_Roll_Number_1		Optional	

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Field	Description	Required?	Comments
Payment_Election_Account_Type_1		Optional	Text Field. Defined by Workday integration mapping
Payment_Election_BIC_1		Optional	Text Field
Payment_Election_IBAN_1		Optional	Text Field
Payment_Election_Branch_ID_1		Optional	Text Field
Payment_Election_Check_Digit_1		Optional	Text Field
Payment_Election_Amount_1	Fixed payment amount allocated to this bank amount	Optional	
Payment_Election_Percentage_1	Percentage of payment allocated to this bank account	Optional	Enter 1 for 100%. Enter 0.5 for 50%.
Payment_Election_Full_Amount_1	When true, allocates the full amount to this bank account	Optional	Boolean True/False value (*1* or *0*).
Organization_Business_Unit_ID		Optional	
Organization_Company_ID		Optional	
Organization_Cost_Center_ID		Optional	
Organization_Custom_ID		Optional	
Organization_Fund_ID		Optional	
Organization_Gift_ID		Optional	
Organization_Grant_ID		Optional	
Organization_Program_ID		Optional	
Organization_Region_ID		Optional	
Pay_Group		Optional	

Kronos Workforce Timekeeper Outbound

Steps: Set Up Integration for Kronos Employee Extract

Context

Create an integration that establishes worker records in Kronos and updates the records when changes occur. The integration reports changes to worker status so that Kronos can activate or deactivate records as needed.

After the initial full file worker synchronization, Workday sends Kronos a changes-only file, when scheduled. The changes-only file contains complete records for workers who are new or whose information has changed since the last integration run.

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Steps

1. Create Integration System .

   Enter *Kronos Employee Extract Template* at the **New Using Template** prompt.
2. Select **Integration System > Configure Integration Attributes** as a related action on your integration system and configure attributes for your integration.
3. As a related action on the integration, select **Integration System > Configure Integration Maps**.
4. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these security domains:
   - *Integration Event*
   - *Set Up: Compensation*
   - *Worker Data: Public Worker Reports*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
5. (Optional) Set Up Integration Subscriptions .
6. Launch an Integration .

Next Steps

Set up absence and payroll input Connectors to import time card data from Kronos into Workday.

Steps: Suppress Audit File for Kronos Employee Extract Integration Template

Prerequisites

Enable the Integration Audit Configuration service for an existing integration system.

Context

You can suppress the generation of an audit file using the *Suppress Messages Audit* attribute.

Security: *View: Kronos Employee Extract Integration Document* domain.

Steps

1. Access the **Configure Integration Attributes** task for your existing Kronos Employee Extract integration to configure the suppression attribute.
2. In the **Attributes** section, set the *Suppress Messages Audit* attribute to True to suppress this file.

   Note: For new integration systems, we deliver this attribute as True.
3. (Optional) Access the **View Security for Securable Item** report to change access to integration output documents:
   a) Select the *View: Kronos Employee Extract Integration Document* domain. You must have access to this domain to view any part of the output files on the integration event.
   b) Access the related Domain Security Policy and add security groups to the Report/Task Permissions table to grant view access to the output documents.
4. Access the **Activate Pending Security Policy Changes** task to activate the security policy changes.

Result

The integration omits certain audit files, such as web service audit files, from the output.

Concept: Kronos Workforce Timekeeper Integration

Track worker time and attendance through the Workday integration with Kronos Workforce Timekeeper. Kronos Workforce Timekeeper automates the error-prone processes related to time and attendance.

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Workforce Timekeeper enables you to apply complex time and attendance pay policies accurately. Workforce Timekeeper provides your managers with real-time labor data along with the tools to control costs and improve productivity. Workday synchronizes information about workers and organizations with Kronos so that your employees can record time and attendance.

Workday synchronizes HCM data with Kronos using the outbound integration system, which delivers files to an external FTP server. You then use Kronos Connect to import the file into Kronos Workforce Timekeeper.

Note: To import Kronos time card data into Workday, create an inbound integration using the Absence and Payroll Input Connectors.

Workday is the source-of-truth for HCM data, including:

- Workers
- Organizations
- Job profiles

Kronos collects time and attendance data from employees. The Kronos integrations do not work directly with Payroll Interface. However, Workday can generate payroll data using time and attendance data uploaded from Kronos Workforce Timekeeper.

Concept: Kronos Integration Data Mapping

Employee Extract Maps

When you create integration maps for the Kronos Employee Extract files, you're mapping Workday values to Kronos values. In this case, the Internal Values represent the Workday values and the External Values represent the Kronos values.

Employee Extract Map Samples

Map	Description	Internal Value (Workday)	External Value (Kronos)
Business Title	Maps Business Title between Workday and Kronos values.	Staff Payroll Specialist	SPYS
Ethnicity	Maps ethnicity values between Workday and Kronos values.	White (Not Hispanic or Latino)	CAUC

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Map	Description	Internal Value (Workday)	External Value (Kronos)
Leave Type Name	Maps Leave Type names between Workday and Kronos values.	Workers Compensation	WC

FAQ: Kronos Outbound Integration

What is the format of the Kronos integration files?	The Kronos integration files are Pipe Delimited files.
Can I select the fields included in the Kronos integration?	No, the Kronos integration employee extract includes 111 fields and you can't change the output. Use Kronos Connect to map the desired Workday fields to the appropriate Kronos fields.
Can I select the records to include in the Kronos Employee Extract integration?	You can't filter the Kronos integration extract records by specific workers or organizations. The dates you specify in the launch parameters of the employee extract determine whether Workday creates a full or change extract. You can also **Edit Subscriptions** to target specific event records to include.
Can I import Kronos time card data into Workday?	Yes, using the Absence and Payroll Input Connectors.

LinkedIn Recruiter System Connect

Steps: Set Up LinkedIn Recruiter System Connect

Prerequisites

Review LinkedIn documentation for Recruiter System Connect (RSC) feature guidelines.

You must have a LinkedIn Recruiter admin license. See Access RSC features based on a user's license and permissions in Recruiter for more information.

Security: These domains in the Recruiting functional area:

- *Candidate Data: LinkedIn Recruiter System Connect*
- *Set Up: LinkedIn Middleware*

Context

You can use the LinkedIn RSC integration to synchronize this data between LinkedIn Recruiter and Workday Recruiting:

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- Candidate data.
- LinkedIn InMail.
- Job application.
- Prospect data.

Supported browsers include Chrome, Firefox, or Microsoft Edge.

You can enable One-Click Export functionality to quickly export a LinkedIn profile from LinkedIn Recruiter to Workday. Candidates that you import into Workday using the LinkedIn One-Click Export appear as prospects in Workday.

Steps

1. (Optional) Maintain Recruiting Sources.

   To report on data sourced from LinkedIn, create a recruiting source that maps to Recruiter System Connect.
2. Create an integration system user (ISU) and an integration for One-Click Export.

   See Steps: Set Up LinkedIn One-Click Export .
3. Access the **Edit Tenant Setup - Recruiting** task.

   Click **Configure LinkedIn Integrations**.
   a) Select the ISU created for the LinkedIn integration. The ISU is required for LinkedIn RSC One-Click Export.
   b) Review and accept the Terms and Conditions agreement.

      The Terms and Conditions apply to both Apply with LinkedIn and LinkedIn RSC. Accepting the agreement doesn't impact previously enabled Apply with LinkedIn functionality.
4. Select the package containing the LinkedIn RSC integration.

   For more information, see Connect your Workday ATS to Recruiter. If you encounter an error message, see Troubleshoot hiring integrations widget.
5. Access the **Edit Tenant Setup - Recruiting** task.

   Click **Configure LinkedIn Integrations** and verify if you enabled the integration under **Additional Information for Integration**.
6. Configure the *LinkedIn Recruiter System Connect Import* integration.

   See Steps: Set Up Inbound LinkedIn Recruiter System Connect.
7. Configure the *LinkedIn Recruiter System Connect Export* integration.

   See Steps: Set Up Outbound LinkedIn Recruiter System Connect.
8. Access the **Configure Profile Group** task.
   a) Add these reports to the **LinkedIn Data for Candidate Profile** and **LinkedIn Data for Prospect Profile** profile groups:

      - **InMail History**
      - **LinkedIn Profile**

      LinkedIn controls the display language for the reports.
   b) Add the **Candidates Exported for This Job from LinkedIn** report to the **Candidates for Job Requisition Composite View** profile group.

   See Steps: Set Up Profiles and Profile Groups.
9. Set Up Scheduled LinkedIn Recruiter System Connect Integrations.

Next Steps

When you switch to a new environment, repeat the steps to configure the LinkedIn RSC integration.

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If you're testing in a non-production environment and sent data to LinkedIn, contact LinkedIn before moving to Production so they can deactivate the integration and delete the test data. For more information, see Testing Recruiter System Connect (RSC).

Related Information

Reference

Reference: Edit Tenant Setup - Recruiting

2022R2 What's New Post: LinkedIn Recruiter System Connect (RSC) One-Click Export

Steps: Set Up LinkedIn One-Click Export

Prerequisites

Security: These domains in the Integration and System functional areas:

- *Integration Security*
- *Security Configuration*

Context

Recruiters can seamlessly export a candidate's LinkedIn profile from LinkedIn Recruiter to Workday and attach it to a specific job requisition. After the recruiter associates the candidate with a job, the inbound and outbound integrations run in the background and transfer data between LinkedIn and Workday. Workday creates or updates the candidate profile using the contact information from LinkedIn Recruiter. You can only export the candidate's LinkedIn profile if their privacy settings allow for their information to be accessed by Workday and they accept the request in LinkedIn InMail.

Steps

1. Access the **Create Integration System User** task.

   Create the integration system user (ISU) for your LinkedIn RSC One-Click Export integration.
2. Access the **Create Security Group** task.

   Create an unconstrained integration system security group.
3. Select the ISU that you created from the **Integration System Users** prompt.
4. From the related actions of the security group, select **Security Group > Maintain Domain Permissions for Security Group**.
5. Select the *Candidate Data: Web Service LinkedIn Recruiter System Connect* domain from the **Domain Security Policies permitting Put access** prompt.
6. Run the **Activate Pending Security Policy Changes** task.

   Security: *Security Activation* domain in the System functional area.
7. Access the **Create Integration System** task.

   Create an integration system using the *LinkedIn Recruiter System Connect One Click Export* template. You can only create 1 integration system for the template.

   Security: *Integration Build* domain in the Integration functional area.
8. From the related actions of the integration system, select **Workday Account > Edit**.

   Add the ISU that you created. You can only assign 1 ISU to the integration system.

Next Steps

Access your LinkedIn Recruiter Admin account and enable 1-click export in the ATS integrations settings after you enable LinkedIn RSC.

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Related Information
Reference
2022R2 What's New Post: LinkedIn Recruiter System Connect (RSC) One-Click Export
Export candidates to your Applicant Tracking System (ATS) with RSC

Steps: Set Up Inbound LinkedIn Recruiter System Connect

Prerequisites

Ensure you've:

- Completed Steps 1–3 of Steps: Set Up LinkedIn Recruiter System Connect .
- Enabled the integration in Workday for 1 or more LinkedIn contracts.

Synchronize historical data to prevent duplicate prospect data in Workday.

Context

You can create a *LinkedIn Recruiter System Connect Import* integration system to import this data from LinkedIn to Workday:

- LinkedIn InMail.
- LinkedIn Profiles.

You can access this data in the prospect and candidate profiles in Workday. Workday might not display the imported data based on privacy settings that users set in LinkedIn.

You can only configure 1 inbound integration system per LinkedIn contract.

Steps

1. Create Integration System .
   Select the *LinkedIn Recruiter System Connect Import* option from the **New using Template** prompt.
2. Select **Integration System > Configure Integration Attributes** as a related action on the integration system, and configure the **LinkedIn Contract ID** attribute.
3. Create an integration system user (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Candidate Data: Web Service LinkedIn Recruiter System Connect* in the Recruiting functional area.
   - *Integration Event* in the Integration functional area.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Launch an Integration .
   - To ensure an optimal experience, sync a minimum of 2 years of historical data between LinkedIn and Workday. To avoid integration failures due to large volumes of data, we recommend launching multiple manual integrations for 1-3 months of data at a time. You might need to test the date range that is successful for your integration events.
   - Schedule ongoing integrations after synchronizing historical data. A typical schedule is every 15, 30, 45, or 60 minutes depending on business needs.
5. (Optional) Create a custom report on candidates and filter by the new source value.

Result

Recruiters can access LinkedIn Profile data and InMails from the **Candidate** or **Prospect** profile in Workday. You can view the LinkedIn profile on 1 of the supported web browsers. If a LinkedIn Recruiter browser session isn't active, Workday Recruiting displays the LinkedIn profile as the public profile for the candidate or prospect.

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Related Information
Concepts
Concept: LinkedIn Recruiter System Connect
Reference
LinkedIn Recruiter System Connect (RSC) Data Security

Steps: Set Up Outbound LinkedIn Recruiter System Connect

Prerequisites

Ensure you've:

- Completed Steps 1–3 of Steps: Set Up LinkedIn Recruiter System Connect .
- Enabled the integration in Workday for 1 or more LinkedIn contracts.

Context

You can create *LinkedIn Recruiter System Connect Export* integration systems for your external career sites to send this data from Workday to LinkedIn:

- External candidates.
- Job applications.
- Job application stages.
- Job postings (marked as private).
- Prospects.

You can have multiple export integration systems, however only 1 per external career site. This integration:

- Enables recruiters to view limited job application information for Workday jobs on the LinkedIn candidate profile.
- Exports job postings as private to LinkedIn Recruiter, and won't override any custom solutions that send job posting data from Workday to LinkedIn.
- Isn't a job posting integration.

LinkedIn verifies each candidate or prospect sent from Workday by matching the data with a corresponding LinkedIn profile. If LinkedIn finds a match, LinkedIn displays the data and sends a LinkedIn profile reference to Workday. Workday associates this reference with the candidate or prospect profile. If LinkedIn can't find a match, the exported Workday data won't display in LinkedIn Recruiter.

Steps

1. Create Integration System .
   Select the *LinkedIn Recruiter System Connect Export* option from the **New using Template** prompt.
2. Select **Integration System > Configure Integration Attributes** as a related action on the integration system,
   Configure the **Included External Job Posting Site** attribute for the external career site.
   (Optional) You can enable the **Excluded Countries** attribute to filter data.
3. Create an integration system user (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Candidate Data: Web Service LinkedIn Recruiter System Connect* in the Recruiting functional area.
   - *Integration Event* in the Integration functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
4. Launch an Integration .
   - To ensure an optimal experience, sync a minimum of 2 years of historical data between LinkedIn and Workday. To avoid integration failures due to large volumes of data,

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we recommend launching multiple manual integrations for 1-3 months of data at a time. You might need to test the date range that is successful for your integration events.
- Schedule ongoing integrations after synchronizing historical data. A typical schedule is every 15, 30, 45, or 60 minutes depending on business needs.

Result

In LinkedIn Recruiter, recruiters with security access can view Workday data for Workday candidates that have a LinkedIn profile.

LinkedIn Recruiter One-Click Export uses exported job postings to associate candidates with open job requisitions in Workday.

Related Information
Concepts
Concept: LinkedIn Recruiter System Connect

Set Up Scheduled LinkedIn Recruiter System Connect Integrations

Prerequisites

Steps: Set Up LinkedIn Recruiter System Connect

Launch inbound and outbound LinkedIn Recruiter System Connect (RSC) integrations to synchronize the last 2 years of candidate data.

Security:

- *Candidate Data: LinkedIn Recruiter System Connect* domain in the Recruiting functional area.
- *Candidate Data: Web Service LinkedIn Recruiter System Connect* domain in the Recruiting functional area.
- *Integration Event* domain in the Integration functional area.
- *Set Up: LinkedIn Middleware* domain in the Recruiting functional area.

Context

Set up run schedules for both the inbound and outbound integrations between LinkedIn Recruiter and Workday after synchronizing historical data between the 2 applications to ensure that:

- The candidate data remains synced.
- Recruiters spend less time switching between LinkedIn Recruiter and Workday when searching for candidates.

Steps

1. Access the **Launch / Schedule Integration** task.
   See Launch an Integration.
2. Select the inbound or outbound LinkedIn RSC integration from the **Integrations** prompt.
3. In the **Run Frequency** prompt, select the frequency that best fits your business needs.
4. As you complete the **Integration Criteria** grid, consider:

Provider	Field	Description	Value Type	Value
LinkedIn Recruiter System Connect Launch Parameters	*Integration Start Time*	*The last time this integration was run.*	*Determine Value at Runtime*	Select from these options: • *As Of Entry DateTime of Last*

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Provider	Field	Description	Value Type	Value
				Completed Integration Event • *As Of Entry DateTime of Last Completed or Completed with Warnings Integration Event*
	Integration End Time	*The integration end time.*	*Determine Value at Runtime*	*Current Moment (DateTime)*

5. Complete the **Schedule** tab. Select the parameters under the **Recurrence Criteria** section.
   Your selection on the Catch Up Behavior prompt determines how many times Workday reruns an integration after an error.
   When you select *Dependent* on the Run Frequency prompt, consider:

Option	Description
Dependency	Select the Dependency event type that triggers this integration.
Trigger on Status	Select the event statuses that will trigger this integration. You can run this integration when a specified Workday event status completes, fails, or aborts.

6. Select the *Start Date* and *End Date* to schedule the integration event in the **Range of Recurrence** section.

Result

View details about the scheduled integrations in the **Scheduled Future Processes** report.

Example

Next Steps

Repeat the steps for the other LinkedIn RSC integration.

Concept: LinkedIn Recruiter System Connect

The LinkedIn Recruiter System Connect (RSC) integration enables data transfer between Workday Recruiting and LinkedIn Recruiter. The integration reduces switching between the 2 applications.

Integration Templates

Workday supports these LinkedIn RSC Integration Templates:

- *LinkedIn Recruiter System Connect Export.*
- *LinkedIn Recruiter System Connect Import*
- *LinkedIn Recruiter System Connect One Click Export*

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Imported LinkedIn InMails

Existing Workday prospect profiles display LinkedIn InMail data based on the privacy settings that users set in LinkedIn. If the candidate or prospect elects to share contact information, Workday will include their contact information as part of the import.

Workday creates new prospect profiles for LinkedIn InMail recipients who have elected to share their name data, but don't have a Workday profile. To ensure Workday creates prospect profiles, enable the InMail Stub Profile setting in the LinkedIn Recruiter administrator settings. If the recipients didn't elect to share their name data, Workday won't be able to create a new prospect in Workday.

If a recruiter with access to LinkedIn Recruiter is also an internal candidate, the LinkedIn InMail communication for that recruiter doesn’t import into Workday.

Security

Due to the different security model of LinkedIn, Workday excludes confidential candidates and job applications when exporting data to LinkedIn. We can't associate data imported from LinkedIn with confidential data in Workday.

Workday recruiters with security to access LinkedIn Recruiter can view candidates and job applications sent from Workday to LinkedIn. Workday users with security to access candidate or prospect profiles can view LinkedIn Profiles and LinkedIn InMail data.

Integration Support

Workday supports:

- Displaying the inbound data retrieved from LinkedIn within Workday.
- The inbound LinkedIn RSC integration and retrieving LinkedIn data.
- The outbound LinkedIn RSC integration and exporting Workday data.
- The One-Click Export integration and retrieving the LinkedIn data.

LinkedIn supports:

- All APIs for data transfer to and from LinkedIn Recruiter.
- All RSC features within LinkedIn Recruiter.
- Matching candidates between Workday and LinkedIn.
- Providing LinkedIn message history and consented LinkedIn InMail contact information for Workday retrieval.
- Providing One-Click Export data for Workday retrieval.
- The LinkedIn Onboarding widget inside of Workday.
- The LinkedIn Profile widget on the candidate profile.

Troubleshooting: LinkedIn Recruiter System Connect Integration

You couldn't successfully enable the LinkedIn Recruiter System Connect (RSC) integration after several attempts.

If you're seeing internal server errors or other issues while enabling the LinkedIn RSC integration, you can start over by resetting the LinkedIn Middleware integration.

Note: The **Reset LinkedIn Middleware Integrations** task removes configuration data in Workday for the LinkedIn RSC and Apply with LinkedIn integrations. Running this task is irreversible for both integrations.

Only use this task in a:

- Non-Production environment.
- Production environment if the LinkedIn RSC and Apply with LinkedIn integrations aren't in use yet.

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Solution:

Steps

Security: *Set Up: LinkedIn Middleware* domain in the Recruiting functional area.

1. Access the **Reset LinkedIn Middleware Integrations** task.
2. Select the **Reset** check box.
3. Wait 30 to 60 minutes.
4. Try to enable the LinkedIn RSC integration again.
   See Steps: Set Up LinkedIn Recruiter System Connect.

The LinkedIn RSC export integration completes with errors.

Cause: The integration event completed, but you're missing records in LinkedIn Recruiter due to rejected data. Example: LinkedIn rejected a candidate record because the last name for a candidate is missing in Workday.

Solution:

Steps

Security: *Integration Event* domain in the Integrations functional area.

1. Access the **Integration Events** report.
   See View Integration Events.
2. Access the integration that completed with errors.
3. On the **Output Files** tab, review the *MessagesAudit.zip* file for any errors that occurred during the integration.
4. Correct the data on the candidate profile.
5. Launch an Integration.
   Launch the LinkedIn RSC export integration again.

The LinkedIn RSC integration failed due to a server error.

The LinkedIn RSC integration has failed with a 500 Internal Server Error or 504 Gateway Timeout response message. If you encounter these failures several times, contact LinkedIn support.

Cause: LinkedIn's server isn't responding.

Solution:

Steps

Security: *Integration Event* domain in the Integrations functional area.

1. Access the **Integration Events** report.
   See View Integration Events.
2. Access the integration that failed.
3. On the **Messages** tab, review the **Process Messages** grid for any errors that occurred during the integration.
4. Contact LinkedIn support.

Related Information
Reference
Troubleshoot hiring integrations widget

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Medicare Integrations

Steps: Set Up Medicare Integrations

Prerequisites

Establish an Employer Voluntary Data Sharing Agreement (VDSA) with the Centers for Medicare & Medicaid Services (CMS):

- Sign the VSDA agreement and obtain a VDSA ID.
- Designate an employer-named contact and know who the CMS EDI contact is.

Context

You can create integrations that support Employer Voluntary Data Sharing Agreements (VDSAs) with CMS.

Perform this procedure once for each integration template.

Steps

1. Access the **Create Integration System** task and enter the applicable template name at the **New using Template** prompt:

Option	Description
Medicare Secondary Payer Input File Outbound	Sends coordination of benefits request files for active employees to CMS.
Medicare Secondary Payer Response File Inbound	Imports coordination of benefits response files for active employees from CMS.
Non-Medicare Secondary Payer Input File Outbound	Sends coordination of benefits request files for retired employees and dependents to CMS.
Non-Medicare Secondary Response File Inbound	Imports coordination of benefits response files for retired employees and dependents from CMS.

   Security: *Integration Build* in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Build*
   - *Worker Data: Medicare*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.
   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Configure delivery and retrieval of integration files using SFTP.
   (Inbound integrations) See: Set Up Integration Retrieval .
   (Outbound integrations) See: Set Up Integration Delivery .
5. Launch an Integration .
   Launch each integration manually during the date-of-submission windows defined by CMS. Don't schedule your integrations.

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Concept: Medicare Integrations

Workday enables you to support Employer Voluntary Data Sharing Agreements (VDSAs) with the Centers for Medicare & Medicaid Services (CMS).

Workday provides 4 integrations that enable you to send and receive coordination of benefits request and response files for active and retired employees and their dependents:

- *Medicare Secondary Payer Input File Outbound*
- *Medicare Secondary Payer Response File Inbound*
- *Non-Medicare Secondary Payer Input File Outbound*
- *Non-Medicare Secondary Response File Inbound*

Medicare Integration Details

When planning to implement Medicare integrations, consider:

- These integrations support Employer VDSA agreement with CMS. These integrations don't support Section 111 compliance reporting for GHP or non-GHP coverage (worker's compensation or legal settlements). Establish your TIN numbers for the VDSA data exchange before you can use our delivered integrations for the coverage data.
- Workday doesn't maintain Medicare Part C data as part of Medicare coverage information.
- The *Non-Medicare Secondary Payer Input File Outbound* integration template doesn't support Drug Subsidy reporting records. Workday supports EGWP drug coverage with the *Import Medicare Part D EGWP* web service operation.
- Workday transmits Medicare Beneficiary Identifier (MBI) information for outbound Medicare integrations. Workday no longer transmits Health Insurance Claim Number (HICN) information for those integrations.

Integration Files and Reports

Every time a Medicare integration runs, Workday generates these files:

- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because actual data is included in the *Data Changes Audit* file, you might need to secure this file separately.

Okta

Steps: Set Up Okta Integration

Prerequisites

- Determine if you want to configure this integration (Workday-driven provisioning) or configure Okta to import data from Workday. See: Workday Integration Guide.
- Know the location and token for your Okta tenant.
- Review the Workday deployment documentation provided by Okta.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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Context

Implement an integration based on the *Okta - Worker* template to monitor Workday events and send a notification to your Okta tenant when worker data changes.

Steps

1. Access the **Create Integration System** task and enter *Okta - Worker* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. (Optional) In the **Configure Integration Services** task, enable any optional integration services.

   Security: *Integration Build* in the Integration functional area.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Worker Data: Current Staffing Information*
   - *Worker Data: Public Worker Reports*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. (Optional) Grant the ISU access to the *View: Account Provisioning Integration Document* domain to enable the ISU to view documents generated by the connector.
5. Select **Integration System > Configure Integration Attributes** as a related action on your integration system and configure attributes for your integration.
6. Select Workers to Include in Connector Output .

   Complete this step only if you enabled the *Define Eligibility* integration service in Step 2.
7. Configure one of these methods to monitor events in Workday:
   a) Create Integration (Step).
   b) Set Up Integration Subscriptions .

   Select any business processes and transaction events that directly affect a worker. Examples: hire, transfer, termination.

Next Steps

Configure your Okta tenant to extract required data from Workday.

Concept: Okta Integration

The Okta integration enables you to send notifications of changes to your employees directly to your Okta tenant. The *Okta - Worker* integration template enables you to monitor business processes and events in Workday that impact your workers. As you hire, transfer, and terminate your workers, the Okta integration sends the Workday ID (WID) value for each affected worker directly to your Okta tenant.

The Okta integration sends only the WID value for each affected worker. Configure your Okta tenant to extract additional data from your Workday tenant using the Workday Web Service API.

Integration Services

The *Okta - Worker* integration template consists of these integration services:

Integration Service	Required/Optional	Description
Account Provisioning Connector: Worker - ESB Service	Required	Extracts worker data from your Workday tenant.
Account Provisioning Connector: Worker - Configuration	Required	Manages configuration of your Okta integration, including attribute values.

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Integration Service	Required/Optional	Description
Integration Document Retention	Required	Defines how long the integration stores output files for auditing purposes.
Define Eligibility	Optional	Enables you to define which workers the integration monitors for sending notifications to Okta. Create a Document Field Override with a report field or calculated field. The report field or calculated field must return a check box *true* value for workers that you want to include.
Okta Account Provisioning	Required	Transforms data into JavaScript Object Notation (JSON) format and sends data to your Okta tenant.

Launch/Schedule Options for Okta Integration

When you configure the Okta integration, you select which business process and event types that trigger the integration. Excluding business process and transaction types that are irrelevant to Okta improves performance. However, Workday doesn't notify your Okta tenant of changes for a transaction type if:

- Your integration system doesn't subscribe to a transaction type that affects your workers.
- Your integration isn't in the business process for a transaction type that affects your workers.

If you aren't sure if the Okta integration should subscribe to a transaction or business process type, exclude the transaction or business process type.

Note: To avoid triggering double integration events, don't configure the same Transaction Type as both a Business Process Integration Step and an Integration Subscription.

Workday provides these options for launching the Okta integration:

Option	Advantages	Disadvantages
Business Process Integration Step	Enables you to adjust integration scheduling for each business process type using condition rules and delay steps.	Requires you to configure an integration step for each business process that you want to monitor.
Integration Subscriptions	Enables you to select, from a single prompt, each business process, and event type that you want to monitor. Workday includes automatically all business process definitions for each business process type that you select.	You can't adjust the integration launch time using condition rules or delay steps. The integration launches when the business process completes.

Launch Parameters for Okta Integration

The Okta integration includes these launch parameters:

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Launch Parameter	Description
Workers	Returns the worker data as of the specified date and time. The integration can only launch for a single worker: • If you're launching the integration manually, select only 1 worker. • If you configure the integration to launch by business process or integration subscription, use the Workday-delivered **Transaction Targets as Workers** field. Note: Don't use the **Transaction Targets** report field. This field can sometimes return multiple workers, which the integration can't process.
As of Entry Moment	Includes any changes to worker data entered as of the specified date and time. Workday suggests using: • The current moment if launching manually. • The Workday-delivered field **Current Moment (DateTime)** if launching using a business process or integration subscription. • The Workday-delivered field **Transaction Entry Moment** if launching using a business process or integration subscription. Workday doesn't recommend back-dating the **As of Entry Moment** parameter because it can cause subsequent data values to be invalid.
Effective Date	Returns the worker data effective as of the specified date. Workday recommends that you use the **Transaction Effective Moment** field. Note: For termination-related Business Process (BP) initiation or Integration Subscription, Workday recommends that you use a calculated field to take *Transaction Effective Moment + 1 Day*. This calculated field reflects the first day that the worker didn't work.

Integration Files

Every time the integration runs, Workday generates these files:

- Data files: Workday generates 2 files in different formats. Each file includes the same data.
- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.

You can find these files in the Integration Event for each integration run.

If you don’t want to generate audit files, you can use the **Suppress Messages Audit** integration attribute.

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Note: Since the *Data Changes Audit* file includes actual data, evaluate the need to secure this file separately.

Reference: Okta Integration Output Fields

The Okta integration generates 2 data files for each event, in XML and JSON format. Each file contains the same data; the Okta integration sends the JSON file to your Okta tenant.

Field	Description
Published	Date and time when Workday generated the output file, in ISO 8601 format.
Generator	Name of the Workday tenant and environment that generated the output file.
Verb	Identifies the business process or event.
Context	Includes the Workday ID (WID) of the worker affected by the business process or event.

Organization Inbound Connector

Steps: Set Up Organization Inbound Connector

Prerequisites

Set up an external server that an external endpoint and your integration can access.

Context

Set up an integration system to import organization changes from an external endpoint into Workday.

Steps

1. To generate organization change data, configure your external endpoints.

   To improve Connector performance, Workday recommends that you load organizations in batches for high-volume organization loads.
2. Access the **Create Integration System** task and enter *Core Connector: Organization Inbound* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these security domains:

   - *Integration Build*
   - *Manage: Organization Integration*
   - *Manage: Organization Update Integration*
   - *Worker Data: Organization Information*
   - *Worker Data: Public Worker Reports*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Set Up Assignable Roles.

   Add the ISU account to a role that can assign roles for any affected organization at the **Assigned by Security Groups** prompt.
5. As a related action on your integration, select **Integration System > Configure Integration Attributes**, add a row for each attribute, and specify a value.

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6. Set Up Integration Retrieval .
7. Launch an Integration .

Concept: Organization Inbound Connector

Use the Organization Inbound Connector to import organization data from an external endpoint that defines organizations and their codes into Workday. The Organization Inbound Connector can add new organizations to Workday, update existing organizations, and inactivate organizations. With the Organization Inbound Connector, you can use a non-Workday application as your source-of-truth for organization data, then synchronize that data with Workday.

The Organization Inbound Connector works with organizations in Workday. Workday recommends that you familiarize yourself with Workday organization features.

Organization Events

The Organization Inbound Connector enables your external endpoint to:

- Create an organization in Workday. To load the organization into Workday, include an organization in the integration file with a unique Reference ID. Define these items in a hierarchy for an organization:
  - Reference ID.
  - Name.
  - Availability date.
  - Code.
  - Organization type and subtype.
  - Location.
- Edit an existing organization in Workday. To amend the existing organization in Workday, include an organization in the integration file with a pre-existing Reference ID. You can change the superior organization (equivalent to moving the organization) of the organization. You can also edit other information about the organization, including role assignments.

  Organization Inbound Connector supports 1 assignment of role to position, whether the position supports multiple assignments or not.
- Inactivate an organization. By using the provided Inactive flag, you can inactivate an organization. When you inactivate an organization:
  - Workday moves all active subordinate and included organizations up to an active superior organization unless you specify a specific organization. Inactive subordinate and included organizations don’t move up.
  - Specify a specific organization if:
    - There’s no parent organization.
    - The organization that you're inactivating has active subordinates and included organizations.
  - If you set Keep in Hierarchy to false, Workday dissolves the organization structure and converts inactive organizations to standalone organizations.

File Format for Organization Inbound Connector Data

The Organization Inbound Connector imports data in a Workday-defined CSV (Comma-Separated Value) or XML format. Send data full file. The Organization Inbound Connector doesn’t support change-only files. Instead, the integration determines if an organization is new or changed based on the Reference ID.

To improve Connector performance, Workday recommends that you load organizations in batches for high volume organization loads.

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Note: If you include a new organization that doesn't exist in Workday, the Reference ID can't already be in use by another organization. The Organization Inbound Connector performs no additional data validation aside from the Reference ID. Workday overwrites the existing organization if:

- You include a new organization on the file.
- The organization uses the same Reference ID as an existing organization.

Integration Process Flow

The Organization Inbound Connector imports organization data using this process:

1. Your external endpoint generates a file (in the Workday-supported format) and sends it to a file server known to the integration.
2. You launch the integration, either by schedule or manually.
3. The integration retrieves the file according to the Document Retrieval configuration on the Integration Process Event and applies document tags.

   If the file isn't in Workday XML or CSV format, configure a Document Transformation integration to convert the input file.
4. The integration processes the file, then imports the data into Workday:
   - The integration creates new organizations in Workday.
   - The integration updates or inactivates existing organizations.

Organization Inbound Connector Audits

The Organization Inbound Connector generates audit files each time it runs.

View Organization Inbound Connector Integration Audits

Prerequisites

Security: *Background Process Management* domain in the Tenant Non-Configurable functional area.

Context

For each integration event, you can use the Organization Inbound Connector integration audits to determine:

- What operation performs (DataChangesAudit.html)
- Details about the file (DiagnosticAudit.html)

Steps

1. As a related action on the integration event, select **Background Process > View Output Files**.
2. Select an audit file:

Option	Description
DataChangesAudit.html	For each organization, displays the operation (Add, Update, Inactivate); for Update operations, also displays each changed field.
DiagnosticAudit.html	For each organization, displays the document name, the name and Reference ID of the organization, and if the file contained errors. Also displays any validation messages received while processing the organization.

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Reference: Organization Inbound Connector File Schema

CSV File Description

The CSV format consists of various fields, each occurring once per organization. If you don't include a header on the CSV file, the fields must be in the order listed. For a complete description of each field, see the XML Elements section:

Note: The CSV file input supports a single Container_Organization_Reference_ID field value for each included organization. The XML file input, in contrast, can support multiple Container_Organization_Reference_ID field values for each organization.

- Organization_Reference_ID
- Organization_Name
- Availability_Date
- Include_Organization_Code_In_Name
- Organization_Code
- Organization_Type_Name
- Organization_Subtype_Name
- Organization_Visibility_Name
- Organization_Inactive
- Inactivation_Date
- Superior_Organization_Reference_ID. If Container_Organization_Reference_ID has a value, leave this field empty.
- Container_Organization_Reference_ID. If Superior_Organization_Reference_ID has a value, leave this field empty.
- Frozen_Status
- Staffing_Model
- Primary_Business_Site_Reference
- Organization_Role_ID_1
- Position_ID_1
- Organization_Role_ID_2
- Position_ID_2
- Organization_Role_ID_3
- Position_ID_3
- Keep_in_Hierarchy
- Organization_for_Subordinates_Reference_ID
- Organization_for_Included_Organizations_Reference_ID

XML Elements

The XML schema for inbound organization update data includes these elements:

Element	Level	Description
External_Organization_Inbound_Records	1	Contains all other elements. Only 1 element permitted per file.
External_Organization_Inbound_Record	2	Contains 1 instance of all subsequent elements, except as noted. Unlimited number of elements permitted per file.
Organization_Reference_ID	3	Reference ID value for the organization. If you're inserting the organization into Workday, ensure that this Reference ID doesn't exist for any other organization in Workday. Must be in XSD *string* format.

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Element	Level	Description
Organization_Name	3	Organization name in Workday. Must be in XSD *string* format.
Availability_Date	3	Availability Date is for informational purposes. This field value communicates when to begin using this organization. Workday doesn't use this field in any Workday validations to control when a staffing transaction can use the Organization, such as Hire Employee or Change Job. Must be in XSD *date* format.
Include_Organization_Code_In_Name	3	Indicates if you're concatenating the Organization_Code element value with the Organization_Name value. Must be in XSD *Boolean* format.
Organization_Code	3	Organization code value. Must be in XSD *string* format.
Organization_Type_Name	3	Organization type for the organization. Must be in XSD *string* format.
Organization_Subtype_Name	3	Organization subtype for the organization. Must be in XSD *string* format.
Organization_Visibility_Name	3	Determines organization visibility in Workday. Must be in XSD *string* format. Valid visibility values are *Role Assignees*, *Role Assignees of Current and Superiors*, *Role Assignees and Members*, and *Everyone*. Former visibility values *Administrators Only*, *Administrators Only - All Organizations*, and *Members Only* are also still valid.
Organization_Inactive	3	If set to Yes, sets the organization to inactive. You can't use this element to reactivate organizations. Must be in XSD *Boolean* format.
Inactivation_Date	3	Date that organization becomes inactive. Must be in XSD *date* format.
Superior_Organization_Reference_ID	3	Reference ID value for the superior organization of the organization in Workday. This field will be effective as of current date. Must be in XSD *string* format. If you include a *Container_Organization_Reference_ID* value, leave this element empty. Only applicable for hierarchical organization types such as supervisory organization and cost center hierarchy.
Container_Organization_Reference_ID	3	Reference ID value for the organization in Workday that you're including the organization in. This field will be effective as of current date. Must be in XSD *string* format. If you include a *Superior_Organization_Reference_ID* value, leave this element empty. You can enter only organizations that can include the organization type for that container organization. Example: This value could only be the Reference ID for a cost center hierarchy when the organization is a cost center.

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Element	Level	Description
Frozen_Status	3	If set to Yes, freezes all positions in the Organization. You can use this field only for supervisory organizations. Must be in XSD *Boolean* format.
Staffing_Model	3	Indicates the type of staffing model used by the organization. You can use this field only for supervisory organizations and for new organizations with no superior. Valid Staffing Model values are: Position Management and Job Management. Must be in XSD *string* format.
Primary_Business_Site_Reference	3	Workday ID (WID) for the Organization primary business site location. You can use this field only for supervisory organizations and for new organizations with no superior. Must be in XSD *string* format.
Organization_Role_ID_1	3	Name of an organization role. Must be in XSD *string* format.
Position_ID_1	3	Position ID that you assign to the Organization_Role_ID_1. Must be in XSD *string* format.
Organization_Role_ID_2	3	Name of an organization role. Must be in XSD *string* format.
Position_ID_2	3	Position ID that you assign to the Organization_Role_ID_2. Must be in XSD *string* format.
Organization_Role_ID_3	3	Name of an organization role. Must be in XSD *string* format.
Position_ID_3	3	Position ID that you assign to the Organization_Role_ID_3. Must be in XSD *string* format.
Keep_in_Hierarchy	3	Keeps an organization that you're inactivating in its current hierarchy. If not specified, Workday sets the value to False. Use only when you set Organization_Inactive to Yes. You can't use Keep_in_Hierarchy when an organization is already inactive. In that case, use the Inactivate Organizations web service instead. Must be in XSD *Boolean* format.
Organization_for_Subordinates_Reference_ID	3	Reference ID value for new superior organization for any subordinate organizations. Only applicable if you're inactivating the organization because an inactive organization can't have active subordinates. If not specified, inactive subordinates remain as is and Workday moves active ones to superior. Must be in XSD *string* format.
Organization_for_Included_Organizations_Reference_ID	3	Reference ID value for new superior organization for any included organizations. Only applicable if you're inactivating the organization because an inactive organization can't include active organizations. If not specified, inactive included organizations remain as is and active ones move to superior. Must be in XSD *string* format.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
```

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```
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 targetNamespace="urn:com.workday/org"
    xmlns:org="urn:com.workday/org" elementFormDefault="qualified">

    <xsd:element name="External_Organization_Inbound_Records">
        <xsd:complexType>
            <xsd:sequence>
                <xsd:element name="External_Organization_Inbound_Record"
 type="org:OrgInboundRecord"
                    maxOccurs="unbounded"/>
            </xsd:sequence>
        </xsd:complexType>
    </xsd:element>

    <xsd:complexType name="OrgInboundRecord">
        <xsd:sequence>
            <xsd:element name="Organization_Reference_ID" type="xsd:string" />
            <xsd:element name="Organization_Name" type="xsd:string"
 nillable="true"/>
            <xsd:element name="Availability_Date" type="xsd:date"/>
            <xsd:element name="Include_Organization_Code_In_Name"
 type="xsd:boolean"/>
            <xsd:element name="Organization_Code" type="xsd:string"
 nillable="true"/>
            <xsd:element name="Organization_Type_Name" type="xsd:string"/>
            <xsd:element name="Organization_Subtype_Name" type="xsd:string"/>
            <xsd:element name="Organization_Visibility_Name"
 type="xsd:string"/>
            <xsd:element name="Organization_Inactive" type="xsd:boolean"/>
            <xsd:element name="Inactivation_Date" type="xsd:date"
 nillable="true"/>
            <xsd:choice>
                <xsd:element name="Superior_Organization_Reference_ID"
 type="xsd:string" nillable="true"/>
                <xsd:element name="Container_Organization_Reference_ID"
 type="xsd:string" maxOccurs="unbounded" nillable="true"/>
            </xsd:choice>
            <xsd:element name="Frozen_Status" type="xsd:boolean"/>
            <xsd:element name="Staffing_Model" type="xsd:string"/>
            <xsd:element name="Primary_Business_Site_Reference"
 type="xsd:string" nillable="true"/>
            <xsd:element name="Role_Assignments">
                <xsd:complexType>
                    <xsd:sequence>
                        <xsd:element name="Role_Assignment"
 maxOccurs="unbounded">
                <xsd:complexType>
                     <xsd:sequence>
                     <xsd:element name="Organization_Role_ID"
 type="xsd:string" nillable="true"/>
                     <xsd:element name="Position_ID" type="xsd:string"
 nillable="true"/>
                     </xsd:sequence>
                     </xsd:complexType>
                     </xsd:element>
                     </xsd:sequence>
                     </xsd:complexType>
             </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
</xsd:schema>
```

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Salesforce.com Chatter

Steps: Set Up Salesforce.com Chatter Integration

Context

To export updates from My Tasks to Chatter, create a Salesforce.com Chatter integration. Chatter then displays the My Tasks items.

Steps

1. Create Custom Report for Salesforce.com Chatter Integration .

   To extract data from My Tasks, create a custom report.
2. Access the **Create Integration System** task and enter *Salesforce - Chatter Workfeed Sync* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
3. Create an Integration System User (ISU) and grant the ISU Get and Put access to the *Integrations: Workfeed* security domain.

   This domain secures the Report Data Source used by the custom report that retrieves Workfeed data.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. As a related action on your Salesforce.com Chatter integration, select **Integration System > Configure Integration Attributes**:

Option	Description
Salesforce Integration User ID	Enter the account ID for the Salesforce user who posts the My Tasks data in Salesforce.
Salesforce User Password	Enter the password for the account ID.
Salesforce Security Token	To authenticate with Salesforce, enter the Salesforce security token.
Workfeed Report Owner	Enter the owner of the custom report that retrieves My Tasks items from Workday.
Workfeed Report Name	Enter the name of the custom report that retrieves My Tasks items from Workday.
Workday Default URL	Enter the Workday tenant URL that Salesforce Chatter displays.
Salesforce Environment	Specify the Salesforce.com sign-in URL, depending on which environment you select in the Restricted to Environment prompt. If not overridden, the integration uses these URLs: • Production environment: login.salesforce.com • All other environments, or no environment specified: test.salesforce.com You can override these values by editing the attribute.

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5. Launch an Integration .
   Schedule how often you want Workday to launch the integration.

Create Custom Report for Salesforce.com Chatter Integration

Prerequisites

Security: *Custom/Standard Report Copy* domain in the Tenant Non-Configurable functional area.

Context

Copy the Standard Report **My Tasks** and create a custom report in Workday that returns My Tasks data for use by the *Salesforce.com Chatter* integration.

Steps

1. Access the **My Tasks** report.
2. As a related action on the report, select **Standard Report > Copy**.
3. Give the copied report a new **Name**.
   You refer to this report when configuring the *Salesforce.com Chatter* integration.
4. Change the **Data Source** to *Business Process Transactions Awaiting Employee ID*.
5. Select the **Columns** tab and add Column Heading Override values exactly as listed:

Option	Description
Business Process Event	*Business Process Event*
Subject	*Subject*
Date and Time Initiated	*Date Time Initiated*
Due Date	*Due Date*

6. Select the **Sort** tab and verify that the **Sort Direction** for *Date and Time Initiated* is set to *Alphabetical - Descending*.
7. Select the **Filter** tab and add a filter:

Option	Description
And/Or	*And*
(	*(*
Field	*Date and Time Initiated*
Operator	*greater than or equal to*
Comparison Type	*Prompt the user for the value*
Comparison Value	*Default prompt*

8. Select the **Prompts** tab and add a prompt for the *ID* report field:

Option	Description
Field	*ID*
Prompt Qualifier	None.
Label Override	*Employee ID*
Default Type	*No default value*
Required	Yes

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9. In the **Prompts** tab, add a second prompt for the *Date and Time Initiated* report field:

Option	Description
Field	*Date and Time Initiated*
Prompt Qualifier	*Default prompt*
Label Override	*As Of DateTime Initiated*
Default Type	*No default value*
Required	N/A

10. Select the **Share** tab and select **Share with all authorized users**.
11. Select the **Advanced** tab and set the **Web Service Options**:

Option	Description
Enable as Web Service	Select.
Web Service API Version	*v15*

Concept: Salesforce.com Chatter Integration

Synchronize My Tasks data between Workday and Salesforce.com Chatter. Salesforce.com Chatter brings the power of social networks inside your company. Salesforce.com Chatter is a free, private, and secure social network just for your business. With Chatter, your workers can connect with each other to work together and be more productive. The integration pushes updates on the people, projects, and files that you care about most automatically to your workers, so you always know what's going on.

Salesforce.com Chatter Integration Template

The *Salesforce - Chatter Workfeed Sync* integration template enables you to export data from the Workday My Tasks to Salesforce.com Chatter. When run, the integration extracts all new My Tasks items created in Workday since the last integration run. The integration exports them to Salesforce.com Chatter as a single entry in private messages.

Note: Set up a *Salesforce - Worker Sync* integration to use the *Salesforce - Chatter Workfeed Sync* integration template.

Salesforce.com Prerequisites

Before setting up the Salesforce.com Chatter integration, verify that you have an *Admin User* account on Salesforce.com that your integration can use.

Salesforce.com Configuration

We recommend that you configure your Chatter Admin account as follows:

- Set the *User Account Name* to the *Admin User* or *Company User*. This name displays as the sender on the private message.
- Don't set an Alias for the *User Account*.

The Admin account in Chatter can see all messages for all workers.

Salesforce.com Chatter passwords expire every 3 months. Update the password and security token in the integration attributes for the Salesforce.com integrations.

Configuration Steps

To configure Salesforce.com integrations:

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1. Steps: Set Up Salesforce.com Worker Sync Integration .

   To synchronize worker data in Workday with accounts in Salesforce.com, create a *Salesforce - Worker Sync* integration.
2. Create Custom Report for Salesforce.com Chatter Integration

   Create a custom report to return My Tasks items to the integration.
3. Steps: Set Up Salesforce.com Chatter Integration

   To export data returned by the custom report to Salesforce.com, create a *Salesforce - Chatter Workfeed Sync* integration.

Salesforce.com Worker Sync

Steps: Set Up Salesforce.com Worker Sync Integration

Prerequisites

- Verify that you have an *Admin User* account on your Salesforce.com tenant that the 2 integration templates can use.
- Create any Profiles in Salesforce.com that you want to assign to your workers using the integrations.

Context

Create an integration system that establishes accounts for workers in Salesforce.com and updates the accounts when changes occur. The integration reports changes to worker status so that Salesforce.com can activate or deactivate accounts as needed.

After the initial full file worker synchronization, Workday sends Salesforce.com a changes-only file, when scheduled. The changes-only file contains complete records for workers who are new or whose information has changed since the last integration run.

You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule the integration to run several times per day. Launching the integration frequently doesn't affect performance.

If you want to send additional worker attributes to the Salesforce.com environment, consider using *Core Connector: Worker*.

Steps

1. Access the **Create Integration System** task and enter *Salesforce - Worker Sync* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
3. As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.

   Define which workers are eligible for Workday to include in the integration. Define which Salesforce.com profile, department, and division workers belong to in Salesforce:

Grid	Description
Define Eligibility / Eligibility criterion	Select (or create and select) a Boolean report field or calculated field from the **Override External Field** prompt. The Boolean must

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Grid	Description
	return *true* for any worker that is included in the integration.
Salesforce Worker Configuration / Salesforce_Profile	Select a report field or calculated field from the **Override External Field** prompt. The report field or calculated field defines which profile each worker receives in Salesforce. For information on where to locate the profile ID for a worker in Salesforce, see Salesforce product documentation.

4. (Optional) Select **Integration System > Configure Integration Transaction Log** and select the Workday transactions that the integration monitors for changes.

   Note: Workday recommends that you select **Subscribe to all Transaction Types except**. Then filter out only transaction types that you know have no relevance to your needs. If in doubt, don't filter out a transaction type.
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these security domains:

   - *Worker Data: Current Staffing Information*
   - *Person Data: Gender*
   - *Worker Data: Private Contact Information*
   - *Worker Data: Public Worker Reports*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
6. Launch an Integration .

   Schedule how often you want Workday to launch the integration.

Steps: Suppress Audit Files for Salesforce - Worker Sync Integration Template

Prerequisites

Enable the Integration Audit Configuration service for an existing integration system.

Context

You can suppress the generation of status and audit files using integration attributes:

- *Suppress Audit Reports*
- *Suppress Messages Audit*

Security: *View: Salesforce Integration Document* domain.

Steps

1. Access the **Configure Integration Attributes** task for your existing Salesforce integration to configure suppression attributes.
2. In the **Attributes** section, set one or both of the *Suppress Audit Reports* and *Suppress Messages Audit* attributes to True to suppress these files.

   Note: For new integration systems, we deliver these attributes as True.

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3. (Optional) Access the **View Security for Securable Item** report to change access to integration output documents:
    a) Select the *View: Salesforce Integration Document* domain. You must have access to this domain to view any part of the output files on the integration event.
    b) Access the related Domain Security Policy and add security groups to the Report/Task Permissions table to grant view access to the output documents.
4. Access the **Activate Pending Security Policy Changes** task to activate the security policy changes.

Result

The integration omits certain audit files, such as web service audit files, from the output.

Concept: Salesforce.com Worker Sync Integration

Synchronize accounts between Workday and Salesforce.com using the *Salesforce - Worker Sync* integration template. As you hire workers into Workday, the integration sends worker data to Salesforce.com. You can use the integration to create Chatter accounts, Salesforce.com accounts, or both kinds of accounts. You also define rules in the integration to specify which profile, department (Optional), and division (Optional) the integration assigns a worker to based on defined criteria.

Use this integration template if you want to use the Salesforce.com Chatter integration.

Launch/Schedule Options

Workday provides these launch schedule options for the Salesforce - Worker Sync integration:

- **Organization**: If you intend to run the integration immediately, select the organization for which you want to run the integration. The prompt varies depending on the Integration Process Event and on your security access:
    - *Owning Organization* displays if the Integration Process Event for this integration is associated with a specific organization. You can select the organization or any of its subordinate organizations of which you're a member or have an organization role.
    - *Organization By Type* displays if the Integration Process Event for this integration has no associated organization. You can select any organization and subordinate organization of which you're a member or have an organization role.
- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Worker integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually for specific workers, or for all eligible workers. The integration prompts you to enter launch parameters.

For each launch schedule option, you can enter these launch parameters:

- **Last Successful Launch Moment** automatically populates with the last moment (date and time) at which the integration system was successfully launched. You can force the integration to search for and retrieve data changes over a wider period. Override this date and time in order with the *Specify Value* option.
- **As Of Moment** enables you to retrieve the later end of the entry time range. Example: If you specify an entry range of 07-01-20:00:00:00 to 07-02-20:01:00:00, the **As Of Moment** time is 07-02-20:01:00:00. You can enter a specific date in the future (using the *Specify Value* option) when using the **Run Now** launch schedule option. When scheduling a recurring integration event, use the *Determine Value at Runtime* option. Then select a date field from the **Value** prompt. Example: *First Day of Next Month*.
- **Full File** extracts all data, regardless of how recently it was changed.

  Note: You can only deactivate Salesforce accounts if you don't select *Full File*.

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- **Restrict Results By Orgs** enables you to select one or more Organizations to include in the integration output file.

Salesforce.com Prerequisites

Before setting up the Salesforce.com integration, verify that you have an *Admin User* account on Salesforce.com that the 2 integration templates can use. Create any profiles that you want to assign to your workers using the integrations.

Salesforce.com Chatter Configuration

If you want to provision Chatter accounts, Workday recommends that you configure your Chatter Admin account as follows:

- Set the *User Account Name* to the *Admin User* or *Company User*. This name displays as the sender on the private message.
- Don't set an Alias for the *User Account*.

The Admin account in Chatter can see all messages for all workers.

Salesforce.com Chatter passwords expire every 3 months. Update the password and security token in the integration attributes for the Salesforce.com integrations.

Reference: Salesforce.com Worker Sync Integration Fields

This table lists Salesforce.com field values in the Connector output document and the source fields or attributes in Workday:

Salesforce.com Field	Workday Source Field
Username	*Primary Work Email Address*
Alias	*Worker ID*
Email	*Primary Work Email Address*
IsActive	*Worker is Active & meets Eligibility criteria*
LanguageLocaleKey	*Language Locale Key integration attribute*
TimeZonesSidKey	*Time Zone Configuration integration attribute*
LocaleSidKey	*Locale Sid Key integration attribute*
EmailEncodingKey	*Email Encoding Key integration attribute*
ProfileId	*Integration Field Override*
Department	*Integration Field Override*
Division	*Integration Field Override*
Title	*Position Title*
FirstName	*Preferred First Name*
Last Name	*Preferred Last Name*
Country	*Work Address Country*
Company Name	*Tenant name*
EmployeeNumber	*Worker ID*

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Skillsoft Integration

Steps: Set Up Skillsoft Integration

Prerequisites

Know the customer ID, endpoint URL, and password for your Skillsoft account.

Context

Set up an integration that imports licensed courseware into your learning catalog in Workday as external digital courses.

Steps

1. Access the **Create Integration System** task and select *Learning SkillSoft Course Sync* from the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. Enable all optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
3. Create an Integration System User (ISU) and grant the ISU access to the *Integration Event* domain in the Integration functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
4. Register an API client for integrations in Workday and manage refresh tokens for the integration system user.

   Ensure that you configure these settings:

   - For **Scope (Functional Areas)**, select *Backpack Hub Service* from the prompt.
   - Leave **Non-Expiring Refresh Tokens** selected.
   - Leave the **Include Workday Owned Scope** and **Locked Out due to Excessive Failed Signon Attempts** check boxes unselected.

   See Register API Clients for Integrations.
5. Access the **View API Clients** report and record these values for the API client that you generated in the previous step:

   - *Client ID*.
   - *Refresh Token*.
   - *Token Endpoint*.

   Security: *Security Administration* domain in the System functional area.
6. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
7. Access the **Configure External Content** task and specify Workday Learning-specific settings that the integration applies to all imported courses.

   The **Topic Mapping** section enables you to map learning topics to your Skillsoft tags or course folders after you launch the integration for the first time. If you access this task before running the integration, there are no tags available to map, but you can create mappings for subsequent runs.

   Security: *Set Up: Learning External Content Integrations* domain in the Learning Core functional area.

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8. Launch an Integration .

   For the **Skillsoft Initiation Mode** launch parameter, select one of these launch options:

   - *ALL*: Gets metadata for all course content. Use this mode the first time you run the integration.
   - *DELTA*: Gets new or updated metadata. If you don't select a value, Workday uses *DELTA*.
   - *ALL_NOT_RESET*: Gets metadata for all course content, but doesn't reset the *ALL* or *DELTA* mode.

Related Information
Tasks
Configure External Content

Concept: Skillsoft Integration

Import licensed courseware from Skillsoft into your learning catalog in Workday as external digital courses.

Workday Learning only supports Skillsoft courses on mobile that Skillsoft has designed for mobile.

Skillsoft Integration and Supporting Tasks and Reports

The Skillsoft integration consists of these components and supporting tasks and reports:

Component	Description
Configure External Content	This task enables you to specify Workday Learning-specific settings that the integration applies to all imported courses. You can map learning topics to your Skillsoft tags or course folder.
View External Digital Course	Workday Learning displays this report when you select a Skillsoft external digital course from: • A worklet on the Learning Home page. • The **Manage Learning Content** report.
Learning SkillSoft Course Sync	This integration template enables you to create an integration system that: • Retrieves data files from Skillsoft. • Loads the data into Workday.

Launch/Schedule Options

Workday provides these launch schedule options for the Skillsoft integration:

- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Integration Output Files

The Skillsoft integration creates learning content in Workday based on your Skillsoft catalog. The main output of the integration is new courses in the learning catalog in your tenant. The integration also outputs several informational files associated with the integration events. Workday retains these files for debugging and troubleshooting purposes.

File	Retention	Description
Diagnostic-Audit.html	30 days	A human-readable output file that you can open in a web

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File	Retention	Description
		browser. It contains detailed information on the courses that the integration added, updated, or removed from the tenant as well as identifiers that are important for support. The integration generates this file as the final step.
Skillsoft-Asset-Metadata.zip	7 days	A download of AICC packaged content from the Skillsoft portal for debugging purposes. It contains many small text files that enable the media player in Workday to launch out to content on Skillsoft.
Skillsoft-Full-Course-Listing.csv	7 days	A download of the catalog hierarchy from Skillsoft for debugging purposes. The integration uses this data to generate tags that we apply to the courses.
Diag_Course_Sync_Summary.xml	3 days	An intermediate XML file that contains records of tenant modifications. The integration later processes this data and transforms it into the *Diagnostic-Audit.html* file.
Post-Processing-1.zip	3 days	The integration can output up to 15 similarly named files. Due to polling delays while Skillsoft prepare their catalog for download, the integration terminates and relaunches a number of times. These zip files enable Workday to pass the context or state from one invocation to the next.

Troubleshooting: Error When Syncing Course Data with Skillsoft Integration

When you're syncing course data in DELTA mode, you receive an error message because the integration timed out while waiting for Skillsoft to generate the ZIP file.

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Cause: Workday reached its maximum number of attempts when trying to sync course data because Skillsoft isn't currently available.

Solution: Run the integration in DELTA mode again later.

Solution: Run the integration in ALL mode to sync metadata for all course content.

Social Security Number Verification Service

Steps: Set Up Social Security Number Verification Service Integration

Context

Set up an integration to generate employee Social Security Number data for uploading to the Social Security Number Verification Service (SSNVS).

Steps

1. Enroll your organization in the Social Security Number Verification Service.
2. Access the **Create Integration System** task and enter *Social Security Number Verification* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. (Optional) Grant the ISU access to the *View: Social Security Number Verification Integration Document* domain to enable the ISU to view files generated by the integration.
5. As a related action on your integration, select **Integration System > Configure Integration Attributes** and enter the number of days that Workday preserves output files.
6. Set Up Integration Sequence Generators .

   In the **Sequence ID Format** field, add *.txt* to the end of the field value.
7. Launch an Integration .

   Verify that the integration generates data as expected. Since the integration doesn't deliver files to the SSNVS, you can test the integration with live data.
8. Upload the SSNVS files to the SSNVS for overnight processing.

Concept: Social Security Number Verification Service Integration

To verify that your employee names and Social Security numbers (SSN) match Social Security Administration records, use the Social Security Number Verification Service (SSNVS) integration. The Social Security Number Verification Service integration generates one or more flat files in the SSNVS file format for upload to the SSNVS.

About the Social Security Number Verification Service (SSNVS)

The SSNVS provides several online verification methods. The Social Security Number Verification Service integration generates files for overnight upload. Files can contain up to 250,000 names and SSN numbers; the SSNVS usually sends results the next government business day. This option is ideal if you want to verify an entire payroll database or if you hire many workers at a time. While the service is available to all employers and third-party submitters, these limits apply:

- You can use the service only for verifying current or former employees.
- You can use the service only for wage reporting (Form W-2) purposes.

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Integration File Generation and Delivery

The integration template doesn't support integration file delivery; integration output files are attached to the integration event. The integration generates a flat text file (.txt) in the SSNVS format. If you run the integration for more than 250,000 employees (past and current), the integration splits the output into 2 files. Download the output files from the integration event and send the files on to the SSNVS. This integration doesn't support direct delivery of integration output files to the SSNVS.

Using a combination of launch parameters you can define which employees to include in the output file:

- **Begin Date** and **End Date**: includes any employee with a Hire Date within the date range.
- **Calendar Year**: includes any employee who you paid at any point during the calendar year.
- **Employee**: includes employees that you select by name.

Integration Audit Files

Every time the integration runs, Workday generates a *Messages Audit* that includes response messages from the integration system.

You can find the SSNVS zip and *Messages Audit* files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Talent Profile Inbound Connector

Steps: Set Up Talent Profile Inbound Connector

Prerequisites

Set up an external server that your external endpoint and Connector can access.

Context

Set up an integration that imports worker talent profile updates from an external endpoint into Workday.

Steps

1. Configure your external endpoints so that they generate data for in 1 of the formats supported by the Connector.

   See: Reference: Talent Profile Inbound Connector File Schema .
2. Create Integration System .

   Enter *Core Connector: Talent Profile Inbound* at the **New Using Template** prompt.
3. Enable one or more of these optional integration services. The **Configure Integration Services** task displays all integration services, including required services; those integration services aren't editable.

Option	Description
Talent Profile Inbound: Worker Certification Achievement Data	Enables your integration to import certification achievements into corresponding certification achievement records in Workday.
Talent Profile Inbound: Worker Competency Achievement Data	Enables your integration to import competency achievements into corresponding competency achievement records in Workday.
Talent Profile Inbound: Worker Training Achievement Date	Enables your integration to import training achievements into corresponding training achievement records in Workday.

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Option	Description
Talent Profile Inbound: Worker Experience Data	Enables your integration to import experience records into corresponding experience records in Workday.

4. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Manage Certifications* (business process)
   - *Manage Competencies* (business process)
   - *Manage Training* (business process)
   - *Worker Data: Public Worker Reports*
   - *Worker Data: Skills and Experience*
   - *Worker Data: Workers*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
5. Set Up Integration Retrieval .

   Specify how the integration system retrieves data files containing changes to worker talent profiles from your external server. If your integration imports files in CSV format, configure a separate retrieval step for each worker talent profile file type that applies the appropriate Document tag:
   - *Talent Profile Inbound Certification*
   - *Talent Profile Inbound Competency*
   - *Talent Profile Inbound Training*
6. Launch an Integration .

   Schedule how often the integration system runs.

Concept: Talent Profile Inbound Connector

To import talent profile updates for workers into Workday, use the *Talent Profile Inbound Connector*. The Connector can update worker certifications, competencies, and completed training. You can use a non-Workday application as your source-of-truth for talent profile data, then synchronize that data with Workday.

Note: *Talent Profile Inbound Connector* works with worker talent profiles in Workday. Workday recommends that you familiarize yourself with Workday talent features.

File Format for Talent Profile Inbound Connector Data

The integration imports data in a Workday-defined XML or CSV (Comma-Separated Value) format.

Integration Process Flow

The integration imports talent data using this process:

1. Your external endpoint generates a file (in one of the Workday-supported formats).
2. Your external endpoint sends the file to a file server known to the integration.
3. You launch the integration, either by schedule or manually.
4. The integration retrieves the file according to the Document Retrieval configuration on the Integration Process Event and applies document tags.
5. The integration processes the file, then imports the data into Workday.

Reference: Talent Profile Inbound Connector File Schema

Certification CSV Format

The certification CSV file must contain these fields, in order:

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- Worker_ID
- Worker_Type
- Certification_Reference_ID
- Remove_Certification
- Certification_ID
- Certification_Name
- Issuer
- Country_Code
- Issued_Date
- Expiration_Date
- Examination_Date
- Examination_Score
- Certification_Number

Competency CSV Format

The competency CSV file must contain these fields, in order:

- Worker_ID
- Worker_Type
- Competency_Reference_ID
- Competency_Level_ID
- Note
- Assessed_On
- Assessed_By_Worker_ID
- Assessed_By_Worker_Type

Training CSV Format

The training CSV file must contain these fields, in order:

- Worker_ID
- Worker_Type
- Training_Reference_ID
- Remove_Training
- Training_Name
- Description
- Training_Type_ID
- Completion_Date
- Training_Duration

Worker Experience CSV Format

The Worker Experience CSV file must contain these fields, in order:

- Worker_ID
- Worker_Type
- Experience_Reference_ID
- Remove_Experience
- Experience_Rating_Reference_ID
- Experience_Comment

XML Elements

The XML schema for inbound talent profile data includes these elements:

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Element	Level	Description
Import_Talent_Profiles_Request	1	Contains all other elements. Only 1 element per file.
Worker_Talent_Profile	2	Contains 1 instance of all subsequent elements, except as noted. Unlimited number of elements per file.
Worker_ID	3	Reference ID value for the worker. Must be in XSD *string* format.
Worker_Type	3	Employment type for the worker in Workday. If not specified, Workday sets this value to *Employee*.
Certification	3	Contains 1 instance of each certification-related subelement. Unlimited number of elements per file.
Certification_Reference_ID	4	Reference ID value for the Certification. This value must match the Reference ID for the certification defined in Workday. Must be in XSD *string* format.
Remove_Certification	4	If selected, removes the specified certification from the talent profile of the worker. Must be in XSD *boolean* format.
Certification_ID	4	External ID value for the certification. Match this value to the corresponding ID value as defined in your external endpoint. If *Certification_Name* and *Issuer* have values, don't include this element. Must be in XSD *string* format.
Certification_Name	4	External name value for the certification. Match this value to the corresponding name value as defined in your external endpoint. If *Certification_ID* has a value, don't include this element. Must be in XSD *string* format.
Issuer	4	Entity that manages the certification. If *Certification_ID* has a value, don't include this element. Must be in XSD *string* format.
Country_Code	4	Code value for the country where the worker acquired the certification. Must be in XSD *string* format.
Issued_Date	4	Date that the worker acquired the certification. Must be in XSD *date* format.
Expiration_Date	4	Date that the certification expired. Must be in XSD *date* format.
Examination_Date	4	Date that worker completed certification exam. Must be in XSD *date* format.
Examination_Score	4	Score that worker earned for examination. Must be in XSD *string* format.
Certification_Number	4	The number that the issuer assigned to the certification. Must be in XSD *string* format.
Competency	3	Contains 1 instance of each competency-related subelement. Unlimited number of elements per file.
Competency_Reference_ID	4	Reference ID value for the competency. This value must match the Reference ID for the competency defined in Workday. Must be in XSD *string* format.
Competency_Level_ID	4	Reference ID value for the competency level. This value must match the Reference ID for the competency level defined in Workday. Must be in XSD *string* format.
Note	4	Free-form note text. Must be in XSD *string* format.
Assessed_On	4	Date that the assessor assessed the competency of the worker. Must be in XSD *date* format.

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Element	Level	Description
Assessed_By_Worker_ID	4	Reference ID for the worker who assessed the competency. Must be in XSD *string* format.
Assessed_By_Worker_Type	4	Employment type of the assessing worker in Workday. If not specified, Workday sets this value to *Employee*.
Training	3	Contains 1 instance of each training-related subelement. Unlimited number of elements per file.
Training_Reference_ID	4	Reference ID value for the training. This value must match the Reference ID for the training defined in Workday. Must be in XSD *string* format.
Remove_Training	4	If selected, removes the specified training from the talent profile of the worker. Must be in XSD *boolean* format.
Training_Name	4	External name value for the training. Match this value to the corresponding name value as defined in your external endpoint. Must be in XSD *string* format.
Description	4	Description of the training. Must be in XSD *string* format.
Training_Type_ID	4	Training type ID value. Must be in XSD *string* format.
Completion_Date	4	Date that worker completed training. Must be in XSD *date* format.
Training_Duration	4	Length of time that the training lasted. Must be in XSD *string* format.
WorkerExperience	3	Contains 1 instance of each worker experience-related subelement. Unlimited number of elements per file.
Experience_Reference_ID	4	Reference ID value for the experience element of the worker. This value must match the Reference ID for the experience record of the worker defined in Workday. Must be in XSD *string* format.
Remove_Experience	4	If selected, removes the specified experience record from the talent profile of the worker. Must be in XSD *boolean* format.
Experience_Rating_Reference_ID	4	Reference ID for the experience rating of the worker. This value must match the Reference ID for the experience rating of the worker defined in Workday. Must be in XSD *string* format.
Experience_Comment	4	Comment about the experience of the worker. Must be in XSD *string* format.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 xmlns:tp="urn:com.workday/coreconnector/inbound/talentprofile"
 targetNamespace="urn:com.workday/coreconnector/inbound/talentprofile"
 elementFormDefault="qualified" attributeFormDefault="qualified">
 <xsd:annotation>
  <xsd:appinfo>Core Connector: Talent Inbound integration</xsd:appinfo>
  <xsd:documentation>This schema defines an inbound record for the Core
 Connector: Talent Inbound integration</xsd:documentation>
 </xsd:annotation>
 <!-- Wrapping element for the worker talent records -->
```

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```
<xsd:element name="Import_Talent_Profiles_Request"
type="tp:Import_Talent_Profiles_Request"> </xsd:element>
<!-- Single talent inbound record definition -->
<xsd:complexType name="Import_Talent_Profiles_Request">
 <xsd:sequence>
  <xsd:element name="Worker_Talent_Profile" type="tp:Worker_Talent_Profile"
maxOccurs="unbounded"/>
 </xsd:sequence>
</xsd:complexType>
<xsd:complexType name="Worker_Talent_Profile">
 <xsd:sequence>
          <xsd:element name="Worker_ID" type="xsd:string" />
          <xsd:element name="Worker_Type" minOccurs="0"
              type="tp:Worker_Type" default="Employee" />
          <xsd:element name="Certification" type="tp:Certification"
              maxOccurs="unbounded" minOccurs="0" />
          <xsd:element name="Competency" type="tp:Competency"
              maxOccurs="unbounded" minOccurs="0" />
          <xsd:element name="Training" type="tp:Training"
              maxOccurs="unbounded" minOccurs="0" />
  <xsd:element name="WorkerExperience" type="tp:WorkerExperience"
   maxOccurs="unbounded" minOccurs="0"/>
   </xsd:sequence>
</xsd:complexType>
   <!-- Certification Achievement Talents -->
   <xsd:complexType name="Certification">
       <xsd:sequence>
          <xsd:element name="Certification_Reference_ID" type="xsd:string"
              nillable="true" minOccurs="0" />
          <xsd:element name="Remove_Certification" type="xsd:boolean"
              nillable="true" minOccurs="0" />
          <xsd:choice minOccurs="0">
              <xsd:element name="Certification_ID" type="xsd:string"
                  nillable="true" minOccurs="0" />
              <xsd:sequence minOccurs="0">
                  <xsd:element name="Certification_Name" type="xsd:string"
                      nillable="true" minOccurs="0" />
                  <xsd:element name="Issuer" type="xsd:string"
nillable="true"
                      minOccurs="0" />
              </xsd:sequence>
          </xsd:choice>
          <xsd:element name="Country_Code" type="xsd:string"
              nillable="true" minOccurs="0" />
          <xsd:element name="Issued_Date" type="xsd:date" nillable="true"
              minOccurs="0" />
          <xsd:element name="Expiration_Date" type="xsd:date"
              nillable="true" minOccurs="0" />
          <xsd:element name="Examination_Date" type="xsd:date"
              nillable="true" minOccurs="0" />
          <xsd:element name="Examination_Score" type="xsd:string"
              nillable="true" minOccurs="0" />
          <xsd:element name="Certification_Number" type="xsd:string"
              nillable="true" minOccurs="0" />
       </xsd:sequence>
   </xsd:complexType>
   <!-- Competency Achievement Talents -->
   <xsd:complexType name="Competency">
       <xsd:sequence>
          <xsd:element name="Competency_Reference_ID" type="xsd:string"
              nillable="true" />
           <xsd:element name="Competency_Level_ID" type="xsd:string"
                  nillable="true" minOccurs="0" />
          <xsd:element name="Note" type="xsd:string" nillable="true"
```

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```
                minOccurs="0" />
            <xsd:element name="Assessed_On" type="xsd:date" nillable="true"
                minOccurs="0" />
            <xsd:element name="Assessed_By_Worker_ID" type="xsd:string"
                nillable="true" minOccurs="0">
            </xsd:element>
            <xsd:element name="Assessed_By_Worker_Type" minOccurs="0"
                type="tp:Worker_Type" default="Employee" />
        </xsd:sequence>
    </xsd:complexType>
    <!-- Training Talents -->
    <xsd:complexType name="Training">
        <xsd:sequence>
            <xsd:element name="Training_Reference_ID" type="xsd:string"
                nillable="true" minOccurs="0" />
            <xsd:element name="Remove_Training" type="xsd:boolean"
                nillable="true" minOccurs="0" />
            <xsd:element name="Training_Name" type="xsd:string"
                nillable="true" minOccurs="0" />
            <xsd:element name="Description" type="xsd:string"
                nillable="true" minOccurs="0" />
            <xsd:element name="Training_Type_ID" type="xsd:string"
                nillable="true" minOccurs="0" />
            <xsd:element name="Completion_Date" type="xsd:date"
                nillable="true" minOccurs="0" />
            <xsd:element name="Training_Duration" type="xsd:string"
                nillable="true" minOccurs="0" />
        </xsd:sequence>
     </xsd:complexType>
 <xsd:complexType name="WorkerExperience">
  <xsd:sequence>
   <xsd:element name="Experience_Reference_ID" type="xsd:string"
 nillable="true"/>
   <xsd:element name="Remove_Experience" type="xsd:boolean" nillable="true"
 minOccurs="0"/>
   <xsd:element name="Experience_Rating_Reference_ID" type="xsd:string"
 nillable="true" minOccurs="0"/>
   <xsd:element name="Experience_Comment" type="xsd:string" nillable="true"
 minOccurs="0"/>
  </xsd:sequence>
 </xsd:complexType>
 <xsd:simpleType name="Worker_Type">
  <xsd:restriction base="xsd:string">
   <xsd:enumeration value="Employee"/>
   <xsd:enumeration value="Contingent Worker"/>
  </xsd:restriction>
 </xsd:simpleType>
</xsd:schema>
```

Unistaff Connectors

Steps: Set Up Unistaff Foundation Connector

Context

You can create an integration that sends data to Unistaff.

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Steps

1. Access the **Create Integration System** task and enter *Unistaff Foundation Data* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. To customize which types of foundation data that the integration sends, enable one or more of the optional integration services.

   The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Workday displays attributes for each enabled integration service. If you enable additional integration services, more attributes display in the **Configure Integration Attributes** task.
5. As a related action on the integration system, select **Integration System > Configure Integration Maps** and map data between Workday and the external endpoint.
6. Select **Integration System > Configure Integration Field Overrides** as a related action on the integration system and configure integration output.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
7. Create Integration Business Process .

   Add a *Document Delivery* Service step to the business process definition of the integration.
8. Set Up Integration Delivery .

   Configure the integration so that it sends integration output files to Unistaff using SFTP.
9. Launch an Integration .

   Schedule how often the integration system runs. To export all foundation data from Workday to Unistaff, use the **Full Extract** launch parameter.

Steps: Set Up Unistaff Hire Inbound Connector

Prerequisites

Set up an external SFTP that Unistaff and your integration can access.

Context

Set up an integration system to import new hire data from Unistaff into Workday.

Steps

1. Access the **Create Integration System** task and enter *Unistaff Inbound* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.

   (Optional) To import specific types of worker data, enable the *Unistaff Inbound - Hire and Contract* or *Unistaff Inbound - Update Worker Information* integration services.

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2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
    - *Contract Contingent Worker* (business process)
    - *Dependent Event* (business process)
    - *Edit Government IDs* (business process)
    - *Edit Licenses* (business process)
    - *Edit Other IDs* (business process)
    - *Hire Employee* (business process)
    - *Integration Event*
    - *Legal Name Change* (business process)
    - *Manage Education* (business process)
    - *Manage Job History* (business process)
    - *Manage Payment Election*
    - *Manage Pre-Hire Process: Manage Pre-Hires*
    - *Passports and Visa Change* (business process)
    - *Preferred Name Change* (business process)
    - *Request Compensation Change* (business process)
    - *Request Leave of Absence* (business process)
    - *Request One Time Payment* (business process)
    - *Workday Accounts*
    - *Person Data: Personal Information*
    - *Worker Data: Public Worker Reports*

    See: Steps: Grant Integration or External Endpoint Access to Workday.
3. As a related action on your Unistaff Inbound integration, select **Integration System > Configure Integration Attributes** add a row for each attribute and specify a value.
4. Set Up Integration Retrieval .

    Specify how the integration system retrieves data files from the SFTP server.
5. Launch an Integration .

    Schedule how often the integration system runs.

Concept: Unistaff Connectors

Synchronize data between Workday and Unistaff with Unistaff Connectors. Unistaff Connectors enable you to meet data privacy requirements for employees in the Russian Federation. The Connector transfers personally identifiable information for Russian citizens between Unistaff and Workday. To support Unistaff, Workday provides 2 Unistaff integration templates:

- *Unistaff Foundation Data*
- *Unistaff Inbound*

To integrate Workday with Unistaff, implement both integrations.

Unistaff Foundation Connector

The *Unistaff Foundation Data* template supports export of organization, location, job family, position, and job profile data from Workday to Unistaff. As you add, change, move, and delete these items, the integration sends incremental updates directly to Unistaff. The integration also provides a **Full File** launch parameter. You can use the full file launch option to transfer these items from Workday to Unistaff:

- Job families
- Job profiles
- Locations
- Organizations
- Positions

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Integration Service	Description
Unistaff Foundation Data - Organizations Data Init Service	Extracts organization changes from your tenant.
Unistaff Foundation Data - Locations Data Init Service	Extracts location changes from your tenant. You can select types of locations that the integration monitors for changes.
Unistaff Foundation Data - Job Families Data Init Service	Extracts job family changes from your tenant.
Unistaff Foundation Data - Job Profiles Data Init Service	Extracts job profile changes from your tenant.
Unistaff Foundation Data - Position Restrictions Data Init Service	Extracts position restriction changes from your tenant.

Unistaff Inbound

The *Unistaff Inbound* template enables you to import new hires and updates to personally identifiable information only pertaining to Russian citizens. Workday provides the XML file format. Contact Unistaff for assistance in formatting and generating the inbound XML file. The Unistaff Inbound integration supports these actions:

- *Add Dependent*: add, delete, update
- *Address*: add, delete, replace, update
- *Certification*: add, delete, update
- *Compensation change*: add
- *Education*: add, delete, update
- *Government ID*: add, replace
- *Job History*: add, delete, update
- *Legal Name*: add, update
- *License*: add, replace
- *National ID*: add, replace
- *Other IDs (Custom IDs)*: add, replace
- *Passport and Visas*: add, replace
- *Personal Information*: add, update
- *Phone, Email, Instant Messenger and Web*: add
- *Preferred Name*: add, update
- *Request Leave of Absence*: add

Launch/Schedule Options

Workday provides these launch schedule options for the Unistaff Foundation Connector integration:

- Launch using a schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters.
- Launch immediately. You can launch the integration manually. Workday prompts you for the launch parameters.

For launch using a schedule and launch immediately, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment	Extracts records that you entered into Workday after the specified moment.
Effective Date.	Extracts records that became effective in Workday on or after the specified date.
Last Successful As Of Entry Moment	Extracts records that you entered into Workday after this date/time.

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Parameter	Description
Last Successful Effective Date	Extracts records with an effective date after this date.
Full Extract	Extracts all records.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- A copy of the outbound file.
- The *MessagesAudit.zip* file includes troubleshooting files that confirm data processing steps.
- The *Unistaff Inbound* error log displays integration errors. The integration generates this report only if there are errors in the integration.

You can find these files in the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if you don't want administrators to access the data.

Reference: Unistaff Hire Inbound Connector XML File Schema

This table lists available attributes that the integration supports. Some supported attributes might not be available. Contact Unistaff:

- To create custom attributes as needed.
- To import custom field data into Workday.
- For general configuration assistance.

Each file must have a top-level element of *Actions*. All action elements in the file (Example: Hire) must be child elements of the *Actions* top-level element.

Action/Sub-Element(s)	Field	Comments
Hire		Required element. You can include many *Hire* elements.
	Worker_ID	Required element. Specify the Employee or Contingent Worker ID that you want to use for the Worker record. Workday uses this value to look up existing applicants that were previous employees or contingent workers. Workday uses this ID as the HRIS ID for new workers.
	Updated_Worker_ID	Optional element. If Worker_ID specifies an existing worker that you're rehiring, setting this field sets the Worker ID of the new worker. If empty, the Worker ID remains unchanged.
	User_Name	Optional element. Workday account ID.
	Hire_Reason	Conditional element. The reason that you're rehiring the

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Action/Sub-Element(s)	Field	Comments
		employee. Defined by Workday integration mapping.
	Contract_Reason	Conditional element. The reason that you're contracting the contingent worker. Defined by Workday integration mapping.
	Hire_Date	Required element. The date of hire for the worker in YYYY-MM-DD format.
	Employee_Type	Conditional element. Defined by Workday integration mapping.
	Contingent_Worker_Type	Conditional element. Defined by Workday integration mapping.
	Start_Date	Optional element. The first day of work of the worker in YYYY-MM-DD format.
	End_Date	Optional element. The last day of work of the worker in YYYY-MM-DD format.
	Job_Profile	Required element. You can pass this value with Workday Unistaff Foundation Data Integration. Job Profile Code from Foundation Data Integration.
	Position_Time_Type	Required element. Defined by Workday integration mapping.
	Location	Required element. You can pass this value with Workday Unistaff Foundation Data Integration. Reference ID from Foundation Data Integration.
	Work_Space	Optional element. You can pass this value with Workday Unistaff Foundation Data Integration. Location (from Unistaff Foundation Data).
	Job_Title	Optional element. Text field.
	Position_Title	Optional element. Text field.
	Pay_Rate_Type	Optional element. Defined by Workday integration mapping.
	Work_Shift	Optional element. Defined by Workday integration mapping.
	Supervisory_Organization	Required element. You can pass this value with Workday

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Action/Sub-Element(s)	Field	Comments
		Unistaff Foundation Data Integration.
	Position	Conditional element. Required for Position Management organizations. Defined by Workday integration mapping.
	Pay_Group	Optional element. You can pass this value with Workday Unistaff Foundation Data Integration. Send Unistaff corresponding object ID if the data exists in Unistaff.
	Name_Country	Optional element. Employee Country. Controls Employee Name Data logic. Defined by Workday integration mapping. ISO 3166-1 alpha 3.
	First_Name	Optional element. Employee Legal First Name.
	Middle_Name	Optional element. Employee Legal Middle Name or initial.
	Last_Name	Employee Legal Last Name
	Secondary_Last_Name	Optional element.
	Local_First_Name	Optional element.
	Local_Middle_Name	Optional element.
	Local_Last_Name	Optional element.
	Local_Secondary_Last_Name	Optional element.
	Birth_Date	Optional element. Employee Birth Date in YYYY-MM-DD format.
	City_of_Birth	Optional element. Employee City of Birth.
	Gender	Optional element. Defined by Workday integration mapping.
	Region_of_Birth	Optional element. Employee Region (State/Province/Region) of Birth. Defined by Workday integration mapping. ISO 3166-2.
	Country_of_Birth	Employee country of birth.
	Marital_Status	Optional element. Worker marital status. Defined by Workday integration mapping.

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Action/Sub-Element(s)	Field	Comments
	Marital_Status_Date	Optional element. The date that this marital status changed. Workday requires marital status if you specify the date on the file.
	Nationality	Optional element. Employee Nationality Reference. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Citizenship_Status	Optional element. Defined by Workday integration mapping.
	Ethnicity	Optional element. Defined by Workday integration mapping.
	Ethnicity_Visual_Survey	Optional element. Global Race reference by visually surveying the worker
	Religion	Optional element. Defined by Workday integration mapping.
	Political_Affiliation	Optional element. Defined by Workday integration mapping.
	Military_Status	Optional element. Defined by Workday integration mapping.
	Military_Service_Type	Optional element. Defined by Workday integration mapping.
	Military_Discharge_Date	Optional element. Date in YYYY-MM-DD format.
	Military_Notes	Optional element.
	Military_Rank	Optional element. Defined by Workday integration mapping.
	Military_Status_Begin_Date	Optional element. Date in YYYY-MM-DD format.
	Address_Line_1	Optional element.
	Address_Line_2	Optional element.
	Municipality	Optional element. City for the Worker Home Address
	Address_Country	Required element. Address Country. Controls Employee Contact Data Logic. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Region	Optional element. Region for the Worker Home Address. ISO 3166-1 alpha 3.

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Action/Sub-Element(s)	Field	Comments
	Sub_Region	Optional element.
	Sub_Region_Type	Optional element.
	Postal_Code	Optional element.
	Address_Usage	Optional element. Workday populates this value with HOME if this element is empty. Defined by Workday integration mapping.
	Address_Usage_Comments	Optional element.
	Is_Primary	Optional values: Y or N.
	Phone_Is_Public	Optional values: Y or N.
	Phone_Country	Required element. Phone Country. Controls Employee Phone Data Logic. Defined by Workday integration mapping. ISO 3166-1 alpha 3.
	Phone_Area_Code	Optional element.
	Phone_Number	Optional element.
	Phone_Extension	Optional element.
	Phone_Device_Type	Optional element. Defined by Workday integration mapping.
	Phone_Usage	Optional element. Workday populates this value with HOME if this element is empty. Defined by Workday integration mapping.
	Phone_Usage_Comments	Optional element.
	Email_Address	Conditionally required for a new worker when you provide a *User_Name*. Text field.
	Email_Address_Usage	Optional element. Workday populates this value with HOME if this element is empty. Defined by Workday integration mapping.
	Email_Address_Usage_Comments	Optional element.
	Compensation_Grade_Profile	Optional element. Defined by Workday integration mapping.
	Compensation_Grade	Conditionally required if Compensation data exists on the file. Defined by Workday integration mapping.

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Action/Sub-Element(s)	Field	Comments
	Compensation_Package	Conditionally required if Compensation data exists on the file. Defined by Workday integration mapping.
	Compensation_Plan	Conditionally required if Compensation data exists on the file. Defined by Workday integration mapping.
	Compensation_Step	Optional element. Defined by Workday integration mapping.
	Compensation_Amount	Conditionally required if Compensation data exists in this section.
	Compensation_Frequency	Conditionally Required if Compensation data exists in this section. Defined by Workday integration mapping.
	Compensation_Currency	Conditionally required if Compensation data exists in this section. Defined by Workday integration mapping. ISO 4217 alpha.
	Stock_Plan	Optional element. Defined by Workday integration mapping.
	Stock_Individual_Target_Shares	Optional element. Include a Target Amount, Target Percent, or Target shares if stock data exists on the file.
	Stock_Individual_Target_Percent	Optional element. Include a Target Amount, Target Percent, or Target shares if stock data exists on the file.
	Stock_Individual_Target_Amount	Optional element. Include a Target Amount, Target Percent, or Target shares if stock data exists on the file.
	Stock_Currency	Conditional element. Defined by Workday integration mapping. ISO 4217 alpha.
	Commission_Plan	Conditionally required if Commission data exists on the file. Defined by Workday integration mapping
	Commission_Amount	Conditionally required if Commission data exists on the file.

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Action/Sub-Element(s)	Field	Comments
	Commission_Frequency	Conditionally required if Commission data exists on the file. Defined by Workday integration mapping.
	Commission_Currency	Conditionally required if Commission data exists on the file. Defined by Workday integration mapping. ISO 4217 alpha.
	Commission_Draw_Amount	Optional element.
	Commission_Draw_Frequency	Optional element. Defined by Workday integration mapping.
	Commission_Draw_Duration	Optional element.
	Merit_Plan	Conditionally required if Merit data exists on the file. Defined by Workday integration mapping.
	Merit_Individual_Target_Percent	Optional element.
	Merit_Individual_Target_Amount	Optional element.
	Merit_Guaranteed_Minimum	Optional element.
	Merit_Actual_End_Date	Optional element. Date in YYYY-MM-DD format.
	Bonus_Plan	Conditionally required if Bonus data exists in this section. Defined by Workday integration mapping
	Bonus_Individual_Target_Amount	Optional element. Text field.
	Bonus_Individual_Target_Percent	Optional element. • For 100%, enter 1. • For 50%, enter 0.5.
	Bonus_Percent_Assigned	Optional element. • For 100%, enter 1. • For 50%, enter 0.5.
	Bonus_Guaranteed_Minimum	Optional element.
	Allowance_Plan	Conditionally required if Allowance data exists in this section. Defined by Workday integration mapping.
	Allowance_Amount	Optional element. Alternately, use Allowance_Percent.
	Allowance_Percent	Optional element. Alternately, use Allowance_Amount.

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Action/Sub-Element(s)	Field	Comments
	Allowance_Frequency	Conditionally required if One Time Payment data exists on the file. Defined by Workday integration mapping.
	Allowance_Currency	Conditionally required if One Time Payment data exists on the file. Defined by Workday integration mapping. ISO 4217 alpha.
	Allowance_End_Date	Optional element. Date in YYYY-MM-DD format.
	One-Time_Payment_Plan	Conditionally required if One Time Payment data exists on the file. Defined by Workday integration mapping.
	One-Time_Payment_Reason	Optional element. Defined by Workday integration mapping.
	One-Time_Payment_Date	Conditionally required if One Time Payment data exists on the file. Date in YYYY-MM-DD format.
	One-Time_Payment_Begin_Date	Optional element. Date in YYYY-MM-DD format.
	One-Time_Payment_End_Date	Optional element. Date in YYYY-MM-DD format.
	One-Time_Payment_Amount	Conditionally required if One Time Payment data exists on the file.
	One-Time_Payment_Percent	Optional element. Text field. • For 100%, enter 1. • For 50%, enter 0.5.
	One-Time_Payment_Currency	Conditionally required if One Time Payment data exists on the file. Defined by Workday integration mapping. ISO 4217 alpha.
	One-Time_Payment_Comment	Optional element.
Hire **>** Additional_Nationalities		Required element. You can include many *Additional_Nationality* elements.
	Additional_Nationality	Optional element. Employee Additional Nationality references. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.

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Action/Sub-Element(s)	Field	Comments
Hire > Disabilities		You can include many Disabilities elements.
Hire > Disabilities > Disability		
	Disability_Status	Optional element. Defined by Workday integration mapping.
	Disability_Status_Date	Optional element. Date in YYYY-MM-DD format.
	Disability_Known_Date	Optional element. Date in YYYY-MM-DD format.
	Disability_End_Date	Optional element. Date in YYYY-MM-DD format.
Hire > National_IDs		You can include many National_IDs elements.
Hire > National_IDs > National_ID		
	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records and updating existing records
	Type	Required element. Defined by Workday integration mapping. Number any repeating elements. Examples: • National_ID_Reference1 • National_ID_Reference2
	Issuing_Country	Required element. Defined by Workday integration mapping. Number any repeating elements. Examples: • Issue_Country_Reference1 • Issue_Country_Reference2 ISO 3166-1 alpha 3 or alpha 2.
	Issuing_Agency	Optional element. Defined by Workday integration mapping.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Issued_By	Optional element. Defined by Workday integration mapping.

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Action/Sub-Element(s)	Field	Comments
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
	Series	Optional element. Conditionally required for Russian integrations.
Hire > Government_IDs		You can enter many Government_ID elements.
Hire > Government_IDs > Government_ID		
	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records and updating existing records
	Type	Required element. Defined by Workday integration mapping.
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Hire > Passports		You can include many Passport elements.
Hire > Passports > Passport		
	ID	Required element. Workday uses the Reference IDto create a unique identifier when creating new records and updating existing records.
	Type	Required element. Defined by Workday integration mapping.

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Action/Sub-Element(s)	Field	Comments
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Hire > Visas		You can include many Visa elements.
Hire > Visas > Visa		
	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records and updating existing records.
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Type	Required element.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Hire > Licenses		You can include many License elements.
Hire > Licenses > License		
	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records and updating existing records

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Action/Sub-Element(s)	Field	Comments
	Issuing_Country	Conditional element. Country issuing license. You can include only 1 of these elements: • Issuing_Authority • Issuing_Country • Issuing_Country_Region Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issuing_Country_Region	Conditional element. Country Region issuing license. You can include only 1 of these elements: • Issuing_Authority • Issuing_Country • Issuing_Country_Region Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issuing_Authority	Conditional element. Authority issuing license. You can include only 1 of these elements: • Issuing_Authority • Issuing_Country • Issuing_Country_Region
	Type	Required element.
	License_Class	Optional element.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Hire > Custom IDs		You can enter many Custom ID elements.
Hire > Custom IDs > Custom ID		
	ID	Required element. Workday uses ID to create a unique identifier when creating new

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Action/Sub-Element(s)	Field	Comments
		records, or updating existing records
	Type	Conditionally required if Custom ID data exists on the file.
	Issued_by_Organization	Optional element.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Description	Optional element.
Hire > Education Achievements		You can enter many Education Achievement elements.
Hire > Education Achievements > Education Achievement		
	Reference_ID	Required element when using this section.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	School_Type	Required element. Defined by Workday integration mapping.
	School_Country	Required element. Provide either School or School Name. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	School	Optional element. Reference to school defined in Workday. Provide either School or School Name. Defined by Workday integration mapping.
	School_Name	Optional element. Name of the school. Provide either School or School Name.

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Action/Sub-Element(s)	Field	Comments
	School_Location	Optional element. Text location of the school
	Subject_of_Study	Required element. Defined by Workday integration mapping.
	Attainment_Level	Required element. Defined by Workday integration mapping.
	Year_of_Degree	Required element. Year in YYYY format.
	Grade_Average	Optional element.
Hire > Payment_Elections		You can enter many Payment_Election elements.
Hire > Payment_Elections > Payment_Election		
	Election_Country	Conditionally required if Payment Election data exists on the file. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Election_Rule	Conditionally required if Payment Election data exists on the file. Defined by Workday integration mapping.
	Election_Currency	Conditionally required if Payment Election data exists on the file. Defined by Workday integration mapping.
	Election_Type	Conditionally required if Payment Election data exists on the file. Defined by Workday integration mapping.
	Bank_Name	Required element.
	Bank_ID	Optional element. Text field.
	BIC	Optional element. Text field.
	Bank_Branch_Name	Optional element. Text field.
	Bank_Branch_ID	Optional element. Text field.
	Bank_Account_Nickname	Optional element.
	Bank_Account_Number	Optional element.
	Bank_Account_Roll_Number	Optional element.

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Action/Sub-Element(s)	Field	Comments
	Bank_Account_Type	Optional element. Text field. Defined by Workday integration mapping.
	Bank_Account_IBAN	Optional element. Text field.
	Check_Digit	Optional element. Text field.
	Amount	Optional element. Must be one of Amount, Percentage, Remaining Balance. Text field.
	Percentage	Optional element. Must be one of Amount, Percentage, Remaining Balance. Text field.
	Remaining_Balance	Optional Values: Y/N. Must be one of Amount, Percentage, Remaining Balance. Text field.
Change_Personal_Profile		
	Worker_Id	Required element. Identifies the worker to update.
	Country_of_Birth	Optional element. Worker's country of birth. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	City_Of_Birth	Optional element.
	Region_of_Birth	Optional element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Marital_Status	Optional element. Defined by Workday integration mapping.
	Marital_Status_Date	Optional element. Date in YYYY-MM-DD format.
	Birth_Date	Optional element. Date in YYYY-MM-DD format.
	Gender	Optional element. Defined by Workday integration mapping.
	Nationality	Optional element. Primary Nationality for the worker. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Additional_Nationalities	Optional element. List of Additional Nationalities for the worker. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.

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Action/Sub-Element(s)	Field	Comments
	Ethnicity	Optional element. Global Race reference that the worker identifies as. Defined by Workday integration mapping.
	Ethnicity_Visual_Survey	Optional element. Global Race reference by visually surveying the worker. Defined by Workday integration mapping.
	Religion	Optional element. Defined by Workday integration mapping.
	Political_Affiliation	Optional element. Defined by Workday integration mapping.
	Citizenship_Status	Optional element. Defined by Workday integration mapping.
	Military_Status	Optional element. Defined by Workday integration mapping.
	Military_Service_Type	Optional element. Defined by Workday integration mapping.
	Military_Discharge_Date	Optional element. Date in YYYY-MM-DD format.
	Military_Notes	Optional element.
	Military_Rank	Optional element. Defined by Workday integration mapping.
	Military_Status_Begin_Date	Optional element. Date in YYYY-MM-DD format.
Change_Personal_Profile > Disabilities		You can enter many Disability elements.
Change_Personal_Profile > Disabilities > Disability		
	Disability_Status	Optional element. Defined by Workday integration mapping.
	Disability_Status_Date	Optional element. Date in YYYY-MM-DD format.
	Disability_Known_Date	Optional element. Date in YYYY-MM-DD format.
	Disability_End_Date	Optional element. Date in YYYY-MM-DD format.
Change_Legal_Name		
	Worker_ID	Required element. Identifies the worker to update.

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Action/Sub-Element(s)	Field	Comments
	Effective_Date	Optional element. Effective Date of the legal name change event. If you don't provide a value, Workday uses the processing effective moment (current time).
	Country	Required element. Country used to identify the validations and rules to apply to the name. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	First_Name	Required element. The worker's first name.
	Middle_Name	Optional element. The worker's middle name (or middle initial).
	Last_Name	Required element. The worker's last name.
	Secondary_Last_Name	Optional element.
	Local_First_Name	Optional element.
	Local_Middle_Name	Optional element.
	Local_Last_Name	Optional element.
Change_Preferred_Name		
	Worker_ID	Required element. Identifies the worker to update.
	Use_Legal_Name	Optional: Y or N.
	Country	Required element. Country used to identify the validations and rules to apply to the name. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	First_Name	Required element. The worker first name.
	Middle_Name	Optional element. The worker middle name (or middle initial).
	Last_Name	The worker last name.
	Local_First_Name	Optional element.
	Local_Secondary_Name	Optional element.
	Local_Middle_Name	Optional element.
	Local_Last_Name	Optional element.
Change_Contact_Information		

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Action/Sub-Element(s)	Field	Comments
	Worker_ID	Required element. Identifies the worker to update.
	Replace_All	Optional element. Y or N. If value is Y, Workday replaces existing contact information. If value is N, Workday adds contact information.
	Effective_Date	Optional element. The effective date of the change request, in YYYY-MM-DD format.
Change_Contact_Information > Addresses		You can enter many Address elements.
Change_Contact_Information > Addresses > Address		
	Last_Modified_Date	Optional element.
	Address_Line_1	Required element. Line 1 of the address
	Address_Line_2	Optional element. Line 2 of the address
	Address_Line_3	Optional element. Line 3 of the address
	Address_Line_4	Optional element. Line 4 of the address
	Municipality	Required element. The address city or town
	Country	Required element. The address country. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Region	Required element. The address region. Defined by Workday integration mapping. ISO 3 character Country Code followed by a dash and a region code. Example: USA-CA, or RUS-MOS
	Sub_Region	Optional element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Sub_Region_Type	Optional element. Defined by Workday integration mapping.
	Postal_Code	Optional element.

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Action/Sub-Element(s)	Field	Comments
	Usage	Optional element. The usage type for this address, such as HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Usage comments for this address.
	Is_Public	Optional element. Y or N. If Y, indicates that the address is public.
	Is_Primary	Optional element. Y or N. Indicates that the address is primary.
Change_Contact_Information > Phones		You can enter many Phone elements.
Change_Contact_Information > Phones > Phone		
	Country	Optional element. ISO 3166-1 alpha 3 representation of country code for phone. Limited to only ISO 3166-1 alpha 3 (not 2).
	Phone_Area_Code	Area code of the phone number.
	Phone_Number	Required element. Phone number.
	Phone_Extension	Optional element. Worker phone extension.
	Device_Type	Required element. The phone device type. Defined by Workday integration mapping.
	Usage	Required element. The usage type for this phone, such as HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Comments about the usage of this phone number.
	Is_Primary	Optional element. Y or N. Indicates that phone number is the primary phone.
	Is_Public	Optional element. Y or N. Indicates that phone is public.
Change_Contact_Information >		You can enter many Email elements.

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Action/Sub-Element(s)	Field	Comments
Emails		
Change_Contact_Information > Emails > Email		
	Email_Address	Required if creating new email record.
	Comments	Optional element. General comments about email address.
	Usage	Required if creating new email record. The usage type for this email account, such as HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Comments about the usage of this email address.
	Is_Primary	Optional: Y or N. Indicates that the email address is the primary email address.
	Is_Public	Optional: Y or N. Indicates that email address is public.
Change_Contact_Information > Instant_Messenger_Accounts		You can enter many Instant_Messenger_Account elements.
Change_Contact_Information > Instant_Messenger_Accounts > Instant_Messenger_Account		
	Address	Required element. The account name or identifier
	Type	Required element. The Type of Instant Messenger account. Defined by Workday integration mapping.
	Comments	Optional element. Comments about the account
	Usage	Required if creating new IM record. The usage type for this IM account, such as HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Comments about the usage of this IM account.

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Action/Sub-Element(s)	Field	Comments
	Is_Primary	Optional: Y or N. Indicates that the IM account is the primary IM account.
	Is_Public	Optional: Y or N. Indicates that IM account is public.
Change_Contact_Information > URLs		You can enter many URL elements.
Change_Contact_Information > URLs > URL		
	Web_Address	Optional element. A URL to a home or work website for the worker.
	Web_Comments	Optional element. Comments about the URL.
	Usage	Required if creating new IM record. The usage type for this IM account, such as HOME, WORK. Defined by Workday integration mapping
	Usage_Comments	Optional element. Comments about the usage of this URL.
	Is_Primary	Optional: Y or N. Indicates that web address is primary web site for the worker.
	Is_Public	Optional: Y or N. Indicates that web address is public.
Change_National_Government_IDs		
	Worker_ID	Required element. Identifies the worker to update.
	Replace_All	Y or N. If value is Y, Workday replaces all National/ Government IDs. If N, Workday adds the National/Government IDs to the existing IDs.
Change_National_Government_IDs > National_IDs		
Change_National_Government_IDs > National_IDs > National_ID		

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Action/Sub-Element(s)	Field	Comments
	ID	Required element. ID is the number for the ID provided by the issuing agency.
	Reference_ID	Optional element. Used to reference an existing ID for update or Delete. Note: Underlying web service doesn't support specifying the ID during create.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Type	Required element. Defined by Workday integration mapping.
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issuing_Agency	Optional element. Defined by Workday integration mapping.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Issued_By	Optional element. Defined by Workday integration mapping.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
	Series	Conditionally required for Russian integrations.
Change_National_Government_IDs > Government_IDs		
Change_National_Government_IDs > Government_IDs >		

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Action/Sub-Element(s)	Field	Comments
Government_ID		
	ID	Required element. ID is the number for the ID provided by the issuing agency.
	Reference_ID	Optional element. Used to reference an existing ID for update or Delete. Note: Underlying web service doesn't support specifying the ID during create.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Type	Required element. Defined by Workday integration mapping.
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issued_By	Optional element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Change_Passports_Visas		
	Worker_ID	Required element. Identifies the worker to update.
	Replace_All	Y or N. If Y, Workday replaces all existing passports and visa information. If N, Workday adds the new passport and visa information to the existing passport and visa information for the worker.

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Action/Sub-Element(s)	Field	Comments
Change_Passports_Visas > Passports		You can enter many Passport elements.
Change_Passports_Visas > Passports > Passport		
	ID	Required element. ID is the number for the ID provided by the issuing agency.
	Reference_ID	Optional element. Used to reference an existing ID for update or Delete. Note: Underlying web service doesn't support specifying the ID during create.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Type	Required element. Defined by Workday integration mapping.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	
Change_Passports_Visas > Visas		You can enter many Visa elements.
Change_Passports_Visas > Visas > Visa		

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Action/Sub-Element(s)	Field	Comments
	ID	Required element. ID is the number for the ID provided by the issuing agency.
	Reference_ID	Optional element. Used to reference an existing ID for update or Delete. Note: Underlying web service doesn't support specifying the ID during create.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Type	Required element. Defined by Workday integration mapping.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Change_Licenses		
	Worker_ID	Required element. Identifies the worker to update.
	Replace_All	Y or N. If Y, Workday replaces all existing license information. If N, Workday adds the new license information to the existing license information for the worker.
Change_Licenses > Licenses		You can enter many License elements.
Change_Licenses > Licenses >		

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Action/Sub-Element(s)	Field	Comments
License		
	ID	Required element. ID is the number for the ID provided by the issuing agency.
	Reference_ID	Optional element. Used to reference an existing ID for update or Delete. Note: Underlying web service doesn't support specifying the ID during create.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Issuing_Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issuing_Country_Region	Optional element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	Issuing_Authority	Optional element. Defined by Workday integration mapping.
	Type	Required element. Defined by Workday integration mapping.
	License_Class	Optional element. Defined by Workday integration mapping.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Verification_Date	Optional element. Date in YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Change_Custom_IDs		
	Worker_ID	Required element. Identifies the worker to update.
	Replace_All	Optional element. Y or N. If Y, Workday replaces all existing

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Action/Sub-Element(s)	Field	Comments
		Custom ID information. If N, Workday adds the new Custom ID data to the existing Custom ID information for the worker.
Change_Custom_IDs > Custom_IDs		You can enter many Custom_ID elements.
Change_Custom_IDs > Custom_IDs > Custom_ID		
	ID	Required element. ID is the number for the ID provided by the issuing agency.
	Reference_ID	Optional element. Used to reference an existing ID for update or Delete. Note: Underlying web service doesn't support specifying the ID during create.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Type	Required element. Defined by Workday integration mapping.
	Issued_by_Organization	Optional element. Defined by Workday integration mapping.
	Issued_Date	Optional element. Date in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date in YYYY-MM-DD format.
	Description	
Change_Certifications		
	Worker_ID	Required element. Identifies the worker to update.
	Source	Optional element.
Change_Certifications >		You can enter many Certification elements.

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Action/Sub-Element(s)	Field	Comments
Certifications		
Change_Certifications > Certifications > Certification		
	Reference_ID	Required element when using this section
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Certification	Optional element. Certification predefined in Workday. Can be either a Certification (predefined) or the certification Name and Issuer.
	Name	Required element. Name of the certification. Can be either a Certification (predefined) or the certification Name and Issuer.
	Issuer	Optional element. The agency or organization issuing the certification. Can be either a Certification (predefined) or the certification Name and Issuer.
	Number	Optional element. The certification number
	Issued_Date	Optional element. Date issued in YYYY-MM-DD format.
	Expiration_Date	Optional element. Date the certification expires in YYYY-MM-DD format.
	Examination_Score	
	Examination_Date	Optional element. Date in YYYY-MM-DD format.
	Country	Required element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.

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Action/Sub-Element(s)	Field	Comments
	Certification_Specialty	Optional element. Defined by Workday integration mapping.
	Certification_Subspecialty	Optional element. Defined by Workday integration mapping.
Change_Education_Achievements		
	Worker_ID	Required element. Identifies the worker to update.
	Source	Optional element.
Change_Education_Achievements > Education_Achievements		You can enter many Education_Achievement elements.
Change_Education_Achievements > Education_Achievements > Education_Achievement		
	Reference_ID	Required element when using this section.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	School_Type	Required element. Defined by Workday integration mapping.
	School_Country	Required element. Provide either School or School Name. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2.
	School	Required element. Reference to school defined in Workday. Provide either School or School Name. Defined by Workday integration mapping.
	School_Name	Optional element. Name of the school. Provide either School or School Name.

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Action/Sub-Element(s)	Field	Comments
	School_Location	Optional element. Text location of the school.
	Subject_of_Study	Required element. Defined by Workday integration mapping.
	Attainment_Level	Required element. Defined by Workday integration mapping.
	Year_of_Degree	Required element. Year in YYYY format.
	Grade_Average	Optional element.
Change_Job_History		
	Worker_ID	Required element. Identifies the worker to update.
	Source	Optional element.
Change_Job_History > Job_Histories		You can enter many Job_History elements.
Change_Job_History > Job_Histories > Job_History		
	Reference_ID	Required element when using this section.
	Action	Optional element. Indicates the action that Workday performs on the record. Add creates a new record. Update changes an existing record in Workday. Delete removes the record from Workday. Valid values: • Add: *0*. If blank, Workday performs an *Add*. • Update: *1* • Delete: *2*
	Business_Title	Optional element.
	Company_Name	Conditional element.
	Company	
	Start_Date	Optional element. Date in YYYY-MM-DD format.
	End_Date	Optional element. Date in YYYY-MM-DD format.
	Responsibilities_Achievements	Optional element.
	Location	Optional element.

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Action/Sub-Element(s)	Field	Comments
	Job_Reference	Optional element. References from colleagues, subordinates, managers, associates during the job tenure.
	Contact_Information	Optional element.
Change_Compensation		
	Worker_ID	Required element. Identifies the worker to update.
	Position_ID	Optional element.
	Effective_Date	Conditional element. Required if you don't provide a Use_Next_Pay_Period_Start_Date value. Date in YYYY-MM-DD format.
	Use_Next_Pay_Period_Start_Date	Conditional element. Y or N. Required if you don't provide an Effective Date.
	Visibility_Date	Optional element. Date in YYYY-MM-DD format.
	Reason	Required element. Defined by Workday integration mapping.
	Compensation_Grade_Profile	Optional element. Defined by Workday integration mapping.
	Compensation_Grade	Conditionally required if Compensation data exists in this section. Defined by Workday integration mapping.
	Compensation_Package	Conditionally required if Compensation data exists in this section. Defined by Workday integration mapping.
	Compensation_Step	Optional element.
	Replace_Base_Pay	Optional element.
	Compensation_Plan	Conditionally required if Compensation data exists in this section. Defined by Workday integration mapping.
	Compensation_Amount	Conditionally required if Compensation data exists in this section. Defined by Workday integration mapping.
	Compensation_Frequency	Conditionally required if Compensation data exists in this section. Defined by Workday integration mapping.

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Action/Sub-Element(s)	Field	Comments
	Compensation_Currency	Conditionally required if Compensation data exists in this section. Defined by Workday integration mapping. ISO 4217 alpha.
	Replace_Stock	Optional element.
	Stock_Plan	Optional element. Defined by Workday integration mapping.
	Stock_Individual_Target_Shares	Optional element. Provide 1 of these elements if you include stock data on the file: • Target Amount. • Target Percent. • Target Shares.
	Stock_Individual_Target_Percent	Optional element. Provide 1 of these elements if you include stock data on the file: • Target Amount. • Target Percent. • Target Shares.
	Stock_Individual_Target_Amount	Optional element. Provide 1 of these elements if you include stock data on the file: • Target Amount. • Target Percent. • Target Shares.
	Stock_Currency	Conditional element. Defined by Workday integration mapping.
	Replace_Commission	Optional element.
	Commission_Plan	Conditionally required if Commission Compensation data exists in this section. Defined by Workday integration mapping.
	Commission_Amount	Conditionally required if Commission Compensation data exists in this section.
	Commission_Frequency	Conditionally required if Commission Compensation data exists in this section. Defined by Workday integration mapping
	Commission_Currency	Conditionally required if Commission Compensation data exists in this section. Defined by Workday integration mapping. ISO 4217 alpha.

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Action/Sub-Element(s)	Field	Comments
	Commission_Draw_Amount	Optional element.
	Commission_Draw_Frequency	Optional element. Defined by Workday integration mapping.
	Commission_Draw_Duration	Optional element.
	Replace_Merit	Optional element.
	Merit_Plan	Conditionally required if Merit data exists in this section. Defined by Workday integration mapping
	Merit_Individual_Target_Percent	Optional element. For 100%, enter 1. For 50%, enter 0.5.
	Merit_Individual_Target_Amount	Optional element.
	Merit_Guaranteed_Minimum	Optional element.
	Merit_Actual_End_Date	Optional element. Date in YYYY-MM-DD format.
	Replace_Bonus	Optional element.
	Bonus_Plan	Conditionally required if Bonus Compensation data exists in this section. Defined by Workday integration mapping
	Bonus_Individual_Target_Amount	Optional element. Text field.
	Bonus_Individual_Target_Percent	Optional element. For 100%, enter 1. For 50%, enter 0.5.
	Bonus_Percent_Assigned	Optional element. For 100%, enter 1. For 50%, enter 0.5.
	Bonus_Guaranteed_Minimum	Optional element. Text field.
	Replace_Allowance	Optional element.
	Allowance_Plan	Conditionally required if Allowance Compensation data exists on the file. Defined by Workday integration mapping
	Allowance_Amount	Optional element. Use either amount or percent.
	Allowance_Percent	Optional element. For 100%, enter 1. For 50%, enter 0.5.
	Allowance_Frequency	Conditionally required if Allowance Compensation data exists in this section. Defined by Workday integration mapping
	Allowance_Currency	Conditionally required if Allowance Compensation data exists in this section. Defined by

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Action/Sub-Element(s)	Field	Comments
		Workday integration mapping. ISO 4217 alpha.
	Allowance_End_Date	Optional element. Date in YYYY-MM-DD format.
Request_One_Time_Payment		
	Worker_ID	Required element. Identifies the worker to update.
	One-Time_Payment_Plan	Required element. Defined by Workday integration mapping.
	One-Time_Payment_Reason	Optional element. Defined by Workday integration mapping.
	One-Time_Payment_Date	Optional element. Date in YYYY-MM-DD format.
	One-Time_Payment_Begin_Date	Optional element. Date in YYYY-MM-DD format.
	One-Time_Payment_End_Date	Optional element. Date in YYYY-MM-DD format.
	One-Time_Payment_Amount	Conditional element. Workday requires either amount or percent.
	One-Time_Payment_Percent	Conditional element. Workday requires either amount or percent. For 100%, enter 1. For 50%, enter 0.5.
	One-Time_Payment_Currency	Required element. Defined by Workday integration mapping. ISO 4217 alpha.
Request_Leave		
	Worker_ID	Required element. Identifies the worker to update.
	Reference_ID	Optional element. Reference ID in Workday for the Leave Request. Use this element to identify the leave request during corrections.
	Leave_Type	Required element. The type of leave that the worker is taking. Defined by Workday integration mapping.
	Leave_Reason	Optional element. The reason for taking leave. Defined by Workday integration mapping.

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Action/Sub-Element(s)	Field	Comments
	Position	Optional element. The worker's position to associate the leave with
	First_Day_of_Leave	Required element. Leave date.
	Last_Day_of_Work	Optional element. Last day of work.
	Estimated_Last_Day_of_Leave	Required element. Estimated last day of leave.
	Dependent	Optional element. A reference to the dependent of the worker related to the leave.
	Last_Date_for_Which_Paid	Optional element.
	Expected_Due_Date	Optional element. The expected birth date of the child.
	Child_Birth_Date	Optional element. The birth date of the child.
	Stillborn_Baby_Deceased	Optional element. Indicates that the baby was stillborn.
	Date_Baby_Arrived_Home_From_Hospital	Optional element. Date that baby arrived home from hospital.
	Adoption_Placement_Date	Optional element.
	Adoption_Notification_Date	Optional element.
	Date_Child_Entered_Country	Optional element.
	Multiple_Child_Indicator	Optional element.
	Number_of_Babies_Adopted_Children	Optional element.
	Number_of_Previous_Births	Optional element.
	Number_of_Previous_Maternity_Leaves	Optional element.
	Number_of_Child_Dependents	Optional element.
	Single_Parent_Indicator	Optional element.
	Work_Related	Optional element.
	Stop_Payment_Date	Optional element.
	Location_During_Leave	Optional element.
	Caesarean_Section_Birth	Optional element.
	Leave_Percentage	Optional element.
	Week_of_Confinement	Optional element. Enter the Sunday of the week.
	Leave_Entitlement_Override	Optional element.
Add_Dependent		

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Action/Sub-Element(s)	Field	Comments
	Worker_ID	Required element. Reference ID of the worker.
	Reference_ID	Optional element. Unique identifier for the dependent.
	Effective_Date	Required element. Effective Date of the Dependent that you're adding.
	Reason	Optional element. Reason for adding the dependent.
	Existing_Related_Person	Optional element. Reference ID of an existing person in Workday.
	Related_Person_Relationship	Optional element. Relationship of the dependent to the worker.
	Use_Employee_Address	Optional element.
	Use_Employee_Phone	Optional element.
	Name_Country	Required element. Employee Country controls Employee Name data logic. Defined by Workday integration mapping. ISO 3166-1 alpha 3 format.
	Name_Title_Prefix	Optional element. Employee Prefix data. Defined by Workday integration mapping.
	Name_Suffix	Optional element. Employee Suffix data. Defined by Workday integration mapping.
	First_Name	Optional element. Employee Legal First Name.
	Middle_Name	Optional element. Employee Legal Middle Name or initial.
	Last_Name	Required element. Employee Legal Last Name.
	Secondary_Last_Name	Optional element.
	Local_First_Name	Optional element.
	Local_Middle_Name	Optional element.
	Local_Last_Name	Optional element.
	Local_Secondary_Last_Name	Optional element.
	Birth_Date	Optional element.
	Date_of_Death	Optional element.
	Gender	Optional element.

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Action/Sub-Element(s)	Field	Comments
	Uses_Tobacco	Optional element.
	Full-Time_Student	Optional element.
	Student_Status_Start_Date	Optional element.
	Student_Status_End_Date	Optional element.
	Disabled	Optional element.
	Inactive_Date	Optional element.
	Dependent_for_Payroll_Purposes	Optional element.
	Citizenship_Status	Optional element.
	Country_of_Nationality	Optional element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 format.
	Country_of_Birth	Optional element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 format.
	Region_of_Birth	Optional element.
	City_of_Birth	Optional element.
	Could_Be_Covered_For_ Health_Care_Coverage_Elsewhere	Optional element.
	Could_Be_Covered_For_ Health_Care_Coverage_ Elsewhere_Effective_Date	Optional element.
Add_Dependent > National_IDs		You can enter many National_IDs elements.
Add_Dependent > National_IDs > National_ID	ID	Optional element. Workday uses the Reference ID to create a unique identifier when creating new records, or updating existing records
	Type	Required element. Defined by Workday integration mapping. Number each repeating element. Examples: • National_ID_Reference1 • National_ID_Reference2
	Issuing_Country	Required element. Defined by Workday integration mapping.
	Issuing_Agency	Defined by Workday integration mapping.
	Issued_Date	Optional element. YYYY-MM-DD.

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Action/Sub-Element(s)	Field	Comments
	Issued_By	Optional element. Defined by Workday integration mapping.
	Expiration_Date	Optional element. YYYY-MM-DD format.
	Verification_Date	Optional element. YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
	Series	Conditionally required for Russian integrations.
Add_Dependent > Government_IDs		You can enter many Government_ID elements.
Add_Dependent > Government_IDs > Government_ID	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records, or updating existing records.
	Type	Required element. Defined by Workday integration mapping.
	Issuing_Country	Required element. Defined by Workday integration mapping.
	Issued_Date	Optional element. YYYY-MM-DD format.
	Expiration_Date	Optional element. YYYY-MM-DD format.
	Verification_Date	Optional element. YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Add_Dependent > Passports		You can enter many Passport elements.
Add_Dependent > Passports > Passport	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records and updating existing records.
	Type	Required element. Defined by Workday integration mapping.
	Issuing_Country	Required element. Defined by Workday integration mapping.
	Issued_Date	Optional element. YYYY-MM-DD format.
	Expiration_Date	Optional element. YYYY-MM-DD format.

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Action/Sub-Element(s)	Field	Comments
	Verification_Date	Optional element. YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Add_Dependent > Visas		You can enter many Visa elements.
Add_Dependent > Visas > Visa	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records and updating existing records.
	Issuing_Country	Optional element. Defined by Workday integration mapping.
	Type	Required element.
	Issued_Date	Optional element. YYYY-MM-DD format.
	Expiration_Date	Optional element. YYYY-MM-DD format.
	Verification_Date	Optional element. YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Add_Dependent > Licenses		You can enter many License elements.
Add_Dependent > Licenses > License	ID	Required element. Workday uses the Reference ID to create a unique identifier when creating new records and updating existing records.
	Issuing_Country	Conditional element. Country issuing license. You can include only 1 of these elements: • Issuing_Authority • Issuing_Country • Issuing_Country_Region Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2 format.
	Issuing_Country_Region	Conditional element. Country Region issuing license. You can include only 1 of these elements: • Issuing_Authority • Issuing_Country • Issuing_Country_Region

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Action/Sub-Element(s)	Field	Comments
		Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2 format.
	Issuing_Authority	Conditional element. Authority issuing license. You can include only 1 of these elements: • Issuing_Authority • Issuing_Country • Issuing_Country_Region
	Type	Required element.
	License_Class	Optional element.
	Issued_Date	Optional element. YYYY-MM-DD format.
	Expiration_Date	Optional element. YYYY-MM-DD format.
	Verification_Date	Optional element. YYYY-MM-DD format.
	Verified_by_Worker	Optional element.
Add_Dependent > Custom IDs		You can enter many Custom ID elements.
Add_Dependent > Custom IDS > Custom ID	ID	Required element. Workday uses ID to create a unique identifier when creating new records and updating existing records.
	Type	Conditionally required if Custom ID data exists on file.
	Issued_by_Organization	
	Issued_Date	Optional element. YYYY-MM-DD format.
	Expiration_Date	Optional element. YYYY-MM-DD format.
	Description	Optional element.
Add_Dependent > Addresses		You can enter many Address elements.
Add_Dependent > Addresses > Address	Last_Modified_Date	Optional element.
	Address_Line_1	Required element.
	Address_Line_2	Optional element.

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Action/Sub-Element(s)	Field	Comments
	Address_Line_3	Optional element.
	Address_Line_4	Optional element.
	Municipality	Required element. The address city or town.
	Country	Optional element. The address country.
	Region	Required element. The address region. Defined by Workday integration mapping. ISO 3 character Country Code followed by a dash and a region code. Example: USA-CA, or RUS-MOS.
	Sub_Region	Optional element. Defined by Workday integration mapping. ISO 3166-1 alpha 3 or alpha 2 format.
	Sub_Region_Type	Optional element. Defined by Workday integration mapping.
	Postal_Code	Optional element.
	Usage	Optional element. The usage type for this address, such as HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Usage comments for this address.
	Is_Public	Optional element. Y or N. If Y, indicates that the address is public.
	Is_Primary	Optional element. Y or N. Indicates that the address is primary.
Add_Dependent > Phones		You can enter many Phone elements.
Add_Dependent > Phones > Phone	Country	Optional element. ISO 3166-1 alpha 3 representation of country code for phone. Limited to only ISO 3166-1 alpha 3 (not 2).
	Phone_Area_Code	Optional element. Area code of the phone number.
	Phone_Number	Required element. Phone number.

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Action/Sub-Element(s)	Field	Comments
	Phone_Extension	Optional element. Worker phone extension.
	Device_Type	Required element. The phone device type. Defined by Workday integration mapping.
	Usage	Required element. The usage type for this phone. Examples: HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Comments about the usage of this phone number.
	Is_Primary	Optional element. Y or N. Indicates that phone is the worker primary phone.
	Is_Public	Optional element. Y or N. Indicates that phone is public.
Add_Dependent > Emails		You can enter many Email elements.
Add_Dependent > Emails > Email	Email_Address	Required if creating new email record.
	Comments	Optional element. General comments about email address.
	Usage	Required if creating new email record. The usage type for this email account. Examples: HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Comments about the usage of this email address.
	Is_Primary	Optional element. Y or N. Indicates that email address is primary email address for worker.
	Is_Public	Optional element. Y or N. Indicates that email address is public.
Add_Dependent > Instant_Messenger_Accounts		You can enter many Instant_Messenger_Account elements.
Add_Dependent > Instant_Messenger_Accounts >	Address	Required element. The account holder name or identifier.

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Action/Sub-Element(s)	Field	Comments
Instant_Messenger_Account		
	Type	Required element. The type of Instant Messenger account. Defined by Workday integration mapping.
	Comments	Optional element. Comments about the account.
	Usage	Required if creating new IM record. The usage type for this IM account. Examples: HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Comments about the usage of this IM account.
	Is_Primary	Optional element. Y or N. Indicates that IM account is primary account for worker.
	Is_Public	Optional element. Y or N. Indicates that IM account is public.
Add_Dependent > URLs		You can enter many URL elements.
Add_Dependent > URLs > URL	Web_Address	Optional element. A URL for a home or work web site for the worker.
	Web_Comments	Optional element. Comments about the URL.
	Usage	Required if creating new IM record. The usage type for this IM account. Examples: HOME, WORK. Defined by Workday integration mapping.
	Usage_Comments	Optional element. Comments about the usage of this URL.
	Is_Primary	Optional element. Y or N. Indicates that web address is primary web site for worker.
	Is_Public	Optional element. Y or N. Indicates that web address is public.
Add_Dependent > Qualified_Domestic_Relations		You can enter many URL elements.
Add_Dependent >	Benefit_Coverage_Type	Conditionally Required

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Action/Sub-Element(s)	Field	Comments
Qualified_Domestic_Relations > Qualified_Domestic_Relation		
	Start_Date	Conditionally Required
	End_Date	Conditionally Required

Workday Connector For Verification of Income and Employment (VOIE)

Workday Connector for Verification of Income and Employment (VOIE)

The Workday Connector for Verification of Income and Employment (VOIE) is an integration that sends data to third-party VOIE providers for income, employment, and social security verification once the connector is enabled. This connector supports multiple providers which gives you flexibility to choose the verification providers that best fit your business needs and simplifies data access through a single integration.

Before you enable the new Workday Connector for Verification of Income and Employment (VOIE), determine your organization's subscription service agreement. Either:

- Main Service Agreement (MSA)
- Universal Main Service Agreement (UMSA

To determine your organizations' subscription service agreement:

1. Select your profile avatar on Workday Community.
2. Select Profile.
3. On our profile page, select your organization's name, which is beneath your name and next to your job title.
4. View your **Subscription Service Agreement** value.

Related Information
Examples
2026R2 Feature Release Note: Additional Providers for Verification of Income and Employment

Set Up Workday Connector for Verification of Income and Employment (VOIE)

Prerequisites

Security:

For UMSA Customers:

- For UMSA Customers: *Set Up: Tenant Setup - HCM* domain in the System functional area.

For MSA Customers:

- *Set Up: Tenant Setup - HCM* domain in the System functional area.
- *Manage: Innovation Services* domain in the Innovation Services functional area.

Context

You can set up the Workday Connector for Verification of Income and Employment (VOIE) to automate delivering your employee income and employment data to one or more of these providers:

- The Work Number by Equifax
- Experian Verify™

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- Checkr

If you have workers who are active, terminated, or on leave who have a U.S. social security number, you will see a new card on the Workday home page. This card helps you access the task to opt into the Workday Connector for Verification of Income and Employment.

The home page card that displays depends on specific criteria related to your Subscription Service Agreement:

- MSA Subscription: Users with modify access to the Manage: Innovation Services domain.
- UMSA Subscription: Users with modify access to the *Set Up: Tenant Setup - HCM* domain.

The card will be removed once you opt in or out of the connector. Alternatively, you can unpublish the card at any time from the Home Cards Workspace task. Select the check box next to **Employee Life Solutions: Verification of Income and Employment**, then click the **Unpublish**button.

Example

Steps: MSA Customers Previously Opted Into VOIE

Prerequisites

Security:

- *Set Up: Tenant Setup - HCM* domain in the System functional area.
- *Manage: Innovation Services* domain in the Innovation Services functional area.
- *Set Up: Payroll (Tax Filing/W-2s) - USA* domain in the USA Payroll function area and the *Setup: Tenant Setup - Payroll* domain in the System functional area.

Context

If you are a MSA customer who opted into the Workday Connector for Equifax Verification prior to 2026-10-17 and you would like to continue this connector, then you need to enable the new Workday connector. You can do this by confirming your current VOIE provider and completing this one-time setup task. You can also use the new Workday connector to enable other providers.

The confirmation constitutes an opt-in to the new **Workday Connector for Verification of Income and Employment** innovation service and any selected providers when you click **Submit**.

Once you click **Submit**, you can access the **Innovation Services And Data Selection Opt-In** task to manage the connector going forward.

Steps

1. On the **Confirm Verification of Income and Employment Connector** card on the home page, click **Confirm**to navigate to the Maintain Workday Connector for Verification and Employment task.
2. On the **Maintain Workday Connector for Verification of Income and Employment** task, the **Enable Workday Connector for Verification of Income and Employment Innovation Service** check box and all providers are selected by default.
3. Review your current opt-in status and select or deselect the providers of your choosing.
4. Confirm your selections and click **Submit** to save them.
5. If you select one or more providers, and you are a Payroll for the U.S. customer, a button will appear to direct you to the **Maintain Payroll Code Mapping** task where you can map your pay components to any of the 5 categories to streamline the verification process. After completing this task, your mapping will be shared with any selected providers when available.
6. If you need to modify provider selections after you complete the connector task, access the **Innovation Services And Data Selection Opt-In** task.

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Steps: MSA Customers Previously Opted Out of VOIE

Prerequisites

Security:

- *Set Up: Tenant Setup - HCM* domain in the System functional area.
- *Manage: Innovation Services* domain in the Innovation Services functional area.
- *Set Up: Payroll (Tax Filing/W-2s) - USA* domain in the USA Payroll function area and the *Setup: Tenant Setup - Payroll* domain in the System functional area.

Context

If you are a MSA customer who opted out of the Workday Connector for Equifax Verification prior to 2026-10-17, then you will continue to be opted out of the connector. To enable the new Workday connector at any time complete these steps:

Steps

1. On the **Life and Money Solutions: Workday Connector for Verification of Income and Employment** card on the home page, click **Opt In**.
2. On the **Innovation Services And Data Selection Opt-In**task, select the **Workday Connector for Verification of Income and Employment** innovation service. All providers are selected by default on the task once you select the innovation service.
3. You can select or deselect the providers of your choosing.
4. Click **Next** to confirm and save your VOIE provider selections. This step is required to save your provider selections.
5. If you select one or more providers, and you are a Payroll for the U.S. customer, a button will display to direct you to the **Maintain Payroll Code Mapping** task where you can map your pay components to any of the 5 categories to streamline the verification process. After completing this task, your mapping will be shared with any selected providers when available.

Steps: UMSA Customers Previously Opted Into VOIE

Prerequisites

Security: *Set Up: Tenant Setup - HCM* domain in the System functional area.

Context

If you are an UMSA customer who opted into the Workday Connector for Equifax Verification prior to 2026-10-17 and you would like to continue this connector, then you need to enable the new Workday connector. You can do this by confirming your current VOIE provider and completing the setup task. You can also use the new Workday connector to enable other providers.

Steps

1. On the **Confirm Verification of Income and Employment Connector** card on the home page, click **Confirm**.
2. On the **Maintain Workday Connector for Verification of Income and Employment (VOIE)** task, the **Enable Workday Connector for Verification of Income and Employment** check box and all providers are selected by default.
3. Review your current opt-in status and select or deselect the providers of your choosing.
4. Confirm your selections and click **Submit** to save them.

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5. If you select one or more providers, and you are a Payroll for the U.S. customer, you will be directed to the **Maintain Payroll Code Mapping** task where you can map your pay components to any of the 5 categories to streamline the verification process. After completing this task, your mapping will be shared with any selected providers when available.

Example

Steps: UMSA Customers Previously Opted Out of VOIE

Prerequisites

Security: *Set Up: Tenant Setup - HCM* domain in the System functional area.

Context

If you are an UMSA customer who opted out of the Workday Connector for Equifax Verification prior to 2026-10-17, then you will continue to be opted out of the connector. To enable the new Workday connector at any time complete these steps:

Steps

1. On the **Life and Money Solutions: Workday Connector for Verification of Income and Employment** card on the home page, click **Opt In**.
2. On the **Maintain Workday Connector for Verification of Income and Employment (VOIE)** task, select the **Enable Workday Connector for Verification of Income and Employment** check box. All providers are selected by default once you select the check box.
3. You can select or deselect the providers of your choosing.
4. Confirm your selections and click **Submit** to save them. This step is required to save your provider selections.
5. If you select one or more providers, and you are a Payroll for the U.S. customer, you will be directed to the **Maintain Payroll Code Mapping** task where you can map your pay components to any of the 5 categories to streamline the verification process. After completing this task, your mapping will be shared with any selected providers when available.

Steps: Customers Not Currently Opted Into VOIE

Prerequisites

Security:

For UMSA Customers:

- For UMSA Customers: *Set Up: Tenant Setup - HCM* domain in the System functional area.

For MSA Customers:

- *Set Up: Tenant Setup - HCM* domain in the System functional area.
- *Manage: Innovation Services* domain in the Innovation Services functional area.
- *Set Up: Payroll (Tax Filing/W-2s) - USA* domain in the USA Payroll function area and the *Setup: Tenant Setup - Payroll* domain in the System functional area

Context

For MSA or UMSA customers who prior to 2026-10-17 were not opted into the connector, you can opt into the Workday Connector for Verification of Income and Employment and select one or more providers.

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Steps

1. If you are a MSA customer:
    a) On the **Confirm Verification of Income and Employment Service** card on the home page, click **Confirm**.
    b) On the **Innovation Services And Data Selection Opt-In** task, select **Workday Connector for Verification of Income and Employment** innovation service. All providers are selected by default.
    c) You can select or deselect the providers of your choosing.
    d) Click **Next** to confirm your selections. This step is required to save your provider selections.
    e) If you select one or more providers, and you are a Payroll for the U.S. customer, a button will display to direct you to the **Maintain Payroll Code Mapping** task where you can map your pay components to any of the 5 categories to streamline the verification process. After completing this task, your mapping will be shared with any selected providers when available.
2. If you are a UMSA customer:
    a) On the **Confirm Verification of Income and Employment Service** card on the home page, click **Confirm**.
    b) On the **Maintain Workday Connector for Verification of Income and Employment (VOIE)** task, the **Enable Workday Connector for Verification of income and Employment** check box and all providers are selected by default.
    c) You can select or deselect the providers of your choosing.
    d) Confirm your selections and click **Submit** to save them.
    e) If you select one or more providers, you will be directed to the **Maintain Payroll Code Mapping** task where you can map your pay components to any of the 5 categories to streamline the verification process. After completing this task, your mapping will be shared with any selected providers when available.

Concept: Workday Connector for Verification of Income and Employment

The Workday Connector for Verification of Income and Employment:

- **For Equifax only:**Provides Equifax with a hashed verification inquiry matching file so Equifax can determine whether you have data available about the employee of a unique Equifax verification inquiry.
- For all other providers:Provides employee inquiry matching API that allows the providers to determine whether you have data available about the employee of a unique verification inquiry.
- Takes a snapshot of your employee income and employment data each week and securely maintains the snapshot of data in Workday.
- Sends relevant employee data from the most recent snapshot to the providers' verification services after receiving an authorized unique verification inquiry.

Workday automatically creates the Integration System User (ISU) *ISU FOR VOIE EXTRACT - DO NOT EDIT* when you set up the Workday Connector for Verification of Income and Employment. We recommend against modifying or deleting this ISU to ensure the connector performs correctly. If you opt out of the Workday Connector for Verification of Income and Employment, you can delete the ISU.

Employee Inquiry Matching File for Equifax Provider

To enable Equifax to look up the employee that is the subject of a verification inquiry, the connector sends this employee information to the VOIE provider in a verification inquiry matching file each week:

- Hashed Social Security Number.
- Employment status.
- A unique employee ID number generated by Workday
- A unique company ID number generated by Workday.

Employee Inquiry Matching for All Other VOIE Providers

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To enable all other VOIE providers to look up the employee that is the subject of a verification inquiry, the verifier can send an employee's SSN to the connector. If the connector finds an employee match, it will send the providers:

- A unique employee ID number generated by Workday.
- A unique company ID number generated by Workday.

The providers can use the unique employee ID to conduct the verification service enquiry.

Provider Verification Inquiry Types

After you set up the Workday Connector for Verification of Income and Employment, providers can conduct these types of verification service inquiries for individual employees:

Provider Verification Inquires	Description
Verification of Employment (VOE)	An employee's current or past employment information on behalf of a third party such as a lender or government agency.
Verification of Income (VOI)	An employee's current or past income information on behalf of a third party, such as a lender or government agency, to assess the employee's financial stability for lending or leasing. If you aren't a Workday Payroll for the U.S. customer, income data isn't available in your tenant. Therefore, Equifax can't verify employee income through the connector.
Social Services Verification (SSV)	An employee's current or past income or employment information on behalf of a third party, such as a government agency, to determine eligibility for social assistance programs.

Data Provided to Providers for Verification Inquiries

Note: If an employee is missing the information in the **Fields Required for Verification** column below, the connector might not be able to send the employee data to a provider for use in its verification services.

The connector sends these categories of information to providers on a per-inquiry basis for use in their verification services:

Data Type	Data in Workday	Fields Required for Verification	VOE	VOI	SSV
Workday ID	Employee's Workday ID.	X	X	X	X
Work Location Address	The address for the work location associated with the employee's primary position.		X	X	X

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Data Type	Data in Workday	Fields Required for Verification	VOE	VOI	SSV
Social Security Number	Employee's Social Security Number.	X	X	X	X
Payroll As Of Date		X	X	X	X
Employee Name	Employee's legal name.	X	X	X	X
Job Title	The title of the employee's primary position.		X	X	X
Employee Status	Employee's position status, such as *Active*, *On Leave*, *Terminated*, or *Retired*.	X	X	X	X
Most Recent Hire Date	The hire date of the employee's primary position.	X	X	X	X
Original Hire Date	The original hire date of the employee's primary position.	X	X	X	X
Terminate Date	The termination date of the employee's primary position.		X	X	X
Federal Employer Identification Number	The Federal Employer Identification Number (FEIN) of the company associated with the employee's primary position.		X	X	X

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Data Type	Data in Workday	Fields Required for Verification	VOE	VOI	SSV
Pay Frequency	Period schedules associated with the pay group that has a regular run category.		X	X	X
Home Address	Employee's full primary home address		X	X	X
Birth Date	Employee's date of birth.		X	X	X
Average Hours per Pay Period	Scheduled weekly hours per pay frequency.			X	X
Rate of Pay	The total base pay from the employee's primary position.			X	X
Rate of Pay Description	The frequency associated with the employee's total base pay.			X	X
Year				X	X
YTD Total Gross Wages				X	X
Pay Code				X	X
Pay Code Description				X	X
Gross Compensation				X	X
Pay Period Beginning Date					X
Pay Period Ending Date					X
Check Date					X
Pay Period Gross Wages					X

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Data Type	Data in Workday	Fields Required for Verification	VOE	VOI	SSV
YTD Gross Wages					X
Pay Period Net Wages					X
Pay Period Hours Worked					X

Concept: Disable Workday Connector Verification of Income and Employment

If you would like to disable the Workday Connector for Verification of Income and Employment then:

- For MSA:
  - Access the **Innovation Services And Data Selection Opt-In** task, deselect **Workday Connector for Verification of Income and Employment** innovation service.
  - Click **Next** to confirm your selections.
- For UMSA:
  - Access the **Maintain Workday Connector for Verification of Income and Employment** task.
  - Deselect the Enable Workday Connector for Verification of Income and Employment check box.
  - Confirm your selections and click **Submit** to save them.

If you were opted into the Workday connector prior to 2026-10-17, then the prior Set Up Workday Connector for Equifax Verification task that was used to opt out will be read only.

MSA Customers:

If you were opted into the connector prior to 2026-10-17, that was part of the HCM ML Features and Third Party Connectors GA or Workday Connector for Equifax Verification innovation services and would like to opt out, then use:

- The one-time Maintain Workday Connector for Verification of Income and Employment (VOIE) task to opt out.
- Deselect the Enable Workday Connector for Verification of Income and Employment Innovation Service check box
- Confirm your selections and click Submit to save them.

UMSA Customers:

If you were opted into the connector prior to 2026-10-17 and would like to opt out, then use:

- The Maintain Workday Connector for Verification of Income and Employment (VOIE) task to opt out.
- Deselect the Enable Workday Connector for Verification of Income and Employment check box.
- Confirm your selections and click Submit to save them.

Reporting: Workday Connector for Verification of Income and Employment

To review the income and employment data sent to any provider in response to verification inquiries, you must use the worker's Workday ID (WID) and the Transaction Date from Transaction Logs of Income and Employment Verification Request for Workers to access the Verification of Employment and Income Data for Worker report.

The Transaction Logs of Income and Employment Verification Request for Workers report (secured to the new *Reports: Verification of Income and Employment* domain) is a standard report displaying income and

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employment transaction inquiry details for a worker. You need to create a security policy for the domain to run this report.

Verification of Employment and Income Data for Worker Report

You can use the **Verification of Employment and Income Data for Worker** report to view the income and employment data that Workday sent to providers in response to verification inquiries for an employee.

This report displays the information that the Workday Connector for Verification of Income and Employment shares about an employee's:

- Employment.
- Income.
- Historical pay periods.

When you access the **Verification of Employment and Income Data for Worker** report, consider:

Option	Description
VOIE Worker	You can enter the employee's name, employee ID, or Workday ID (WID) from the verification inquiry transaction log email. For more information about WIDs, see Concept: Integration IDs .
Verification Inquiry Date	The default date for this field is the previous Saturday. You can select a date from up to 36 months ago to view employment and income data for past verification inquiries.
Include Income Data	You can only select this check box if you are both a HCM and Payroll for the U.S. customer.

Payroll Code Mapping for Verification of Income

Payroll administrators can map earning payroll codes into these categories by accessing the **Earnings** section of the **Maintain Payroll Code Mapping** task:

- *Base*
- *Overtime*
- *Bonus*
- *Commission*
- *Other*

Mapping payroll codes into base, overtime, bonus, commission, and other (BOBCO) categories helps streamline the verification of employees' income data for income and employment inquiries. Unmapped payroll codes are automatically labeled as *Uncategorized* when shared with providers.

Note:

The mappings you configure have no impact on any of your existing payroll configurations.

Workday recommends you opt into the Workday Connector for Verification of Income and Employment before using the Maintain Payroll Code Mapping task. After completing this task, your mappings will be shared with any selected provider. If you use the task prior to opting into the connector, then the mappings will not be shared with the providers.

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Worker Time Block Inbound Connector

Steps: Set Up Worker Time Block Inbound Connector

Prerequisites

Set up an external server that your external endpoint and your Connector can access.

Note: While the Worker Time Block Inbound Connector is still available, we recommend using the *Import Reported Time Blocks* web service for improved error handling and performance.

Context

Set up an integration system that imports worker time blocks from an external endpoint into Workday.

Steps

1. Configure your external endpoint to generate time block data in a format that the integration supports.

   See: Reference: Worker Time Block Inbound Connector File Schema .
2. Access the **Create Integration System** task and select *Worker Time Block Inbound* from the **New Using Template** prompt.
3. Create an Integration System User (ISU) and grant the ISU access to these domains:

   - *Integration Event*
   - *Reported Time Batch Event* (business process).

   Reported Time Batch Event is a role-based security policy. The ISU must be a member of a security group that can start and approve the business process. There must also be a default business process definition that sets the ordering of the 2 steps (Initiation and Approval). Add the security group for the ISU account to the Approval step.

   See: Steps: Grant Integration or External Endpoint Access to Workday
4. Set Up Worker Time Block Inbound Connector Integration Attributes .
5. Set Up Integration Retrieval
6. Launch an Integration .

Set Up Worker Time Block Inbound Connector Integration Attributes

Prerequisites

Security: *Integration Configure* security domain in the Integration functional area.

Note: While the Worker Time Block Inbound Connector is still available, we recommend using the *Import Reported Time Blocks* web service for improved error handling and performance.

Context

Configure integration attributes for an existing Worker Time Block Inbound Connector.

Steps

As a related action on your Worker Time Block Inbound integration, select **Integration System > Configure Integration Attributes**.

Add a row for each attribute and specify a value:

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Option	Description
Input File Format	Indicates if the incoming file is in XML or CSV format. If you leave this field blank, the automatically populated value is CSV.
Input Date Format	Set the format of all date values in the input file. The format must be a Java simple date format. The automatically populated value is *yyyy-MM-dd*.
Input Date Time Format	Set the format of all date and time values in the input file. The format must be a Java simple date format. The automatically populated value is *yyyy-MM-dd* HH:mm:ss.
Document Retention Policy	Specify how many days Workday keeps the imported files. The automatically populated retention period is 30 days.

Concept: Worker Time Block Inbound Connector

Note: While the Worker Time Block Inbound Connector is still available, we recommend using the *Import Reported Time Blocks* web service for improved error handling and performance.

To import time-block records for your workers from an external endpoint into Workday, use the Worker Time Block Inbound Connector. The Worker Time Block Inbound Connector can import detailed time block data for your workers, including associated project, fund, grant, and other related data. With the Worker Time Block Inbound Connector, you can load reported time blocks from manual entry or one-off time blocks that supplement normal time entries. Example: load time block data for time spent taking a training class, working at an extracurricular event, or holiday hours.

File Format for Worker Time Block Inbound Connector Data

The Worker Time Block Inbound Connector integration imports data in Workday-defined CSV or XML formats.

Integration Process Flow

The Worker Time Block Inbound Connector imports time data using this process:

1. Your external endpoint generates a file and sends it to a file server known to the integration.
2. You launch the integration, either by schedule or manually.
3. The integration retrieves the file according to the Document Retrieval configuration on the Integration Process Event and applies document tags.

   If the file isn't in the Workday XML format, create a Document Transformation integration that converts the input file into a format supported by Workday.
4. The integration processes the file, then imports the data into Workday.

Reference: Worker Time Block Inbound Connector File Schema

CSV Elements

Note: While the Worker Time Block Inbound Connector is still available, we recommend using the *Import Reported Time Blocks* web service for improved error handling and performance.

The CSV file must include these fields, in order:

- Employee_ID
- Time_Entry_Code

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- Project
- Project_Plan_Task
- Date
- Units
- In_Date_Time
- Out_Date_Time
- Out_Reason
- Position_ID
- Override_Rate
- Business_Unit
- Cost_Center
- Custom_Organization_1 through Custom_Organization_10
- Custom_Worktag_1 through Custom_Worktag_15
- Fund
- Grant
- Job_Profile
- Location
- Program
- Region
- Comment
- Gift
- Worker_Reference_Type

  Note:

  Optional field indicates if the worker is an employee or contingent worker. Valid values:

  - E: worker is employee
  - C: worker is contingent worker
  - (Empty): worker is employee.

XML Elements

The XML schema for inbound time block data includes these elements:

Element	Level	Description/Notes
TimeBlockInboundFile	1	Contains all other elements. Only 1 element per file.
TimeBlockEntry	2	Contains 1 instance of all subsequent elements, except as noted. Unlimited number of elements per file.
Employee_ID	3	Use only if Contingent_Worker_ID is empty. Must be in XSD *string* format.
Contingent_Worker_ID	3	Use only if Employee_ID is empty. Must be in XSD *string* format.
Time_Entry_Code	3	Must be in XSD *string* format.
Project	3	Optional; if included, must be in XSD *string* format.
Project_Plan_Task	3	Optional; if included, must be in XSD *string* format.
Date	3	Optional; if included, must be in XSD *string* format.
Units	3	Optional; if included, must be in XSD *decimal* format.
In_Date_Time	3	Optional; if included, must be in XSD *string* format.
Out_Date_Time	3	Optional; if included, must be in XSD *string* format.
Out_Reason	3	Must be in XSD *string* format.
Position_ID	3	Must be in XSD *string* format.
Override_Rate	3	Optional; if included, must be in XSD *decimal* format.
Business_Unit	3	Must be in XSD *string* format.

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Element	Level	Description/Notes
Cost_Center	3	Must be in XSD *string* format.
Custom_Organization_01 through Custom_Organization_10	3	Optional. You can include up to 10 custom organizations, each in its own element. Must be in XSD *string* format.
Custom_Worktag_01 through Custom_Worktag_15	3	Optional. You can include up to 15 custom worktags, each in its own element. Must be in XSD *string* format.
Fund	3	Optional; if included, must be in XSD *string* format.
Grant	3	Optional; if included, must be in XSD *string* format.
Job_Profile	3	Optional; if included, must be in XSD *string* format.
Location	3	Optional; if included, must be in XSD *string* format.
Program	3	Optional; if included, must be in XSD *string* format.
Region	3	Optional; if included, must be in XSD *string* format.
Comment	3	Optional; if included, must be in XSD *string* format.
Gift	3	Optional; if included, must be in XSD *string* format.
Worker Reference Type	3	Optional; indicates if the worker is an employee or contingent worker. Valid values: • E: worker is employee • C: worker is contingent worker • (Empty): worker is employee.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema
 xmlns:xsd="http://www.w3.org/2001/XMLSchema"
 xmlns:tns="http://www.workday.com/timeandlabor/TimeBlockInbound"
 targetNamespace="http://www.workday.com/timeandlabor/TimeBlockInbound"
 elementFormDefault="qualified">

 <xsd:element name="TimeBlockInboundFile">
  <xsd:complexType>
   <xsd:sequence>
    <xsd:element ref="tns:TimeBlockEntry" maxOccurs="unbounded"/>
   </xsd:sequence>
  </xsd:complexType>
 </xsd:element>

 <xsd:element name="TimeBlockEntry">
  <xsd:complexType>
   <xsd:sequence>
    <xsd:element name="Employee_ID" type="xsd:string"/>
    <xsd:element name="Time_Entry_Code" type="xsd:string"/>
    <xsd:element name="Project" minOccurs="0" type="xsd:string"/>
    <xsd:element name="Project_Plan_Task" minOccurs="0" type="xsd:string"/>
    <xsd:element name="Date" minOccurs="0" type="xsd:string"/>
    <xsd:element name="Units" minOccurs="0" type="tns:decimal-or-empty"/>
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Student Connectors

Reference: Student Connectors Catalog

Connector	Description
Education Test Result Inbound Connector See Student Admissions Connectors.	Imports test results in a Workday-defined XML format. Use this connector to import results for education tests not supported by other Student Admissions connectors.
National Student Clearinghouse Connectors	Sends enrollment, degree, and graduation data to the National Student Clearinghouse (NSC).
SPEEDE External Transcript Inbound See Student Admissions Connectors.	Imports student transcripts from the NSC Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) service.
Student Admissions Connectors	Imports test results for these education tests: • ACT (formerly American College Testing) • Advanced Placement (AP). • Graduate Management Admission Test (GMAT). • Graduate Record Examination (GRE). • Postsecondary Education Readiness Test (PERT). • SAT (formerly Scholastic Assessment Test). • Test of English as a Foreign Language (TOEFL). Note: Workday provides a separate integration template for each test. Each template supports only 1 test.
Student Financial Aid Connectors	Imports and exports transaction data for these formats: • Alternative Loan Applications. • Common Origination and Disbursement (COD). • Institutional Student Information Reports (ISIRs). • Transfer Student Monitoring (TSM) and Financial Aid History (FAH).
Student Financials Connectors	• Sends refund data to Transact (formerly Cashnet) merchants. • Generates IRS Form 1098-T data for enrolled students.
Student Outbound Connector	Exports data for students with changes in their status and profile information in a Workday-defined XML format.

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Connector	Description
Student Records Connectors	Exports transcript data in a Workday-defined XML format.
Student Recruiting Connectors	Imports student prospects from the ACT Enroll student search service.
Student Transaction Log Outbound Connector	Monitors your tenant for Student-related transactions that meet specified transaction type, effective date, and entry date criteria. Exports an XML file with transaction records for these transactions from Workday.
The Common Application Inbound Integration	Imports a subset of first-year student applicant data from The Common Application.

National Student Clearinghouse Connectors

Setup Considerations: National Student Clearinghouse Connectors

You can use this topic to help make decisions when planning your configuration and use of National Student Clearinghouse (NSC) connectors. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The NSC connectors in Workday enable you to extract and transmit data to the NSC for their Enrollment Reporting and DegreeVerify services.

Note: Workday does not warrant, guarantee, or represent that Student reporting capabilities comply with National Student Clearinghouse (NSC) compliance standards or requirements. Customers are responsible for independently verifying their compliance with all state and federal legal and regulatory obligations.

Business Benefits

The integrations make it easier for you to generate enrollment and degree verification reports according to NSC guidelines by exporting data already in your tenant, saving you time and effort.

Workday saves the output report to an SFTP server, and you can configure the integration to deliver the file directly to the NSC for greater efficiency.

Use Cases

Administrators can:

- Use the *NSC Enrollment Reporting Outbound* integration to generate a report with enrollment data.
- Use the *NSC Degree Verify Outbound* integration to generate a report with degree and graduation data for verification.
- Configure the integrations to report the output data according to your institutional requirements. Example: For load status calculations.

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- Send the integration output files to the NSC for reporting to loan agencies and the National Student Loan Data System (NSLDS).
- Generate the report as needed to verify the integration output data. Workday provides troubleshooting options for you to run the integration including specific students or excluding a student population.

Questions to Consider

Subjects	Questions	Considerations
Enrollment Reporting	How does your institution determine a student's load status for the enrollment report?	When determining the enrollment status, Workday calculates the load status based on the student's registered units for all courses in the standard academic period. You can configure the enrollment reporting integration to calculate the load status: • Using institution load status rules or financial aid load status rules. • Including or excluding withdrawn units, financial aid units, and audit units.
Enrollment Reporting	What does your institution consider as effective dates for changes in load status?	For the enrollment report, Workday looks for changes in load status from the *Last Enrollment Report Run Date* you specify, to the earliest of the: • Current date. • End date of the standard academic period that you're reporting. When the load status doesn't change within this time, Workday looks for added or dropped registrations that affected the load status in previous academic periods. When the registration changes are: • Before the *Last Add Date*, Workday considers the standard academic period start date as the load status change effective date. • After the *Last Add Date*, Workday considers the registration add or drop date as the load status change effective date. You can view the process dates of registration changes on the **Registration Audit History** report. For students who graduated during the reporting period, Workday reports their graduated status effective date as their conferral date. You can configure the integrations to report a different date. Example: Academic period end date or program completion date.
Enrollment Reporting	How does your institution report enrollment for students on an approved leave of absence?	By default, Workday reports a leave of absence enrollment status for students who began a leave of absence during the reporting academic period. You can set up the enrollment reporting integration to include students on a leave of

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Subjects	Questions	Considerations
		absence longer than the reporting academic period. You can also configure the integration to report the enrollment status for leave of absence students as withdrawn.
Enrollment Reporting	How does your institution report enrollment for students who dropped some or all of their registrations?	The enrollment reporting integration compares students who are enrolled as of the: • *Last Enrollment Report Run Date* you specify when you launch the integration. • Current date. You can configure the integration to include or exclude withdrawn units in the load status calculations. Workday reports the students who no longer have registrations as withdrawn, with an enrollment status effective date of when the student dropped their last course registration.
Enrollment Reporting	Which student populations do you want to include in the enrollment report?	When you launch an Enrollment Reporting integration, you can specify the: • Office of Postsecondary Education Identification (OPEID) number and branch code of the institution you want to report. The enrollment report includes students who have a primary program of study with the specified OPEID and branch code. • Values to include on the header record of the enrollment report.
Degree Verify	Which student populations do you want to include in the degree verification report?	When you launch a Degree Verify integration, you can specify the: • OPEID number and branch code of the institution you want to report. The degree verification report includes graduated students who have a primary program of study with the specified OPEID and branch code. • Date range of conferral dates of students to include in the degree verification report.

Recommendations

To reduce errors for enrollment reporting:

- Set up programs of study with the most recent version of the Classification of Instructional Programs (CIP) code, and the program duration.
- Set up federal student aid program policies to specify the weeks of instruction, credential level, and special indicator for the program of study.
- Set up typical attendance patterns to exclude noncompulsory academic period types. Example: Summer. To determine continuous enrollment, Workday looks for student registrations in the academic period types that are in the typical attendance pattern.

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- Run the First of Term report after the *Last Add Date* to account for any changes in enrollment status while registration changes are open.
- Minimize administrative overrides to add and drop registrations after the *Last Add Date*. Registration changes after this date affect what Workday reports as the program enrollment status effective date.

Requirements

Set up:

- OPEIDs and branch codes for the campus locations you want to report, so that you can generate separate reports for different locations.
- Federal student aid program policies with these OPEIDs and branch codes for your programs of study. Workday reports the students with a primary program of study linked to the OPEID and branch code that you specify when you launch the integration.

Limitations

No impact.

Tenant Setup

No impact.

Security

Configure these domains:

Domains	Considerations
Integration Build in the Integration functional area.	Enables users to: • Create or edit an integration. • View an integration system.
Integration Configure in the Integration functional area.	Enables users to configure an integration.
Integration Event in the Integration functional area.	Enables users to: • Launch an integration. • View resulting integration events, including integration output documents.
• *Manage: Academic Records* in the Student Records functional area. • *Manage: Financial Aid* in the Financial Aid functional area. • *Set Up: Financial Aid Rule Sets and Policies* in the Financial Aid functional area.	Enables users to select an OPEID to launch the NSC integration.

Business Processes

You can configure a *Document Delivery Service* step on a business process to deliver the integration output files to the NSC through SFTP.

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Reporting

Reports	Considerations
All Integration Systems	Displays all integration systems that you've created.
Integration Events	Displays: • A summary of integration events that are in process or completed. • Details about the status for each integration event.
View Integration System	Displays details about the integration system, including the integration services, attributes, and maps.

Connections and Touchpoints

From the Financial Aid feature, you can set up federal student aid program policies on programs of study. Workday determines which students to include in the NSC reports by looking at the OPEID number and branch code on these policies for the students' primary programs of study.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Integration to Export Student Degree Data

Prerequisites

- Review Setup Considerations: National Student Clearinghouse Connectors .
- Security: These domains in the Integration functional area:
  - *Integration Build*
  - *Integration Configure*

Context

You can create an integration that sends degree and graduation data files to the National Student Clearinghouse (NSC) for their DegreeVerify service.

Note: Workday does not warrant, guarantee, or represent that Student reporting capabilities comply with National Student Clearinghouse (NSC) compliance standards or requirements. Customers are responsible for independently verifying their compliance with all state and federal legal and regulatory obligations.

Steps

1. Set up Office of Postsecondary Education Identifiers (OPEIDs) for the campus locations you want to report.

   See Steps: Set Up Federal Entity IDs.
2. Maintain Federal Student Aid Program Policies.

   For the programs of study you want to include in your degree verification report, configure these values on the **Maintain Federal Student Aid Program Policy** task:
   - **Default OPEID**
   - **Weeks of Instruction**
   - **Credential Level**
   - **Special Indicator**

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3. Create Integration System .

   From the **New Using Template** prompt, select *NSC Degree Verify Outbound*.
4. (Optional) Select **Integration System > Configure Integration Services** from the related actions menu of the integration system.

   Enable the *NSC Degree Verify Outbound Document Delivery* integration service. When you don't perform this step, you need to retrieve the integration output file and upload it manually to the NSC.
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain in the Integration functional area.

   Grant the ISU *Get* and *Put* access to 1 or more of these domains:

   - *Manage: Academic Records* in the Student Records functional area.
   - *Manage: Financial Aid* in the Financial Aid functional area.
   - *Set Up: Financial Aid Rule Sets and Policies* in the Financial Aid functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
6. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Enter integration service attributes.
7. (Optional) Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Configure overrides for fields where you want to return different values based on calculated fields or report fields.

   Example: To report whether students have a financial block for outstanding balances, NSC specifies to use the *School Financial Block* field. Create a *True/False Condition* calculated field using the **Academic Record** report field on the Earned Credential business object that evaluates whether students have a financial block. Configure the *School Financial Block* field override with this calculated field. Workday then reports the *School Financial Block* field as Y for students with a financial block.

   Example: By default, Workday reports the *Date Degree Awarded* field as the conferral date. To report a different date, you can configure the *Date Degree Awarded* field override to use 1 of these report fields on the Student Program of Study Record business object:

   - **Conferral Academic Period End Date**
   - **Program Completion Date**
8. Select **Integration System > Configure Integration Maps** from the related actions menu of the integration system.

   Map your internal educational credentials to the external values that Workday reports for the *Degree Level Indicator* field.
9. Set Up Integration Delivery .
10. Launch an Integration .

    Specify any launch parameters that your integration requires to identify your institution and define the scope of the output file.

    Example: The degree verification report includes all students with conferral dates between the dates that you specify on the *From Date* and *To Date* fields when you launch the integration.

Related Information

Examples

2023R2 What's New Post: NSC Degree Verify Outbound Integration

2023R1 What's New Post: National Student Clearinghouse Connectors

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Steps: Set Up Integration to Export Student Enrollment Data

Prerequisites

- Review Setup Considerations: National Student Clearinghouse Connectors .
- Security: These domains in the Integration functional area:
  - *Integration Build*
  - *Integration Configure*

Context

You can create an integration that sends enrollment data files to the National Student Clearinghouse (NSC) for their Enrollment Reporting service.

Note: Workday does not warrant, guarantee, or represent that Student reporting capabilities comply with National Student Clearinghouse (NSC) compliance standards or requirements. Customers are responsible for independently verifying their compliance with all state and federal legal and regulatory obligations.

Steps

1. Set up Office of Postsecondary Education Identifiers (OPEIDs) for the campus locations you want to report.

   See Steps: Set Up Federal Entity IDs.
2. Create Programs of Study.

   Set up these fields on the programs of study:
   - **CIP Code**
   - **Program Duration**
3. Maintain Federal Student Aid Program Policies.

   For the programs of study you want to include in your enrollment report, configure these values on the **Maintain Federal Student Aid Program Policy** task:
   - **Default OPEID**
   - **Weeks of Instruction**
   - **Credential Level**
   - **Special Indicator**
4. Create Integration System .

   From the **New Using Template** prompt, select *NSC Enrollment Reporting Outbound*.
5. (Optional) Select **Integration System > Configure Integration Services** from the related actions menu of the integration system.

   Enable the *NSC Enrollment Reporting Outbound Document Delivery* integration service. When you don't perform this step, you need to retrieve the integration output file and upload it manually to the NSC.
6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain in the Integration functional area.

   Grant the ISU *Get* and *Put* access to 1 or more of these domains:
   - *Manage: Academic Records* in the Student Records functional area.
   - *Manage: Financial Aid* in the Financial Aid functional area.
   - *Set Up: Financial Aid Rule Sets and Policies* in the Financial Aid functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.

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7. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Specify or enable integration service attributes to configure your integration.

   Example: Workday reports students who changed their status to leave of absence during the reporting academic period. To include students that have been on a leave of absence for longer than the reporting academic period, specify a value on the *Duration to Include Leave of Absence Students* integration attribute.
8. (Optional) Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Configure overrides for any fields where you want to return values based on calculated fields or report fields on these business objects:

   - Student, for student and contact data.
   - Student Program of Study Record, for primary and additional programs of study.

   Example: By default, Workday doesn't report a value for the *Good Student* field. You want to report students with a grade point average (GPA) of 3.5 and above as good students to the NSC. Create a *True/False Condition* calculated field that evaluates students against this requirement, and configure the *Good Student* field override with this calculated field. Workday then reports the *Good Student* field as Y for students with a 3.5 GPA and above.
9. Select **Integration System > Configure Integration Maps** from the related actions menu of the integration system.

   Map internal values to the external values that Workday reports for these fields:

   - *Gender*
   - *Race/Ethnicity*
   - *Class/Credential*
10. (Optional) Select **Integration System > Configure Integration Population Eligibility** from the related actions menu of the integration system.

    You can specify an additional filter for the students you define in the integration launch criteria.

    Example: Your standard Spring academic period contains 3 nonstandard academic periods: an intersession Winter term and 2 Spring terms. You want to run the enrollment report for only the Spring terms. Create a *True/False Condition* calculated field on the Student business object that returns false for the Winter students. Specify this calculated field as the **Filter External Field**. When you run the integration for the standard Spring academic period, the enrollment report includes only the Spring students and excludes the Winter students.
11. Set Up Integration Delivery .
12. Launch an Integration .

    Specify any launch parameters that your integration requires to identify your institution and define the scope of the output file.

    Example: The enrollment report includes all students with enrollment data changes since the time and date that you specify on the *Last Enrollment Report Run Date* field when you launch the integration.

Related Information

Examples

2023R2 What's New Post: NSC Enrollment Reporting Outbound Integration

2023R1 What's New Post: National Student Clearinghouse Connectors

2022R1 What's New Post: NSC Enrollment Reporting Integration

2021R2 What's New Post: NSC Enrollment Reporting Integration

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Concept: National Student Clearinghouse Connectors

Workday delivers these integration templates that you can use to extract and transmit data to the National Student Clearinghouse (NSC):

Template	Description
NSC Degree Verify Outbound	Extracts degree and graduation data from Workday and optionally delivers the output file directly to the NSC.
NSC Enrollment Reporting Outbound	Extracts student enrollment data from Workday and optionally delivers the output files directly to the NSC.

Note: Workday does not warrant, guarantee, or represent that Student reporting capabilities comply with National Student Clearinghouse (NSC) compliance standards or requirements. Customers are responsible for independently verifying their compliance with all state and federal legal and regulatory obligations.

The integrations consider which students to report based on the:

- Default OPEID on the federal student aid program policy of the student's primary program of study.
- *OPEID* and *Branch Code* integration criteria you specify when you launch the integration.

You can exclude specific programs of study or students from the output data by configuring these check boxes on the program of study:

- **Exclude Program of Study from National Student Clearinghouse Reporting**
- **Exclude Students in Program of Study from National Student Clearinghouse Reporting**

See Create Programs of Study. For students with multiple programs of study, Workday excludes students that have at least 1 program of study with the **Exclude Students in Program of Study from National Student Clearinghouse Reporting** option selected.

NSC Degree Verify Outbound

When you launch the *NSC Degree Verify Outbound* integration, Workday outputs the degree and graduation data:

- Following the guidelines specified in the NSC DegreeVerify Programming & Testing Guide.
- In tab-delimited and XLS file formats.

Workday outputs the Transmission Date in the header of the outbound file based on when the integration is run in Coordinated Universal Time (UTC).

The output degree verification report includes students who complete their program of study within the date range you specify on the integration launch criteria, based on the program conferral date.

When students earn multiple credentials with the same conferral date, Workday reports:

- Separate detail records for each unique credential. Example: Bachelor of Arts and Bachelor of Science degrees.
- A single detail record when the credentials are the same. Example: 2 Bachelor of Arts degrees.

For students with a major program of study bundled with a minor program of study, Workday reports the minor program on the degree verification report when the:

- Minor program of study type is credential granting.
- Default credentials of the major and minor programs match.

NSC Enrollment Reporting Outbound

When you launch the *NSC Enrollment Reporting Outbound* integration, Workday outputs the enrollment data:

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- Following the guidelines specified in the NSC Enrollment Reporting Programming & Testing Guide.
- In a tab-delimited file format.
- In an XLS file format for troubleshooting purposes. Optionally, you can use the *Troubleshooting File Format* integration attribute to output no file or an XLSX file.

The output enrollment report covers all programs of study from all active student records, including students who are registered in an academic period or multiple periods with the same standard start and end dates. When you select multiple academic periods, the enrollment report includes registrations across multiple calendars.

Workday bases all campus-level program information on the primary program of study for the reporting academic period. Examples: Major, credential, and anticipated graduation date. If you want your report to consider all programs of study with the same CIP code as the same program of study, use the *Consolidate Programs of Study with Same CIP Code* attribute.

The integration looks at a student's continuous enrollment when reporting effective dates of enrollment status changes. Workday considers continuous enrollment based on the:

- Academic period types in the typical attendance pattern of the calendar policy for the student's primary program of study.
- Academic periods in which the student has registrations.

<table>
<tr>
<td>Noncompulsory Academic Periods</td>
<td>
Workday recommends that you set up typical attendance patterns to exclude noncompulsory academic period types. Example: Summer. See Create Typical Attendance Patterns.

When a student has registrations in a noncompulsory academic period that isn’t in the typical attendance pattern, Workday considers those registrations:

Depending on the load status in the noncompulsory period, and in the academic periods before and after the noncompulsory period.
For reporting the program enrollment status and status effective date.

<table>
<tr><th>Scenario</th><th>Consideration</th><th>Example</th></tr>
<tr><td>The student has a load status of less than half time in a noncompulsory academic period.</td><td>Workday ignores the noncompulsory period when looking for enrollment status changes.</td><td>Your institution considers Summer as a noncompulsory academic period. A student has a load status of:
Full time in Spring 2023.
Less than half time in Summer 2023.
Full time in Fall 2023.
When you run the enrollment report in Fall 2023, Workday reports the effective</td></tr>
</table>
</td>
</tr>
</table>

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Scenario	Consideration	Example
		date of the full-time enrollment status as the start date of the Spring 2023 academic period, ignoring the Summer 2023 period.
The student drops all courses during a noncompulsory academic period.	Workday doesn't include this student on the enrollment report in the noncompulsory period.	Adam and Chris are both enrolled full-time in the Spring term and less-than-half-time in the Summer term. You ran a First of Term enrollment report for Summer. Adam then drops all Summer courses, and Chris withdraws from the Summer term. When you run a subsequent enrollment report in the Summer term, Workday: • Considers Adam as not enrolled and doesn't include him in the report. • Reports Chris with an enrollment status of W (Withdrawn).
The student has a load status of half time or greater during the noncompulsory period, including changes in load status when the student adds or drops a course.	Workday includes the noncompulsory academic period when looking for enrollment status changes.	David and Jamie were enrolled full-time in Spring, and both are half-time in the Summer term. David drops a Summer course, bringing his load status to less than half time. Jamie drops all courses and is no longer enrolled in Summer. Both students return full-time in the Fall term. When you run the Fall enrollment report, Workday reports both David and Jamie with an effective date of

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Scenario	Consideration	Example
		full-time enrollment status as the start date of the Fall academic period.
The student first attends the institution in the noncompulsory period with a load status of less than half time. Their load status doesn't change in the subsequent compulsory academic period.	Workday includes the noncompulsory academic period when looking for enrollment status changes.	A student has a less-than-half-time load status in both Summer and Fall terms for 2023. When you run the enrollment report in Fall 2023, Workday reports the effective date of the less-than-half-time enrollment status as the start date of the Summer 2023 academic period.

First of Term and Subsequent Reporting

The NSC accounts for changes in enrollment data across academic periods. Examples: Withdrawals, increased or decreased load statuses.

For the first enrollment report of the academic period, Workday:

- Doesn't compare enrollment data for students from previous academic periods.
- Includes only students enrolled as of the current date.

You can indicate a First of Term report when you launch the integration and configure these launch parameters:

Integration Criteria	Configuration
Last Enrollment Report Run Date	Leave blank.
Standard Report	Check the check box.

Workday recommends that you run the First of Term report after the *Last Add Date* to account for any changes in enrollment status while registration changes are open.

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	On the First of Term submission, select the *Report Inactive Students for First of Term* integration attribute to include students who initially enrolled for the reporting academic period but are no longer enrolled as of the report date. For subsequent reports, Workday includes students with enrollment data changes since the date and time you specify in the *Last Enrollment Report Run Date* launch parameter.
Reporting Only Graduated Students	Workday enables you to generate an enrollment report with only the students who graduated with a conferral date in the specified academic periods. To generate this report, enable the *NSC Enrollment Reporting Outbound – Non-Standard Report Options* integration service and configure these launch parameters: **Integration Criteria** / **Configuration** *Report Graduated Students Only* / Check the check box. *Last Enrollment Report Run Date* / Leave blank. *Standard Report* / Clear the check box.

Launch/Schedule Options

Workday provides these launch schedule options for National Student Clearinghouse integrations:

- Launch with an *Integration* step on a business process.
- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

You can view all launch parameters as integration criteria on the **Launch / Schedule Integration** task.

For troubleshooting purposes, you can enable the *Debug Service* integration service. Workday provides launch parameters that you can use to specify which students to include or exclude in the output report.

Related Information
Examples
2023R2 What's New Post: NSC Degree Verify Outbound Integration
2023R2 What's New Post: NSC Enrollment Reporting Outbound Integration
2023R1 What's New Post: National Student Clearinghouse Connectors

Reference: NSC Enrollment Reporting Outbound Connector

Note: Workday does not warrant, guarantee, or represent that Student reporting capabilities comply with National Student Clearinghouse (NSC) compliance standards or requirements. Customers are responsible for independently verifying their compliance with all state and federal legal and regulatory obligations.

This topic describes how Workday populates certain campus- and program-level fields in the output file of the NSC Enrollment Reporting Outbound integration:

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Campus-Level Field	Excel Column
Reference: NSC Enrollment Reporting Outbound Connector	I
Reference: NSC Enrollment Reporting Outbound Connector	J
Reference: NSC Enrollment Reporting Outbound Connector	Q
Reference: NSC Enrollment Reporting Outbound Connector	S
Reference: NSC Enrollment Reporting Outbound Connector	T
Reference: NSC Enrollment Reporting Outbound Connector	AA
Reference: NSC Enrollment Reporting Outbound Connector	AF

Program-Level Field	Excel Column for Program 1
Reference: NSC Enrollment Reporting Outbound Connector	AY
Reference: NSC Enrollment Reporting Outbound Connector	BC
Reference: NSC Enrollment Reporting Outbound Connector	BE
Reference: NSC Enrollment Reporting Outbound Connector	BF

Enrollment Status

Workday reports the *Enrollment Status* field based on the status of the student's primary program of study for the reporting period.

Description	Primary Program of Study Status	Enrollment Status
The student has started the program of study and has an academic workload.	*In Progress*	Based on the load status calculation: • F (Full-time) • Q (3/4-time) • H (1/2-time) • L (Less-than-1/2-time or Part-time)
The student has discontinued the program.	*Discontinued*	W (Withdrawn)
The student has been dismissed.	*Dismissed*	W

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Description	Primary Program of Study Status	Enrollment Status
The student has withdrawn from the program.	*Institutional Withdrawal*	W
The student has dropped all registrations since the *Last Enrollment Report Run Date* value that you specified in the integration launch parameters.	Not applicable. The student is no longer enrolled for the reporting academic period.	W
The student is on an approved leave of absence.	*Leave of Absence*	• A (Approved Leave of Absence). • W, when you select the *Report Leave of Absence as Withdrawn* integration attribute.
The student has been suspended.	*Suspended*	W
The student has completed the requirements for graduation or the program of study in which they were enrolled.	*Completed*	G (Graduated)
The student is deceased and you completed the *Deceased Student Event* business process for the student.	Not applicable.	D (Deceased)

The load status calculation uses the student's registered units for all courses in the standard academic period. Workday provides options for you to configure the load status calculation to meet the requirements of your institution.

Default Load Status Calculation	Alternative Load Status Calculation	Configuration for Alternative Load Status Calculation
Based on the institution load status rules of the Load Status Policy.	Calculate the load status using the financial aid load status rules of the Load Status Policy.	On the *Load Status Rules* integration attribute, select: • The **Override Default Values** check box. • *Financial Aid Load Status Rules*.
Includes withdrawn units.	Exclude withdrawn units from the load status calculation.	Select the *Exclude Withdrawn Registrations* integration attribute.
Excludes financial aid units.	Include financial aid load status units in the load status calculation.	Select the *Include Financial Aid Load Units for Load Status Calculation* integration attribute.
Excludes audit units.	Include audit units in the load status calculation when using institution load status rules.	On the load status rule set, select the **Include Audit Grading Basis** check box. See Set Up Load Status Policies.

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Status Start Date

On the First of Term report, Workday reports the *Status Start Date* field as space fill.

On subsequent reports, Workday reports the *Status Start Date* field as the date of change of the enrollment status for the primary program of study.

Enrollment Status	Status Start Date
Based on the load status: • F (Full-time) • Q (3/4-time) • H (1/2-time) • L (Less-than-1/2-time or Part-time)	The effective date of the current load status, determined as the latest date of the: • Start date of the first academic period the student was enrolled in the program of study. • Add or drop course registration date that changed the load status after the *Last Add Date* within the reporting academic period or previous academic periods. • Start date of the reporting standard academic period during which the load status changed, compared to the prior reporting academic period. Workday: • Accounts for registration unit changes that affect load status. Example: A student takes a variable credit course. • Accounts for backdated registration changes that affect load status. Example: An administrator adds or drops course sections for a student who registered late. • Doesn't account for load status changes within the same day. Example: A student drops a 4-unit course in the morning, which changes their load status from full-time to part-time. They then register for a 4-unit course in the afternoon on the same day, bringing their load status back to full-time. Workday won't report that day as the status start date.
W (Withdrawn)	The effective date of when the student: • Discontinued the program of study. • Was dismissed. • Withdrew from the program. • Dropped all registrations.
A (Approved Leave of Absence)	The effective date of the leave of absence.
G (Graduated)	The program conferral date. You can report a different date for this field by configuring the *Graduated Status Effective Date* field override in the Primary Program of Study field override section.

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Enrollment Status	Status Start Date
	Example: You can use these report fields on the Student Program of Study Record business object: • **Conferral Academic Period End Date** • **Program Completion Date**
D (Deceased)	The student's date of death.

Anticipated Graduation Date

Workday reports the *Anticipated Graduation Date* field as the **Expected Completion Date** on the student's primary program of study record.

Term Begin Date

Workday reports the *Term Begin Date* field as the **Start Date** of the standard academic period that you specified in the integration launch parameters.

Alternatively, you can configure this field to report the earliest start date of courses in which the student is enrolled by selecting the *Term Begin and End Dates Using Student Registrations* integration attribute.

Term End Date

Workday reports the *Term End Date* field as the **End Date** of the standard academic period that you specified in the integration launch parameters.

Alternatively, you can configure this field to report the latest end date of courses in which the student is enrolled by selecting the *Term Begin and End Dates Using Student Registrations* integration attribute.

Class/Credential

Workday reports the *Class/Credential* field as the external value from the:

- *Credential* integration map, based on the student's educational credentials.
- *Class* integration map when the credential maps to an external field value of B (Bachelor's), based on the student's class standing.

To report the class and credential to the NSC according to Integrated Postsecondary Education Data System (IPEDS) guidelines, map the corresponding class values for credentials that might require it.

Example: You want to report fifth-year undergraduate students as seniors in a bachelor's degree program to the NSC. Configure the *Class* integration map to associate a class standing of *Fifth Year* to an external field value of R.

Race/Ethnicity

Workday reports the *Race/Ethnicity* field based on the student's ethnicity and citizenship status.

Description	Race/Ethnicity
The student has a citizenship status mapped to the *IPEDS Non-Resident Alien* option on the **Maintain Citizenship Statuses** task.	A (Nonresident Alien)
The student identifies as Hispanic or Latino.	H (Hispanic)
The student has multiple Race/Ethnicity values.	TM (Two or More Race/Ethnicity Categories)

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Description	Race/Ethnicity
The student has a Race/Ethnicity value.	• The corresponding external value from the *Ethnicity* integration map. • Space fill, when there is no corresponding mapping.
The student: • Doesn't have an ethnicity value. • Doesn't identify as Hispanic or Latino. • Isn't a nonresident.	Space fill.

You can report this field as:

- A different value by configuring the *Race/Ethnicity* integration field override.
- Space fill by configuring the *Report Space Fill for Optional Fields* integration attribute.

When you configure both the field override and integration attribute, Workday returns the value from the field override instead of space fill.

Program Credential Level

Workday reports the Program Credential Level from the Federal Student Aid Program Policy Credential, but you can override it to use the Program of Study Educational Credential instead by selecting the *Use Program of Study Educational Credential instead of Federal Student Aid Program Policy Credential* attribute.

If you want to report programs as non-credential, select the *Programs of Study Credential Level '99' for a Non-Credential Program (Preparatory Coursework/Teacher Certification)* attribute.

You can also report a different program credential level by configuring the **Program Credential Level Override** field override in the Primary Program of Study or Additional Programs of Study override sections.

Program Begin Date

Workday reports the *Program Begin Date* field as the date on which the student began attending the program. You can find this value as the **Declare Date** on the student's program of study record.

You can report a different date for this field by configuring the *Program Begin Date* field override in these override sections:

- Primary Program of Study
- Additional Programs of Study

Example: To return the academic period start date, create a calculated field using the **Program Begin Academic Period** report field on the Student Program of Study Record business object. Configure the *Program Begin Date* integration field override with this calculated field.

Program Enrollment Status

Workday reports the *Program Enrollment Status* field based on the student's enrollment status for each of their programs of study. The program-level enrollment status matches the campus-level enrollment status, except when students graduate or withdraw from only 1 of multiple programs of study.

Description	Program of Study Status	Program Enrollment Status
The student has started the program of study and has an academic workload.	*In Progress*	Based on the load status calculation: • F (Full-time) • Q (3/4-time)

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Description	Program of Study Status	Program Enrollment Status
		• H (1/2-time) • L (Less-than-1/2-time or Part-time)
The student has discontinued the program.	*Discontinued*	W (Withdrawn)
The student has been dismissed.	*Dismissed*	W
The student has withdrawn from the program.	*Institutional Withdrawal*	W
The student has dropped all registrations since the *Last Enrollment Report Run Date* value that you specified in the integration launch parameters.	Not applicable. The student is no longer enrolled for the reporting academic period.	W
The student is on an approved leave of absence.	*Leave of Absence*	• A (Approved Leave of Absence). • W, when you select the *Report Leave of Absence as Withdrawn* integration attribute.
The student has been suspended.	*Suspended*	W
The student has completed the requirements for graduation or the program of study in which they were enrolled.	*Completed*	G (Graduated)
The student is deceased.	Not applicable.	D (Deceased)

The load status calculation uses the student's registered units for all courses in the standard academic period. Workday provides options for you to configure the load status calculation to meet the requirements of your institution.

Default Load Status Calculation	Alternative Load Status Calculation	Configuration for Alternative Load Status Calculation
Based on the institution load status rules of the Load Status Policy.	Calculate the load status using the financial aid load status rules of the Load Status Policy.	On the *Load Status Rules* integration attribute, select: • The **Override Default Values** check box. • *Financial Aid Load Status Rules*.
Includes withdrawn units.	Exclude withdrawn units from the load status calculation.	Select the *Exclude Withdrawn Registrations* integration attribute.
Excludes financial aid units.	Include financial aid load status units in the load status calculation.	Select the *Include Financial Aid Load Units for Load Status Calculation* integration attribute.

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Default Load Status Calculation	Alternative Load Status Calculation	Configuration for Alternative Load Status Calculation
Excludes audit units.	Include audit units in the load status calculation when using institution load status rules.	On the load status rule set, select the **Include Audit Grading Basis** check box. See Set Up Load Status Policies.

Program Enrollment Status Effective Date

Workday reports the *Program Enrollment Status Effective Date* field as the date of change of the enrollment status for the program of study.

Program Enrollment Status	Program Enrollment Status Effective Date
Based on the load status: • F (Full-time) • Q (3/4-time) • H (1/2-time) • L (Less-than-1/2-time or Part-time)	The effective date of the current load status, determined as the latest date of the: • Start date of the first academic period the student was enrolled in the program of study. • Declare date when the student began attending their program of study. • Add or drop course registration date that changed the load status after the *Last Add Date* within the reporting academic period or previous academic periods. • Start date of the reporting standard academic period during which the load status changed, compared to the prior reporting academic period. Workday: • Accounts for registration unit changes that affect load status. Example: A student takes a variable credit course. • Accounts for backdated registration changes that affect load status. Example: An administrator adds or drops course sections for a student who registered late. • Doesn't account for load status changes within the same day. Example: A student drops a 4-unit course in the morning, which changes their load status from full-time to part-time. They then register for a 4-unit course in the afternoon on the same day, bringing their load status back to full-time. Workday won't report that day as the program enrollment status effective date.
W (Withdrawn)	The effective date of when the student: • Discontinued the program of study. • Was dismissed. • Withdrew from the program.

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Program Enrollment Status	Program Enrollment Status Effective Date
	• Dropped all registrations.
A (Approved Leave of Absence)	The effective date of the leave of absence.
G (Graduated)	The program conferral date. You can report a different date for this field by configuring the Graduated Status Effective Date field override in these field override sections: • Primary Program of Study • Additional Programs of Study Example: Use these report fields on the Student Program of Study Record business object: • **Conferral Academic Period End Date** • **Program Completion Date**
D (Deceased)	The student's date of death.

Student Admissions Connectors

Steps: Set Up Integration to Import Student Admissions Data

Prerequisites

- (Education Test Result Inbound Connector only) Create any custom education tests in your tenant. See Create Education Tests.
- Security: These domains in Integration functional area:
  - *Integration Build*
  - *Integration Configure*

Context

You can create integrations to import student test result and transcript files into Workday from an external endpoint, including:

- Education test results for standardized tests. Examples: ACT and SAT.
- Education test results for custom education tests. Examples: Institution-specific tests and standardized tests that Workday doesn't support.
- External transcripts from educational institutions.

Note: Workday designs these integrations based on guidance from the organizations that define the file formats for test results and external transcripts. We recommend that you only work with files from the record provider. If you use files from another source, the integration might fail.

If you need to modify the files, we recommend that you use a text editor to maintain the original file format.

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Steps

1. Create Integration System .

   From the **New Using Template** prompt, select the applicable integration template:

   - *ACT Education Test Result Inbound*
   - *AP Education Test Result Inbound*
   - *Education Test Result Inbound Connector*
   - *GMAT Education Test Result Inbound*
   - *GRE Education Test Result Inbound*
   - *PERT Education Test Result Inbound*
   - *SAT Education Test Result Inbound*
   - *SPEEDE External Transcript Inbound*
   - *TOEFL Education Test Result Inbound*
2. (TOEFL Education Test Result Inbound) Select **Integration System > Configure Integration Services** from the related actions menu of the integration system.

   Enable the *Dynamic Maps Service - Country Region* integration service. Workday recommends that you enable this optional service to reduce the number of address-related errors due to invalid country region mapping.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the:

   - *Reports: Students* domain in the Student Core functional area.
   - *Education Test Result Data Load Event* business process.
   - (SPEEDE External Transcript Inbound) *Manage: Student External Transcripts* domain in the Academic Foundation functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Specify or enable integration service attributes.

   Example: The *SAT Education Test Result Inbound* integration template supports file layouts of different years in delimited and fixed-width formats. On the *Input File Layout* attribute, you can specify the layout and format of the files you'll import with the integration.

   (SPEEDE External Transcript Inbound) The *Do Not Create Educational Institution* attribute enables you to prevent Workday from creating new educational institutions when importing external transcripts. By default, Workday creates educational institutions when importing transcripts from institutions that don't already exist in Workday.
5. Select **Integration System > Configure Integration Maps** from the related actions menu of the integration system.

   Map external values in the input file to internal values in Workday.
6. Set Up Integration Retrieval .
7. Launch an Integration .

Concept: Student Admissions Connectors

Student admissions integrations import test result and transcript files into Workday from an external endpoint. Workday provides these integration templates to support different test result and transcript file formats:

Note: Workday designs these integrations based on guidance from the organizations that define the file formats for test results and external transcripts. We recommend that you only work with files from the record provider. If you use files from another source, the integration might fail.

If you need to modify the files, we recommend that you use a text editor to maintain the original file format.

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Template	Description
ACT Education Test Result Inbound	Imports ACT (formerly American College Testing) test results. The template supports the ACT College Score Reporting Service Layout for the current year. On the *ACT Reporting Service* integration attribute, select *ACT Internet Reporting Option - CSV*.
AP Education Test Result Inbound	Imports Advanced Placement (AP) electronic score reports. The template supports fixed-width TXT files with the student data record layout for the current year. Workday determines the Received Date of the test result based on when the integration is run in Coordinated Universal Time (UTC).
Education Test Result Inbound Connector	Imports generic test result data. The template supports import of test data in a Workday-defined XML file format, for up to 50 test sections.
GMAT Education Test Result Inbound	Imports Graduate Management Admission Test (GMAT) test results. The template supports the: • GMAT Optional Score Reporting Layout file format. • GMAT Focus Edition exam scores.
GRE Education Test Result Inbound	Imports Graduate Record Examination (GRE) test results. The template supports the GRE Optional Score Reporting Record Layout file format.
PERT Education Test Result Inbound	Imports Postsecondary Education Readiness Test (PERT) test results. The template supports these College Success file formats, and requires that the filenames be unchanged from the standard naming convention: • Examinee File. Expected filename: examinees-YYYY-MM-DD-hh-mm-ss.csv • Test File. Expected filename: tests-YYYY-MM-DD-hh-mm-ss.csv Workday determines the Received Date of the test result based on when the integration is run in UTC time.
SAT Education Test Result Inbound	Imports SAT (formerly Scholastic Assessment Test) test results. The template supports: • File format versions for the current and previous fiscal years. • Only import of SAT scores, and not SAT Subject Test scores.
SPEEDE External Transcript Inbound	Imports student transcripts from the National Student Clearinghouse Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) service. The template supports the TS 130 Student Educational Record

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Template	Description
	(Transcript) data standard from the Postsecondary Electronic Standards Council (PESC). Workday determines the Received Date of the transcript based on when the integration is run in UTC time.
TOEFL Education Test Result Inbound	Imports TEST of English as a Foreign Language (TOEFL) test scores. The template supports fixed-width text files that use the TOEFL iBT26 score file layout.

Launch/Schedule Options

Workday provides these launch schedule options for Student Admissions integrations:

- Launch with an *Integration* step on a business process.
- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Reference: Education Test Result Inbound Connector File Schema

To import education test result data into Workday, the Education Test Result Inbound Connector requires all files to be in this XML format.

XML Elements

The XML schema for inbound education test result data includes these elements:

Element	Level	Details and Validations
Education_Test_Result_Records	1	Top-level element of document.
Education_Test_Result_Record	2	Container for following level 3 elements. Contains all test results for a single academic person. Schema requires at least 1 element and permits multiple elements.
Academic_Person	3	Container for following level 4 elements. Contains all data for an academic person except the test results. Schema requires this element and permits 1 element for each *Education_Test_Result_Record*.
First_Name	4	Must be in *string* format.
Last_Name	4	Must be in *string* format.
Date_of_Birth	4	Must be in *date* format.
Country_Reference	4	Must be in *string* format.
Address_Line_1	4	Must be in *string* format.
Address_Line_2	4	Must be in *string* format.
Address_Line_3	4	Must be in *string* format.
Address_Line_4	4	Must be in *string* format.
City	4	Must be in *string* format.

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Element	Level	Details and Validations
State_Province	4	Must be in *string* format.
Postal_Code	4	Must be in *string* format.
Telephone_Number	4	Must be in *string* format.
Email_Address	4	Must be in *string* format.
Gender	4	Must be in *string* format.
Ethnicity	4	Must be in *string* format. Schema permits multiple elements.
Hispanic_or_Latino	4	Must be in *boolean* format.
Extracurricular_Activity	4	Must be in *string* format. Schema permits multiple elements.
Education_Test_Result	3	Container for following level 4 elements. Schema permits multiple elements.
Test_Date	4	Must be in *date* format.
Registrant_ID	4	Must be in *string* format.
Section_1_Score	4	Must be in *short* (32 bit signed integer) format.
Section_2_Score	4	Must be in *short* (32 bit signed integer) format.
Section_3_Score	4	Must be in *short* (32 bit signed integer) format.
Section_4_Score	4	Must be in *short* (32 bit signed integer) format.
Section_5_Score	4	Must be in *short* (32 bit signed integer) format.
Section_6_Score	4	Must be in *short* (32 bit signed integer) format.
Section_7_Score	4	Must be in *short* (32 bit signed integer) format.
Section_8_Score	4	Must be in *short* (32 bit signed integer) format.
Section_9_Score	4	Must be in *short* (32 bit signed integer) format.
Section_10_Score	4	Must be in *short* (32 bit signed integer) format.
Section_11_Score	4	Must be in *short* (32 bit signed integer) format.
Section_12_Score	4	Must be in *short* (32 bit signed integer) format.
Section_13_Score	4	Must be in *short* (32 bit signed integer) format.
Section_14_Score	4	Must be in *short* (32 bit signed integer) format.
Section_15_Score	4	Must be in *short* (32 bit signed integer) format.
Section_16_Score	4	Must be in *short* (32 bit signed integer) format.
Section_17_Score	4	Must be in *short* (32 bit signed integer) format.
Section_18_Score	4	Must be in *short* (32 bit signed integer) format.
Section_19_Score	4	Must be in *short* (32 bit signed integer) format.
Section_20_Score	4	Must be in *short* (32 bit signed integer) format.
Section_21_Score	4	Must be in *short* (32 bit signed integer) format.
Section_22_Score	4	Must be in *short* (32 bit signed integer) format.
Section_23_Score	4	Must be in *short* (32 bit signed integer) format.

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Element	Level	Details and Validations
Section_24_Score	4	Must be in *short* (32 bit signed integer) format.
Section_25_Score	4	Must be in *short* (32 bit signed integer) format.
Section_26_Score	4	Must be in *short* (32 bit signed integer) format.
Section_27_Score	4	Must be in *short* (32 bit signed integer) format.
Section_28_Score	4	Must be in *short* (32 bit signed integer) format.
Section_29_Score	4	Must be in *short* (32 bit signed integer) format.
Section_30_Score	4	Must be in *short* (32 bit signed integer) format.
Section_31_Score	4	Must be in *short* (32 bit signed integer) format.
Section_32_Score	4	Must be in *short* (32 bit signed integer) format.
Section_33_Score	4	Must be in *short* (32 bit signed integer) format.
Section_34_Score	4	Must be in *short* (32 bit signed integer) format.
Section_35_Score	4	Must be in *short* (32 bit signed integer) format.
Section_36_Score	4	Must be in *short* (32 bit signed integer) format.
Section_37_Score	4	Must be in *short* (32 bit signed integer) format.
Section_38_Score	4	Must be in *short* (32 bit signed integer) format.
Section_39_Score	4	Must be in *short* (32 bit signed integer) format.
Section_40_Score	4	Must be in *short* (32 bit signed integer) format.
Section_41_Score	4	Must be in *short* (32 bit signed integer) format.
Section_42_Score	4	Must be in *short* (32 bit signed integer) format.
Section_43_Score	4	Must be in *short* (32 bit signed integer) format.
Section_44_Score	4	Must be in *short* (32 bit signed integer) format.
Section_45_Score	4	Must be in *short* (32 bit signed integer) format.
Section_46_Score	4	Must be in *short* (32 bit signed integer) format.
Section_47_Score	4	Must be in *short* (32 bit signed integer) format.
Section_48_Score	4	Must be in *short* (32 bit signed integer) format.
Section_49_Score	4	Must be in *short* (32 bit signed integer) format.
Section_50_Score	4	Must be in *short* (32 bit signed integer) format.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified"
 targetNamespace="urn:com.workday/edtr"
 xmlns:edtr="urn:com.workday/edtr">
 <xs:element name="Education_Test_Result_Records" nillable="true">
  <xs:complexType>
   <xs:sequence>
    <xs:element minOccurs="1" maxOccurs="unbounded"
 ref="edtr:Education_Test_Result_Record"/>
```

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```
  </xs:sequence>
 </xs:complexType>
</xs:element>

<xs:element name="Education_Test_Result_Record">
 <xs:complexType>
  <xs:sequence>
   <xs:element ref="edtr:Academic_Person"/>
   <xs:element minOccurs="1" maxOccurs="unbounded"
ref="edtr:Education_Test_Result"/>
  </xs:sequence>
 </xs:complexType>
</xs:element>

<xs:element name="Academic_Person">
 <xs:complexType>
  <xs:sequence>
   <xs:element type="xs:string" name="First_Name" minOccurs="0"/>
   <xs:element type="xs:string" name="Last_Name" minOccurs="0"/>
   <xs:element type="xs:date"  name="Date_of_Birth" minOccurs="0" />
   <xs:element type="xs:string" name="Country_Reference" minOccurs="0"/>
   <xs:element type="xs:string" name="Address_Line_1" minOccurs="0"/>
   <xs:element type="xs:string" name="Address_Line_2" minOccurs="0"/>
   <xs:element type="xs:string" name="Address_Line_3" minOccurs="0"/>
   <xs:element type="xs:string" name="Address_Line_4" minOccurs="0"/>
   <xs:element type="xs:string" name="City" minOccurs="0"/>
   <xs:element type="xs:string" name="State_Province" minOccurs="0"/>
   <xs:element type="xs:string" name="Postal_Code" minOccurs="0"/>
   <xs:element type="xs:string" name="Telephone_Number" minOccurs="0"/>
   <xs:element type="xs:string" name="Email_Address" minOccurs="0"/>
   <xs:element type="xs:string" name="Gender" minOccurs="0"/>
   <xs:element type="xs:string" name="Ethnicity" minOccurs="0"
maxOccurs="unbounded" />
   <xs:element type="xs:boolean" name="Hispanic_or_Latino" minOccurs="0"/>
   <xs:element type="xs:string" name="Extracurricular_Activity"
minOccurs="0" maxOccurs="unbounded" />
  </xs:sequence>
 </xs:complexType>
</xs:element>

<xs:element name="Education_Test_Result">
 <xs:annotation>
  <xs:documentation>one or more repetitions:</xs:documentation>
 </xs:annotation>
 <xs:complexType>
  <xs:sequence>
   <xs:element type="xs:date" name="Test_Date"/>
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   <xs:element type="xs:boolean" name="Revision" minOccurs="0"/>
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Student Financial Aid Connectors

Steps: Set Up Student Alternative Loan Integrations

Prerequisites

Create an award item that represents alternative loans.

Context

You can create integrations that:

- Help you manage alternative loan application information you receive from a loan servicer.
- Compile and create files with information from certified alternative loan applications for transmission to the loan servicer.
- Import disbursement roster information from the loan servicer.
- Compile and create files with information from changed alternative loan applications to transmit to the loan servicer.

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These integrations enable you to keep your information in sync with the loan servicer. They also drive the processing of alternative loans so that you can disburse the awards to students.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select the applicable integration template:

   - *Alternative Loan Application Send Response Inbound*
   - *Alternative Loan Application Send Outbound*
   - *Alternative Loan Disbursement Roster Inbound*
   - *Alternative Loan Application Change Send Outbound*

   The *Alternative Loan Application Send Response Inbound* integration template imports these files from the loan servicer:

   - Initial loan application certification requests.
   - Responses to certified loan applications.
   - Responses to loan application changes.

   You might need to configure multiple versions of the *Alternative Loan Application Send Response Inbound* template to distinguish between new applications and updates to existing applications if:

   - Your loan servicer uses separate file extensions to transmit files to your institution.
   - You configure Document Retrieval.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Build* and *Integration Configure* in the Integration functional Area.
   - *Manage: Student Loan Applications* in the Financial Aid functional Area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area:
4. Launch an Integration .

Related Information

Concepts

Concept: Alternative Loans

Tasks

Create Student Award Items

Reference

2020R1 What's New Post: Alternative Loan Applications

The Next Level: PLUS and Alternative Loans, SAP, and BBAY

Steps: Set Up Student Financial Aid Data Integrations

Context

You can create integrations that export and import student financial aid data to and from the U.S. Department of Education (ED).

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Steps

1. Create Integration System .

   From the **New Using Template** prompt, select the applicable integration template:

   - *COD Counseling Inbound*
   - *COD Inbound*
   - *COD Informed Borrower Inbound*
   - *COD Loan App and Credit Status Inbound*
   - *COD MPN Inbound*
   - *COD Outbound*
   - *COD TEACH Agreement to Serve Inbound*
   - *COD TEACH Grant Entrance Counseling Inbound*
   - *ISIR Correction Outbound*
   - *ISIR File Inbound*
   - *TSM and FAH NSLDS Transaction Inbound*
   - *TSM and FAH NSLDS Transaction Outbound*

   Security: *Integration Build* and *Integration Configure* domains in Integration functional area.

   The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.

2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

Template	Domains
COD Counseling Inbound	• *Integration Event* • *Manage: Financial Aid*
COD Inbound	• *Integration Event* • *Manage: Financial Aid*
COD Informed Borrower Inbound	• *Integration Event* • *Integration Reports*
COD Loan App and Credit Status Inbound	• *Integration Event* • *Manage: Student Loan Application*
COD MPN Inbound	• *Integration Event* • *Manage: Financial Aid*
COD Outbound	• *Integration Event* • *Manage: Financial Aid*
COD TEACH Agreement to Serve Inbound	• *Integration Event* • *Manage: Financial Aid*
COD TEACH Grant Entrance Counseling Inbound	• *Integration Event* • *Manage: Financial Aid*
ISIR Correction Outbound	• *Integration Event* • *Manage: ISIR*
ISIR File Inbound	• *Integration Event* • *Manage: ISIR*
TSM and FAH NSLDS Transaction Inbound	• *Integration Event* • *Manage: Packaging Processing*
TSM and FAH NSLDS Transaction Outbound	• *Integration Event*

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Template	Domains
	• *Manage: Packaging Processing*

See Steps: Grant Integration or External Endpoint Access to Workday.

3. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. (Inbound integrations) Set Up Integration Retrieval .
5. (Outbound integrations) Set Up Integration Delivery .
6. Launch an Integration .

Steps: Set Up TSM and FAH NSLDS Transaction Outbound Integration

Prerequisites

- Security:
  - These domains in the Integration functional area:
    - *Integration Build*
    - *Integration Configure*
  - These domains in the Financial Aid functional area:
    - *Manage: Financial Aid Transfer Monitoring Date*
    - *Manage: NSLDS - USA*
    - *Manage: Packaging Processing*

Context

You can set up the *TSM and FAH NSLDS Transaction Outbound* integration to export requests to the Department of Education for:

- Student financial aid histories (FAH).
- Adding students to Transfer Student Monitoring (TSM).

Steps

1. Access the **Create Integration System** task.
   a) From the **New Using Template** prompt, select *TSM and FAH NSLDS Transaction Outbound*.
   b) Click **OK**.
2. On the **Configure Integration Services** page, enable the data initialization service that best meets your needs:

Option	Description
TSM and FAH NSLDS Transaction Outbound Data (Filtered)	Has these launch parameters: • Transfer Student Monitoring and Financial Aid History Selection • Days Prior to Anticipated Start • Monitoring Duration Days • OPEID • Branch Code

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Option	Description
	Based on Workday-delivered logic, the student record will be included in the output file if they meet the following criteria: • The academic unit matches the academic unit of the OPEID branch code (as configured on your federal student aid program policies). • The student's academic record status is *Active* or *Enrolled*. • The **Transfer Monitoring Date** is blank or at least the specified number of days prior to the day configured in the launch parameters. • The student is either: • Currently enrolled and has an ISIR record for the current academic year. • Not currently enrolled, the ISIR record for their anticipated start year exists, and the anticipated start date is at least the specified number of days prior to today as configured in the launch parameters.
TSM and FAH NSLDS Transaction Outbound Data (Unfiltered)	Has these launch parameters: • Transfer Student Monitoring and Financial Aid History Selection • OPEID • Branch Code Based on Workday-delivered logic, the student record will be included in the output file if they meet the following criteria: • The academic unit matches the academic unit of the OPEID branch code (as configured on your federal student aid program policies). • The student's academic record status is *Active*.

3. Configure required integration attributes by selecting **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.
4. Set Up Integration Sequence Generators .
5. Set Up Integration Delivery .
6. Create an integration system user (ISU) for your integration. See Steps: Grant Integration or External Endpoint Access to Workday.
7. Define Password Rules.
   Add your ISU to the **System Users exempt from password expiration** prompt.

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8. (Optional) To configure further filtering of your integration data, select **Integration System > Configure Integration Population Eligibility** from the related actions menu of the integration system.
    a) From the **Filter External Field** prompt, select either a boolean field on the Academic Record business object or add a calculated field.

    Note: If you select a nonboolean field, your integration output will be blank. Workday prioritizes the delivered logic, evaluates the record based on the launch parameters, and then applies the criteria included in the *Integration Population Eligibility* conditions. The delivered logic and launch parameters don't need to be duplicated within the conditions.
    b) Grant your ISU access to any additional security domains required for the **Filter External Field** you select.

Result

When reporting **Enrollment Begin Date** to NSLDS, Workday uses the **Period Start Date** of the earliest financial aid period record for which the student has a projected or actual load status other than *Not Enrolled*. If this date is more than 90 days before the current date, NSLDS won't monitor the student even though the integration adds a **Transfer Monitoring Date** to their financial aid record.

Next Steps

Launch an Integration .

Related Information
Reference
Transfer Student Monitoring Next Level

Concept: Student Financial Aid Connectors

Workday provides student financial aid integrations that enable you to exchange data with the U.S. Department of Education (ED) or alternative loan servicers. Student financial aid integrations support these types of transactions:

- Alternative loan applications.
- Common Origination and Disbursement (COD).
- Institutional Student Information Records (ISIR).
- Transfer Student Monitoring (TSM) and Financial Aid History (FAH).

When you use Workday integrations to interchange files with ED, you can import and export files only through your institution's Secure File Transfer Protocol (SFTP) site. If you send and receive files from ED using your institution's Student Aid Internet Gateway (SAIG) Mailbox, you must transfer them to an SFTP site to use them with Workday integrations.

When you use TD Client, include Headers and Trailers in your outbound integration systems to import files to ED.

Alternative Loan Applications

Template	Description
Alternative Loan Application Send Outbound	Compiles and creates a file with information from certified alternative loan applications to send to the loan servicer. When transmitted, Workday updates the status of the relevant alternative loan applications to *Certification: Transmitted*.

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Template	Description
	In the outbound file, Workday outputs the File Creation Date and File Transmission Date values based on the timestamp of the integration launch in Pacific Standard Time (PST).
Alternative Loan Application Send Response Inbound	Imports alternative loan application information from a loan servicer. The integration supports: • Initial loan application certification requests. • Responses to certified loan applications. • Responses to loan application changes. You might need to configure multiple versions of this template to distinguish between new applications and updates to existing applications if: • Your loan servicer uses separate file extensions to transmit files to your institution. • You've configured Document Retrieval.
Alternative Loan Application Change Send Outbound	Compiles and creates a file with information from changed alternative loan applications to send to the loan servicer. When transmitted, Workday updates the status of the relevant alternative loan applications to *Change: Transmitted*. In the outbound file, Workday outputs the File Creation Date and File Transmission Date values based on the timestamp of the integration launch in PST.
Alternative Loan Disbursement Roster Inbound	Imports loan servicer disbursement roster information.

COD

Template	Description
COD Campus Based Inbound	Imports COD response files from ED related to students' Federal Work-Study earnings for a calendar year. Supports processing of CRCBMYOP message class files from ED. You can view integration event details on the **Find COD Campus Based Event Histories** report.
COD Campus Based Outbound	Compiles and creates a file with information about students' Federal Work-Study earnings paid in the calendar year. Supports processing of CRCBMYIN message class files from ED. You can view integration event details on the **Find COD Campus Based Event Histories** report. Outbound file data won't display until you run the *COD Campus Based Inbound* integration.

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Template	Description
	In the outbound file, Workday outputs the <DocumentID> and <CreatedDateTime> values based on the timestamp of the integration launch in PST.
COD Counseling Inbound	Imports entrance and exit loan counseling results data from ED into Workday. Supports processing of CRECMYOP message class files from ED, and these counseling types: • DLSEntranceCounseling – Subsidized and Unsubsidized Loans. • DLPEntranceCounseling – Subsidized, Unsubsidized, and PLUS Loans. • TEACHCounseling – Initial and Subsequent Counseling for TEACH Grants. • StudentLoanCounseling – Financial Awareness Counseling. When you launch the integration, Workday automatically updates the completion date of the action item for students who have awards with counseling action items.
COD Inbound	Imports COD response files generated by ED. Supports processing of COMRECOP message class files from ED. Workday uses the *School Message* COD XML tag from the COD Outbound file to ensure that the information on the Inbound file matches the correct student, award, and award year. You can view the COD event history for an award by accessing the **Total Financial Assistance** report.
COD Informed Borrower Inbound	Imports data from ED, such as: • *Informed Borrowing Completion* • *Informed Borrowing Date of Completion* • *Informed Borrowing ID* Supports processing of CRIBYYOP message class files from ED. When you launch the integration and the student doesn't have an award with an Informed Borrower action item, Workday doesn't create or update any data.
COD MPN Inbound	Imports Master Promissory Note (MPN) data from ED. Supports processing of CRPNXXOP message class files from ED. When you launch the integration, Workday auto-completes MPN action items for awards with an MPN status of *Accepted* or *Pending*.

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Template	Description
COD Loan App and Credit Status Inbound	Imports student loan application and credit status data from the COD website. Supports processing of CRCSYYOP and CRSPYYOP message class files from ED. CRCSYYOP and CRSPYYOP include Grad PLUS and Parent PLUS loan data. Workday compares PLUS loan application information to personal information on a student's Workday profile. Workday matches PLUS loan applications to students based on: • The first 2 characters of the student's first name. • The student's full last name. • The student's Social Security Number (SSN). • The student's date of birth. To view the status of an integration data load, use the **View Student Loan Application Credit Status Data Load** report (secured to the *Manage: Student Loan Application* domain). You can find the report on the **Child Processes** tab of the *COD PLUS Inbound* integration event.
COD Outbound	Compiles and creates a file with information about students' federal award program details. Sends origination, anticipated disbursement, and actual disbursement data based on the awards in the student's financial aid package. Supports processing of COMRECIN message class files from ED. Workday: • Sends full COMRECIN details of awards and disbursements that have a COD status of Ready to Transmit. • Uses the COD XML tag from the COD Outbound file to ensure that the information on the Inbound file matches the correct student, award, and award year. • Uses the COD XML tag from the COD Outbound file to ensure that the information on the Inbound file matches the correct student, award, and award year. • Outputs the <DocumentID>, <CreatedDateTime>, and <FinancialAwardCreateDate> values in the outbound file based on the timestamp of the integration launch in PST. • Saves the COD Origination Status Date on the student award based on the timestamp of the integration launch in PST.

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Template	Description
	You can view the COD event history for an award by accessing the Total Financial Assistance report.
COD TEACH Agreement to Serve Inbound	Imports the *TEACH Agreement to Serve ID* of students who complete the TEACH Grant Agreement to Serve requirement for a financial aid award year from ED. Supports processing of CRATYYOP message class files from ED.
COD TEACH Grant Entrance Counseling Inbound	Imports the *TEACH Grant Entrance Counseling Date* of students who complete the TEACH Grant Entrance Counseling requirement for a financial aid award year from ED. Supports processing of CRACYYOP message class files from ED.

ISIR

Workday updates ISIR integrations annually to support regulatory changes mandated by ED. See Setup Considerations: ISIR Processing.

Template	Description
ISIR Correction Outbound	Sends your corrections to ED. Supports processing of CORR*yy*IN message class files from ED. See Steps: Set Up Integration to Export ISIR Corrections.
ISIR File Inbound	Imports the student's ISIR received by the FAFSA Processing System (FPS). Workday automatically attempts to associate ISIRs with existing prospects, applicants, or matriculated students. When the ISIR doesn't match any profile in Workday, Workday creates an ISIR-only record and attempts to match this record to new prospects, applicants, or matriculated students. See Concept: Student Match and Merge. This template supports these message classes: • IDSA##OP – Daily ISIRs. • IDAP##OP – Daily ISIRs. ISIRs generated as a result of a paper processed FAFSA. • IGCO##OP – FPS Daily ISIRs. ISIRs generated by institutional corrections. • IGSA##OP – FPS Pushed ISIRs. • IGSG##OP – FPS Pushed ISIRs - System Generated. • ISRF##OP – Requested ISIR Data from the ISIR Datamart.

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TSM and FAH

Template	Description
TSM and FAH NSLDS Transaction Inbound	Imports Transfer Student Monitoring (TSM) and financial aid history (FAH) data from ED. Supports processing of these message class files from ED: • FAHEXTOP – Financial Aid History File (Extract Format). • TRALRTOP – TSM Alert File (Extract Format). Uses the data from the TSM and FAH NSLDS Transaction Outbound file to: • Determine the student aid history details to include. • The Transfer Monitoring Date to update. You can configure a *Transfer Monitoring Date* disbursement eligibility condition to prevent disbursements to a student until they have a valid Transfer Monitoring Date. See Reference: Disbursement Eligibility Conditions.
TSM and FAH NSLDS Transaction Outbound	Exports requests to ED for: • Student financial aid histories (FAH). • Adding students to Transfer Student Monitoring (TSM). Supports processing of TRNINFIN message class files from ED. The Inform file includes: • Enrolled students for the current academic period who have an ISIR applicable to that financial aid award year. • Students with projected enrollment in an academic period that's within the user-configured **Days Prior to Anticipated Start** of the next academic period. See Steps: Set Up TSM and FAH NSLDS Transaction Outbound Integration .

Launch/Schedule Options

Workday provides these launch schedule options for the Student Financial Aid integrations:

- Launch with an Integration step on a business process.
- Launch on schedule. You specify a run frequency, and Workday automatically launches the integration. Upon launch, the integration retrieves any files from the endpoint. When you have multiples of the same integration, Workday recommends that you schedule the integrations to run at least 5 minutes apart, to ensure that the integration run timestamps are unique and prevent errors.
- Launch immediately. You can launch the integration manually.

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Some integrations have launch parameters that you can enable to perform certain actions upon launch. You can view all launch parameters as integration criteria on the **Launch / Schedule Integration** task.

Examples:

Integration	Launch Parameter	Description
ISIR Correction Outbound	*Federal School Code*	Identifies the integration output file to the FPS.
ISIR File Inbound	*Check for Contact Information Errors*	Load ISIRs regardless of contact information errors. Workday omits these details from the student profile, but maintains them on the ISIR. To identify the ISIRs that need correction, create a custom report.
• *Alternative Loan Application Send Response Inbound* • *COD Loan App and Credit Status Inbound*	*Check for Contact Information Errors*	Load loan applications regardless of address formatting issues or international addresses. Workday: • Omits flagged address data from the loan application. • Relaunches the integration without the flagged address data. • Stores the flagged address data so that you can report on it and make corrections. Workday doesn't process the loan until you correct the address. To make your changes, manually edit the loan application.

Related Information
Reference
The Next Level: All Things 2020R2 in Financial Aid - Part 1
The Next Level: All Things 2022R1 in Financial Aid Part 1 and 2

Concept: Transfer Student Monitoring and Financial Aid History

Transfer Student Monitoring (TSM) is a process to inform, monitor, and alert institutions to prevent the over- or underawarding of federal student aid. After receiving a transfer student, the institution generates a student roster to send to the Department of Education (ED) through the National Student Loan Data System (NSLDS). Once the roster is received, NSLDS monitors changes to the student's financial aid history (FAH) information from the date that the latest Institutional Student Information Record (ISIR) for the student was received by the institution. The institution is alerted if there are any changes, such as a new loan or revised disbursement amount.

If needed, institutions can request an FAH record for a student if they need additional information about the financial aid the student received during the award year.

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Workday delivers:

- Report fields that allow you to track students under monitoring.
- Integrations that support the transmission of student records to submit for monitoring and retrieve FAH data.
- Disbursement eligibility conditions to prevent disbursing awards during the 7-day waiting period after a student has been submitted for monitoring.

Financial Aid Transfer Monitoring Date

The TSM date automatically populates when a student's record processes through the *TSM and FAH NSLDS Transaction Outbound* integration. This date remains on the student's profile even after the monitoring period is over. The TSM date updates if you resend the student's record through the *TSM and FAH NSLDS Transaction Outbound* integration or if the student is included on the FAH, TSM, or TSM and FAH output file.

Additionally, you can manually update the TSM date or remove the date using the **Edit Financial Aid Transfer Monitoring Date** task. You can view the transfer monitoring date, if it exists, on the student's **Overview** report of their Financial Aid profile group.

Financial Aid History

You can access the student's FAH on the **NSLDS** tab of the student's Financial Aid profile group. From the tab, you can select an NSLDS transaction to view details of all adverse flags and other FAH details.

FAH records are loaded and stored in Workday. However, they aren't currently used in the delivered federal aid calculations. Therefore, if a student only has partial eligibility remaining for the award year, awards must be manually adjusted. Example: A student had a federal aid disbursement at another institution within the award year and the latest FAH has been loaded.

Related Information
Reference
Transfer Student Monitoring Next Level

Reference: COD Outbound Integration

This topic describes how Workday populates certain fields in the output file of the *COD Outbound* integration. You can override values by selecting **COD > Edit COD Information** from the related actions menu of COD-processable awards. For more information, see Override COD Information.

Field in Output File	Field in Workday
<CPSTransactionNumber>	**Transaction Number** on the ISIR Transaction business object.
<AttendanceCost>	**Pell Cost of Attendance** on the Financial Aid Period Record business object.
<VerificationStatusCode>	**Federal Verification Status** on the ISIR Transaction business object. When the **Federal Verification Status** is: • *Not Selected* or *Pending*, we report a blank value in the <VerificationStatusCode> field. • *Selected But Not Verified*, we report a <VerificationStatusCode> of S. • *Verified without Documentation*, we report a <VerificationStatusCode> of W. • *Verified or Verification Complete*, we report a <VerificationStatusCode> of V.

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Field in Output File	Field in Workday
<StudentEligibilityCode>	If a student doesn't have an eligibility code when you run **COD Outbound**, Workday determines the code by checking the **High School Completion Status** field on the student's ISIR. If the value on the ISIR is *4 - None of the Above* or blank, Workday evaluates the student's admissions application. In the **Application Details** section of the application, Workday evaluates whether the **Homeschooled** field is checked. If unchecked, we use the value in the **Student Graduation or Equivalency** field. If the value in this field is *Did not Graduate*, *Plan to Graduate*, or blank, Workday doesn't include the student when the **COD Outbound** integration runs.
<DisbursementReleaseIndicator>	**Disbursement Release Indicator** on the Student Anticipated Disbursement business object.
<OriginationFeePercent>	**Loan Fee Percent** on the Student Award business object.
<StudentLevelCode>	**Class Standing** on the Financial Aid Period Record business object.
<AdditionalEligibilityIndicator>	**Pell Additional Eligibility** on the Student Award business object.
<WeeksProgramsAcademicYear>	**Weeks of Instruction** on the federal student aid program policy for the student's program of study.
<SpecialPrograms>	**Special Indicator** on the federal student aid program policy for the student's program of study.

Related Information
Concepts
Concept: COD Processing and Reporting

Student Financials Connectors

Steps: Set Up Integration for Student Financials Data

Prerequisites
When using Transact (formerly Cashnet) only, identify these values for the merchant endpoint:

- The *Checkout Request Authentication Key* for the merchant
- The URL of the merchant's website

Context
You can create integrations that:

- Send refund request files to third-party credit card processors that use Transact.
- Generate Internal Revenue Service (IRS) Form 1098-T data for enrolled students. You can then manually submit the files to the IRS's Filing Information Returns Electronically (FIRE) service.

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Steps

1. Create Integration System .

   In the **New Using Template** field on the prompt, select the applicable integration template:

   - For refund request data: *Cashnet Refund Outbound*
   - For IRS Form 1098-T data: *1098-T E-File Outbound*

2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Build*
   - *Integration Event*
   - *Manage: Student Financial Accounts*
   - *Manage: Student Payment Processing*
   - *Student Charge Event* (business process initiating action)
   - *Student Payment Event* (business process initiating action)

   See Steps: Grant Integration or External Endpoint Access to Workday.

3. From the related actions menu of the integration system, select **Integration System > Configure Integration Attributes**.

   Enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area

4. (Transact integrations only) Register API Clients.

   Register the Workday integration with the Transact endpoint.

5. Launch an Integration .

Concept: Student Financials Connectors

Student Financials Connectors enable you to:

- Generate and export files for refund requests to third-party credit card processors that use Transact Integrated Payments (formerly Cashnet), a Workday Cloud Connect Partner.
- Generate Internal Revenue Service (IRS) Form 1098-T data for enrolled students. You can then manually submit the files to the IRS's Filing Information Returns Electronically (FIRE) service.

Workday provides these integration templates:

- *Cashnet Refund Outbound*
- *1098-T E-File Outbound*

Launch/Schedule Options

Workday provides these launch schedule options for Student Financials Connectors:

- **Business Process** – Launch the integration by adding an integration step on a business process.
- **Immediate Launch** – Manually launch the integration at any time.
- **Scheduled Launch** – Specify a run frequency for Workday to automatically launch the integration. Upon launch, the integration retrieves any files from the endpoint.

The **Launch/Schedule Integration** task for this integration provides a full list of launch parameters, including descriptions.

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Student Outbound Connector

Steps: Set Up Student Outbound Connector

Prerequisites

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

Context

You can create an integration that:

- Extracts data of students with changes in their status and profile information.
- Exports this data in an XML file with a Workday-defined format.

You can use this integration for student account provisioning. Example: This connector can integrate with third-party identity management systems and provide access to your network of applications.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *Student Outbound Connector*.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain in the Integration functional area.

   (For account provisioning) Grant the ISU *Get* and *Put* access to these domains in the System functional area:

   - *External Account Provisioning*
   - *Provisioning Group Administration*

   See Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   On the *Institutional Academic Unit* integration attribute, specify the institution of the student data you want to export.
4. Set Up Integration Delivery .
5. (Optional) Create a transformation that converts the integration output files into the required format.

   See Steps: Set Up Document Transformation Connector .
6. Launch an Integration .

   As you specify the integration launch criteria, consider:

Field	Description
Students	Specify the students that you want to include for the integration.
Start Date *End Date*	Specify the date range that you want to consider for changes in student data.

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Example

You can use the *Student Outbound Connector* integration to send student information to third-party identity management systems during a student onboarding process event. This information defines which students have access to a given downstream service. The account provisioning endpoint can then use this information to open and close accounts for students on downstream services.

To use the integration for account provisioning,

- Add students to account provisioning groups. See Steps: Set Up Account Provisioning Groups.
- Add the integration as a service step to these business processes:
  - *Student Onboarding Event*
  - *Continuing Student Registration Onboarding Event*

Related Information
Examples
Workday 33 What's New Post: Account Provisioning for Students

Concept: Student Outbound Connector

The *Student Outbound Connector* integration template enables you to extract data for students with changes to their status and profile information. The integration exports this data in a Workday-defined XML format.

You can define the scope of the integration output file by specifying students or a date range when you launch the integration.

Based on the integration launch criteria, the output file includes students who:

- Matriculated.
- Have changes to their provision groups.
- Have changes in their data from these events:

Data Change	Event
Student profile information	• *Contact Change Event* • *Home Contact Change Event* • *Institutional Contact Change Event* • *Legal Name Change Event*
Student status	• *Add Program of Study Event* • *Apply for Program Completion Event* • *Change Expected Program Completion Date Event* • *Change Primary Program of Study Event* • *Change Program of Study Event* • *Change Student Reporting Record Event* • *Confer Program Completion Event* • *Declare Program of Study Event* • *Discontinue Academic Record Event* • *Edit Student Program of Study Status Event* • *Mass Discontinue Event* • *Mass Dismissal Event* • *Mass Suspension Event* • *Remove Program of Study Event* • *Student Dismissal Event* • *Student Institutional Withdrawal Event* • *Student Leave of Absence Event*

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Data Change	Event
	• *Student Request Return from Leave of Absence Event* • *Student Suspension Event*

Related Information
Examples
Workday 33 What's New Post: Account Provisioning for Students

Reference: Student Outbound Connector File Schema

This file schema describes the XML elements in the output files of the *Student Outbound Connector* integration template. You can use this file schema to examine the structure of your output files.

Element	XSD Schema Sequence
Student_Reference	• WID • Academic_Person_ID • Student_ID • Universal_Identifier_ID • New_Student • Student_Status • Legal_First_Name • Legal_Middle_Name • Legal_Last_Name • Primary_home_email • Primary_home_phone_number • Messenger_ID • Messenger_Type
Academic_Record	• WID • Student_Record_ID • Academic_Unit • Academic_Level • Status • Status_Update_Date
Provision_Groups	• Provision_Group • Provision_Group_Status • Last_Update_Date

Related Information
Examples
Workday 33 What's New Post: Account Provisioning for Students

Student Records Connectors

Steps: Set Up Integration to Export Student Transcripts

Prerequisites

Security: These domains in the Integration functional area:

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- *Integration Build*
- *Integration Configure*

Context

You can create an integration to send student transcripts to external endpoints in a Workday-defined XML format. The template only retrieves transcript orders that:

- Are in *Pending* status.
- Have a delivery method of *Official Delivery (Electronic)*.
- Have no transcript holds placed on them by a student.

Steps

1. Create Integration System.

   From the **New Using Template** prompt, select *Transcript Outbound Connector*.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event* in the Integration functional area.
   - *Manage: Transcript and Verification* in the Student Records functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Specify integration service attributes.
4. Set Up Integration Delivery .
5. Create a transformation that converts integration output files into the format that the external endpoint requires.

   See Steps: Set Up Document Transformation Connector .
6. Launch an Integration .

   Workday provides these launch parameters:

Integration Criteria	Description
Transcript Order	Specify the transcript orders that you want to include in the integration output file.
Start Date *End Date*	Specify the date range of transcript orders to include in the output file, based on the request date of the transcript order.
Do Not Update Transcript Order Status	Select this check box to keep the transcript order status as *Pending* after you run the integration. You can use this check box to test your integration multiple times without changing the transcript order statuses. When the check box is cleared, Workday changes the transcript order status to *Complete* when you run the integration.

Concept: Student Records Connectors

Workday provides integration templates to support sending student records data to external endpoints.

The *Transcript Outbound Connector* integration template enables you to extract transcript data from Workday in a Workday-defined XML file format. You can:

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- Transform the XML file to a Postsecondary Electronic Standards Council (PESC), electronic data interchange (EDI), or any state-specific format.
- Deliver the file to another institution directly or through a transcript vendor.

Launch/Schedule Options

Workday provides these launch schedule options for Student Records integrations:

- Launch with an *Integration* step on a business process.
- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

You can view all launch parameters as integration criteria on the **Launch / Schedule Integration** task.

Reference: Student Transcript Connector File Schema

This file schema describes the XML elements in the output files of the *Transcript Outbound Connector* integration template. You can use this file schema to examine the structure of your output files.

Element	XSD Schema Sequence
Transcript_Order_Data	• Transcript_Order_ID • Transcript_Request_Amount • Name_or_Organization • Recipient_Address_Line_1 • Recipient_Address_Line_2 • Recipient_City • Recipient_Country • Recipient_Country_Region • Recipient_Postal_Code
Transcript_Header_Data	• Student_ID • SSN • First_Name • Transcript_Middle_Name • Last_Name • Transcript_Full_Name • Date_of_Birth • Academic_Unit • Academic_Level • Honor_or_Award • Transcript_Institution_Name • Transcript_Total_Transfer_Units
Transcript_Program_of_Study_Line	• Transcript_Program_of_Study_Line_Reference • Transcript_Academic_Unit • Program_of_Study • CIP_Code • Transcript_Declare_Date • Program_Completion_Status • Expected_Completion_Date • Program_Completion_Date • Educational_Credential • Student_Program_of_Study_Record_Status

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Element	XSD Schema Sequence
Transcript_Period_Line	• Transcript_Period_Line_Reference • Academic_Period • Transcript_Programs_of_Study • Transcript_Academic_Unit • Transcript_Period_Units_Attempted • Transcript_Period_Units_Earned • Transcript_Academic_Period_Total_GPA_Units_Earned • Transcript_Cumulative_Units_Earned • Transcript_Cumulative_Total_GPA_Units_Earned • Academic_Period_Start_Date • Academic_Period_End_Date • Academic_Standing • Academic_Period_GPA • Cumulative_GPA
Transcript_Line	• Course • Transcript_Course_Title • Units • Grade • Grade_Points • Units_Earned • Repeated_Registration • Replaced_Registration • Competencies • Course_Section_Reference • Student_Course_Registration_Record_Reference
Transcript_Credit_Transfer_Line	• Transfer_Credit_Transcript_Line_Reference • Competency_Name • Course_ID_Title_Start_Date • Educational_Institution_School_Level_Name • Grade_Name • Course_Enrollment_Grade_Points • Educational_Institution_Name • Course_Listing_Number • Registration_Units

Reference: PESC Student Transcript Connector File Schema

The following information outlines the fields for the Transcript Outbound Connector file schema when you enable the PESC Transcript Outbound Data integration service.

The file begins with the CollegeTranscript element, which contains two main child elements: TransmissionData and Student. This structure is repeated for each transcript order.

- TransmissionData element: Contains metadata about the transcript document, such as the DocumentID, CreatedDateTime, and Source and Destination information.
- Student element: The core container for all student-specific academic information.

Within each of these repeating elements is a variety of additional elements. For detailed descriptions of individual fields, view your integration **Field Attributes** or **Field Overrides**.

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TransmissionData XML Elements

TransmissionData XML Elements	Details
DocumentID	The document's unique identifier.
CreatedDateTime	The date and time the document was created.
DocumentTypeCode	The type and purpose of the document being sent.
TransmissionType	The type of transmission.
DocumentProcessCode	Identifies if the document is a TEST or PRODUCTION document.
Source	Contains information about the sending institution.
Destination	Contains information about the receiving institution.

Student XML Elements

TransmissionData XML Elements	Details
Person	Contains personal information about the student.
Academic Record	Each element represents a transcript record relevant to the transcript order.
Tests	Represents an education test result.
Test Historical	Represents an education test result for a historical student test articulation.
Note Message	Default value is Official Transcript Notes at the Institutional level.

XML Schema

```
<?xml version='1.0' encoding='UTF-8'?>
<xsd:schema
    xmlns:xsd="http://www.w3.org/2001/XMLSchema"
    xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.8.0"
    xmlns:AcRecBat="urn:org:pesc:message:AcademicRecordBatch:v2.1.0"
    xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.13.0"
    xmlns:core="urn:org:pesc:core:CoreMain:v1.19.0"
    targetNamespace="urn:org:pesc:message:CollegeTranscript:v1.8.0"
    elementFormDefault="qualified" attributeFormDefault="qualified">

    <!-- you can include instance
    documents for multiple students by using the PESC Schema for the
 Academic Record Batch Submittal which is available on the PESC
    web site at www.PESC.org.!-->
    <!--For the source of truth, please refer to the College Transcript 1.8
 Schema and Implementation Guide at https://pesc.org/college-transcript/.
        This schema should be used to understand the data's origin. -->
    <xsd:element name="BatchContent" type="AcRecBat:BatchContentType"/>

    <xsd:complexType name="BatchContentType">
        <xsd:sequence>
            <xsd:element name="CollegeTranscript"
 type="ColTrn:CollegeTranscriptType" minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
```

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```
    </xsd:complexType>

     <xsd:complexType name="CollegeTranscriptType">
        <xsd:sequence>
            <xsd:element name="TransmissionData"
 type="ColTrn:TransmissionDataType" minOccurs="1" maxOccurs="1"/>
            <xsd:element name="Student" type="ColTrn:StudentType"
 minOccurs="1" maxOccurs="1"/>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'Tests' elements are mutually exclusive please read the respective
 annotations for more info-->
    <xsd:complexType name="StudentType">
        <xsd:sequence>
            <xsd:element name="Person" type="ColTrn:PersonType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="AcademicRecord"
 type="ColTrn:AcademicRecordType" minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>AcademicRecord elements in the output
 report. Each of these elements represents a Transcript Record relevant to
 the Transcript Order.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Tests" type="ColTrn:TestsType" minOccurs="0"
 maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Tests elements in the output
 report. Each of these elements represents an Education Test Result.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Tests" type="ColTrn:TestsType" minOccurs="0"
 maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Tests elements in the output report.
 Each element represents an Education Test Result or a Historical Student
 Test Articulation.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NoteMessage" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NoteMessage field in the output
 report. Default value is Official Transcript Note for Institution.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="TransmissionDataType">
        <xsd:sequence>
            <xsd:element name="DocumentID" type="xsd:string" minOccurs="0"
 maxOccurs="1"/>
            <xsd:element name="CreatedDateTime" type="xsd:string"
 minOccurs="0" maxOccurs="1"/>
            <xsd:element name="DocumentTypeCode" type="xsd:string"
 minOccurs="0" maxOccurs="1"/>
            <xsd:element name="TransmissionType" type="xsd:string"
 minOccurs="0" maxOccurs="1"/>
            <xsd:element name="DocumentProcessCode" type="xsd:string"
 minOccurs="0" maxOccurs="1"/>
            <xsd:element name="Source" type="ColTrn:SourceType"
 minOccurs="0" maxOccurs="unbounded"/>
```

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```
            <xsd:element name="Destination" type="ColTrn:DestinationType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="PersonType">
        <xsd:sequence>
            <xsd:element name="SchoolAssignedPersonID" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>SchoolAssignedPersonID field in
 the output report. Default value is Student ID. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="PartialSSN" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>PartialSSN field in the output
 report. Default value is the Last 4 digits of Student SSN Number. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Birth" type="ColTrn:BirthType" minOccurs="0"
 maxOccurs="unbounded"/>
            <xsd:element name="Name" type="ColTrn:NameType" minOccurs="0"
 maxOccurs="unbounded"/>
            <xsd:element name="AlternateName"
 type="ColTrn:AlternateNameType" minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="Gender" type="ColTrn:GenderType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="Deceased" type="ColTrn:DeceasedType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'AcademicAward' elements are mutually exclusive please read the
 respective annotaions for more info-->
    <xsd:complexType name="AcademicRecordType">
        <xsd:annotation>
            <xsd:documentation>AcademicRecord elements in the output report.
 Each of these elements represents a Transcript Record relevant to the
 Transcript Order.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="StudentLevel" type="ColTrn:StudentLevelType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="AcademicAward"
 type="ColTrn:AcademicAwardType" minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>AcademicAward elements in the output
 report. Each of these elements represents a Conferred Credential for the
 Academic Record.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicAward"
 type="ColTrn:AcademicAwardExcludingConferredCredentialsType" minOccurs="0"
 maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>AcademicAward elements in the output
 report. Each of these elements represents an in-progress Transcript Program
 of Study Line for the Academic Record.</xsd:documentation>
```

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```
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicSummary"
 type="ColTrn:AcademicSummaryType" minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="AcademicSession"
 type="ColTrn:AcademicSessionType" minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="NoteMessage" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NoteMessage field in the output
 report. Default value is Official Transcript Note for Transcript Record.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="TestsType">
        <xsd:annotation>
            <xsd:documentation>Tests elements in the output report. Each
 element represents an Education Test Result or a Historical Student Test
 Articulation.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="EducationTestCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>EducationTestCode field in the
 output report. Default value is Education Test Code. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TestName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>TestName field in the output report.
 Default value is Education Test Name. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TestDate" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>TestDate field in the output
 report. Default value is Education Test Date Taken. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Subtest" type="ColTrn:SubtestType"
 minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>Subtest elements in the output
 report. Additional information for the test.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="SourceType">
        <xsd:sequence>
```

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```
            <xsd:element name="Organization" type="ColTrn:OrganizationType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="DestinationType">
        <xsd:sequence>
            <xsd:element name="Organization"
 type="ColTrn:Destination_OrganizationType" minOccurs="0"
 maxOccurs="unbounded"/>
            <xsd:element name="OrganizationFromAddress"
 type="ColTrn:Destination_OrganizationType" minOccurs="0"
 maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="DeceasedType">
        <xsd:sequence>
            <xsd:element name="DeceasedIndicator" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>DeceasedIndicator field in the
 output report. Default value is Deceased Indicator. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'GenderCode'elements are mutually exclusive please read the
 respective annotaions for more info-->
    <xsd:complexType name="GenderType">
        <xsd:sequence>
            <xsd:element name="GenderCode" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GenderCode field in the output
 report. Default value is Student Gender Code. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GenderCode" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GenderCode field in the output
 report. Default value is Student Gender Code for Historical Student. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="BirthType">
        <xsd:sequence>
            <xsd:element name="BirthDate" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>BirthDate field in the output report.
 Default value is the Student Birth Date. If you are overriding this value,
 see the latest version of the Academic College Transcript Implementation
 Guide published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
```

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```
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'NameSuffix'elements are mutually exclusive please read the
 respective annotaions for more info-->
    <xsd:complexType name="AlternateNameType">
        <xsd:sequence>
            <xsd:element name="NameCode" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Alternate NameCode field in the
 output report. Default value is "Casual". If you are overriding this value,
 see the latest version of the Academic College Transcript Implementation
 Guide published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="FirstName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Alternate FirstName field in the
 output report. Default value is Additional First Name for Historical
 Student and Preferred First Name for Active Student. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="MiddleName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Alternate MiddleName field in the
 output report. Default value is Additional Middle Name for Historical
 Student and Preferred Middle Name for Active Student. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="LastName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Alternate LastName field in the
 output report. Default value is Additional Last Name for Historical
 Student and Preferred Last Name for Active Student. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NameSuffix" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Alternate NameSuffix field in the
 output report. Default value is Preferred Suffix for Active Student. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NameSuffix" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>Alternate NameSuffix field in the
 output report. Default value is Additional Suffix for Historical Student.
```

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```
 If you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'NameSuffix' elements are mutually exclusive please read the
 respective annotaions for more info-->
    <xsd:complexType name="NameType">
        <xsd:sequence>
            <xsd:element name="NameCode" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NameCode field in the output report.
 Default value is "Legal". If you are overriding this value, see the latest
 version of the Academic College Transcript Implementation Guide published
 by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="FirstName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>FirstName field in the output
 report. Default value is Student Legal First Name. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="MiddleName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>MiddleName field in the output
 report. Default value is Student Legal Middle Name. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="LastName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>LastName field in the output report.
 Default value is Student Legal Last Name. If you are overriding this value,
 see the latest version of the Academic College Transcript Implementation
 Guide published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NameSuffix" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NameSuffix field in the output
 report. Default value is Student Legal Name Suffix. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NameSuffix" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NameSuffix field in the output
 report. Default value is Student Legal Name Suffix for Historical Student.
```

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```
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicAwardExcludingConferredCredentialsType">
        <xsd:annotation>
            <xsd:documentation>AcademicAward elements in the output report.
Each of these elements represents an in-progress Transcript Program of
Study Line for the Academic Record.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="AcademicAwardLevel" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicAwardLevel field in the
output report. Default value is Educational Credential for Historical
Program of Study Line. If you are overriding this value, see the latest
version of the Academic College Transcript Implementation Guide published
by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicAwardDate" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicAwardDate field in the output
report. Default value is Expected Completion Date for Transcript Program
of Study Lines. If you are overriding this value, see the latest version of
the Academic College Transcript Implementation Guide published by PESC to
verify the guidelines</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicAwardTitle" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicAwardTitle field in the
output report. Default value is Educational Credential Description for
Program of Study Records. If you are overriding this value, see the latest
version of the Academic College Transcript Implementation Guide published
by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicHonors"
type="ColTrn:AcademicHonorsforAwardType" minOccurs="0"
maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>AcademicHonors elements in the output
report. Each of these elements represents a Completion Honor or Award for
the Academic Record.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicCompletionIndicator"
type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicCompletionIndicator
field in the output report. Default value is Completion Status for
Transcript Program of Study Lines excluding Conferred Credentials. If
you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
```

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```
            <xsd:element name="AcademicCompletionDate" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicCompletionDate field in the
 output report. Default value is Completion Date for Transcript Program
 of Study Lines excluding Conferred Credentials. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicAwardProgram"
 type="ColTrn:AcademicAwardProgramType" minOccurs="0" maxOccurs="unbounded"/
>
            <xsd:element name="AcademicDegreeRequirement"
 type="ColTrn:AcademicDegreeRequirementType" minOccurs="0"
 maxOccurs="unbounded"/>
            <xsd:element name="AcademicSummary"
 type="ColTrn:AcademicSummaryforAcademicAwardType" minOccurs="0"
 maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSummaryType">
        <xsd:sequence>
            <xsd:element name="AcademicHonors"
 type="ColTrn:AcademicHonorsType" minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>AcademicHonors elements in the output
 report. Each of these elements represents a Student Accomplishment for the
 Academic Record.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="StudentLevelType">
        <xsd:sequence>
            <xsd:element name="StudentLevelCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>StudentLevelCode field in the output
 report. Default value is Latest Class Standing. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSessionType">
        <xsd:sequence>
            <xsd:element name="AcademicSessionDetail"
 type="ColTrn:AcademicSessionDetailType" minOccurs="0"
 maxOccurs="unbounded"/>
            <xsd:element name="Course" type="ColTrn:CourseType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="AcademicSummary"
 type="ColTrn:AcademicSession_-_AcademicSummaryType" minOccurs="0"
 maxOccurs="unbounded"/>
            <xsd:element name="AcademicSummaryCumulative"
 type="ColTrn:AcademicSession_-_AcademicSummary_CumulativeType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicAwardType">
```

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```
       <xsd:annotation>
           <xsd:documentation>AcademicAward elements in the output report.
Each of these elements represents a Conferred Credential for the Academic
Record.</xsd:documentation>
       </xsd:annotation>
       <xsd:sequence>
           <xsd:element name="AcademicAwardLevel" type="xsd:string"
minOccurs="0" maxOccurs="1">
               <xsd:annotation>
                   <xsd:documentation>AcademicAwardLevel field in the
output report. Default value is Conferred Educational Credential. If
you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
               </xsd:annotation>
           </xsd:element>
           <xsd:element name="AcademicAwardDate" type="xsd:string"
minOccurs="0" maxOccurs="1">
               <xsd:annotation>
                   <xsd:documentation>AcademicAwardDate field in the output
report. Default value is Conferral Date. If you are overriding this value,
see the latest version of the Academic College Transcript Implementation
Guide published by PESC to verify the guidelines.</xsd:documentation>
               </xsd:annotation>
           </xsd:element>
           <xsd:element name="AcademicAwardTitle" type="xsd:string"
minOccurs="0" maxOccurs="1">
               <xsd:annotation>
                   <xsd:documentation>AcademicAwardTitle field in the
output report. Default value is Educational Credential Description for
Conferred Credentials. If you are overriding this value, see the latest
version of the Academic College Transcript Implementation Guide published
by PESC to verify the guidelines.</xsd:documentation>
               </xsd:annotation>
           </xsd:element>
           <xsd:element name="AcademicHonors"
type="ColTrn:AcademicHonorsConferredCredentialsType" minOccurs="0"
maxOccurs="unbounded">
               <xsd:annotation>
                   <xsd:documentation>AcademicHonors elements in the output
report. Each of these elements represents a Completion Honor or Award for
the Academic Record.</xsd:documentation>
               </xsd:annotation>
           </xsd:element>
           <xsd:element name="AcademicCompletionIndicator"
type="xsd:string" minOccurs="0" maxOccurs="1">
               <xsd:annotation>
                   <xsd:documentation>AcademicCompletionIndicator field
in the output report. Default value is 'true' for Conferred Credentials.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
               </xsd:annotation>
           </xsd:element>
           <xsd:element name="AcademicCompletionDate" type="xsd:string"
minOccurs="0" maxOccurs="1">
               <xsd:annotation>
                   <xsd:documentation>AcademicCompletionDate field in the
output report. Default value is Conferral Date for Conferred Credentials.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
               </xsd:annotation>
           </xsd:element>
```

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```
            <xsd:element name="AcademicAwardProgram"
 type="ColTrn:AcademicAwardProgramforConferredCredentialsType" minOccurs="0"
 maxOccurs="unbounded"/>
            <xsd:element name="AcademicDegreeRequirement"
 type="ColTrn:AcademicDegreeRequirementforConferredCredentialsType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="AcademicSummary"
 type="ColTrn:AcademicSummaryforConferredCredentialsType" minOccurs="0"
 maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="SubtestType">
        <xsd:annotation>
            <xsd:documentation>Subtest elements in the output report.
 Additional information for the test.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="EducationSubtestCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>EducationSubtestCode field in
 the output report. Default value is Education Test Section Code. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SubtestName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>SubtestName field in the output
 report. Default value is Test Section Name. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TestScores" type="ColTrn:TestScoresType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="OrganizationType">
        <xsd:sequence>
            <xsd:element name="OPEID" type="xsd:string" minOccurs="0"
 maxOccurs="1"/>
            <xsd:element name="OrganizationName" type="xsd:string"
 minOccurs="0" maxOccurs="1"/>
            <xsd:element name="Contacts" type="ColTrn:ContactsType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Destination_OrganizationType">
        <xsd:sequence>
            <xsd:element name="OPEID" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>OPEID field in the output report.
 Default value is Educational Institution OPEID. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
```

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```
            <xsd:element name="OrganizationName" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>OrganizationName field in the output
 report. If you select an Educational Institution for the transcript order,
 the default value is Educational Institution Name. If you do not select
 an Educational Institution, the default value is Name or Organization.
 If you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="Contacts"
 type="ColTrn:Destination_ContactsType" minOccurs="0" maxOccurs="unbounded"/
>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'AcademicSummaryLevel' elements are mutually exclusive please read
 the respective annotaions for more info-->
    <xsd:complexType name="AcademicSummaryforAcademicAwardType">
        <xsd:sequence>
            <xsd:element name="AcademicSummaryType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryType field in the
 output report. Default value is "Cumulative". If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicSummaryLevel" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryLevel field in the
 output report. Default value is Academic Level. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicSummaryLevel" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryLevel field in the
 output report. Default value is Academic Level for Historical Program of
 Study Records. If you are overriding this value, see the latest version of
 the Academic College Transcript Implementation Guide published by PESC to
 verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPA" type="ColTrn:GPAType" minOccurs="0"
 maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicDegreeRequirementType">
        <xsd:sequence>
            <xsd:element name="ThesisDissertationTitle" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>ThesisDissertationTitle field in
 the output report. Default value is empty text. If you are overriding
 this value, see the latest version of the Academic College Transcript
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 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NoteMessage" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NoteMessage field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicAwardProgramType">
        <xsd:sequence>
            <xsd:element name="ProgramCIPCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>ProgramCIPCode field in the output
 report. Default value is the CIP Code to the Program of Study that is
 assigned to the student. If you are overriding this value, see the latest
 version of the Academic College Transcript Implementation Guide published
 by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicProgramType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicProgramType field in
 the output report. Default value is Program of Study Type. If you
 are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicProgramName" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicProgramName field in
 the output report. Default value is the Program of Study Name. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ProgramSummary"
 type="ColTrn:ProgramSummaryforInProgressPOSType" minOccurs="0"
 maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicHonorsforAwardType">
        <xsd:annotation>
            <xsd:documentation>AcademicHonors elements in the output report.
 Each of these elements represents a Completion Honor or Award for the
 Academic Record.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
 report. Default value is Program Completion Honor or Award. If you
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```
 are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicHonorsType">
        <xsd:annotation>
            <xsd:documentation>AcademicHonors elements in the output report.
 Each of these elements represents a Student Accomplishment for the Academic
 Record.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
 report. Default value is Student Accomplishment Type and Student
 Accomplishment Title. If you are overriding this value, see the latest
 version of the Academic College Transcript Implementation Guide published
 by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NoteMessage" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NoteMessage field in the output
 report. Default value is Student Accomplishment Comment. If you are
 overriding this value, see the latest version of the Academic College
 Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSession_-
_AcademicSummary_CumulativeType">
        <xsd:sequence>
            <xsd:element name="AcademicSummaryType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryType field in the
 output report. Default value is "Cumulative". If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPA" type="ColTrn:AcademicSession_-
_GPA_CumulativeType" minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSession_-_AcademicSummaryType">
        <xsd:sequence>
            <xsd:element name="AcademicSummaryType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryType field in the
 output report. Default value is "All". If you are overriding this value,
 see the latest version of the Academic College Transcript Implementation
 Guide published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
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```
            <xsd:element name="GPA" type="ColTrn:AcademicSession_-_GPAType"
minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="AcademicHonors"
type="ColTrn:AcademicSession_-_AcademicHonorsType" minOccurs="0"
maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'CourseCreditLevel' elements are mutually exclusive please read the
respective annotaions for more info-->
    <xsd:complexType name="CourseType">
        <xsd:sequence>
            <xsd:element name="CourseCreditBasis" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseCreditBasis field in the output
report. Default value is "Regular". If you are overriding this value, see
the latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseCreditUnits" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseCreditUnits field in the output
report. Default value is the original unit (stu) type of the student's
registration. If you are overriding this value, see the latest version of
the Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseCreditLevel" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseCreditLevel field in the output
report. Default value is Transcript Academic Level for a Transcript Line.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseCreditLevel" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseCreditLevel field in the output
report. Default value is Transcript Academic Level for a Transcript Line
for Historical Student. If you are overriding this value, see the latest
version of the Academic College Transcript Implementation Guide published
by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseCreditValue" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseCreditValue field in the
output report. Default value is Attempted Units for a Transcript Line.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseCreditEarned" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
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                    <xsd:documentation>CourseCreditEarned field in the
 output report. Default value is Earned Units for a Transcript Line. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseAcademicGradeScaleCode"
 type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseAcademicGradeScaleCode field
 in the output report. Default value is empty. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseAcademicGrade" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseAcademicGrade field in the
 output report. Default value is Transcript Grade for a Transcript Line.
 If you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseAcademicGradeStatusCode"
 type="xsd:string" minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseAcademicGradeStatusCode
 field in the output report. Default value is empty. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseRepeatCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseRepeatCode field in the output
 report. Default value is Repeat Code for a historical registration and
 empty for other registrations. If you are overriding this value, see the
 latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseQualityPointsEarned" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseQualityPointsEarned field
 in the output report. Default value is Transcript Grade Points for a
 Transcript Line. If you are overriding this value, see the latest version
 of the Academic College Transcript Implementation Guide published by PESC
 to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseGPAApplicabilityCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseGPAApplicabilityCode field in
 the output report. Default value is Applicable when "Included in GPA" for a
 student registration is selected and NotApplicable when it is not selected.
 If you are overriding this value, see the latest version of the Academic
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 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseSubjectAbbreviation" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseSubjectAbbreviation field in
 the output report. Default value is Course Subject Abbreviation from the
 Course Subject of a Transcript Line. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseNumber" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseSubjectNumber field in the
 output report. Default value is Course Subject Number from the Course
 Subject of a Transcript Line. If you are overriding this value, see the
 latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseTitle" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseTitle field in the output
 report. Default value is Transcript Course Title for a Transcript Line.
 If you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseOverrideSchool"
 type="ColTrn:CourseOverrideSchoolType" minOccurs="0" maxOccurs="unbounded"/
>
            <xsd:element name="CourseBeginDate" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseBeginDate field in the output
 report. Default value is Transcript Line Start Date. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CourseEndDate" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CourseEndDate field in the output
 report. Default value is Transcript Line End Date. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSessionDetailType">
        <xsd:sequence>
            <xsd:element name="SessionDesignator" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
```

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```
                    <xsd:documentation>SessionDesignator field in the output
 report. Default value is Transcript Academic Period Start Date displayed
 as year-month (YYYY-MM). If you are overriding this value, see the latest
 version of the Academic College Transcript Implementation Guide published
 by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SessionName" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>SessionName field in the output
 report. Default value is Transcript Academic Period. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SessionType" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>SessionType field in the output
 report. Default value is Period Type for an Active Academic Period Record.
 If you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SessionBeginDate" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>SessionBeginDate field in the
 output report. Default value is Transcript Academic Period Start Date.
 If you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="SessionEndDate" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>SessionEndDate field in the
 output report. Default value is Transcript Academic Period End Date. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NoteMessage" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NoteMessage field in the output
 report. Default value is Official Transcript Note. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicHonorsConferredCredentialsType">
        <xsd:annotation>
            <xsd:documentation>AcademicHonors elements in the output report.
 Each of these elements represents a Completion Honor or Award for the
 Academic Record.</xsd:documentation>
```

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```
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
 report. Default value is Program Completion Honor or Award. If you
 are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicAwardProgramforConferredCredentialsType">
        <xsd:sequence>
            <xsd:element name="ProgramCIPCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>ProgramCIPCode field in the output
 report. Default value is the CIP Code to the Program of Study that is
 assigned to the student. If you are overriding this value, see the latest
 version of the Academic College Transcript Implementation Guide published
 by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicProgramType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicProgramType field in
 the output report. Default value is Program of Study Type. If you
 are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicProgramName" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicProgramName field in
 the output report. Default value is the Program of Study name. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="ProgramSummary"
 type="ColTrn:ProgramSummaryforCompletedPOSType" minOccurs="0"
 maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSummaryforConferredCredentialsType">
        <xsd:sequence>
            <xsd:element name="AcademicSummaryType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryType field in the
 output report. Default value is "Cumulative". If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
```

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            <xsd:element name="AcademicSummaryLevel" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryLevel field in the
 output report. Default value is Academic Level. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPA"
 type="ColTrn:GPAforConferredCredentialType" minOccurs="0"
 maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType
 name="AcademicDegreeRequirementforConferredCredentialsType">
        <xsd:sequence>
            <xsd:element name="ThesisDissertationTitle" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>ThesisDissertationTitle field in
 the output report. Default value is empty text. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="NoteMessage" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>NoteMessage field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="TestScoresType">
        <xsd:sequence>
            <xsd:element name="ScoreValue" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>ScoreValue field in the output
 report. Default value is Education Test Section Result Value. If you
 are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="ContactsType">
        <xsd:sequence>
            <xsd:element name="Address" type="ColTrn:Source_AddressType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="Phone" type="ColTrn:Source_PhoneType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="Email" type="ColTrn:Source_EmailType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Destination_ContactsType">
```

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```
        <xsd:sequence>
            <xsd:element name="Address"
 type="ColTrn:Destination_AddressType" minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="Phone" type="ColTrn:Destination_PhoneType"
 minOccurs="0" maxOccurs="unbounded"/>
            <xsd:element name="Email" type="ColTrn:Destination_EmailType"
 minOccurs="0" maxOccurs="unbounded"/>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="GPAType">
        <xsd:annotation>
            <xsd:documentation>GPA elements in the output report. Each of
 these elements represents grade point details of the in-progress Transcript
 Program of Study Lines.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="CreditHoursAttempted" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursAttempted field in
 the output report. Default value is empty text. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditHoursEarned" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursEarned field in the output
 report. Default value is Degree Earned Units for the Transcript Program
 of Study Line. If you are overriding this value, see the latest version of
 the Academic College Transcript Implementation Guide published by PESC to
 verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditUnit" type="xsd:decimal" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditUnit field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GradePointAverage" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GradePointAverage field in the output
 report. Default value is Degree GPA for the Transcript Program of Study
 Line. If you are overriding this value, see the latest version of the
 Academic College Transcript Implementation Guide published by PESC to
 verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TotalQualityPoints" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>TotalQualityPoints field in
 the output report. Default value is empty text. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
```

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```
            </xsd:element>
            <xsd:element name="CreditHoursforGPA" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursforGPA field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMinimum" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMinimum field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMaximum" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMaximum field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <!-- 'AcademicSummaryLevel' elements are mutually exclusive please read
 the respective annotaions for more info-->
    <xsd:complexType name="ProgramSummaryforInProgressPOSType">
        <xsd:sequence>
            <xsd:element name="AcademicSummaryType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryType field in the
 output report. Default value is "Cumulative". If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicSummaryLevel" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryLevel field in the
 output report. Default value is Academic Level. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicSummaryLevel" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryLevel field in the
 output report. Default value is Academic Level for Historical Program of
 Study Records. If you are overriding this value, see the latest version of
 the Academic College Transcript Implementation Guide published by PESC to
 verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
```

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            <xsd:element name="AcademicHonors"
type="ColTrn:In_progress_POS_HoAsType" minOccurs="0" maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>AcademicHonors elements in the output
report. Each of these elements represents a Program of Study Honor or Award
for the Academic Record.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
report. Default value is empty text. If you are overriding this value, see
the latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPA" type="ColTrn:GPAType" minOccurs="0"
maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>GPA elements in the output report.
Each of these elements represents grade point details of the in-progress
Transcript Program of Study Lines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSession_-_GPA_CumulativeType">
        <xsd:sequence>
            <xsd:element name="CreditHoursAttempted" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursAttempted field in the
output report. Default value is Transcript Cumulative Units Attempted
Including Transfer Credit. If you are overriding this value, see the latest
version of the Academic College Transcript Implementation Guide published
by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditHoursEarned" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursEarned field in the output
report. Default value is Transcript Cumulative Units Earned Including
Transfer Credit. If you are overriding this value, see the latest version
of the Academic College Transcript Implementation Guide published by PESC
to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditUnit" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditUnit field in the output
report. Default value is empty. If you are overriding this value, see the
latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GradePointAverage" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GradePointAverage field in the output
report. Default value is Transcript Cumulative GPA Including Transfer
Credit. If you are overriding this value, see the latest version of the
```

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```
Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TotalQualityPoints" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>TotalQualityPoints field in the
output report. Default value is empty. If you are overriding this value,
see the latest version of the Academic College Transcript Implementation
Guide published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditHoursforGPA" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursforGPA field in the output
report. Default value is Transcript Cumulative GPA Units Including Transfer
Credit. If you are overriding this value, see the latest version of the
Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMinimum" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMinimum field in the output
report. Default value is empty. If you are overriding this value, see the
latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMaximum" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMaximum field in the output
report. Default value is empty. If you are overriding this value, see the
latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSession_-_AcademicHonorsType">
        <xsd:sequence>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
report. Default value is Transcript Academic Period Academic Standing.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="AcademicSession_-_GPAType">
        <xsd:sequence>
            <xsd:element name="CreditHoursAttempted" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursAttempted field in the
output report. Default value is Transcript Period Units Attempted. If
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```
you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditHoursEarned" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursEarned field in the
output report. Default value is Transcript Period Units Earned. If
you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditUnit" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditUnit field in the output
report. Default value is the student unit type on the effective calendar
policy for the academic period. If you are overriding this value, see the
latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GradePointAverage" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GradePointAverage field in the output
report. Default value is Transcript Academic Period GPA Excluding Transfer
Credits. If you are overriding this value, see the latest version of the
Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TotalQualityPoints" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>TotalQualityPoints field in the
output report. Default value is Earned Grade Points for an Academic
Period Record Excluding Transfer Credits or Historical Academic Period
Grade Points for a Historical Student Academic Period Record. If you
are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditHoursforGPA" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursforGPA field in the output
report. Default value is Transcript Academic Period Total GPA Units Earned
Excluding Transfer Credits. If you are overriding this value, see the
latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMinimum" type="xsd:decimal"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMinimum field in the output
report. Default value is empty. If you are overriding this value, see the
latest version of the Academic College Transcript Implementation Guide
published by PESC to verify the guidelines.</xsd:documentation>
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                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMaximum" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMaximum field in the output
 report. Default value is empty. If you are overriding this value, see the
 latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="CourseOverrideSchoolType">
        <xsd:sequence>
            <xsd:element name="OrganizationName" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>OrganizationName field in the output
 report. Default value is Educational Institution for a Transfer Credit
 Transcript Line. If you are overriding this value, see the latest version
 of the Academic College Transcript Implementation Guide published by PESC
 to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="ProgramSummaryforCompletedPOSType">
        <xsd:sequence>
            <xsd:element name="AcademicSummaryType" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryType field in the
 output report. Default value is "Cumulative". If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicSummaryLevel" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AcademicSummaryLevel field in the
 output report. Default value is Academic Level. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AcademicHonors"
 type="ColTrn:Program_of_Study_Honors_And_AwardsType" minOccurs="0"
 maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>AcademicHonors elements in the output
 report. Each of these elements represents a Program of Study Honor or Award
 for the Academic Record.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
 report. Default value is empty text. If you are overriding this value, see
```

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```
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPA"
 type="ColTrn:GPAforConferredCredentialType" minOccurs="0"
 maxOccurs="unbounded">
                <xsd:annotation>
                    <xsd:documentation>GPA elements in the output report.
 Each of these elements represents grade point details of the Conferred
 Credential for the Transcript Program of Study Lines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="GPAforConferredCredentialType">
        <xsd:annotation>
            <xsd:documentation>GPA elements in the output report. Each of
 these elements represents grade point details of the Conferred Credential
 for the Transcript Program of Study Lines.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="CreditHoursAttempted" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursAttempted field in
 the output report. Default value is empty text. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditHoursEarned" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursEarned field in the output
 report. Default value is Degree Earned Units for the Transcript Program
 of Study Line. If you are overriding this value, see the latest version of
 the Academic College Transcript Implementation Guide published by PESC to
 verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditUnit" type="xsd:decimal" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditUnit field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GradePointAverage" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GradePointAverage field in the output
 report. Default value is Degree GPA for the Transcript Program of Study
 Line. If you are overriding this value, see the latest version of the
 Academic College Transcript Implementation Guide published by PESC to
 verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="TotalQualityPoints" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
```

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```
                    <xsd:documentation>TotalQualityPoints field in
 the output report. Default value is empty text. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CreditHoursforGPA" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CreditHoursforGPA field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMinimum" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMinimum field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="GPARangeMaximum" type="xsd:decimal"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>GPARangeMaximum field in the output
 report. Default value is empty text. If you are overriding this value, see
 the latest version of the Academic College Transcript Implementation Guide
 published by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Source_PhoneType">
        <xsd:sequence>
            <xsd:element name="AreaCityCode" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AreaCityCode field in the output
 report. Default value is Transcript Institution Phone Area Code. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="PhoneNumber" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>PhoneNumber field in the output
 report. Default value is Transcript Institution Phone Number. If you
 are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Source_EmailType">
        <xsd:sequence>
            <xsd:element name="EmailAddress" type="xsd:string" minOccurs="0"
 maxOccurs="1">
```

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```
                <xsd:annotation>
                    <xsd:documentation>EmailAddress field in the output
 report. Default value is Transcript Institution Email Address. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Source_AddressType">
        <xsd:sequence>
            <xsd:element name="AddressLine" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AddressLine field in the output
 report. Default value is Transcript Institution Primary Address. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AddressLine2" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AddressLine field in the output
 report. Default value is Transcript Institution Primary Address. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AddressLine3" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AddressLine field in the output
 report. Default value is Transcript Institution Primary Address. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="City" type="xsd:string" minOccurs="0"
 maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>City field in the output report.
 Default value is Transcript Institution City. If you are overriding
 this value, see the latest version of the Academic College Transcript
 Implementation Guide published by PESC to verify the guidelines.</
xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="StateProvinceCode" type="xsd:string"
 minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>StateProvinceCode field in the
 output report. Default value is Transcript Institution Province. If
 you are overriding this value, see the latest version of the Academic
 College Transcript Implementation Guide published by PESC to verify the
 guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="PostalCode" type="xsd:string" minOccurs="0"
 maxOccurs="1">
```

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```
                <xsd:annotation>
                    <xsd:documentation>PostalCode field in the output
report. Default value is Transcript Institution Postal Code. If you
are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Destination_AddressType">
        <xsd:sequence>
            <xsd:element name="AddressLine" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AddressLine field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution Primary Address. If you do not
select an Educational Institution, the default value is Recipient Address.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AddressLine2" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AddressLine field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution Primary Address. If you do not
select an Educational Institution, the default value is Recipient Address.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="AddressLine3" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AddressLine field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution Primary Address. If you do not
select an Educational Institution, the default value is Recipient Address.
If you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="City" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>City field in the output report.
If you select an Educational Institution for the transcript order, the
default value is Educational Institution City.  If you do not select
an Educational Institution, the default value is Recipient City. If
you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="StateProvinceCode" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
```

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```
                    <xsd:documentation>StateProvinceCode field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution State/Province Code. If you
do not select an Educational Institution, the default value is Recipient
State/Province Code. If you are overriding this value, see the latest
version of the Academic College Transcript Implementation Guide published
by PESC to verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="StateProvince" type="xsd:string"
minOccurs="0" maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>StateProvince field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution State/Province. If you do not
select an Educational Institution, the default value is Recipient State/
Province. If you are overriding this value, see the latest version of
the Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="PostalCode" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>PostalCode field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution Postal Code. If you do not
select an Educational Institution, the default value is Recipient Postal
Code. If you are overriding this value, see the latest version of the
Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="CountryCode" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>CountryCode field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution Country Code. If you do not
select an Educational Institution, the default value is Recipient Country
Code. If you are overriding this value, see the latest version of the
Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Destination_PhoneType">
        <xsd:sequence>
            <xsd:element name="AreaCityCode" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>AreaCityCode field in the output
report. Default value is Educational Institution Phone Area Code. If
you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
            <xsd:element name="PhoneNumber" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>PhoneNumber field in the output
report. Default value is Educational Institution Phone Number. If
```

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```
you are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Destination_EmailType">
        <xsd:sequence>
            <xsd:element name="EmailAddress" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>EmailAddress field in the output
report. If you select an Educational Institution for the transcript order,
the default value is Educational Institution Email Address. If you do not
select an Educational Institution, the default value is Recipient Email
Address. If you are overriding this value, see the latest version of the
Academic College Transcript Implementation Guide published by PESC to
verify the guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="In_progress_POS_HoAsType">
        <xsd:sequence>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
report. Default value is Program of Study Honor or Awards. If you
are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
    <xsd:complexType name="Program_of_Study_Honors_And_AwardsType">
        <xsd:annotation>
            <xsd:documentation>AcademicHonors elements in the output report.
Each of these elements represents a Program of Study Honor or Award for the
Academic Record.</xsd:documentation>
        </xsd:annotation>
        <xsd:sequence>
            <xsd:element name="HonorsTitle" type="xsd:string" minOccurs="0"
maxOccurs="1">
                <xsd:annotation>
                    <xsd:documentation>HonorsTitle field in the output
report. Default value is Program of Study Honor or Awards. If you
are overriding this value, see the latest version of the Academic
College Transcript Implementation Guide published by PESC to verify the
guidelines.</xsd:documentation>
                </xsd:annotation>
            </xsd:element>
        </xsd:sequence>
    </xsd:complexType>
</xsd:schema>
```

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Setup Considerations: PESC Compliant Transcript Outbound Connector

You can use this topic to help make decisions when planning your configuration and use of the transcript outbound connector integration template. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The Transcript Outbound Connector integration template enables you to extract transcript data from Workday in a Workday-defined XML file format. You can:

- Transform the XML file to a Postsecondary Electronic Standards Council (PESC), electronic data interchange (EDI), or any state-specific format.
- Deliver the file to another institution directly or through a transcript vendor.

Business Benefits

When you set up the Transcript Outbound Connect to be enabled for PESC XML formatting, the Transcript Outbound Connector ensures your transcript data is compliant with PESC standards, reducing manual processes and administrative overhead.

Use Cases

Administrators can:

- Use the Transcript Outbound Connector to generate a standardized XML file containing a student's transcript data. This file can then be used to electronically transmit the transcript to another academic institution or a third-party service.
- Configure the integration to deliver the output file directly to a third-party service provider, such as a transcript ordering platform. This eliminates the need for manual data entry or custom data transformations for each external system.
- Run the connector as needed to verify the integration output data. The diagnostic audit file can be used for troubleshooting when a transcript order contains non-compliant data or is excluded from the final output.

Questions to Consider

Do you need to configure security for the integration?	Yes, the Transcript Outbound Connector uses segmented security to manage access to transcript orders. You must create a user-based and a segment-based security group and assign the appropriate domain security permissions.
Do you need to override the default values for integration attributes?	The PESC integration template includes default attributes such as Document TypeCode, TransmissionCode, and Document ProcessCode. You can override these values as needed, or they will be populated with their default settings in the output XML.
Do you need to map your internal values to external PESC values?	You must configure integration maps to convert your internal values to the specific values required

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	by the PESC standard. If a mapping is not configured for a required field, that field and its parent element will be excluded from the final XML output.
Are there fields you want to override or extend with custom data?	You can use the **Configure Integration Field Overrides** task to replace a default field value with a custom report field or a calculated field. This allows you to add new fields or subelements to the XML output.

Recommendations

To reduce errors and ensure the successful processing of transcripts, follow these best practices when you enable the Transcript Outbound Connector with PESC XML formatting:

- Map all internal values. PESC only accepts certain values for specific fields, so you must map your institution's internal values to the required external PESC values. To ensure all internal values can always be mapped, customers can also configure default values. If a mapping is not configured, the field will not be included in the output file, which can cause the entire transcript order to be excluded if it's a required field.
- Use field overrides judiciously. Field overrides are powerful tools that allow you to replace default values with data from a Custom Report Field (CRF) or a calculated field. However, there are no validations for these overrides, so you are responsible for ensuring that any overridden fields remain PESC compliant.
- Verify recipient information. For successful processing, a transcript order must have these values: Recipient Address, Educational Institution, Organization Name, and Email Address. Ensure that your transcript orders contain at least one of these values before running the integration.
- Check for OPEID on educational institutions. If you select a post secondary educational institution as a recipient, it must have an OPEID. You can update educational institutions to include OPEID to transcript orders from failing when running the integration.

Requirements

- If you want to enable PESC compliant XML, you must create a new Transcript Outbound Connector Integration System and enable the PESC Transcript Outbound Data integration service.
- You must configure the *Manage: Transcript and Verification* domain to grant constrained users the security permissions needed to select and deliver transcript orders.
- If you plan to use an educational institution as a recipient, the institution must have an OPEID.
- If you choose to use Integration Maps to translate internal values to PESC-compliant external values, you must configure these mappings before running the integration.
- If you plan to use Integration Field Overrides to customize field values, you must ensure that any configured fields and their values are still compliant with PESC standards.

Limitations

No impact.

Tenant Setup

No impact.

Security

Domains	Considerations
Integration Build in the Integration functional area.	Enables users to:

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Domains	Considerations
	• Create or edit an integration. • View an integration system.
Integration Configure in the Integration functional area.	Enables users to configure an integration. This is required to configure the integration services, attributes, and maps for the connector.
Integration Event in the Integration functional area.	Enables users to: • Launch an integration. • View resulting integration events, including integration output documents.
Manage: Educational Institution	Enables users to configure OPEIDs on Educational Institutions.
Manage: Transcript and Verification	Enables users to select transcript orders to be included in integration requests.

Business Processes

You can configure a Document Delivery Service step on a business process to deliver the integration output files to a third-party server through SFTP.

Reporting

Reports	Considerations
All Integration Systems	Displays all integration systems that you've created.
Integration Events	Displays: • A summary of integration events that are in process or completed. • Details about the status for each integration event.
View Integration System	Displays details about the integration system, including the integration services, attributes, and maps.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Student Recruiting Connectors

Steps: Set Up Integration for Student Recruiting

Prerequisites

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

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Context

You can implement an integration to import data from ACT Enroll files into Workday and create student prospects in Workday. ACT Enroll provides access to data for students who have taken the ACT test or PreACT and opted into the ACT Educational Opportunity Service (EOS).

Workday recommends that you retrieve the CSV files directly from the ACT Enroll search service. The CSV file must contain a header row.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *ACT EOS Search Service Student Prospect Inbound*.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event* in the Integration functional area.
   - *Reports: Students* in the Student Core functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Specify or enable integration service attributes to configure your integration.
4. Select **Integration System > Configure Integration Maps** from the related actions menu of the integration system.

   Map external values to the internal values that Workday imports for:
   - Educational interest.
   - Ethnicity.
   - Gender.
5. Set Up Integration Retrieval .
6. Launch an Integration .

   Specify any launch criteria to filter results by:
   - Academic level and unit.
   - Anticipated start academic term.
   - Prospect type.
   - Location and other criteria.

Concept: Student Recruiting Connectors

Student recruiting integrations import student ACT and PreACT data into Workday from the ACT Enroll student search service. ACT Enroll provides:

- A wide variety of student geographic, personal, and academic characteristics for prospective students.
- Access to data for students who have taken the ACT test or PreACT assessment and opted into the ACT Educational Opportunity Service (EOS).

Workday provides the ACT EOS Search Service Student Prospect Inbound integration template to support retrieving ACT Enroll search service files. You can use the integration template to import ACT Enroll files and create corresponding student prospects in Workday.

The integration template:

- Supports retrieval of ACT Enroll files in Comma-Separated Value (CSV) format only.
- Supports current Encoura Standard Export Data Layout file formats.
- Doesn't support other ACT file formats or retired ACT EOS formats.

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Launch/Schedule Options

Workday provides these launch schedule options for Student Recruiting integrations:

- Launch with an Integration step on a business process.
- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

You can view all launch parameters as integration criteria on the **Launch / Schedule Integration** task.

Student Transaction Log Outbound Connector

Steps: Set Up Integration to Export Student Transaction Log Data

Prerequisites

- Determine which Student-related transactions that you want to include in the integration output. A transaction in Workday is either an Event Lite or a Business Process Event.
- (Optional) To transform the XML output file into another format, create an XSLT file that defines the transformation.
- Security: These domains in the Integration functional area:
  - *Integration Build*
  - *Integration Configure*

Context

You can create an integration that:

- Monitors your tenant for Student-related transactions that you specify.
- Exports an XML file with transaction records for each specified transaction from Workday.

Steps

1. Create Integration System .

   From the **New Using Template** prompt, select *Student Transaction Log Outbound Connector*.
2. (Optional) Select **Integration System > Configure Integration Services** from the related actions menu of the integration system.

   Enable the *Web Service Task for Transaction Log* integration service. This service enables you to attach a custom XSLT file to the integration. The integration can then transform the integration output file into the format defined in the XSLT file.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event* in the Integration functional area.
   - Any domain that secures an *Event Lite* that you want the integration to monitor for changes.

   See Steps: Grant Integration or External Endpoint Access to Workday.
4. (Required only for custom XSLT attachment) Select **Integration System > Configure Integration Attachment Service** from the related actions menu of the integration system.

   From the **Attachment** prompt, select an XSLT file or *Create Integration Service Attachment*.
5. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   Specify integration service attributes.

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6. Set Up Integration Subscriptions .
   Select the transactions that Workday monitors for changes.
7. Set Up Integration Delivery .
   Specify how the integration system delivers the output file to an external endpoint.
8. Launch an Integration .
   Schedule how often the integration system runs, which entry and effective date ranges it covers, and which Student-related transactions and *Event Lites* the integration reports on.

Reference: Student Transaction Log Outbound Connector File Schema

The Student Transaction Log Outbound Connector generates a file named StudentTransactionLog.xml each time it runs.

Element Name	Description	Datatype
Transaction_Logs_for_Student_DIS	Top-level element. Contains 1 or more Transaction_Log_Data elements.	N/A
Transaction_Log_Data	Contains multiple subelements. Refers to 1 transaction or Event Lite for 1 student.	N/A
Transaction_Log_Description	Summarizes the contents of the transaction log.	*String*
Transaction_Effective_Moment	Date and time that the transaction is effective in Workday.	*DateTime*
Transaction_Entry_Moment	Date and time that you entered the transaction into Workday.	*DateTime*
Transaction_Log_Type_Reference	Refers to the transaction type for this transaction. This value is either an Event Lite or Business Process. Contains 1 or more ID elements.	Reference
Transaction_Target_Reference	Refers to the target of the transaction. Contains 1 or more ID elements.	Reference
Is_Rescind_Or_Rescinded	Indicates if you rescinded the transaction.	Boolean
Is_Correction_Or_Corrected	Indicates if you corrected the transaction.	Boolean

The Common Application Inbound

Steps: Set Up Common Application Inbound Integration

Prerequisites

- Set up the document types for the Institution Academic Unit. Workday requires this configuration only if you want to import PDF documents as Student application documents.

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- Security: These domains:
    - *Integration Build* in the Integration functional area.
    - *Integration Configure* in the Integration functional area.
    - *Set Up: Maintain Student Document Types* in the Academic Foundation functional area.

Context

You can set up integrations to import first-year student applicant data into Workday from *The Common Application*.

The integration relies on ISO codes for country and state fields when importing address information. The integration also relies on CEEB codes when importing educational institutions attended by the student. Some student applications can fail to load if the file contains no ISO codes for country and state or CEEB code for educational institutions.

Workday recommends that you create 2 integrations:

- An integration that imports student data including educational institutions. Run this integration regularly by schedule.
- An integration that imports student data and excludes educational institutions. Run this integration manually if student data fails to load due to invalid education institution codes.

Steps

1. Access your *The Common Application* account and copy the *Workday Global Template - Main* template. You use the copy with your integration.
2. Add these member questions to your copy of the template:
    - Primary_Program_of_Study
    - Anticipated_Start (Preferred Start Term)
    - Anticipated_Load_Status (Student Status). Workday populates a value of *Full Time* automatically if you don't provide a value.

    You define these member questions in The Common Application when you enter your membership profile. Workday provides Reference IDs as Export codes for each of the choice values.

    Enable export codes for these member questions. Ensure that the export codes match the corresponding Workday Reference IDs.
3. (Optional) Add 1 or more of these optional member questions. Ensure that the labels match these values exactly:
    - Campus_Location
    - Gender_Identification
    - Program_Focus
    - Program_of_Study 2 (Major 2)
    - Program_of_Study 3 (Major 3)
    - Pronoun
    - Sexual_Orientation

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4. (Optional) Add custom member questions.

   To output the file configuration on the Common App website, append each custom member question with 2 underscores and a question type:

   - __TextType
   - __SingleSelectType
   - __MultiSelectType
   - __DateType
   - __NumericType

   Example: Requests_Additional_Time__TextType.
5. (Recommended) Enable The Common Application Scheduled Delivery Service in your *The Common Application* account.
6. Access the **Maintain Student Document Types** task.

   Add entries for any documents that *The Common Application* includes.
7. Create Integration System .

   From the **New Using Template** prompt, select *The Common Application (First Year) Inbound*.
8. (Optional) Select **Integration System > Configure Integration Services** from the related actions menu of the integration system.

   Enable 1 or more of these optional integration services:

Service	Description
The Common Application Inbound - Profile	Enables you to enable 1 or more of these services: • *The Common Application Inbound - Education* • *The Common Application Inbound - Testing* • *The Common Application Inbound - Documents*
The Common Application Inbound - Education	Enables the integration to import education-specific data.
The Common Application Inbound - Testing	Enables the integration to import test results.
The Common Application Inbound - Documents	Enables the integration to import ZIP files containing PDFs of supporting documents. Examples: Counselor reports, teacher recommendations.

9. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event* in the Integration functional area.
   - *Reports: Students* in the Student Core functional area.

   (Optional) Grant the ISU access to these additional domains to access additional services and functionality:

Domain	Description
Manage: Student External Transcripts in the Academic Foundation functional area.	Enables access to the *Transcript* service.
Manage: Student Test Results in the Academic Foundation functional area.	Enables access to the *Educational Tests* service.

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Domain	Description
Questionnaire Creation and Distribution in the System functional area.	Enables access to Questionnaires functionality.

See Steps: Grant Integration or External Endpoint Access to Workday.

10. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

    Specify or enable integration service attributes to configure your integration.

    - For attributes without default values, add a row and specify a **Value**.
    - For attributes whose default values you want to change, select the **Override Template Values** check box and specify a new **Value**.
    - Optionally, use the **Restricted to Environment** field to specify a value that applies to a particular environment.

    As you configure attributes on the *The Common Application Inbound - Profile* integration service, consider:

Attribute	Description
Re-submit Failed Records Without Invalid Addresses and/or Phone Numbers	Use to import student applications that previously failed due to phone number or address errors. When this attribute is True, Workday provides a *Diagnostic_Audit_Common_App_-_Address_and_Phone_Errors.html* output file that you can use to review any errors. You can then use the **Manage Incorrect Contact Information for Students** report to resolve the errors.
Exclude Addresses	Use to exclude addresses on student applications that previously caused applications to fail due to address formatting errors.
Exclude External Educational Institutions	Use to: • Exclude importing unofficial GPA transcript information provided by the student. • Exclude secondary and post-secondary education institutions that the student attended. The integration matches on the CEEB code of the education institution when it imports the education institutions that the student attended.

11. Select **Integration System > Configure Integration Maps** from the related actions menu of the integration system.

    Map external values in the input file to internal values in Workday.

    Security: *Integration Build* and *Integration Configure* domains in Integration functional area.

12. Set Up Integration Retrieval .

    Add entries for *ZIP* and *XML* in the **File Name/Pattern** prompt.

13. Launch an Integration .

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Related Information

Tasks

Manage Contact Information Errors for Student Applications

Reference

2021R2 What's New Post: Common Application Integration

2021R2 What's New Post: Student Application Contact Information Errors

Concept: The Common Application Inbound Integration

The Common Application Inbound integration imports student applicant data and supporting files into Workday from *The Common Application*. Workday provides the *The Common Application (First Year) Inbound* integration template. You can use the integration template to build integration systems that import first-year student applicant data from *The Common Application*.

The integration imports Common Application data in these categories:

- Profile.
- Family.
- Education (Optional).
- Test Results, including self-reported scores (Optional).
- Writing (disciplinary and criminal history).
- Attachments, including recommendations, writing samples, transcripts, and reports (Optional).

The integration supports a defined subset of the common question fields available for *The Common Application*. Additionally, the integration supports a limited number of member question fields, including:

- Primary Program of Study.
- Anticipated Start.
- Anticipated Load Status.
- Program of Study 2.
- Program of Study 3.
- Program Focus.
- Campus Location.
- Gender Identification.
- Sexual Orientation.
- Pronoun.

Use Workday custom objects or a questionnaire with a separate custom integration if you want to load additional fields from *The Common Application* into Workday.

Required File Name Pattern for PDF Attachments

Integrations based on the *The Common Application (First Year) Inbound* integration template can import ZIP files that contain PDF files. The PDF filenames must have this format:

<TERM>-<CAID>!_<FORM>_FY.pdf (Example: Fall2019-21384352!_AP_FY.pdf). Work with your *The Common Application* representative to ensure that the PDFs follow this required name pattern.

- *CAID*: Common Application ID. Unique 8-digit ID assigned to all Common Application applicants
- *TERM*: Export code of the Term the applicant has selected for that institution. Workday requires the (!) character.
- *FORM*: The type of PDF generated. The code must match the external values that you configured for the Admissions Document Type Integration map. Example: *AP* for application, *WS* for writing supplement.
- *FY* represents First Year Applicant Type. Workday hardcodes this value. The integration supports only first-year applicants.

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Launch/Schedule Options

Workday provides these launch schedule options for integrations based on the *The Common Application (First Year) Inbound* template:

- Launch with an *Integration* step on a business process.
- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Global Payroll Connect

Reference: Third-Party Payroll Connectors Catalog

Connector	Description
ADP PayForce	Synchronizes employee and payroll data between Workday and ADP PayForce. Deprecated integration, do not use.
External Payroll Documents	Imports external payslips, external tax documents, and other external payroll documents into Workday.
External Payroll Results Inbound	Imports data generated by an external payroll endpoint to payroll results.
Global Payroll Reconciliation	Compares Payroll Effective Change Interface (PECI) worker payroll data between Workday and a third-party payroll vendor to identify discrepancies.
Import External Payslips	Imports employee payslips from an external payroll endpoint.
Payroll Effective Change Interface	Exports payroll-related subset of HR, compensation, and benefits deduction data. The connector exports the data in XML format with effective dates in the sequence that they occurred. You can transform the XML into a format supported by your payroll provider.
Payroll Interface	Exports payroll-related subset of HR, compensation, and benefits deduction data. The connector exports the data in XML format. You can transform the XML into a format supported by your payroll provider.
Payroll Interface Configurable Output	Flexible outbound payroll template that extracts global worker demographic and compensation data for third-party payroll providers.
PECI - Merge Files Integration Template	Merges output files from separate Payroll Effective Change Interface (PECI) integration runs.
Worker Effective Change Interface	Captures a full stack of worker data changes within an effective range. The connector exports

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Connector	Description
	the data in an XML format text file and includes data changes related to corrections, rescinds, indirect, retroactive, and future-dated transactions.
VPS Page Generator	Generates JSON objects for VPS pages.

Reference: Global Payroll Connect Catalog

Connector	Description
Data Changes On Demand	Administrators can trigger an ad-hoc extraction of data changes for a specific period manually, bypassing scheduled runs.
Event Outbound Notifications	Sends event-driven data change notifications from Workday to a third-party payroll vendor.

Concept: Global Payroll Connect

Global Payroll Connect helps you:

- Manage payroll processing across the globe by efficiently reviewing payroll related information to support decision making.
- Elevate the payroll experience for pay admins and workers with different features that provide a single view from multiple payroll vendors.
- Configure earnings, deductions, and payroll processing information.
- Set up integrations or APIs that send worker data, such as hire, compensation, benefits, time off, and termination events to third-party payroll vendors.
- Set up APIs to receive data from third-party payroll vendors, such as external payroll results, external payslips, tax documents, and other payroll documents.
- Reconcile data between Workday and third-party payroll vendors.
- Leverage powerful analytics to create and manage custom reports to assist in analyzing or auditing payroll data.
- Create and maintain payroll processing checklists for third-party payroll pay groups.

Global Payroll Connect also includes all the capabilities of Cloud Connect for Third-Party Payroll which helps you:

- Search for changes from the primary payroll integration runs that match certain criteria.
- Configure and reconcile payroll-related information between Workday and third-party payroll systems.
- Manage and track errors returned by a third-party payroll system for worker changes.
- Upload documents from an external system into Workday, and purge documents for both active and terminated employees.
- Enter earnings and deductions for inclusion in payroll processing that aren't part of regular compensation or benefits.
- Capture and output worker data changes, in order of occurrence and within an effective range.
- Import external payroll documents, payroll results, and payslips from third-party payroll systems into Workday.
- Analyze external payroll results from both third-party systems and Workday payroll in a single report.

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- Specify the time to send relevant information to a third-party payroll system for a new hire or termination.
- Define groups of employees, what payroll changes to include, extract the data changes and send them to third-party payroll systems with scheduled intervals or ad-hoc runs.
- Merge output files from multiple integration runs and send a single output file.

Third-Party Payroll Setup

Third-Party Payroll Organizations

Steps: Establish Third-Party Payroll Organization

Context

Set up an organization for third-party payroll. These steps apply to Workday Payroll Interface, and Workday Payroll Effective Change Interface.

Steps

1. Create External Payroll Organization Type .
2. Assign Roles to External Payroll Organization .
3. Create External Payroll Reorganization .
4. Create External Payroll Company .
5. (Optional) Create Superior Payroll Organizations .

Next Steps

Create and assign pay groups.

Related Information
Concepts
Concept: Workday Payroll Interfaces
Tasks
Steps: Set Up Workday Payroll Interface

Create External Payroll Organization Type

Prerequisites
Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

Context

Create an organization type for pay groups.

Workday requires the payroll company to determine the details of a transfer from pay group to pay group. When an employee transfers pay groups, Workday needs to be able to report if the new pay group is in a new payroll company. Without a payroll company, Workday isn't able to infer this staffing event logic and the vendor might not handle the transaction correctly.

Steps

1. Access the **Maintain Organization Types** task.
2. Select **Custom**. Select **Edit**.
3. Add a row to the grid.

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4. Set an **Organization Type Name** for your external payroll provider or an organization hierarchy above your pay groups.
5. To specify that an organization has parent and child organizations of the same type, select **Allows Hierarchy**. This enables inclusion of pay groups in a payroll company.
6. For **Used by Organization Subtypes**, select *Pay Group*.
7. For **Rolls Up Organization Type**, select *Pay Group*. You can assign pay groups to organizations of this type.

Next Steps

Add payroll roles to the organization type.

Related Information
Tasks
Steps: Establish Third-Party Payroll Organization
Steps: Set Up Workday Payroll Interface

Assign Roles to External Payroll Organization

Prerequisites

Security: *Set Up: Assignable Roles* domain in *Organizations and Roles* functional area.

Create an organization type for external payroll processing by using the **Maintain Organization Types** task.

Context

Specify which roles are valid for an external payroll organization type, such as Payroll Partner and Payroll Interface Partner. You are only required to perform this task once, typically during initial setup.

The Payroll Partner and Payroll Interface Partner roles are delivered with Workday. If you configured other roles for payroll, follow this procedure to add those roles to the organization type.

Steps

1. Access the **Maintain Assignable Roles** task.
2. Go to the Payroll Interface Partner role or the appropriate payroll role in your organization.
3. At the **Enabled for Organization Types** prompt, select the organization type that you created for external payroll processing.
4. Repeat the steps for the Payroll Partner role or other payroll role that is specific to your organization security configuration.

Result

When you create a payroll company, you can assign these roles to workers. The **Organization Types** report also displays these roles for the payroll organization type.

Next Steps

Create a reorganization that specifies the effective date of the payroll organization.

Related Information
Tasks
Steps: Establish Third-Party Payroll Organization
Steps: Set Up Workday Payroll Interface

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Create External Payroll Reorganization

Prerequisites

Security: *Set Up: Reorganization* domain in *Organizations and Roles* functional area.

Context

A reorganization enables you to structure your external payroll organization and specify its effective date. You are only required to perform this task once, typically during initial setup. You might also perform this task if you specify a different effective date for another payroll organization.

Steps

1. Access the **Create Reorganization** task.
2. Provide a **Reorganization Name**. Example: *Create Pay Company*.
3. Specify the **Reorganization Date**.
4. (Optional) Enter the reorganization description.

Next Steps

Create a custom organization for an external payroll company.

Related Information
Tasks
Steps: Establish Third-Party Payroll Organization
Steps: Set Up Workday Payroll Interface

Create External Payroll Company

Prerequisites

Security: *Create: Custom Organization* domain in *Organizations and Roles* functional area.

- Create an organization type that supports external payroll processing.
- Add roles to the organization type.
- Create a reorganization that specifies the effective date of the payroll organization.

Context

Create a custom organization that represents an external payroll company. You create a separate payroll company in Workday for each payroll company in the external payroll system. Typically, you match the names of the corresponding payroll companies in both Workday and the external system.

Steps

1. Access the **Create Custom Organization** task.
2. Select the **Custom Organization Type** that you created for external payroll processing. Select the **Reorganization** that you created to support the payroll organization structure.
3. Click **OK**.
4. Enter the **Availability Date**.
5. In the **Organization Name** field, enter the company code that identifies the payroll company in the external system.
6. (Optional) In the **Organization ID** field, enter an ID or description of the payroll company.

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7. (Optional) To combine the organization name and ID for display in Workday, select the **Include Organization ID in Name** check box.

   Note: This step is optional for payroll companies, but not pay groups. At the pay group level, Workday requires you to concatenate the organization name and ID in the integration files.
8. At the **Organization Subtype** prompt, select *Pay Group*.
9. At the **Organization Visibility** prompt, enter who can view the organization and its members.
10. (Optional) Select or create an **External URL**.
11. Assign employees to the organization payroll roles:
    a) Add a row to the **Assign Roles** grid.
    b) At the **Role** prompt, select the Payroll Interface Partner role or the equivalent payroll role in your organization.
    c) To restrict this role to a single worker, select the **Restrict to Single Assignment** check box.
    d) At the **Worker** prompt, select an employee to assign to this role. If the **Restrict to Single Assignment** check box isn't selected, you can assign more than 1 employee.
    e) Repeat these steps for the Payroll Partner role or similar payroll role in your organization.
12. Click **OK**.
13. Edit the reference ID for the payroll company:
    a) As a related action on the payroll company, select **Integration IDs > Edit Reference ID.**
    b) In the **Reference ID Value** field, enter the company code that you set earlier.

       If you use ADP PayForce, the reference ID must match the company code that ADP Connection provides in its request message. This code ensures that Workday retrieves the correct pay groups for this payroll company.

Next Steps

- Assign pay groups to the payroll company.
- (Optional) Create a superior organization to roll up multiple payroll companies that share a common integration system.

Related Information
Tasks
Steps: Establish Third-Party Payroll Organization
Steps: Create and Assign Third-Party Payroll Pay Groups
Steps: Set Up Workday Payroll Interface

Create Superior Payroll Organizations

Prerequisites

- Create a payroll organization type. To indicate that the organization supports a pay group hierarchy, select the **Allows Hierarchy** check box.
- Create a reorganization that specifies the effective date of the payroll organization.
- Security: *Create: Custom Organization* domain in the Organizations and Roles functional area.

Context

To establish a hierarchy that consists of multiple payroll companies that share a common integration system, create a superior organization.

Steps

1. Access the **Create Custom Organization** task.

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2. Select the **Custom Organization Type** that you created for external payroll processing and the **Reorganization** that you created to support the payroll organization structure.
3. Specify the **Availability Date**.
4. Enter an **Organization Name**.
   The name of a superior organization doesn't need to correspond to any value in the external payroll system.
5. (Optional) In the **Organization ID** field, enter an ID for the superior organization.
6. (Optional) If you want to combine the organization name and ID for display in Workday, select the **Include Organization ID in Name** check box.
7. At the Organization **Subtype** prompt, select *Pay Group*.
8. At the Organization **Visibility** prompt, specify who can view the superior organization and its members.
9. (Optional) Select an **External URL** to link to a website for related information.
10. Assign employees to the organization payroll roles:
    a) Add a row to the **Assign Roles** grid.
    b) At the **Role** prompt, select the Payroll Interface Partner role (or the equivalent payroll role in your organization).
    c) If you want to restrict this role to a single worker, select the **Restrict to Single Assignment** check box.
    d) At the **Worker** prompt, select an employee to assign to this role. If the **Restrict to Single Assignment** check box isn't selected, you can assign more than 1 employee.
    e) Repeat these steps for the Payroll Partner role (or similar payroll role in your organization).
11. For each subordinate payroll company, assign the superior organization:
    a) Access the **View Custom Organization** report.
    b) Select the payroll company at the **Organization** prompt.
    c) As a related action on the organization, select **Reorganization > Change Superior Organization.**
    d) At the **Reorganization** prompt, select the reorganization that you created to support the payroll organization structure.
    e) Select the **New Superior Organization** at the prompt.

Result

Access the **View Custom Organization** report to verify the organization hierarchy:

- For each payroll company, the report displays the superior organization in the **Top Level Organization** and **Superior** fields.
- For the superior organization, the report displays the subordinate payroll companies in the **Subordinates** field.

Next Steps

After you create the superior organization, assign it to your payroll companies.

Related Information
Tasks
Steps: Establish Third-Party Payroll Organization
Steps: Set Up Workday Payroll Interface

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Third-Party Payroll Pay Groups

Steps: Create and Assign Third-Party Payroll Pay Groups

Prerequisites

Define the external payroll organization.

Context

Create and assign pay groups for third-party payroll. These steps apply to Workday Payroll Interface and Workday Payroll Effective Change Interface.

Steps

1. Create or Edit Period Schedule for Payroll Interface .
2. Set up a pay run category for third-party payroll processing.
   Select these options:
   - **Use in Payroll Interface**.
   - (Optional) **Use State Supplemental Flat Tax Rate**.

   See Steps: Set Up Pay Run Categories.
3. Create Pay Group for Third-Party Payroll .
   Create pay groups and assign a run category and period schedule to each group.
4. Assign Pay Group to Payroll Company .
5. Assign Pay Group to Employee .
6. Access the **Maintain External Pay Period Status** task.
   As you complete the task, consider:

Option	Description
Pay Groups for Payroll Interface	Select the external pay groups.
Pay Period Selection Option	Select an option: • *Use Earliest Open Pay Period* • *Use Pay Period for Current Date*

   (Optional) Delete pay groups that you don't want to update.
   Security: *Set Up: Payroll Interface (Update Pay Period Status)* domain in Payroll Interface functional area.
7. (Optional) Manage Payroll Integration System for Pay Group .

Next Steps

Define payroll earnings and deductions.

Related Information
Concepts
Concept: Workday Payroll Interfaces
Tasks
Steps: Set Up Workday Payroll Interface

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Create or Edit Period Schedule for Payroll Interface

Prerequisites

Security: *Set Up: Period Schedule* domain in *Project Tracking* functional area.

Define pay frequencies for payroll interface.

Context

Create a period schedule for pay groups:

- Select the pay frequency.
- Specify the start date, end date, and payment date for each pay period in a calendar year.

Workday uses the period schedule pay frequency for annualization of compensation and benefit contributions. Workers inherit their pay frequency from the period schedule for their pay group.

This topic describes how to create period schedules. You can also import period schedules from a spreadsheet using Workday Enterprise Interface Builder (EIB).

Note: Ensure that you have at least one period in your period schedule with dates before the effective date of your first Workday Payroll or HR transactions.

Steps

1. Access the **Create Period Schedule** task.
2. Select *Payroll* in the **Usage** field. If creating a shared period schedule, select *Time Tracking*.
3. (Optional) To prevent weekend payment dates, complete the **Payment Date Auto-Adjust** section.
   To change payment dates from Saturday to the preceding Friday, enter *-1* in the **Saturday** field.
4. Add a row for the first period in the schedule.
5. Enter the **Period Start Date**, **Period End Date**, and the **Payroll Payment Date** if it differs from the period end date.
6. (Optional) If the payment date is always the same number of days after the period end date, and you want Workday to set it:
   a) To save the period schedule, click **OK**.
   b) From the period schedule name, select the related action **Period Schedule > Edit**.
   c) Expand the **Payroll** section.
   d) Enter a value for the **Payment Date Offset Days Default**.
7. (Optional) To create a forward accrual for the period, complete the **Payroll GL Accruals** section.

   Note: You can't change these fields after the payroll process status is Complete.

Option	Description
Create Forward Accrual	If the pay period spans multiple reporting periods and to estimate payments to a reporting period end, create a forward accrual.
Days to Accrue	Number of days in the pay period for which to estimate payments. Workday creates the forward accrual as a ratio of **Days to Accrue** over **Days in Basis**.
Days in Basis	Number of work or calendar days in a full financial reporting period. Typically the recent full pay period.

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Option	Description
Accrual Date	Date on which to create the forward accrual. Used for the accounting entry. Typically the last day of the accounting period.
Accrual Reversal Date	Date to reverse the accrual. Can be any day after the accrual date, but is typically the first day of the next accounting period.

8. (Optional) Add a row to the **Payroll Settlement Date Overrides** section to define different payment dates per country. Example: Define override dates for countries with different bank schedules to ensure that payments occur on bank working days.

Option	Description
Country	Workday applies the **Override Date** when the bank account receiving the payment is in this country. You can view the bank account country on the **Bank Account** task.
Override Date	Overrides the **Payroll Payment Date**. For on-cycle payments only. Workday applies the **Override Date** during settlement, but displays the default payment date on the payroll results and the payslip.

Result
Payroll is calculated for the pay period. The **Payroll** check box in the **Used In** section is highlighted. Fields for the period aren't editable.

Next Steps

- Create a run category for payroll processing that uses the period schedule.
- Create pay groups for the period schedule.
- Every calendar year, update the period schedule.

Related Information
Tasks
Steps: Create and Assign Third-Party Payroll Pay Groups

Create Pay Group for Third-Party Payroll

Prerequisites

Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

Create a run category to associate with the pay group.

Context

Create 1 or more pay groups for third-party payroll processing. You create a separate pay group for each group of employees who have the same pay frequency.

(ADP PayForce Version 2 only) ADP PayForce maps their pay frequencies (1 character long) to Workday pay groups. Pay groups that you use in the ADP PayForce integration must end with a character that matches with the pay frequency in Workday. Example: If the pay frequency in ADP PayForce is Weekly, the corresponding pay group in Workday must end with W.

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Steps

1. Access the **Create Pay Group** task.
2. Define the pay group organization:

Option	Description
Availability Date	Date when the pay group is first available to assign to workers.
Organization Name	Pay group code in the external payroll system. Typically, external systems combine a pay company code with a pay group code to create a unique identifier. If the identifier is *ABC1*, the pay company code is *ABC* and the pay group code is *1*. Note: Enter an organization name if you plan to use the pay group with the Payroll Effective Change Interface integration or Workday won't let you launch the integration for that pay group.
Organization Code	Name of the payroll company that the pay group belongs to in the external payroll system. This value is the pay company code (such as *ABC*) and matches an **Organization Name** that you previously defined.
Include Organization ID in Name	To combine the organization name and ID for identification purposes, select this check box. Select this check box for proper identification of the pay group in integration files.
Organization Subtype	Select *Pay Group*.
Organization Visibility	Who can view the organization and its members?
External URL	To link to a website for related information, select or create an **External URL**. Example: Create a link to your external payroll provider website to access tools and resources for payroll processing.

3. On the **Pay Group** tab:
   a) Select the **Used in Payroll Interface** check box to specify that an external payroll provider handles payroll for this pay group.
   b) Select the **Country** for the pay group.
      Supported countries are defined in the **Payroll Interface** category of the **Edit Tenant Setup - HCM** task.
      Workday uses the currency for this country as the first-level default when performing any currency conversions.

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4. On the **Pay Group Details** grid, assign a run category and period schedule to the pay group:
    a) Add a row to the grid.
    b) Select a **Run Category** for the pay group. If the pay group is a payroll interface pay group, you can only assign 1 run category.
    c) To use the default period schedule, click **Use Run Category Defaults**. If you want to select a different period schedule, click **Specify Run Category Details** and then select a **Period Schedule** at the prompt.
    d) (Optional) To override the first processing pay period, select a pay period for the **Override First Processing Period** that is before the pay period you'll run the integration for. Example: You create a new pay group and set the **Override First Processing Period** to January 2022. When you run the integration for January 2022 for the new pay group, the integration fails indicating that there needs to be an earlier pay period. Set the **Override First Processing Period** to a period before January 2022, such as December 2021, when running the integration for January 2022.
5. If you want to enable others to modify this pay group, click the **Assign Roles** tab and select additional owners for the pay group.

Next Steps

- Assign the pay group to a payroll company.
- Assign employees to the pay group.
- To ensure that the integration selects the correct period each time it runs, maintain the calculation status of the pay group pay periods.

Related Information
Tasks
Steps: Create and Assign Third-Party Payroll Pay Groups

Assign Pay Group to Payroll Company

Context

Assign one or more pay groups to a custom payroll company that you created for external payroll processing.

Steps

1. Access the **View Organization** report for the custom payroll company.
2. As a related action on the payroll company, select **Reorganization > Assign Included Organizations.**
3. At the **Reorganization** prompt, select the reorganization that you created to support the payroll organization structure.
4. At the **Includes Organizations** prompt, select the pay groups that you want to assign to this payroll company.

Result

You can view the pay group structure by accessing the following reports:

- The **View Organization** report displays the payroll company's subordinate pay groups in the **Includes** field.
- The **View Pay Group** report displays the payroll company that the pay group belongs to in the **Included In** field.

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Related Information
Tasks
Steps: Create and Assign Third-Party Payroll Pay Groups

Assign Pay Group to Employee

Prerequisites
Security: *Manage: Service Center* domain in *System* functional area.

Context

Assign a pay group to an employee or employee position.

Pay group assignments can also be a part of any staffing business processes that include the Assign Pay Group subprocess.

Steps

1. Access the **Assign Pay Group** task or, as a related action on a worker, select **Payroll > Assign Pay Group**.
2. In the **Effective as of** field, specify the date when the pay group assignment is effective.

   The effective date must be on or after a worker hire date, and before the period start date for the worker first pay period.
3. Select the **Worker** for the pay group assignment. If you accessed this task as a related action on a worker, Workday already selects the worker.
4. If the worker holds more than 1 position, select the **Position**.

   Note: For international assignments, assign the primary position for the third-party pay group. Workday includes additional jobs in the third-party pay groups.
5. In **Proposed Pay Group**, select the pay group to assign.

   The prompt only displays pay groups that have an availability date equal to or later than the **Effective as of date**.
6. Click **Submit**.

Related Information
Tasks
Steps: Create and Assign Third-Party Payroll Pay Groups

Manage Payroll Integration System for Pay Group

Prerequisites

- Security: *Set Up: Payroll Interface* domain in the *Payroll Interface* functional area.
- Set up a *Payroll Effective Change Interface* or *Payroll Interface* integration.
- Define the Pay Groups for your integration.

Context

If both of these conditions are true:

- You're running the integration for the first time in production.
- You're running the integration with the **Primary Run** launch parameter enabled.

Then access each Pay Group and set the **Created Date Time** field to the beginning of the pay period. If you don't complete these steps, then Workday automatically sets Created Date Time to the day before the payroll run date.

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You can set the **Created Date Time for Additional Run** to enable Payroll Effective Change Interface to run as frequently as every 4 hours.

Steps

1. Access the **Maintain Payroll Integration System for Pay Group** task.
2. Select the **Pay Group**.
3. Add 1 row to the **Last Extract Created** grid for each Payroll Interface integration.
4. Select an **Integration System** for each row.
5. Set the **Created Date Time** to the beginning of the pay period.
6. (Optional) Set the **Created Date Time for Additional Run** to match the *Created Date Time* field.
   This optional step enables you to run the integration more frequently than once per day.

Related Information
Tasks
Steps: Create and Assign Third-Party Payroll Pay Groups

Third-Party Payroll Earnings and Deductions

Steps: Define Third-Party Payroll Earnings and Deductions

Prerequisites

Set up pay groups for third-party payroll.

See Steps: Create and Assign Third-Party Payroll Pay Groups.

Context

Define the earnings and deductions for your pay groups. You must map earnings and deductions for integrations to include them in the output. If the pay groups share earning and deduction codes in an external payroll system, you can assign multiple pay groups to a single earning or deduction. The earnings and deductions use each pay group frequency unless you enter an override frequency.

These steps apply to these Workday integrations:

- Data Changes on Demand
- Payroll Effective Change Interface
- Payroll Interface

Steps

1. Manage External Payroll Earnings .
2. Manage External Payroll Deductions .
3. Manage External Payroll Input for Worker .
   To include general or voluntary deductions in payroll integrations, set up external payroll input for employees.

Related Information
Concepts
Concept: Workday Payroll Interfaces
Tasks
Steps: Set Up Workday Payroll Interface

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Manage External Payroll Earnings

Prerequisites

- To define compensation elements, use the **Maintain Compensation Elements** task.
- To define benefit plan details, use the **Create Benefit Plan** or **Edit Benefit Plan** task:
  - For health care plans, specify values in the **Plan Costs** section of the **Benefits Rates and Eligibility** grid.
  - For insurance plans, examine the **Employee Cost is Pre-tax** and **Employer Cost is Non-taxable** check box settings. The settings and tags you assign to the earnings determine the earnings included in an integration.
- If the same external code applies to more than 1 earning in Workday, configure your tenant to accept duplicate external codes. Access the **Edit Tenant Setup - HCM** task, and in the **Payroll Interface** section, select the **Enable External Payroll Code** check box. Earning codes must be unique in your Workday tenant. The check box provides flexibility when an external payroll endpoint uses the same code for different earnings. Example: An earning that is before tax for 1 pay company and after tax for another.
- If needed, configure your tenant to support multiple jobs in the **Position Setup Options** field on the **Edit Tenant Setup - HCM** task.
- Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

Context

Define external payroll earnings in Workday.

These steps use the **Maintain External Payroll Earnings** task to define all the external payroll earnings by configuring 1 earning per row. You can also define them individually using these tasks:

- **Create External Payroll Earning**
- **Edit External Payroll Earning**
- **View External Payroll Earning**
- **Copy External Payroll Earning**

You can also use these web services to upload and change external payroll earnings:

- **Get External Payroll Earnings**
- **Put External Payroll Earning**

Steps

1. Access the **Maintain External Payroll Earnings** task.
2. Insert a row for each earning.
3. Specify a unique earning **Name** and **Code**.

   The **Code** typically corresponds to the earning codes in an external payroll endpoint. The third-party payroll integrations apply changes to the **Name** value for an existing earning to *all* workers with that earning. The integrations include those workers in the integration output file in the next integration run.
4. If the earning is position-based, select **Position Based**.

   You typically select this option for earnings of workers who have multiple jobs.
5. If you enabled non-unique external payroll codes in your tenant and you want to assign the same external code to multiple earnings, edit the value in the **External Payroll Code** field.

   By default, the **External Payroll Code** matches the **Code**. The *Get Payees* web service returns both values.
6. Select 1 or more **Pay Groups**.

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7. If the earning is an adjustment, a goal amount, or an input for a recurring earning, select the **Allowed Payroll Input Type**:
    - Select *Adjustment* for one-time payments that are sent in pay data integrations. *Adjustment* is the only type of payroll input accepted for earnings that are mapped to compensation elements, time off, or benefit plans.
    - Select *Goal Amount* for a payment that is valid until a goal amount is reached. When you select *Goal Amount*, select *Input*.
    - Select *Input* for a recurring earning that isn't associated with a benefit plan.
    - Select *Ongoing* for an input that you want to output in the **Payroll Input Earnings and Deductions** data section.
    - If you select *Input* or *Adjustment*, the **Start Date** and **End Date** set for the external payroll input for the worker determines if the earning belongs in pay data integrations or regular payroll integrations. If the **Start Date** and **End Date** for an external payroll input are the same, the input displays in the **Payroll One Time Payment** section of the integration output.
    - If you select *Ongoing*, the external payroll input displays in the **Payroll Input Earnings and Deductions** data section of the integration output. This location applies regardless of the **Start Date** and **End Date** for the external payroll input for the worker.
8. If the earning corresponds to compensation, such as regular base pay, an allowance, or a bonus, select the **Compensation Element**.
9. Select 1 **Benefit Tags** per earning type. For compensation elements or time off, leave this field blank. Workday uses the **Benefit Tags** to retrieve the amount from the benefit plan definition. The **Benefit Tags** apply to the **Benefits Rates and Eligibility** grid on the **View Benefit Plans** report for the benefit plan.

Option	Description
Fair Market Value	Associate this tag with all earnings that represent the fair market value (FMV) of healthcare coverage for adult children not qualifying as a dependent under state law. For earnings set to *Fair Market Value*, Workday multiplies the fair market value of the plan by the number of eligible dependents to calculate the income amount.
Flex Credits	Associate this tag with all earnings that represent benefit flex credits. The integration then picks up the applicable flex credit value from the benefit plans and benefit group coverages you specify on the earning definition.
Taxable Benefit	Associate this tag with all earnings that represent an employer-paid taxable benefit. The integration then picks up the applicable Employer Cost (Taxable) value from the benefit plans you specify on the earning definition. Note: Don't use this tag for earnings that represent imputed income for GTL (Group Term Life Insurance), instead use the *Taxable Benefit - Imputed Income for GTL* tag.
Taxable Benefit - Imputed Income for GTL	Associate this tag with all earnings that represent imputed income for group term life (employee, dependent, or spouse coverage).

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Option	Description
	The integration then picks up these values from the benefit plans you specify on the earning definition: • Employee cost (pre and post-tax) • Employer cost (taxable and non-taxable) • Coverage amount • Covered person type (employee, dependent or spouse) • Covered person birth dates Note: Don't use this tag for earnings that represent employer-paid taxable benefits, instead use the the *Taxable Benefit* tag.

10. If the earning applies to a benefit plan, such as a flex credit for medical or dental coverage, select **Benefit Plans**.
11. If the earning applies to specific benefit groups, select **Benefit Group Coverage**.
12. (Optional) At the **Scheduling** prompt, specify when to record the earning if the frequency differs from the pay group frequency.
    If you pay an employee weekly, but a flex credit has a monthly frequency, select the weekly pay period to apply the earning.

    Workday uses scheduling information to calculate the number of remaining pay periods during benefit plan enrollment, not for integration purposes. The external payroll endpoint maintains earning and deduction schedules.
13. If the earning frequency differs from the pay group frequency for each employee, specify an **Override Frequency**.

    If you leave this field blank, Workday calculates the earning amount based on the employee pay group frequency.
14. If the earning is for paid time off, select **Time Off**.
15. Assign 1 or more **Time Calculation Tags**.
16. To exclude the earning from outbound integrations, select **Inbound Only**.
17. Assign 1 of your **Groups** to the earning.

    Earnings assigned to the same group will display under that group in reports.

Result

When launched, a payroll integration or a pay data integration selects the earnings defined for each pay group.

You can view external payroll earnings:

- To examine the earnings linked to a benefit plan, access the **View Benefit Plan** report. The **Earnings and Deductions** field displays the payroll earnings associated with the plan.
- To examine worker payroll earnings, access the worker profile and click the **Pay** profile group. The **Payroll Interface Earnings/Deductions** tab displays the earning amounts and frequency calculations for each benefit plan. It also displays the total amounts for any earnings linked to multiple plans and any flex credits.

You can see the settings on the **View External Payroll Earnings** report. You can also manage individual earnings on this report. From the related action menu on an earning, select **Payroll Interface**, then select 1 of the tasks.

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Next Steps
For one-time adjustments to earnings, specify the adjustment amount using the **Maintain External Payroll Input for Worker** task.
Related Information
Tasks
Steps: Define Third-Party Payroll Earnings and Deductions
Reference
Reference: Edit Tenant Setup - HCM

Manage External Payroll Deductions

Prerequisites

- To define benefit plan details, use the **Create Benefit Plan** or **Edit Benefit Plan** task:
    - For health care plans, specify values in the **Plan Costs** section of the **Benefit Rates and Eligibility** grid.
    - For insurance plans, examine the **Employee Cost is Pre-tax** and **Employer Cost is Non-taxable** check boxes. These settings and the tags assigned to the deductions determine the deduction amounts included in an integration.
- If the same external code applies to multiple deductions, configure your tenant to enable duplicate external codes. Access the **Edit Tenant Setup - HCM** task. In the **Payroll Interface** section, select the **Enable External Payroll Code** check box. Ensure that deduction codes are unique in your Workday tenant. This setting provides flexibility when an external payroll endpoint uses the same code for different deductions. Example: A deduction that is pretax for 1 pay company and post-tax for another.
- If needed, configure your tenant to support multiple jobs in the Position Setup Options field on the Edit Tenant Setup - HCM task.
- Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

Context

Create payroll deductions for third-party processing. Specify deduction codes, assign tags to deductions, select an override frequency, and map the deductions to Workday benefit plans. You can configure general and voluntary deductions, such as membership dues, that aren't associated with Workday benefit plans.

Set up separate deductions for each type of benefit plan cost. Example: Benefit plans can have both pretax and post-tax employee costs, and a nontaxable employer cost. Create a deduction for each cost type, and then assign the applicable benefit plans to the deduction.

Workday treats taxable employer costs and flex credit amounts for benefit plans as earnings. To set up earnings for these plan amounts, use the **Maintain External Payroll Earnings** task.

In addition to regular payroll deductions, use this task to set up adjustments or unpaid time off for Payroll Interface integrations. If you don't reduce base pay by paid time off, then you typically set up paid time off as a deduction.

These steps use the **Maintain External Payroll Deductions** task to define all the external payroll deductions on 1 page, 1 row per earning. You can also define them individually using these tasks:

- **Create External Payroll Deduction**
- **Edit External Payroll Deduction**
- **View External Payroll Deduction**
- **Copy External Payroll Deduction**

You can also use these web services to upload and change external payroll deductions:

- **Get External Payroll Deductions**
- **Put External Payroll Deduction**

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Steps

1. Access the **Maintain External Payroll Deductions** task.
2. Insert a row for each deduction.
3. Specify a **Name** and **Code**.

   The **Code** typically corresponds to the deduction codes in an external payroll endpoint. If you edit the **Name** value for an existing deduction, Payroll Interface considers this action a change for *all* workers with that deduction. Payroll Interface includes all of those workers in the integration output file of the next integration run.
4. If the deduction is based on a position, select **Position Based**.

   You typically select this option for earnings for workers who have multiple jobs.
5. If you enabled nonunique external payroll codes and you want to assign the same external code to multiple deductions, edit the **External Payroll Code** value.

   By default, the **External Payroll Code** matches the **Code**. The Get_Payees web service returns both values.
6. Select 1 or more **Pay Group**.
7. If the deduction is an adjustment, a goal amount, or an input for a recurring deduction, select the **Allowed Payroll Input Type**:

   - For one-time deductions that are sent in pay data integrations, select *Adjustment*. *Adjustment* is the only type of payroll input enabled for deductions that are mapped to time off or benefit plans.
   - For a deduction that is valid until a goal amount is reached, select *Goal Amount*. Example: Goal amounts apply to 401K loan repayments or to charitable contributions toward a pledge amount. When you select *Goal Amount*, you also select *Input*.
   - For ongoing general or voluntary deductions sent in regular payroll integrations, or for adjustments to recurring deductions sent in pay data integrations, select *Input*.

   If both *Input* and *Adjustment* are selected, Workday determines if the deduction belongs in pay data integrations or regular payroll integrations. The determination is based on the deduction **Start Date** and **End Date** set in the **Maintain External Payroll Input for Worker** task.
8. Select 1 **Benefit Tags** per deduction type. For general or voluntary deductions, leave the **Benefit Tags** field blank.

   Workday uses the **Benefit Tags** to retrieve the amount from the benefit plan definition or to obtain the employee election percentage. The **Benefit Tags** apply to the **Benefits Rates and Eligibility** grid on the **View Benefit Plans** report for the benefit plan.

Option	Description
Employee Cost (post-tax)	Associate this tag with all deductions that represent benefit employee post-tax costs. The integration picks up the applicable post-tax cost value from the benefit plans that you specify on the deduction definition.
Employee Cost (pre-tax)	Associate this tag with all deductions that represent benefit employee pre-tax costs. The integration picks up the applicable pre-tax cost value from the benefit plans you specify on the deduction definition.
Employer Cost	Associate this tag with all deductions that represent an employer-paid non-taxable benefit. The integration picks up the applicable employer cost non-taxable value from the

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Option	Description
	benefit plans you specify on the deduction definition.
Employer Percent Contribution	Associate this tag with all deductions that represent employer contributions to retirement savings plans. The contributions are represented as a percentage of the salary. The integration picks up the applicable employer percent contribution value from the benefit plans you specify on the deduction definition.
Percent Deduction	Associate this tag with all deductions that represent benefit employee percentage deductions such as defined contributions. The integration picks up the applicable percentage value from the benefit plans that you specify on the deduction definition.

9. If the deduction applies to 1 or more benefit plans, select the **Benefit Plans**.
   Multiple benefit plans and providers can use a single code. Example: Associate a dental pretax deduction with dental plans with a single deduction code, such as DNT, for the same deduction type.
10. (Optional) At the **Scheduling** prompt, specify when to take the deduction if its frequency differs from the pay group frequency.
    If you pay an employee weekly, but a deduction has a monthly frequency, select the weekly pay period.

    Workday uses scheduling information to calculate the number of remaining pay periods for benefit plan enrollment, not for integration purposes. Earning and deduction schedules are maintained in the external payroll endpoint.
11. Select an **Override Frequency** on the pay component if the deduction frequency for HSA or FSA plans differs from the pay group frequency.

    If you leave this field blank, Workday calculates the deduction amount based on the employee pay group frequency.
12. If the deduction is for time off, select **Time Off**.
13. To exclude the deduction from outbound Payroll Interface integrations, select **Inbound Only**.
14. Assign 1 of your **Groups** to the earning.

    Earnings assigned to the same group will display under that group in reports.

Result

When launched, payroll integrations select the deductions defined for each pay group.

You can view external payroll deductions:

- To examine deductions linked to a benefit plan, access the **View Benefit Plan** report. The **Earnings and Deductions** field displays the payroll deductions associated with the plan.
- To examine worker payroll deductions, access the worker profile and click the **Pay** profile group. The **Payroll Interface Earnings/Deductions** tab displays the deduction amounts and frequency calculations for each benefit plan. The tab displays the total amounts for deductions linked to multiple plans.

You can see the settings on the **View External Payroll Deductions** report. You can also manage individual earnings on this report. From the related action menu on an earning, select **Payroll Interface**, then select 1 of the tasks.

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Next Steps

For general or voluntary deductions or one-time adjustments, set deduction amounts using the **Maintain External Payroll Input for Worker** task.

Related Information
Tasks
Steps: Define Third-Party Payroll Earnings and Deductions
Reference
Reference: Edit Tenant Setup - HCM

Maintain External Payroll Input Reasons

Prerequisites

Security: *Set Up: Payroll Interface* domain in *Payroll* functional area.

Context

You can set up and maintain reasons associated with external payroll input to improve traceability. You can track the reasons why external payroll input requires a reference specific to your organization. You define the reasons based on your organization's business requirements. Examples: typos, late submissions of time, or equity vesting.

Steps

1. Access the **Maintain External Payroll Input Reasons** task.
2. Enter a reason in the **Reason Name** field.
   Click the plus icon to enter multiple reasons in the grid.

   Note: All reasons in the **Used** column are unselected until the reason is associated with a worker.
3. Access the **Maintain External Payroll Input for Worker** task for the specific workers who you want to tag with reasons.
   Security: *Worker Data: Payroll Interface (Payroll Input by Worker)* domain in *Payroll* functional area.
4. Select the reason from the **External Payroll Input Reason** prompt.

Result

When you return to the **Maintain External Payroll Input Reasons** task after you have assigned a reason to worker, **Used** is selected for that reason.

Related Information
Concepts
Concept: External Payroll Inputs

Manage External Payroll Input for Worker

Prerequisites

Security: *Worker Data: Payroll Interface (Payroll Input by Worker)* domain in *Payroll* functional area.

Define earnings and deductions for the worker pay group organization using these tasks:

- **Maintain External Payroll Earnings**
- **Maintain External Payroll Deductions**

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Context

Configure external payroll input for earnings and deductions that aren't part of regular compensation or benefits. External payroll input includes general or voluntary deductions. Examples:

- Enrollment fees.
- Charitable contributions.
- Membership dues.
- 401K loans.

External payroll input also includes single adjustments to earnings or deductions.

Workday retains an external payroll input after a worker's position ends.

Steps

1. Access the **Maintain External Payroll Input for Worker** task.
2. As you complete this task, consider:

Option	Description
Start Date End Date	For a one-time adjustment, the **End Date** must match the **Start Date**. For general, voluntary, or on-going deductions, you usually set the **End Date** to a different pay period than the **Start Date** or leave it blank.
Position	Select the position associated with the payroll input. If you specify a **Pay Group Lookup Date**, this field dynamically displays positions for the worker based on that lookup date. If left blank, the field continues to display positions based on the current date.
Worktag	*Cost Center* is the only valid worktag.
Batch ID	Batch ID must be defined with **Usage** set to *Payroll Interface*.
Input Value	Accepts positive and negative values. Example: To perform a reversal, specify a negative value.
Unit	Accepts positive and negative values.
Unit Type	Select the type of unit being earned or deducted by the worker. You can configure the unit types available in this prompt by accessing the **Maintain Units of Measure** task.
Rate	Accepts positive and negative values.
Percentage	Accepts positive and negative values.
Adjustment	Automatically selected for an earning or deduction set up with an **Allowed Payroll Input Type** of *Adjustment*. However, if an earning or deduction has an **Allowed Payroll Input Type** of both *Input* and *Adjustment*, select the **Adjustment** check box.

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Option	Description
External Payroll Input Reason	Select an external payroll input reason from the prompt when available.
Pay Group Lookup Date	Enter the date used to target a retro-dated or current-dated payroll input one-time payment (OTP) to a worker's prior pay group. Example: For a worker who switched pay groups on 2026-04-01, enter 2026-03-31 in this field to direct a payroll input OTP to their prior pay group (when the *Report Changes After Pay Group Removal* integration service is enabled). Note: This field does not apply to the Payroll Interface integration.
Attachments	Select a file, such as a receipt or other justification, to ensure evidence for the pay input remains linked to the relevant worker data. See Reference: External Payroll Input Attachment File Types . Note: Attachments aren't included in payroll integrations such as Payroll Effective Change Interface (PECI), Payroll Interface Common Output File (PICOF), Worker Effective Change Interface (WECI), or Data Changes on Demand (DCOD).

Result

Workday processes payroll input:

- If you selected the **Adjustment** check box, the input is sent in a pay data integration.
- If you cleared the **Adjustment** check box, and:
  - **Start Date** and **End Date** are in the same pay period. The input is sent in a pay data integration.
  - **Start Date** and **End Date** are in different pay periods. The input is sent in a regular payroll integration.

Next Steps

To delete external payroll inputs, access the **Delete External Payroll Input by Batch** task.

To view information for external payroll inputs, access the **View External Payroll Input by Worker(s)** report.

Related Information
Tasks
Steps: Define Third-Party Payroll Earnings and Deductions

Concept: External Payroll Inputs

External payroll inputs enable you to create earnings or deductions that aren't part of regular compensation or benefits. External payroll inputs include general or voluntary deductions. Examples:

- Enrollment fees.
- Charitable contributions.

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- Membership dues.
- 401K loans.

An external payroll input also includes single adjustments to earnings or deductions.

For position-based external payroll inputs, Workday retains the Position value for position-based external payroll inputs after the worker position ends. You can continue to identify the position associated with the external payroll input.

The currency for an external payroll input determines the decimal precision for the input amount. Example: EUR supports a decimal precision of 2. JPY supports only whole numbers.

Changing External Payroll Inputs

When you change an existing external payroll input, the Data Changes Audit for the Payroll Effective Change Interface (PECI) integration contains:

- Removal of the existing external input and prior value.
- Addition of the external input with the new value.

Example	Outcome
You add an external payroll input for a worker's Spot Bonus: • Amount is 2000 USD. • Start Date is 12/28/2021. You then change the amount of the Spot Bonus to 3000 USD. The PECI integration processes the external payroll input change by: • Removing the original external payroll input with the 2000 USD amount. • Adding the external payroll input with the changed 3000 USD amount.	The Data Changes Audit report displays the complete prior value for the original 2000 USD spot bonus and the complete current value for the changed 3000 USD value.
You update an existing on-going payroll input deduction with a start date of 1/1/2020 with an end date of 1/1/2022.	The PECI integration processes the external payroll input change by: • Removing the original external payroll input without the end date reference as of the original start date (1/1/2020). • Adding the external payroll input with the added end date reference as of the original start date (1/1/2020). • Adding the external payroll input end date as of the end date (1/1/2022)

The Payroll Input ID value remains the same for both the removal of the original external payroll input and the addition of the changed external payroll input. This ID enables the external payroll system to identify that the external payroll inputs are the same.

Reversing External Payroll Inputs

When you reverse an external payroll input for a worker, the Payroll Effective Change Interface integration Data Changes Audit report displays effective changes with:

- The prior value.
- The current value.

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Workday combines input changes older than 6 months into a single effective change in the Data Changes Audit report. Changes that are within the past 6 months display as individual effective changes.

Recurring Deductions

You can set up recurring deductions with external payroll inputs with the **Maintain External Payroll Input for Worker** task. For example, the Buy Time Off feature doesn't automatically create inputs for third-party payroll integrations, but you can setup recurring deductions for a worker to pay back what they owe with External Payroll Inputs to recoup the cost. You would need to specify the:

- **Start Date**
- **End Date**
- Amount per period to recoup the total amount within the date range with the **Input Value** field.

Example: A worker bought 6 days of PTO that costs 600 USD total with a timeline of 6 months to pay it back. The worker is on a monthly pay period schedule. You set up an External Payroll Input with these values:

- Start date 2026-03-01
- End date 2026-08-31
- Amount 100 USD

This would be a recurring deduction of 100 USD per period starting in March and ending in August which would fulfill the 600 USD total repayment cost.

Related Information
Tasks
Override Currency Decimal Precision

Reference: External Payroll Input Attachment File Types

Workday supports these file types in the **Maintain External Payroll Input for Worker** task:

- BMP
- CSS
- CSV
- DOC
- DOCX
- DWXF
- GIF
- HTML
- ICS
- JPEG
- JPG
- LPXF
- MP3
- NXDF
- PDF
- PFX
- PGP
- PNG
- PPT
- PPTX
- PROPERTIES
- RPTDESIGN
- SVG

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- TIFF
- TXT
- WDSL
- WXF
- XLM
- XLS
- XLSM
- XSLT
- XLSX
- XML
- XSL
- XPDL
- ZIP

Related Information
Tasks
Manage External Payroll Input for Worker

External Vendor Mapping and Associations

Create External Payroll Vendor Mapping

Prerequisites

- Obtain the target tenant names from your external payroll vendor for mapping to your Workday tenants.
- Security: *Security Administration* domain in the System functional area.

Context

You can map your tenants to the external payroll vendor and assign a single x509 private key pair to each mapping. Workday recommends that you adopt a meaningful naming convention for your private key pairs for ease of identification and management.

You create a separate mapping for each Workday environment where you enable any available features for the external vendor.

Steps

1. Access the **Create External Payroll Vendor Mapping** task.
2. As you complete the task, consider:

Option	Description
External Payroll Vendor	Select the payroll vendor for this mapping.
Environment	Select the Workday environment to map to the external vendor.

3. If you didn't create the selected **External Payroll Vendor** using the **Create External Payroll Vendor** task, consider:

Option	Description
Target Environment	Select the vendor environment for this mapping.

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Option	Description
Target Tenant Name	Enter the external payroll tenant name provided by your vendor.

4. On the **Public Private Key Pairs** grid, select a **Key Pair** to use for the mapping, or select **Create x509 Private Key Pair** to create a new pair.

   If you create a new pair, you must select the **Do Not Allow Regeneration** check box. If you want to receive email notifications when x509 certificates expire, select the **Enable Security Emails** check box on the **Edit Tenant Setup - Security** task.

   When a key pair is expiring, you can create a new pair to replace it.
5. Select the **Active** check box for the key pair you that want to use.
6. If you created the selected vendor using the **Create External Payroll Vendor** task, complete the **Feature Configuration** grid.

Option	Description
Feature	Select the feature to configure for the vendor.
Attribute	Add a row for each available attribute and enter the **Value** that meets your objectives. For endpoint attributes, enter the external endpoint to use for this vendor. If the endpoint you provided isn't valid, contact the endpoint owners to make the endpoint available in the Domain Name System.

Next Steps
Access the **View x509 Private Key Pair** report to view your key pair's start and expiration dates and public key details, which you can share with your vendor.

Maintain Pay Group Vendor Associations

Prerequisites

Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area

Context

Use this task to associate a pay group with an external vendor for features, such as:

- Additional Payroll Data
- Data Changes on Demand
- Event Outbound Notifications
- Global Payroll Hub
- REST API External Tax Documents
- REST API Payslips

Note: You can't map a single pay group to multiple external payroll vendors.

Steps

1. Access the **Maintain Pay Group Vendor Associations** task.
2. In the grid, select your external vendor in the **External Payroll Vendor** column.
3. Select the **Feature** to associate with the vendor.
4. Select the pay groups for that feature in the **Pay Group** column.

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5. In the **Payroll Organization Type** column, select the organization type for the custom organization or payroll entity that includes the pay group.

Third-Party Payroll Concepts

Concept: Multiple Pay Groups in Payroll Integrations

Workday enables you to create:

- A hierarchical organization that has multiple pay groups.
- Payroll companies that roll up to a superior payroll organization.

Workday Payroll Interface supports payroll organizations that have different:

- Earnings and deductions.
- External processing requirements.
- Pay frequencies.

A single integration system can support this type of organization structure if the external system processes payroll companies in the same way. Workday Payroll Interface enables you to create an integration system and configure the output file to match your provider's requirements.

When you launch the integration, you can include multiple pay groups with different pay frequencies in the same integration run. Workday:

- Processes each pay group.
- Applies the calculation logic based on each group's pay frequency.
- Generates a single output file that has a header record for each pay group followed by its member data.

Payroll integrations can produce only 1 output file per run. If you need to send separate files for each pay group in your payroll organization, launch the integration multiple times.

Reference: Payroll Integration Output and Audit Files

Workday attaches audit reports and output files to the **Reports and Other Output Files** section of each integration event for:

- Payroll Effective Change Interface
- Payroll Interface Connector
- Worker Effective Change Interface

After an integration runs, you can access the **Integration Events** report to view the audit files. Select the event to open the **View Background Process** page, and navigate to the **Output Files** tab. Workday expires and deletes audit files 90 days after Workday creates them.

Security Prerequisites

To view payroll extract files, you need *View* access to any 1 of these domains:

- *Reports: Pay Calculation Results for Pay Group (Results) - CAN*
- *Reports: Pay Calculation Results for Pay Group (Results) - FRA*
- *Reports: Pay Calculation Results for Pay Group (Results) - UK*
- *Reports: Pay Calculation Results for Pay Group (Results) - USA*

Data Changes Audit

The **Data Changes Audit** report is a readable version of the integration output file that lists workers changes and the values that changed in the effective sequence.

Workday generates the report when you:

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- Disable the *Suppress Audit Files* integration attribute.
- Enable the *Suppress Audit Reports For Job Size* integration attribute.

The report has these components:

Extract Summary	Displays: • Selection criteria for the payroll extract. • Pay group name. • Payroll company name. • Period start and end dates.
Payee Details	Provides summarized and detailed views of employee data changes, and displays the payee count. The summarized view displays: • IDs • Employee names. • Categories of changed data (PICOF only). The detailed view displays: • Current field values. • Prior values when the data has changed. • Transaction log details with effective dates and entry dates (for PECI and WECI, only if the Transaction Log Data Section is enabled). Workday highlights new records in green and deleted records in gray. To toggle between views for all employees, click **Show** or **Hide** or select an employee in the summary list to view their details.

Diagnostic Audit

The **Diagnostic Audit** file helps you troubleshoot integration errors. The report includes details on all employees that the integration processed when creating the payroll extract.

Workday generates the report when you:

- Disable the *Suppress Audit Files* integration attribute.
- Enable the *Suppress Audit Reports For Job Size* integration attribute.

Use this report information to determine why the output included or excluded:

- Current properties.
- Employee processing details.
- Transaction log details.
- Validation messages.

In some cases, employees had transactions that didn't affect the set of data configured in the payroll extract. In other cases, the integration encountered an error while processing these employees.

You can also use the **Diagnostic Audit** file to increase the performance of a payroll integration. The audit lists the transaction log entries that the integration processed for each employee. If many employees in the

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diagnostic audit file don't have relevant data changes, you can reconfigure the integration transaction log service to exclude some transaction types.

If you see a worker in the **Diagnostic Audit** but not in the **Data Changes Audit**, the integration reviewed the worker but didn't detect any actual value changes for the enabled fields.

Payroll Extract

The payroll extract file contains the actual data created by the payroll integration. This file is in XML format.

Messages Audit

The Messages Audit is a zip file that contains a summary of web service requests and responses in XML format. Workday generates this audit report for troubleshooting. When you enable the *Suppress Worker Messages Audit* integration attribute, Workday doesn't include *Get Payees* responses for each worker in the audit file.

The Messages Audit zip file contains these files:

- Integration_system.xml: All configurations of the integration system, such as integration attributes and integration mappings.
- Launch_event.xml: All launch parameters used the integration run.
- Performance Summary.html: Timing of the top 10 slowest performing fields from the integration run. Also includes the top 10 slowest workers and field timings that impacted performance. You can use this file to troubleshoot and help increase performance.
- Summary.xml: All resolved values used for the integration event as a result of the values in the Launch_event.xml parameters, such as the pay period dates and entry dates.

Schema XSD

The Schema XSD file defines the content and the structure of the payroll extract. It includes only the data sections and fields that you've enabled for your integration system. Workday generates this file every time the integration runs; the file uses your integration configuration as of the moment that the integration ran.

The file is always named PICommonOutput.xsd. You can only generate this file by running the integration.

Rescinds and Corrections Report

The **Rescinds and Corrections** report provides information about any rescinds and corrections that are in the integration output file.

Note: The **Rescinds and Corrections** report is only supported for the *Payroll Interface* integration.

This report has these components:

Extract Summary	Displays: • Included changes. • Pay groups and selection criteria for the payroll extract. • Pay group name. • Payroll company name. • Period start and end dates. • Updated from and to dates.
Payee Details	Provides summarized and detailed views of employee rescinds and corrections, and displays the payee count. The summarized view displays: • Employee names.

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	• IDs. • Data about the original transaction. • Whether the transaction is a correction or rescinded. The detailed view displays: • Transaction name. • Entry moment of rescind or correction. • Original effective date. • New effective date (if changed). To toggle between views for all employees, click **Show** or **Hide** or select an employee in the summary list to view their details.

Reference: Workday Payroll Interface Terms

External deduction	Benefit plan deductions and general or voluntary deductions that apply to employee pay. Each deduction has a code in Workday that corresponds to the code used in an external payroll system. Deductions can include pre-tax and post-tax employee benefit costs, non-taxable employer benefit costs, payroll adjustments, and unpaid time-off.
External earning	A compensation element or benefit plan that applies to employee pay. Each earning has a code in Workday that corresponds to the code used in an external payroll system. Earnings can include base pay, allowances, taxable benefits, one-time payments, and paid time-off.
Pay data	One-time payments, payroll adjustments, and paid or unpaid time-off that is only valid for a single pay period or payroll run. Third-party payroll providers typically process pay data separately from regular payroll data. As a result, you might need to create a second integration system because the configuration can be different.
Pay group	A group of employees who have the same pay frequency and period schedule. Structure your pay groups in Workday to reflect the requirements for loading data into your provider system.
Payroll company	An organization that contains one or more pay groups. Your can set up your payroll company structure in Workday to match the structure in your payroll provider system. You can add an optional third level to the hierarchy in Workday by creating superior organizations to the payroll company.
Payroll extract	A file that contains payroll-related HR data that Workday generates in a payroll integration. You can

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	configure the contents of a payroll extract to meet your provider requirements. Payroll extracts can include all employees in a pay group or only those employees whose data has changed.
Payroll Interface	Workday integration connector for third-party payroll integration. Payroll Interface is also the name of the Workday integration template for building an integration system to the payroll provider of your choice.
Period schedule	A payroll calendar that specifies the start date, end date, and payment date for each pay period in a calendar year. Each pay period also has a status that indicates whether processing is *Not Yet Started*, *In Progress*, or *Complete*. When you launch payroll integrations, Workday uses the period status to select the next open period to process.
Primary Payroll Interface	An integration system can be designated as a Primary Payroll Interface. A Primary Payroll Interface is used for regularly scheduled integration runs. The Primary Payroll Interface updates each pay group with a Last Successful Run Date as well as changing period statuses to *In Progress* on the first run of the pay period. A Primary Payroll Integration is typically not be used for ad hoc or correction runs.
Run category	Type of payroll run to associate with a pay group. Each run category has a period schedule. Workday only uses regular run categories for third-party payroll.
Staffing events	Employee hires, terminations, leaves of absence, and transfers between pay groups or payroll companies that Workday reports in payroll extracts.

Related Information
Concepts
Concept: Workday Payroll Interfaces

Additional Payroll Data

Steps: Set Up Additional Payroll Data

Prerequisites

Your third-party payroll vendor must:

- Develop and maintain the APIs for the feature and the country-specific payroll data.
- Store and manage the data that Workday displays and sends to the external payroll system.

Workday recommends that you confirm with your third-party payroll vendor that they support this feature.

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You must define an organization code for each external pay group instance.

Context

You can set up the Additional Payroll Data feature to:

- Send additional payroll data from Workday to a third-party payroll vendor.
- Enable workers and future hires to input additional payroll data through employee self-service (ESS).

This feature helps you:

- Collect data for country-specific payroll fields that aren’t supported in Workday.
- Make payroll processing more efficient by reducing manual effort.

The data that you send to your third-party payroll vendor isn't stored in Workday. Workday only displays additional payroll data.

The worker whose additional payroll data is being updated must exist and have the same ID in both Workday and the third-party payroll system.

Steps

1. Edit Domain Security Policies.

   Configure security policies for these domains in the Payroll Interface and Global Payroll Connect functional areas:

Option	Description
Self-Service: Payroll Interface (Additional Payroll Data)	Enables workers, including future workers, to input additional payroll data through ESS.
Worker Data: Payroll Interface (Additional Payroll Data)	Enables payroll administrators to input additional payroll data for workers.

2. Create External Payroll Vendor Mapping.
3. Maintain Pay Group Vendor Associations.

   From the **Feature** prompt, select *Additional Payroll Data*.
4. (Optional) Configure the **Additional Payroll Data** report to display on the **Pay** profile group of the worker profile:
   - Access the **Configure Profile Group** task.
   - Select the *Pay for Worker Profile* profile group.
   - Add **Additional Payroll Data** to the list of reports and select your preferred order for display.

   When you configure access for the *Pre-Employee as Self* security group on the *Self-Service: Payroll Interface (Additional Payroll Data)* domain, Workday also displays Additional Payroll Data for pre-hires on the worker profile.
5. (Optional) Access the **Create Business Process Definition (Default Definition)** task.

   Create the definition for the *Maintain Additional Payroll Data* business process step if it doesn't exist in your tenant.
6. (Optional) To add the *Maintain Additional Payroll Data* step in your business processes, access the **Business Process Definitions** task.
   - Select **Maintain Additional Payroll Data**, and from the related actions menu, select **Business Process Policy** then **Edit**.
   - Select employee self-service and manager self-service security groups for APD in the **Security Groups** field from the *Who Can Start the Business Process* section of **Edit Business Process Security Policy**.

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7. (Optional) Steps: Configure Business Process Definitions.

   Add an *Action* step to these business processes:

   - *Add Additional Job*
   - *Assign Pay Group*
   - *Change Job*
   - *Edit Position*
   - *Hire*
   - *Onboarding*
   - *Start International Assignment*
   - *Termination*

   Enter **Action** for the **Type** column, and **Maintain Additional Payroll Data** for the **Specify** column. From the **Group** column, select the security groups for APD. Add this step after the completion step on the business process.

   For *Hire*, you must ensure that Workday outputs new employees to the third-party payroll vendor before the *Maintain Additional Payroll Data* step. Run the certified payroll integration before this step to output the new employees.

   When you add the *Maintain Additional Payroll Data* step on the *Termination* business process, Workday only enables administrators to view Additional Payroll Data for terminated workers. Terminees can't view their own payroll data on the worker profile.

   If you configure the *Assign Pay Group* business process as part of another business process and you add the *Maintain Additional Payroll Data* step on both business processes:

   - The additional business process executes the *Maintain Additional Payroll Data* step.
   - The *Assign Pay Group* business process skips the *Maintain Additional Payroll Data* step.

   Note: If you have an existing *Maintain Local Payroll Data* step in your business processes, you need to remove it before adding the *Maintain Additional Payroll Data* step.

Result

Payroll administrators and workers, including future workers, can enter additional payroll data through Workday.

Workday:

- Reaches out to the endpoint of the third-party payroll vendor.
- Sends the additional payroll data that the worker or pre-hire entered to the third-party payroll vendor for validation.

The third-party payroll vendor:

- Authorizes whether you have access to the additional payroll data.
- Persists changes in their system based on the additional payroll data that you or the worker entered.
- Returns available forms and fields to display for workers in Workday.
- Returns errors for you to review.

Next Steps

For new workers, you must run a certified payroll integration before entering additional payroll data. This step helps ensure that the new worker is in the system of the third-party payroll vendor system before you use the additional payroll data for the new worker in Workday.

You can access the **Additional Payroll Data** report to view workers' additional payroll data. Workers and pre-hires can view their own payroll data by accessing the:

- **My Additional Payroll Data** report.
- **Additional Payroll Data** card on the **Pay** worklet of the **Benefits and Pay** hub.

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Administrators, pre-hires, and workers can also view additional payroll data on the worker profile when you have configured it to display.

Related Information
Examples
2024R2 Feature Release Note: Additional Payroll Data

Concept: Additional Payroll Data

Additional payroll data:

- Is country-specific data required for payroll.
- Might not currently be supported in Workday.

Workers who belong to third-party pay groups and payroll administrators who manage those pay groups can use this feature to input workers' additional payroll data.

Workday enables you to enter additional payroll data and immediately pass it to a third-party payroll vendor without leaving Workday. Based on data requirements provided by the payroll vendor:

- Workday displays pages for you to enter and modify a worker's additional payroll data. The additional payroll data displays in Workday in the third-party payroll vendor format.
- Workday sends the new and changed additional payroll data directly to the third-party payroll vendor. The third-party payroll system saves the additional payroll data that you entered in Workday. None of the data persists in Workday.

The third-party payroll vendor controls:

- Validations performed during data entry and upon submission.
- Details on the country-specific data, including names of fields and options.
- Whether records can be added, edited, or deleted.
- Whether workers can upload, view, and delete attachments.
- If users can preview additional payroll data in downloadable PDF forms.

This integration depends on the availability of the third-party APIs and data through your external payroll vendor.

Concept: Attachments for Additional Payroll Data

Workday enables workers to upload files on additional payroll data forms, provided that your third-party payroll vendor supports attachments.

Your vendor determines the maximum number of files a worker can upload, whether the attachment field is required, and if workers can delete their uploaded files.

On the **Additional Payroll Data** report, workers can also view and download attachments that third-party payroll vendors provide, such as a template document to complete and re-upload on the form.

Supported File Types and Sizes

Workday supports:

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- Attachments in these formats on additional payroll data forms:
  - CSV
  - DOC
  - DOCX
  - JPG
  - JPEG
  - PDF
  - PNG
  - XLS
  - XLSX
- A maximum file size of:
  - 2 MB for individual attachments.
  - 10 MB when the worker attaches multiple attachments at once.

Attachment Security

The third-party payroll vendor is responsible for scanning all files uploaded by users for viruses and other malicious content. Workday also performs a virus scan when retrieving the attachment.

The vendor's retention policy dictates how long files remain in their system.

Data Changes on Demand

Setup Considerations: Data Changes on Demand

You can use this topic to help make decisions when planning your configuration and use of Data Changes on Demand (DCoD). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The Data Changes on Demand is an integration that enables you to make flexible requests for external pay groups from Workday to your third-party payroll systems. It is a full-stack REST API that provides field level change detection and returns the current snapshot for each worker in a JSON format.

Business Benefits

Data Changes on Demand simplifies the process of integrating with a third-party payroll vendor by reducing the deployment time to implement a new payroll country compared to our other third-party payroll connectors.

You can use Data Changes on Demand to enable your third-party payroll systems to make payroll interface pay group data requests from Workday for:

- Full pay groups or specific workers.
- Full data sections or specific data fields.

When sending worker data to third-party payroll systems using Data Changes on Demand, you don't have to:

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- Schedule integration runs.
- Use file-based outputs from Workday.
- Adhere to Workday interpretation of staffing event codes and business logic.

Use Cases

You can use DCoD when:

- You have multiple payroll vendors with multiple countries, and want to implement more countries with less implementation time.
- Your payroll vendor requires a full-stack integration.
- Your payroll vendor can make the data requests from Workday.
- Your payroll vendor needs to interpret raw data based on their own business and system requirements instead of having to adhere to Workday interpretation of staffing event codes and business logic.
- You converted to Workday from a legacy third-party ERP (Enterprise Resource Party) that used a full-stack integration model.

Questions to Consider

Question	Considerations
What connector does your third-party payroll vendor have?	Consider using a Workday-certified connector available through a Workday Global Payroll partner ecosystem. These solutions can simplify the process of integrating with a third-party payroll vendor.
What type of payroll integration does your vendor require?	Consider Data Changes on Demand if your vendor requires a full-stack integration. If your vendor requires a top-of-stack integration or simple CSV or XML file formats, consider the *Payroll Interface* integration.
Do you have multiple third-party payroll vendors?	You can use use DCoD with multiple third-party payroll vendors. We recommend you create 1 integration system for each third-party payroll vendor. Even though you can have multiple DCoD integration systems in your tenant, only the Integration System Users (ISU) configured on the **Create External Payroll Vendor Mapping** task can make requests for that specific DCoD integration. Each external payroll vendor mapping must have 1 unique ISU associated with it. When a vendor uses an ISU to make a DCoD request, Workday sends the acknowledgement for that event back to that specific vendor.
Do you have a data warehouse that you need to transmit worker data to from Workday for the same pay group you need to integrate with your third-party payroll vendor?	DCoD doesn't support using the same pay group for multiple external payroll vendors, including data warehouses. We recommend you use DCoD for the third-party payroll vendor integration and WECI for transmitting worker data to the data warehouse.

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Question	Considerations
Do you have a data warehouse that requires you to refresh data from Workday more than once a day?	With Data Changes on Demand, you can transfer data whenever a change event occurs. You don't need to schedule an integration run with the Data Changes on Demand feature.
Do you need to request specific data for specific workers?	You can use the *Data Changes On Demand* integration template to enable your third-party payroll systems to make payroll interface pay group data requests from Workday using the globalPayroll/effectiveChanges REST API for specific data fields. For more information, see: Reference: Data Sections for Data Changes on Demand .
Do you need an integration that produces an output file?	After you make a DCoD request from your third-party system, you'll get a notification in the third-party payroll system when the request completes. You can copy the document ID from the notification, and run it with the GET blobitory API to retrieve the JSON file.
Does your third-party system not adhere to Workday interpretation of staffing event codes and business logic, like when using the *Payroll Effective Change Interface*integration?	With DCoD, the third-party payroll system can interpret raw data instead of having to adhere to Workday interpretation of staffing event codes and business logic.
Do you only need to include workers with changes in the data transfer?	By default, DCoD only includes workers with changes. You change this setting with the fullSnapshot response filter.
How wide of a range in time do you need the integration to report for a single change event?	When you set the allEffective request parameter as true, you can only specify a 3-month range for the effectiveFrom and effectiveTo range. Otherwise, there's no limit. You also can't run the integration when you specify a date/time that is greater than a 2-month span for these request parameters: • entryMomentFrom • entryMomentTo
Do you need to update country-specific payroll data that Workday doesn't support for your third-party payroll systems?	Workday enables you to enter country-specific payroll data and immediately pass it to a third-party payroll vendor without leaving Workday. For more information, see: Concept: Additional Payroll Data .
Do you want to send hire and termination data automatically to your third-party payroll vendor?	You can configure the *Event Outbound Notifications* integration template so Workday can send *Hire* and *Termination* transaction event notifications to your third-party payroll system with reference IDs and effective moments. These notifications enable your third-party payroll system to know when to request that data from Workday.

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Question	Considerations
Do you need to send notifications from Workday to your third-party payroll system to know when to request data from Workday?	You can use the *Event Outbound Notifications* integration template so Workday can send hire and termination event notifications to your third-party payroll systems so your third-party payroll system knows when to request that data from Workday.
Do you need to send notifications to workers from your third-party payroll system, such as errors they need to fix?	You can use the globalPayroll/notifications REST API to enable your third-party payroll systems to send custom notifications to Workday groups or specific users. For more information, see Steps: Set Up Inbound Notifications
Does DCoD support integration attributes and maps?	DCoD utilizes response filters to control the data included in its output. These filters can be derived from existing integration attributes (from the *Payroll Effective Change Interface* integration template) or be entirely new, enabling you to specify which data elements to extract. These filters enable you to specify which data elements should be extracted. This granular control helps optimize data transfer by limiting the output to necessary information. The *Data Changes on Demand* integration template doesn't support built-in data transformation or mapping. If you need to convert data, such as changing "Married" to "M"), you must configure this within the third-party payroll system.

Recommendations

Workday strongly recommends that you:

- Work with a payroll vendor to configure Data Changes on Demand.
- Create 1 integration system for each third-party payroll vendor.
- Don't add a business process to the Data Changes on Demand integration.
- Maintain these field values in your third-party system for workers and pay groups since the third-party payroll system is making the request:
    - entryMomentFrom
    - entryMomentTo
    - effectiveFrom
    - effectiveTo

Requirements

Perform upfront analysis with your third-party payroll vendor. Work with your payroll vendor to determine any additional data that the vendor requires you to transmit.

Data Changes on Demand requires grid. You can have grid enabled for only 1 active tenant in an environment, either implementation or implementation preview, at a time.

You must specify a date in the effectiveFrom request parameter that's within an existing pay period.

Limitations

Data Changes on Demand doesn't support:

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- Benefit elections that have a deduction begin date that is earlier than a worker's hire date.
- Contingent workers in output files. If your company employs contingent workers, you can use the *Worker Effective Change Interface* integration to transmit contingent worker data.
- One-time payments that are beyond 2 years.
- Time tracking entries that are beyond 1 year.
- Unpaid time off.
- Processing over 50,000 active employees.
- Dynamic calculated compensation plans. Consider using event-driven calculated compensation plans instead.
- The ability to configure the order of the effective changes in the output.
- More than a 3-month range for the effective date request parameters when you set the allEffective request parameter as true.
- More than a 2-month range for the entry moment request parameters.
- The **Third-Party Payroll Errors** report.
- Hire Data Checkpoint.
- Adding associated pay groups to more than 1 external payroll vendor on the **Maintain Pay Group Vendor Associations** task.
- Buy Time Off. You can add report fields on the Buy Time Off Event business object in your integration or create External Payroll Inputs to export the deductions through the integration. For more information, see:
    - The Report Fields in the Reporting section of ../../../human-capital-management/absence/time-off/Sell-Time-Off/setup-considerations--buy-time-off.dita.
    - Concept: External Payroll Inputs .

You can only have up to:

- 5 in-progress events for jobs containing 2 or more workers for a specific vendor.
- 25 in-progress events for jobs containing 1 worker for a specific vendor.

Tenant Setup

Contact Customer Care to set up your tenant for grid.

Security

Data Changes on Demand requires an associated *Integration System User* (ISU) account. ISUs enable you to give integrations security access to only the domains needed to run the integration. The ISU requires access to these domains:

Domain	Action
Get and *Modify* access to the *Manage: Data Changes On Demand* domain in the Global Payroll Connect functional area. *View* access to at least 1 of these domains in the Integration functional area: • *Integration Build* • *Integration Debug* • *Integration Event*	To run the Data Changes on Demand REST API.
View and *Get* access to the *Reports: Data Changes On Demand Results* domain in the Global Payroll Connect functional area.	To view the JSON data output the integration reports.

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Business Processes

No impact.

Reporting

No impact.

Integrations

With the *Event Outbound Notifications* integration, you can set up outbound notifications from Workday to third-party payroll systems after hire and termination transaction events occur, so your third-party payroll systems know when to request data changes for these workers.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Global Payroll Effective Changes REST API
Examples
2024 R2 Feature Release Note: Data Changes on Demand REST API

Steps: Set Up Data Changes on Demand

Prerequisites

Workday strongly recommends that you:

- Work with a payroll vendor to configure Data Changes on Demand (DCoD).
- Don't add a business process to the *Data Changes on Demand* integration.
- Create 1 integration system for each third-party payroll vendor.

When the total number of active employees in all the pay groups that you're processing exceeds 50,000, the integration immediately stops processing. Work with your implementer to split up the pay groups.

The total number of pay groups processing must be 150 or fewer.

You must:

- Perform upfront analysis with your third-party payroll vendor. Work with your payroll vendor to determine any additional data that the vendor requires you to transmit.
- Establish third-party payroll organizations.
- Create future pay periods before the year that they're active to prevent the integration from capturing the addition of a current pay period within the current pay period.
- Establish third-party pay groups.
- Define third-party payroll earnings and deductions.
- Set up your tenant for grid.
- Set custom organization membership rules to semidynamic.

  Note: If you require dynamic membership rules, enable the **Enable Dynamic Membership Rule Evaluation Optimization** check box on the **Edit Tenant Setup - HCM** task.

Context

Set up DCoD so you can enable your third-party payroll systems to query data on demand from Workday for payroll interface pay groups.

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Steps

1. Create Integration System User for Data Changes on Demand .
2. Edit Domain Security Policies.
   Grant the integration system user access to these domains

Access Considerations	Domains
Modify	The *Manage: Data Changes On Demand* domain in the Payroll Interface functional area and these domains in the Integration functional area: • *Integration Build* • *Integration Configure* • *Integration Debug*
Put and *Get*	*Reports: Data Changes On Demand Results* domain in the Global Payroll Connect functional area.

3. Activate Pending Security Policy Changes.
4. Register API Clients for Integrations.
   Enter these values:

Field	Value
Scope (Functional Areas)	• *Integration* • *Global Payroll Interface Connect*
Include Workday Owned Scope	Select if you want to use a Bearer token to pull documents instead of using the Basic Auth web service invocation type. See Using OAuth 2.0 with the REST API and Steps: Configuring OAuth 2.0 for Your REST API Client for more information.

5. Create Integration System .
   Select *Data Changes On Demand* from the **New Using Template** prompt.
   Note: We recommend you create only 1 DCoD integration system per per third-party payroll vendor.
   Don't:
   - Configure the integration field attributes.
   - Assign an integration system user (ISU).
   - Configure a business process on the integration.

   Security: These domains in the Integration functional area:
   - *Integration Build*
   - *Integration Configure*
6. (Optional) Access the **Create External Payroll Vendor** task.
   If you're not using a pre-configured third-party payroll system, select *Data Changes on Demand* from the **Features** prompt.
   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

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7. Create External Payroll Vendor Mapping .
    a) Create or select a **Key Pair** on the **Public Private Key Pairs** grid.
    If you create a new pair, you must select the **Do Not Allow Regeneration** check box.
    b) On the **Feature Configuration** grid:
        1. Add a row and select *Data Changes on Demand* from the **Feature** prompt.
        2. Select *Integration System User* from the **Attribute** prompt and select the ISU from the **Value** prompt.
        3. Select *Acknowledgment Endpoint* from the **Attribute** prompt and enter the endpoint for the **Value** field.
        4. Select *Integration System Endpoint* from the **Attribute** prompt and select the specific DCOD integration for that vendor for the Value.

    Note: Repeat all sub-steps in step 7 for each external payroll vendor.
8. Maintain Pay Group Vendor Associations .
    Select:
    - *Data Changes on Demand* from the **Feature** prompt.
    - The external payroll company.

    Note: Third-party payroll systems can only:
    - Use the ISU you configured for the third-party payroll system and feature on the **Create External Payroll Vendor Mapping** task.
    - Make DCoD requests for the pay groups you defined on the **Maintain Pay Group Vendor Associations** task for the third-party payroll system and feature.

Related Information
Concepts
Setup Considerations: Payroll Interfaces

Create Integration System User for Data Changes on Demand

Prerequisites

Security: *Integration Security* domain in the Integration functional area.

Context

You can create an integration system user (ISU) for the Data Changes on Demand feature, enabling you to assign the ISU to a security group with permissions to access the required integrations.

Steps

1. Access the **Create Integration System User** task.
    Workday automatically populates the value in the **Session Timeout Minutes** with zero to prevent the integration system user session from expiring. Expired sessions can cause the integration to stop before it successfully completes.
2. From the related actions menu of the system user you created, select **Security Profile > Assign Integration System Security Groups**.

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3. From the **Integration System Security Group to Assign** prompt, select a security group with access to these domains:

Domain	Action
Get and *Modify* access to the *Manage: Data Changes On Demand* domain in the Global Payroll Connect functional area. *View* access to at least 1 of these domains in the Integration functional area: • *Integration Build* • *Integration Debug* • *Integration Event*	To run the Data Changes on Demand REST API.
View and *Get* access to the *Reports: Data Changes On Demand Results* domain in the Global Payroll Connect functional area.	To view the JSON data output the integration reports.

4. (Optional) If the integration system user authenticates with a username and password:
    a. Access the **Maintain Password Rules** task.
    b. On the **System Users Exempt from password expiration** field, add your integration system user.

Set Up Field Overrides for Data Changes on Demand Integrations

Prerequisites

- Understand what values your third-party payroll vendor expects by reviewing the list of fields against the file specification for your third-party payroll vendor.
- Ensure your ISU (Integration System User) has View access to the fields that you'll be overriding. You can use the **View Security for Calculated Field** task to find the security you need to grant your ISU.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Field overrides provide a flexible way to customize Workday integration systems, allowing you to control the data sent in the integration file. This includes incorporating report fields or calculated fields to supply specific values required by your external payroll vendor.

The globalPayroll/effectiveChanges (v1) REST API accepts a fieldOverrides element in the request body, allowing your external payroll vendor to request custom data fields.

You can configure field overrides on these data sections:

- Worker Status
- Personal
- Personal Communication
- Related Person
- Related Person Communication
- Position
- Compensation
- Additional Information

The integration fails and displays an error message if any of the field overrides contain calculated fields that are either invalid or perform poorly.

Note: Field overrides are intended for specific use cases and shouldn't be used to bypass delivered fields or implement custom mapping logic that isn't supported.

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Steps

1. Access the **View Integration System** report and select your integration system.
2. As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
3. Access the data sections and add a row to configure the field overrides for your business needs.

   Note: Field override names must be alphanumeric and can't :

   - Contain spaces.
   - Special characters other than underscores.
   - Start with a number.
4. To test user access to the report fields, select **Integration Field Override > Test Security for Document Field Overrides** as a related action on the integration.
5. Ensure your third-party payroll vendor:

   - Includes the parent data section that contains the field overrides in the requestCriteria.fields.onlyInclude section of the REST request.
   - Updates their API calls to include the field override section and field names so that they can include them in the requestCriteria.fields.fieldOverrides section of the REST request.

   Example: `{"id": "Field_Path_ID=$.workers.additionalInformation"}`

The integration only includes field overrides in the JSON output if the external payroll vendor explicitly requests them using the correct jsonPath in the API call.

Example

Example of how to request field overrides from the JSON request with the requestCriteria.fields.fieldOverrides section:

```
"fieldOverrides": [
    {"path": "$.workers.additionalInformation.workSchedule"}
    {"path": "$.workers.workerStatus.lastTermDate"}
]
```

Related Information

Concept: Data Changes On Demand

Retrieve Output File

After you make a DCoD request from your third-party system, you'll get a notification in the third-party payroll system when the request completes. In the notification, you can retrieve the document ID and run the My Reports API to retrieve the JSON output file:

```
https://{hostname}/ccx/cc-blobitory/{tenant}/{collectionDocumentID}
```

To view the output file, the integration system user must have security access to the *Reports: Data Changes On Demand Results* domain in the Payroll Interface functional area.

The default document retention policy for the JSON file is 60 days.

For more information, see Concept: My Reports API .

Maintain Values in Third-Party System

We recommend you maintain the entryMomentFrom field values in your third-party payroll system for individual workers to prevent duplicate data.

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Example: Your third-party payroll system makes a DCoD request for a pay group every day at 12:00 PM. On 2024-04-26T15:00, worker A has a compensation change. At 17:00, the vendor makes another DCoD request only for worker A. After the integration run completes, we recommend you store the last successful run date value to 2024-04-26T17:00 for that worker in your third-party payroll system similar to how you store the last successful run date of 2024-04-26T12:00 for the entire pay group. On 2024-04-27T12:00, the third-party payroll system specifies the requestCritiera.entryMomentFrom value as 2024-04-26T12:00 and specifies the requestCriteria.workerOverrides.entryMomentFromOverride for worker A as 2024-04-26T17:00.

Concept: PECI and DCoD Comparison

Feature	Payroll Effective Change Interface Connector	Data Changes on Demand
Grid for Tenant	Required.	Required.
Pay Group Assignment in Staffing Events	Supported with the **Assign Pay Group** task.	Supported with the **Assign Pay Group** task.
Payroll Company Setup	Supported with the **Create Custom Organization** task.	Supported with the **Create Custom Organization** task.
Regular Earnings	Supported with the **Maintain External Payroll Earnings** task.	Supported with the **Maintain External Payroll Earnings** task.
Regular Deductions	Supported with the **Maintain External Payroll Deductions** task.	Supported with the **Maintain External Payroll Deductions** task.
Payroll Calendar	Supported with the **Create Period Schedule** task.	Supported with the **Create Period Schedule** task. Even though you can specify the effectiveTo request parameter as any date in the future, you must specify the effectiveFrom parameter date that includes a created period. Example: You set the effectiveFrom date as 2027-01-01 and the effectiveTo as 2099-01-01 for a pay group that already has the 2027-01-01 to 2027-01-31 pay period created and visible on the pay group.
Output File	The integration outputs separate file-based XML files for each pay group that it processes. You can configure the integration to combine the output files for multiple pay groups into 1 XML file. The output file sorts the effective changes by effective moment and entry moment.	The integration outputs separate JSON files for each pay group that it processes. After you make a request from your third-party system, you'll get a notification in the third-party payroll system when the request completes. You can copy the document ID from the notification, and run it with the GET blobitory API to retrieve the JSON files.

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Feature	Payroll Effective Change Interface Connector	Data Changes on Demand
Flexible Field Attributes	Not supported. You can set the configuration and then run the integration.	Supported. When you make each REST request, you can specify the specific set of fields you want.
Vendor-Owned Integration Schedule	Not supported. You schedule integration runs within Workday.	Supported. You must configure schedules with the third-party payroll system.
CCTPP Certification Required for Implementation	Yes.	No.
Effective Stack Integration	Supported.	Supported.
Integration Attributes	Supported.	Supported in the form of response filters.
Integration Maps	Supported.	Not supported.
Specify Changes to Include	You can enable integration attributes to always include or include with specific changes, such as during a pay group in event, these data sections: • Compensation Earnings and Deductions • Additional Data • Personal Data • Position Data • Compensation Data • Compensation Plans • Person Communication Data • Worker Status • Person Identification Data • Contract Data • Collective Agreements Data • Payment Election Data For other data sections, PECI: • Only reports sections that contain changed values. • Reports all values for a data section that includes a change. • Reports field override values when another value in that section has changed.	Supported. You don't need to configure a request parameter.
Field Overrides	Supported. You can add field overrides from the **Configure**	Supported. You can add field overrides from the **Configure**

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Feature	Payroll Effective Change Interface Connector	Data Changes on Demand
	Field Overrides task from the related actions menu of the integration.	**Field Overrides** task from the related actions menu of the integration.
Multi-Instance Field Overrides	Supported for multi-instance fields with Reference ID Types.	Supported for multi-instance fields with Reference ID Types.
Security for Field Overrides	The integration system user requires *View* access to the fields used in the document field overrides.	The integration system user requires *View* access to the fields used in the document field overrides.
Sub Document Field Overrides	Supported with the Worker Status and Additional Information data sections only.	Not supported.
Time Tracking and Time Off Data Sections	Supported.	Supported.
Extract Full File	Supported. You can enable the **Full Snapshot** launch parameter.	Supported. You can set the request parameter fullSnapshot as true.
Business Process Orchestration	Not supported. You can't have more than 1 PECI integration on a business process.	Supported. You can have more than 1 Data Changes on Demand integration system in your tenant.
Additional Pay Periods	Supported. The number of additional pay periods you enter can't exceed the number of pay periods possible in a 13-month time period.	Supported. The number of additional pay periods you enter doesn't have a limit. Though, with the extendedAllEffectiveTo request parameter, you can only specify up to a 93-day range from the effectiveTo request parameter.
Incremental Effective Range	Limited to 13 months.	No limit.
Job Change Reason Only	Supported when you select the *Job Change Reason Only (Secondary)* value on the **Include Position Data Section** integration attribute.	Supported automatically.
Compensation Change Reason Only	Supported when you select the *Compensation Change Reason Only (Secondary)* value on the **Include Compensation Data Section** integration attribute.	Supported automatically.
Audit HTML Files	Supported. The integration providesn these audit files that you can also enable to be deliverable and appended with audit document tags that you specify: • DataChangesAudit.html	Not supported.

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Feature	Payroll Effective Change Interface Connector	Data Changes on Demand
	• DiagnosticAudit.html	
Primary Integration Runs	Supported. You can use the **Primary Run** launch parameter when scheduling integration runs.	Not applicable since the vendor makes the integration requests.
Ad Hoc Integration Runs	Supported.	Not applicable since the vendor makes the integration requests.
Retroactive Changes	Supports changes that the users entered in the current pay period for a prior period.	Supports changes that the users entered in the current pay period for a prior period.
Retroactive Non-Effective Dated Changes	Supported. A current pay period integration run consolidates changes that the users entered in a prior period into a single DTA change.	Supported. A current pay period integration run consolidates changes that the users entered in a prior period and sets the effective date as the last moment of the previous period.
Indirect Changes	Supported when you disable the transaction log. Example: The integration reports a change to a cost center name.	Supported.
Abort Running Process	Supported. You can abort the integration event while it's in-progress.	Supported. You can abort the integration event within Workday while it's in-progress.
Effective and Entry Dates	Supported. The integration reports the effective and entry dates for each transaction.	Supported. The integration reports the effective and entry dates for each transaction.
Multiple Changes per Pay Period	Supported. The integration reports each transaction separately. Example: The integration reports 2 address changes on different dates with different effective dates.	Supported. The integration reports each transaction separately.
Transaction Log Service	Supported.	Not applicable.
Extract Prior Values	Supported. The integration includes prior values in the output for any changed field.	Supported. The integration includes prior values in the output for any changed field.
Field-Level Change Detection	Not supported.	Supported.
Derived Event Codes	Supported. The integration handles certain staffing event codes directly in the output XML.	Not supported. Instead, your payroll vendor can interpret raw data based on their own business and system requirements.
Expanded Effective Changes	Supported when you enable the **Expanded Effective Changes** integration service. The integration reports each	Supported. By default, the integration reports each transaction separately even if there are multiple transactions

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Feature	Payroll Effective Change Interface Connector	Data Changes on Demand
	transaction separately even if there are multiple transactions that have the same effective date.	that have the same effective date.
Net Effective Changes	Supported.	Not supported.
Pay Group Limit	250,000 active payees.	50,000 active payees.
Workday Maintained Last Successful Run Date (LSRD)	Supported. The LSRD must be within the last: • 2 months for primary runs. • 6 months for ad-hoc runs.	Not supported. You must maintain LSRD values in your third-party system for workers and pay groups since the third-party payroll system is making the request. You must specify less than a 2 month span for the entryMomentFrom and the entryMomentTo parameters.
Worker LSRD	Supported.	Supported.
Contingent Workers	The integration doesn't support contingent workers in the output files. If your company employs contingent workers, you can use the *Worker Effective Change Interface* integration to transmit contingent worker data.	The integration doesn't support contingent workers in the output files. If your company employs contingent workers, you can use the *Worker Effective Change Interface* integration to transmit contingent worker data.
Automatically Send Hire and Termination Data	Supported with the *Event-Driven Integration for Third-Party Payroll* integration service.	Supported with the *Event Outbound Notifications* integration.
Correction and Rescind Support	Supported. The integration handles certain staffing event codes directly in the output XML.	Supported. If you want to see more details on specific transactions, you can use the Transaction Logs data section.

Concept: Data Changes on Demand Change Detection

You can select from 2 change detection methods with Data Changes on Demand. The appropriate method depends on whether an integration is the first run of the effective range or an incremental run. The methods are:

All Effective Changes	When you set allEffective as true, the payroll extract includes all changes to employee data that are effective between the effective from and effective to date range. This payroll extract occurs regardless of the entry date of the changes in Workday that's relative to the entryMomentTo date. When transactions in Workday have an effective date in a future effective range, Workday excludes them from a payroll extract. Workday includes transactions when their effective date is in the effective range that the integration is processing.

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	Use this option for the first initial run of a new effective range.
Incremental Effective Changes	When you set allEffective as false and you're running this for any additional runs for the effective range, the payroll extract includes only: • Changes that you entered in Workday between the entry moment from and entry moment to. • Changes that are effective on or before the effective to date.

Entry-Dated Changes

Note: An allEffective run won't pick up changes to entry-dated changes made before the entryMomentFrom date or after the entryMomentTo date but are effective in the effective range.

DCoD handles effective moments for non-effective dated transactions when processing a:

- Current period by setting the effective date to the entry date.
- Prior period by setting the effective date to the last date of the period and the time to 00:00:00.000.
- Future period by setting the effective date to the first date of the period and the time to 00:00:00.000.

How Dates Affect Payroll Extracts

Dates can help you understand the changes that payroll integrations pick up.

Past EntryMomentTo Date

If you specify a past EntryMomentTo, the integration context for data will be as of the EntryMomentTo date and not as of the current moment event run time.

Example: A one-time payment was entered 2025-04-01 and is effective 2025-03-15. You launch the integration 2025-04-03 with these parameter values:

- entryMomentFrom = 2025-03-01T12:00:00.000
- entryMomentTo = 2025-03-31T12:00:00.000
- effectiveFrom = 2025-03-01T12:00:00.000
- effectiveTo = 2025-03-31T12:00:00.000
- allEffective = true

The integration doesn't report the one-time payment because the context of the event is looking at data as of the entryMomentTo date which is 2025-03-31 and doesn't capture the 2025-04-03 entry. So even though its an all effective run, the context of data viewing is always as of the entryMomentTo date.

Future EntryMomentTo Date

If you specify an EntryMomentTo that is in the future instead of the current moment, there will be a gap in captured transactions that at run time hasn’t happened yet which can lead to missed reporting on the next event when the entryMomentTo becomes the entryMomentFrom.

Example: You launch the integration 2025-04-03T12:00:00.000 with these parameter values:

- entryMomentFrom = 2025-04-02T12:00:00.000
- entryMomentTo = 2025-04-03T18:00:00.000
- EffectiveFrom = 2025-04-01
- EffectiveTo = 2025-04-30

Because you launched the integration 2025-04-03T12:00:00.000, with an entryMomentTo of 2025-04-03T18:00, there is a 6 hour window of time that doesn't exist yet. When you run the next integration event, the entryMomentTo of event 1 becomes the entryMomentFrom of event 2, and the

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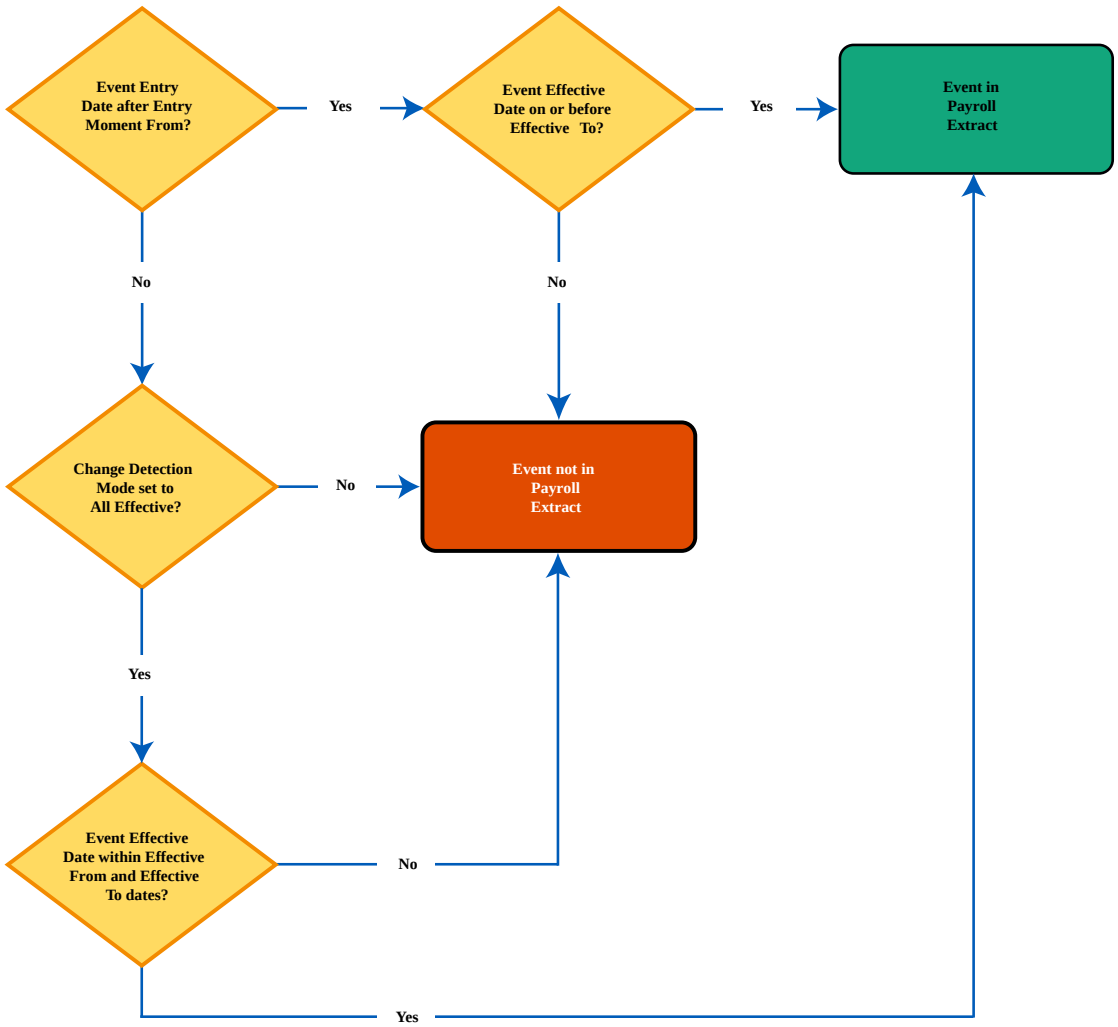
integration doesn't go back in time to recapture that entry range, and therefore, the integration misses any transactions that have been entered after 2025-04-03T12:00 and the actual moment of 2025-04-03T18:00.

Effective and Entry Date Relationships

If you discover that events are missing from a payroll extract, look at the relationship between:

- The entry moment from date.
- The effective from date.
- The effective to date.
- The event entry date.
- The event effective date.

This diagram displays how dates affect event selection relative to the entryMomentTo date of the event:



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Reference: Data Sections for Data Changes on Demand

You can specify specific data sections you want Data Changes on Demand to report with the field path IDs within the REST request file.

To include specific subfields, use the parent data section field path ID with the subfield name with:

- A period (.) between the parent field and the subfield names.
- No spaces between words.

Examples:

- $.workers.workerStatus.status
- $.workers.workerStatus.active
- $.workers.workerStatus.activeStatusDate

Field path IDs aren’t case-sensitive.

If you want to include all subfields in a data section, specify the field path ID with a period (.) and an asterisk (*) at the end of it. Examples:

- $.workers.compensations.*
- $.workers.benefitsEarningsAndDeductions.*
- $.workers.compensationEarningsAndDeductions.*
- $.workers.costingAllocations.*
- $.workers.compensationPlans.allowancePlans.*
- $.workers.personalDataByCountries.personalData.disabilityStatuses.*

The **External Code** field attribute reports the external code regardless if you enable the **Enable External Payroll Code** option on the **Edit Tenant Setup - HCM** task or not.

We support field overrides in these sections:

- Worker Status
- Personal
- Personal Communication
- Related Person
- Related Person Communication
- Position
- Compensation

Note: All fields are v1 unless specified. If you want to include field attributes that aren't in v1, update the effectiveChanges request body requestCriteria.fields.fieldSetVersion to v2.

Data Sections	Fields	Field Path ID	Notes
Worker Status	• Status • Is Active • Active Status Date • Is Terminated • Termination Date • Hire Date • Original Hire Date • Is Hire Rescinded • Hire Reason • Is Worker Rehire	$.workers.workerStatus	The Pay Status Code field, available for U.S. Federal customers, is only supported for leave types, not Time Off types.

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Data Sections	Fields	Field Path ID	Notes
	• End Employment Date • Continuous Service Date • First Day of Work • Expected Retirement Date • Seniority Date • Union Seniority Date • Severance Date • Retirement Date • Creditable Service • Benefits Service Date • Company Service Date • Time Off Service Date • Vesting Date • Pay Through Date • Resignation Date • Primary Termination Reason • Primary Termination Category • Secondary Termination Reason • Local Termination Reason • Is Regrettable Termination • Termination Last Day of Work • Date Entered Workforce • Last Date for Which Paid • Expected Date of Return • Is Not Returning • Is Return Unknown		

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Data Sections	Fields	Field Path ID	Notes
	• Retirement Eligibility Date • Termination Notification Date • Agreement Signature Date • Dismissal Process Start Date • Notice Period Start Date • Pay Status Code • Pay Company Transfer In • Pay Company Transfer Out • Worker Has Additional Jobs (v2)		
Creditable Service	• Type • Code • Years • Months • Days	$.workers.workerStatus.creditableServices	
Secondary Termination Reason	• Termination Reason • Termination Category	$.workers.workerStatus.secondaryTerminationReasons	
Recruiting Information	• Source Category Referral • Source Referral • Referred By	$.workers.recruitingInformation	
Recruiting Information / Referred By	• Referred By ID	$.workers.recruitingInformation.referredBy	
Personal	• Legal Names • Preferred Names • Additional Names • Disability Statuses • Military Service • Additional Military Service • Citizenships • Gender • Date of Birth • Date of Death • Country of Birth	$.workers.personal	

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Data Sections	Fields	Field Path ID	Notes
	• Region of Birth • City of Birth • Marital Status • Marital Status Date • Religion • Uses Tobacco • Ethnicities • Nationality • Hispanic or Latino • Hukou Region • Hukou Locality • Hukou Postal Code • Hukou Subregion • Hukou Type • Local Hukou • Native Region • Number of Payroll Dependents • Preferred Language • Preferred Locale • Preferred Communication Language • Race/Ethnicity Visual Survey • Workday Account • Primary Position ID • Primary Position Country		
Personal / Legal Names	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local	$.workers.personal.legalNames	

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Data Sections	Fields	Field Path ID	Notes
	• First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script		
Personal / Preferred Names	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore	$.workers.personal.preferredNames	

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Data Sections	Fields	Field Path ID	Notes
	• General Display Name • Name in Local Script		
Personal / Additional Names	• Name Type • Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	$.workers.personal.additionalNames	
Personal / Disability Statuses	• Disability Status ID • Disability Status Date • Disability • Accommodations Provided • Accommodations Requested • Certification Basis • Certification ID	$.workers.personal.disabilityStatuses	

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Data Sections	Fields	Field Path ID	Notes
	• Certified At • Certification Authority • Date Known • Degree • End Date • FTE Towards Quota • Grade • Note • Rehabilitation Provided • Rehabilitation Requested • Remaining Capacity • Severity Recognition Date • Work Restrictions		
Personal / Military Service	• Military Service ID • Military Service Status ID • Service Type • Begin Date • Discharge Date • Rank • Veteran Status ID • Veteran Status ID Discharge Date	$.workers.personal.militaryServices	
Personal / Additional Military Service	• Disabled Veteran Leave Date • Uniformed Service Reserve Status Code	$.workers.personal.additionalMilitaryServices	
Personal / Citizenships	• Citizenship Status ID	$.workers.personal.citizenships	
Personal / Ethnicities	• Ethnicity ID	$.workers.personal.ethnicities	
Personal / Race/ Ethnicity Visual Surveys	• Visual Survey • Ethnicity ID	$.workers.personal.raceEthnicityVisualSurveys	
Personal Data By Countries	• Country • Position ID • Position End Date	$.workers.personalDataByCountries	Personal Data By Country only reports for a country where the

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Data Sections	Fields	Field Path ID	Notes
	• Personal Data		worker's secondary job is located.
Personal Data By Countries / Personal Data	• Disability Status • Military Service • Citizenship • Gender • Date of Birth • Date of Death • Country of Birth • Region of Birth • City of Birth • City of Birth Prompt • Marital Status • Marital Status Date • Religion • Ethnicity • Nationality • Hispanic or Latino • Hukou Region • Hukou Locality • Hukou Postal Code • Hukou Subregion • Hukou Type • Native Region • Race/Ethnicity Visual Survey	$.workers.personalDataByCountries.personalData	
Personal Data By Countries / Personal Data / Disability Statuses	• Disability Status ID • Disability Status Date • Disability • Accommodations Provided • Accommodations Requested • Certification Basis • Certification ID • Certified At • Certification Authority • Date Known • Degree • End Date	$.workers.personalDataByCountries.personalData.disabilityStatu	

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Data Sections	Fields	Field Path ID	Notes
	• FTE Towards Quota • Grade • Note • Rehabilitation Provided • Rehabilitation Requested • Remaining Capacity • Severity Recognition Date • Work Restrictions		
Personal Data By Country / Personal Data / Military Service	• Military Service ID • Military Service Status ID • Service Type • Begin Date • Discharge Date • Rank • Veteran Status ID • Veteran Status ID Discharge Date	$.workers.personalDataByCountries.personalData.militaryService	
Personal Data By Country / Personal Data / Additional Military Service	• Disabled Veteran Leave Date • Uniformed Service Reserve Status Code	$.workers.personalDataByCountries.personalData.additionalMilita	
Personal Data By Country / Personal Data / Citizenships	• Citizenships Status ID	$.workers.personalDataByCountries.personalData.citizenships	
Personal Data By Country / Personal Data / Ethnicities	• Ethnicity ID	$.workers.personalDataByCountries.personalData.ethnicities	
Personal Data By Country / Personal Data / Race/Ethnicity Visual Surveys	• Visual Survey Ethnicity ID	$.workers.personalDataByCountries.personalData.raceEthnicityV	
Personal Communication	• Address • Phone • Email	$.workers.personalCommunication	
Personal Communication / Addresses	• Usage Type • Address ID • Primary	$.workers.personalCommunication.addresses	

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Data Sections	Fields	Field Path ID	Notes
	• Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • Municipality Code • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local		

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Data Sections	Fields	Field Path ID	Notes
	• Region Subdivision 2 Local • Usages		
Personal Communication / Address / Usages	• Usage Behavior ID	$.workers.personalCommunication.addresses.usages	
Personal Communication / Phones	• Usage Type • Phone Device Type • International Phone Code • Area Code • Phone Number • Extension • Phone Number With Country Code • Formatted Phone Number	$.workers.personalCommunication.phones	
Personal Communication / Emails	• Usage Type • Email Address	$.workers.personalCommunication.emails	
Personal Identification	• National Identifier • Government Identifier • Visa Identifier • Passport Identifier • License Identifier • Other Identifier	$.workers.personalIdentification	
Personal Identification / National Identifiers	• National ID • National ID Type • Country • Issued Date • Expiration Date • Verification Date • Series • Issuing Agency • Verified By	$.workers.personalIdentification.nationalIdentifiers	
Personal Identification / Government Identifiers	• Government ID • Government ID Type • Country • Issued Date • Expiration Date • Verification Date	$.workers.personalIdentification.governmentIdentifiers	

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Data Sections	Fields	Field Path ID	Notes
	• Verified By		
Personal Identification / Visas	• Visa ID • Visa ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	$.workers.personalIdentification.visas	
Personal Identification / Passports	• Passport ID • Passport ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	$.workers.personalIdentification.passports	
Personal Identification / Licenses	• License ID • License ID Type • Country • Region • Issuing Authority • License Class • Issued Date • Expiration Date • Verification Date • Verified By	$.workers.personalIdentification.licenses	
Personal Identification / Other Identifiers	• Custom ID • Custom ID Type • Custom ID Description • Issued Date • Expiration Date • Organization	$.workers.personalIdentification.otherIdentifiers	
Related Persons	• Related Person ID • Dependent ID • Beneficiary ID • Emergency Contact ID • Legal Name • Citizenship • Relationship Type • Gender • Birth Date • Date of Death • Country of Birth	$.workers.relatedPersons	

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Data Sections	Fields	Field Path ID	Notes
	• Region of Birth • City of Birth • Nationality • Tobacco Use • Full Time Student • Is Disabled • Dependent • Beneficiary • Emergency Contact • Is Dependent for Payroll Purposes • Inactive Date • Relative • Relative Type • Dependent Lives With Worker • Dependent Has Health Insurance • Dependent Allowed For Tax Deduction • Annual Income Effective Date • Annual Income Currency • Annual Income Amount • Disability Data • Occupation Data		
Related Person / Legal Names	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2	$.workers.relatedPersons.legalNames	

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Data Sections	Fields	Field Path ID	Notes
	• Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script		
Related Person / Citizenships	• Citizenship Status ID	$.workers.relatedPersons.citizenships	
Related Person / Disability Data	• Disability • Status Date • Date Known • End Date • Grade	$.workers.relatedPersons.disabilityData	
Related Person / Occupation Data	• Effective Date • Occupation	$.workers.relatedPersons.occupationData	
Related Person Communications	• Related Person ID • Addresses • Phones • Emails	$.workers.relatedPersonCommunications	
Related Person Communication / Addresses	• Usage Type • Address ID • Primary • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • Municipality Code • City Subdivision 1 • City Subdivision 2	$.workers.relatedPersonCommunications.addresses	

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Data Sections	Fields	Field Path ID	Notes
	• Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local		
Related Person Communication / Phones	• Usage Type • Phone Device Type • International Phone Code • Area Code • Phone Number • Extension • Phone Number With Country Code • Formatted Phone Number	$.workers.relatedPersonCommunications.phones	

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Data Sections	Fields	Field Path ID	Notes
Related Person Communication / Emails	• Usage Type • Email Address	$.workers.relatedPersonCommunications.emails	
Related Person Identifications	• Related Person ID • National Identifiers • Government Identifiers • Other Identifiers	$.workers.relatedPersonIdentifications	
Related Person Identification / National Identifiers	• National ID • National ID Type • Country • Issued Date • Expiration Date • Verification Date • Series • Issuing Agency • Verified By	$.workers.relatedPersonIdentifications.nationalIdentifiers	
Related Person Identification / Government Identifiers	• Government ID • Government ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	$.workers.relatedPersonIdentifications.governmentIdentifiers	
Related Person Identification / Other Identifiers	• Custom ID • Custom ID Type • Custom ID Description • Issued Date • Expiration Date • Organization	$.workers.relatedPersonIdentifications.otherIdentifiers	
Education	• Education ID • Country • School • School Type • Degree • Degree Received • Year Degree Received • Field of Study • Location • First Year Attended	$.workers.educations	

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Data Sections	Fields	Field Path ID	Notes
	• Last Year Attended • Grade Average • Is Highest Level of Education		
Positions	• Position ID • Primary Job • Business Title • Worker Type • Position Time Type • Time Type Subtype • is Job Exempt • Scheduled Weekly Hours • Default Weekly Hours • Pay Cycle Hours • Full Time Equivalent Percentage • Paid FTE • Working FTE • Pay Rate Type • Job Classifications • Company Insider Type • Work Shift • Worker Compensation Code • Management Level • Appointment Type • Employee Tenure • Annuitant Indicator • Job Category • Job Profile Name • Job Profile • Job Family • Job Change Reason • Business Site • Work Hour Profile	$.workers.positions	When you include this field attribute in the request, the **Paid FTE** field overrides the calculated amount in salary plans configured with the **Apply FTE %** field when you create or edit: • Allowance plans. • Unit-based Allowance Plans. • Amount-based Bonus plans. • Salary plans.

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Data Sections	Fields	Field Path ID	Notes
	• Regular Paid Equivalent Hours • Supervisor • Annual Work Period Work Percent Of Year • Annual Work Period Start Date • Annual Work Period End Date • Disbursement Plan Period Start Date • Disbursement Plan Period End Date • Probation Type • Probation Period Status • Probation Start Date • Probation End Date • Probation Extended End Date • International Assignment Host Country • International Assignment Home Country • International Assignment Type • International Assignment Expected End Date • Add Additional Job Reason • Position End Date • Pay Through Date • End Additional Job Reason • Organization • Assigned Role • Rescinded Pay Group Transfer • Establishment ID		

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Data Sections	Fields	Field Path ID	Notes
	• Work Space		
Positions / Job Classifications	• ID • Job Classification Group • Job Classification ID • Job Classification Description	$.workers.positions.jobClassifications	
Positions / Company Insider Types	• ID • Name	$.workers.positions.companyInsiderTypes	
Positions / Job Families	• ID • Name	$.workers.positions.jobFamilies	
Positions / Business Sites	• Location ID • Location Name • Address ID • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • Municipality Code • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local	$.workers.positions.businessSites	

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Data Sections	Fields	Field Path ID	Notes
	• Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Locality Pay Area Assignments • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local		
Position Data Section / Business Site / Locality Pay Area Assignments	• Locality Pay Area Locality • Pay Area Percentage	$.workers.positions.businessSites.localityPayAreaAssignments	This field and its fields are available for U.S. Federal customers.
Positions / Supervisors	• ID • Name	$.workers.positions.supervisors	
Positions / Organizations	• Organization ID • Organization Type • Organization Code • Organization Name	$.workers.positions.organizations	
Positions / Assigned Roles	• Organization • Role • Effective From • Effective From Time Zone • Effective Until • Effective Until Time Zone	$.workers.positions.assignedRoles	We recommend enabling the **Effective From Time Zone** and the **Effective Until Time Zone** fields if you're enabling the **Role Assignment Time Zone Option** on the **Edit Tenant Setup - System** task. We recommended ignoring the offset in

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Data Sections	Fields	Field Path ID	Notes
			the **Effective From** and **Effective Until** fields, and using the Time Zone fields to determine the proper offset.
Positions / Assigned Roles / Organizations	• Organization ID • Organization Type • Organization Code • Organization Name	$.workers.positions.assignedRoles.organizations	
Compensations	• Position ID • Position End Date • Compensation Package • Compensation Grade • Compensation Grade Profile • Compensation Step • Compensation Step Progression Start Date • Compensation Change Reason • Compensation Summary Based on Compensation Grades • Compensation Summary in Annualized Frequencies • Compensation Summary in Pay Group Frequencies • Compensation Summary in Hourly Frequencies	$.workers.compensations	
Compensations / Compensation Summary Based on Compensation Grade	• Total Base Pay • Primary Compensation Basis	$.workers.compensations.compensationSummaryBasedOnComp	See FAQ: Payroll Effective Change Interface for information about eligibility rules

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Data Sections	Fields	Field Path ID	Notes
	• Configurable Compensation Basis • Currency • Frequency		and Configurable Compensation Basis.
Compensations / Compensation Summary in Annualized Frequency	• Total Base Pay • Primary Compensation Basis • Configurable Compensation Basis • Currency • Frequency	$.workers.compensations.compensationSummaryInAnnualizedFr	
Compensations / Compensation Summary in Pay Group Frequency	• Total Base Pay • Primary Compensation Basis • Configurable Compensation Basis • Currency • Frequency	$.workers.compensations.compensationSummaryInPayGroupFre	
Compensations / Compensation Summary in Hourly Frequency	• Total Base Pay • Primary Compensation Basis • Configurable Compensation Basis • Currency • Frequency	$.workers.compensations.compensationSummaryInHourlyFreque	
Compensation Plans	• Position ID • Position End Date • Allowance Plans Data Section • Period Salary Plans Data Section • Unit Salary Plans Data Section • Salary and Hourly Plans Data Section • Commission Plans Data Section	$.workers.compensationPlans	Specify the currency for compensation plans or the integration won't detect any changes.

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Data Sections	Fields	Field Path ID	Notes
	• Bonus Plan Data Section		
Compensation Plans / Allowance Plans	• Compensation Plan • Percentage • Unit • Number of Units • Per Unit Amount • Amount • Prorated Amount • Currency • Frequency • Apply FTE • Use Assigned Value in 100 Percent Calculations • Start Date • End Date • Expected End Date • Compensation Element	$.workers.compensationPlans.allowancePlans	Workday does not convert the currency for the Compensation Plans / Allowance Plans Data Section. When you select the **Use Assigned Value in 100% Calculation** option when creating or editing a compensation plan in Workday, the integration returns a value of 1 for the associated compensation plan so you can report Full Time Equivalent (FTE) percentages.
Compensation Plans / Period Salary Plans	• Compensation Plan • Amount • Currency • Frequency • Period Multiplier • Start Date • End Date • Compensation Element	$.workers.compensationPlans.periodSalaryPlans	
Compensation Plans / Unit Salary Plans	• Compensation Plan • Unit • Number of Units • Per Unit Amount • Amount • Prorated Amount • Apply FTE • Currency • Frequency • Start Date • End Date • Compensation Element	$.workers.compensationPlans.unitSalaryPlans	

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Data Sections	Fields	Field Path ID	Notes
Compensation Plans / Salary and Hourly Plans	• Compensation Plan • Amount • Prorated Amount • Apply FTE • Use Assigned Value in 100 Percent Calculations • Currency • Frequency • Start Date • End Date • Expected End Date • Compensation Element	$.workers.compensationPlans.salaryAndHourlyPlans	When you select the **Use Assigned Value in 100% Calculation** option when creating or editing a compensation plan in Workday, the integration returns a value of 1 for the associated compensation plan so you can report Full Time Equivalent (FTE) percentages.
Compensation Plans / Commission Plans	• Compensation Plan • Target Amount • Currency • Frequency • Draw Amount • Draw Frequency • Draw Duration • Recoverable • Start Date • End Date • Compensation Element	$.workers.compensationPlans.commissionPlans	
Compensation Plans / Bonus Plans	• Compensation Plan • Amount • Prorated Amount • Currency • Frequency • Start Date • End Date • Compensation Element • Percentage	$.workers.compensationPlans.bonusPlans	
Payment Elections	• Payment Election Rule • Order • Payment Type • Country • Currency	$.workers.paymentElections	

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Data Sections	Fields	Field Path ID	Notes
	• Bank Account Nickname • Bank Account Name • Account Number • Roll Number • Account Type • Bank Name • IBAN • Bank ID • BIC • Branch Name • Branch ID • Check Digit • Distribution Amount • Distribution Percentage • Distribution Balance		
Employee Contracts	• ID • Contract ID • Contract Type • Position ID • Start Date • End Date • Contract Status • Description • Contract Reason • Collective Agreement • Minimum Weekly Hours • Maximum Weekly Hours • Date Employee Signed • Date Employer Signed	$.workers.employeeContracts	
Employee Contracts / Contract Reasons	• Reason • Contract Reason ID	$.workers.employeeContracts.contractReasons	
Collective Agreements	• Start Date • End Date • Position ID • Collective Agreement	$.workers.collectiveAgreements	

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Data Sections	Fields	Field Path ID	Notes
	• Collective Agreement Factor		
Collective Agreement / Collective Agreement Factor	• Factor • Option	$.workers.collectiveAgreement.collectiveAgreementFactors	
Leave of Absence	• Position ID • Leave Start Date • Leave End Date • Estimated Leave End Date • First Day of Work • Leave Last Day of Work • Leave of Absence Type • Benefits Effect • Payroll Effect • Paid Time Off Accrual Effect • Continuous Service Accrual Effect • Stock Vesting Effect • Leave Reason • Last Date for Which Paid • Expected Due Date • Child Birth Date • Stillbirth or Baby Deceased • Date Baby Arrived Home From Hospital • Adoption Placement Date • Adoption Notification Date • Date Child Entered Country • Multiple Child Indicator • Number of Babies or Adopted Children	$.workers.leaveOfAbsence	

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Data Sections	Fields	Field Path ID	Notes
	• Number of Previous Births • Number of Previous Maternity Leaves • Number of Child Dependents • Single Parent Indicator • Age of Dependent • Work Related • Stop Payment Date • Social Security Disability Code • Location During Leave • Caesarean Section Birth • Leave Percentage • Week of Confinement • Leave Entitlement Override • Date of Recall • Case Number • Child Disability Indicator		
Benefit Elections Data Section	• Additional Benefit Elections • Health Care Coverage Elections • Health Savings Account Elections • Insurance Coverage Elections • Retirement Savings Elections • Spending Account Elections	$.workers.benefitElections	
Benefit Elections Data Section / Additional Benefit Elections	• Benefit Plan • Coverage Type • Provider	$.workers.benefitElections.additionalBenefitElections	

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Data Sections	Fields	Field Path ID	Notes
	• Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date • Earnings and Deductions		
Benefit Elections Data Section / Additional Benefit Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	$.workers.benefitElections.additionalBenefitElections.earningsAn	
Benefit Elections Data Section / Health Care Coverage Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date	$.workers.benefitElections.healthCareCoverageElections	

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Data Sections	Fields	Field Path ID	Notes
	• Earnings and Deductions • Classification • Coverage Target		
Benefit Elections Data Section / Health Care Coverage Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	$.workers.benefitElections.healthCareCoverageElections.earning	
Benefit Elections Data Section / Health Savings Account Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date • Earnings and Deductions	$.workers.benefitElections.healthSavingsAccountElections	
Benefit Elections Data Section / Health Savings Account Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	$.workers.benefitElections.healthSavingsAccountElections.earnir	
Benefit Elections Data Section / Insurance Coverage Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency	$.workers.benefitElections.insuranceCoverageElections	

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Data Sections	Fields	Field Path ID	Notes
	• Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date • Earnings and Deductions • Calculated Coverage • FEGLI Enrollment Code • FEGLI Insurance Code		
Benefit Elections Data Section / Insurance Coverage Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	$.workers.benefitElections.insuranceCoverageElections.earnings	
Benefit Elections Data Section / Retirement Savings Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date	$.workers.benefitElections.retirementSavingsElections	

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Data Sections	Fields	Field Path ID	Notes
	• Deduction End Date • Earnings and Deductions		
Benefit Elections Data Section / Retirement Savings Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	$.workers.benefitElections.retirementSavingsElections.earningsA	
Benefit Elections Data Section / Spending Account Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date • Earnings and Deductions	$.workers.benefitElections.spendingAccountElections	
Benefit Elections Data Section / Spending Account Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	$.workers.benefitElections.spendingAccountElections.earningsAr	
Benefits Earnings and Deductions	• Position ID • External Payroll Code Name • External Code (v2) • External Payroll Code	$.workers.benefitsEarningsAndDeductions	When the integrations include this data section, the integrations also include these data sections:

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Data Sections	Fields	Field Path ID	Notes
	• Position Based • Earning or Deduction • Amount • Percentage • Frequency • Currency • Coverage Amount • Goal Amount		• Compensation Earnings and Deductions • Payroll Input Earnings and Deductions The integration includes the additional data sections if you enable them and even if they don't have changes. However, when you enable the the **Include Compensation Earnings and Deductions Data Section** integration attribute, and there aren't any changes, the integration only outputs the Compensation Earning and Deductions data section. Workday converts the currency for the Benefits Earnings and Deductions data section based on the currency of the assigned country of the pay group.
Compensation Earnings and Deductions	• Position ID • External Payroll Code Name • External Code (v2) • External Payroll Code • Position Based • Earning or Deduction • Amount • Non Prorated Amount • Frequency • Currency • Compensation Element	$.workers.compensationEarningsAndDeductions	When you enable the integration includes this data section, the integration also include these data sections: • Benefits Earnings and Deductions • Payroll Input Earnings and Deductions The integration includes the additional data sections if you enable them and even if they don't have changes. However, when you enable the **Include**

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Data Sections	Fields	Field Path ID	Notes
			Compensation Earnings and Deductions Data Section integration attribute, and there aren't any changes, the integration only outputs the Compensation Earning and Deductions data section. Workday converts the currency for the Compensation Earnings and Deductions sections based on the country currency of the assigned country of the pay group. When you have a worker with compensation plans in a different currency than their pay group, the integration reports the compensation plans in the Compensation Plans section and the Allowance Plan section but not in the Compensation Earning and Deduction section. Example: The worker is getting paid in United Arab Emirates Dirham (AED) but you need the Compensation Earning and Deduction section converted to Euros (EUR). Ensure you have the currency conversion rates set up with the **Maintain Currency Conversion Rates** task so the integration can report the amount in the Compensation Earnings and Deductions section. The integration doesn't support

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Data Sections	Fields	Field Path ID	Notes
			dynamic calculated compensation plans. Consider using event-driven calculated compensation plans instead.
Compensation Earnings and Deductions / Compensation Elements	• ID • Name	$.workers.compensationEarningsAndDeductions.compensationE	
Work Schedule Calendar	• Position ID (v2) • Work Schedule Calendar ID • Work Schedule Calendar Name	$.workers.workScheduleCalendar	The integration supports calendars that you create from these tasks: • Assign Work Schedule • Assign Custom Work Schedule • Create Work Schedule Calendars The integration doesn't support: • Schedule overrides, such as ad hoc schedule events. • Time Tracking data, such as time blocks. • Calendar events or details on the calendar such as meals or breaks. • Workday Scheduling. In some cases, the integration might not detect inherited calendars, such as when you use custom-calculated fields in the eligibility rules. If the integration doesn't detect inherited calendars, we recommend you use assignment calendar events for change detection.

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Data Sections	Fields	Field Path ID	Notes
			We also recommend not overlapping assignments that overlap effective dates due to limitations that can result in integration errors. In some cases, the integration also might not detect the removal of inherited eligibility calendars when out-of-order calendar updates precede selecting the **Enable Work Schedule Calendar Assignment by Position** check box on the **Edit Tenant Setup - HCM** task. For example, if 2 assignments in the current period, such as entering a 2026-08-15 assignment before a 2026-08-01 assignment, are created before the check box is enabled and before the Last Successful Run Date (LSRD), followed by a third assignment also within the current period but after the LSRD, change detection discrepancies can occur. We recommend auditing work schedule calendar reporting during the initial setup period, as standard integration reporting resumes in subsequent periods.
Time Off Earning and Deductions	• Position ID • External Payroll Code Name • External Code (v2) • External Payroll Code	$.workers.timeOffEarningsAndDeductions	You can include both the **Time Off Earning and Deductions** data section and the **Grouped Time Off Earnings and Deductions** data

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Data Sections	Fields	Field Path ID	Notes
	• Position Based Time • Off Type • Unit of Time • Time Off Entry		section in the same Data Changes on Demand request.
Time Off Earning and Deductions / Time Off Entries	• Units • Start Time • End Time • Reason • Worktag	$.workers.timeOffEarningsandDeductions.timeOffEntries	Use to supply time off party systems with: • Time off start times. • Time off end times. • Time off reason. • Corrected or deleted start and end times. The integration looks back further than 1 year for time off data. The output file includes a separate Time Off Entry section for each different time off reason, regardless if you mapped the time off type to the same external payroll earning or not. The Units field is required when you request **Time Off Earning and Deductions / Time Off Entries** data section.
Time Off Earning and Deductions / Time Off Entries / Worktags	• Worktag Dimension • Worktag Code • Worktag Name	$.workers.timeOffEarningsandDeductions.groupedTimeOffEntries	
Grouped Time Off Earnings and Deductions	• Position ID • External Payroll Code Name • External Payroll Code (v2) Position Based • Time Off Type • Unit of Time • Grouped Time Off Entry	$.workers.groupedTimeOffEarningsandDeductions	The Grouped Time Off Entry field attribute reports manual and automated time off adjustments. You can't include both the **Time Off Earning and Deductions** data section and the **Grouped Time Off Earnings and Deduction**s data

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Data Sections	Fields	Field Path ID	Notes
			section in the same Data Changes on Demand request
Grouped Time Off Earnings and Deductions / Grouped Time Off Entries	• Leave Start Date • Leave End Date • Units • Worktag	$.workers.groupedTimeOffEarningsAndDeductions.groupedTime	The integration supports these work schedule configurations: • All Days • Workdays (Non-Holiday) The integration doesn't support time off adjustments for this data section. Don't use this attribute with any other work schedule configuration. To group time off, you must assign workers to a work schedule calendar. The integration: • Groups time off by time off types for full days. • Reports separate groupings for hourly workers with multiple time off entries with different time off types but still equal to a full day. The **Days to Include** value and the work schedule calendar settings determine how Workday breaks up or groups time off days. Example: The **Days to Include** setting is *Workdays (Non-Holidays)*, and you set the work schedule calendar toMonday through Friday. Workday doesn't include Saturdays and Sundays. When

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Data Sections	Fields	Field Path ID	Notes
			a worker takes a time off event on Friday and Monday, Workday groups the time off. With this same configuration, and when the worker takes time off for Friday, Monday, and Tuesday, Workday also groups the days together as a single Time Off Grouping with 3 units. If you need separate entries, use the **Days to Include** setting of *All Days* with the Monday through Friday work schedule calendar. Workday then considers the weekends as valid days and breaks up a Friday request and a Monday request, creating 2 separate blocks. For more information, see: • Create Work Schedule Calendars • Troubleshooting: Absence Occurrences The Units field is required when you request **Grouped Time Off Earning and Deductions / Grouped Time Off Entries** data section.
Grouped Time Off Earnings and Deductions / Grouped Time Off Entries / Worktags	• Worktag Dimension • Worktag Code • Worktag Name	$.workers.timeOffEarningsandDeductions.groupedTimeOffEntries	
Time Tracking	• Time Tracking Composite ID • Position ID • External Payroll Code Name	$.workers.timeTracking	Set up: • The external earning before approving the associated time block.

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Data Sections	Fields	Field Path ID	Notes
	• External Payroll Code (v2) • Override Rate • Currency • Worktag • Time Tracking Entry		• Time tracking with the **Maintain External Payroll Earnings** task for the pay group that you're running the integration for. The integration only reports approved time events from the associated business process. Example: After you set up the time tracking earning on the **Maintain External Payroll Earnings** task and then approve the time block entries, the integration reports them in the Time Tracking data section. When requesting Time Tracking data, the integration defaults to reporting the Shift Date as the effective moment, if available. If the Shift Date isn't applicable, the integration still reports the Calculated Date as the effective moment. When you enter a time block entry and approve it for greater than 1 year ago relative to the processing period end date, the integration won't report it. To report the time block, make a prior period the current processing period so that the entry is within 1 year. Example: Today is 2025-09-08. You enter a time block for 2024-08-01. You

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Data Sections	Fields	Field Path ID	Notes
			then run PECI for the September 2025 pay period. The integration doesn't include the time block entry. You update the current processing period to July 2025 and run the integration for the earliest open period and process July 2025. Since the time block entry is within 1 year of the processing period end date (2025-7-31), the integration includes it in the output. The integration rounds the values to six 6 decimal places. When you enable the Time Tracking Composite ID field attribute, the integration outputs the composite business key derived from the unique combination of the time tracking external earning, position, override rate, and payroll worktags.
Time Tracking / Worktags	• Worktag Dimension • Worktag Code • Worktag Name	$.workers.timeTracking.worktags	
Time Tracking / Time Tracking Entries	• Quantity	$.workers.timeTracking.timeTrackingEntries	The integration reports the unrounded time tracking calculated quantities.
Payroll Input Earnings and Deductions	• Position ID • Payroll Input ID • External Payroll Code Name • External Code (v2) • External Payroll Code • Position Based • Earning or Deduction • Start Date	$.workers.payrollInputEarningsAndDeductions	When you enable the integration includes this data section, the integration also include these data sections: • Benefits Earnings and Deductions • Compensation Earnings and Deductions

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Data Sections	Fields	Field Path ID	Notes
	• End Date • Amount • Unit • Unit Type • Rate • Percentage • Frequency • Currency • Goal Amount • Worktag • External Payroll Input Reason (v2) • External ID (v2) • External Date (v2)		The integrations include the additional data sections if you enable them and even if they don't have changes. However, when you have the **Include Compensation Earnings and Deductions Data Section** integration attribute enabled, and there aren't any changes, the integration only outputs the Compensation Earning and Deductions data section.
Payroll Input Earnings and Deductions / Worktags	• Worktag Dimension • Worktag Code • Worktag Name	$.workers.payrollInputEarningsAndDeductions.Worktags	
Compensation One Time Payments	• Position ID • One Time Payment ID • External Payroll Code Name • External Code (v2) • External Payroll Code • Earning or Deduction • Coverage Start Date • Coverage End Date • Amount • Currency • Reason • Worktag • Payment Date • Clawback Date (v2)	$.workers.compensationOneTimePayments	
Compensation One Time Payment / Worktags	• Worktag Dimension • Worktag Code • Worktag Name	$.workers.compensationOneTimePayment.Worktags	

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Data Sections	Fields	Field Path ID	Notes
Payroll One Time Payments	• Position ID • One Time Payment ID • External Payroll Code Name • External Code (v2) • External Payroll Code • Earning or Deduction • Amount • Unit • Unit Type • Rate • Percentage • Currency • Worktag • External Payroll Input Reason (v2) • External ID (v2) • External Date (v2)	$.workers.payrollOneTimePayments	
Payroll One Time Payment / Worktags	• Worktag Dimension • Worktag Code • Worktag Name	$.workers.payrollOneTimePayments.Worktags	
Costing Allocations	• Order • Level • Position ID • Allocation Percentage • Costing Worktag • Allocation Start Date • Allocation End Date	$.workers.costingAllocations	
Costing Allocation / Costing Worktags	• Worktag Dimension • Worktag Code • Worktag Name	$.workers.costingAllocations.worktags	
Union Members	• Union • Seniority Date • Membership	$.workers.unionMembers	
Union Member / Memberships	• Start Date • End Date • Position ID	$.workers.unionMembers.Memberships	

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Data Sections	Fields	Field Path ID	Notes
	• Membership Type • Notes		
Additional Information	• Instance ID	$.workers.additionalInformation	Enabled by default. You can use this data section as a generic container for configuring field overrides.
Personnel Action Request Data Section	• Event Effective Moment • Event Entry Moment • WID • Type • PAR Sequence Number • Request Number • Certified By • Approval Date • Appropriation Code • Appropriation Code ID • Is Rescinded Event • Agency In • Agency Out • NOA Code 1 • NOA Code 1 Explan • Legal Auth 1 NOA1 • Legal Auth 1 NOA1 Explan • Legal Auth 2 NOA1 • Legal Auth 2 NOA1 Explan • NOA Code 2 NOA Code 2 Explan • Legal Auth 1 NOA2 • Legal Auth 1 NOA2 Explan • Legal Auth 2 NOA2 • Legal Auth 2 NOA2 Explan	$.workers.personnelActionRequests	R&S Federal government workers. Nature of Action (NOA) and Legal Authority Explanations (Legal Auth Explan) are part of Personnel Action Request (PAR). Agency In contains a code for the agency a worker transfers to and Agency Out is the code for the agency a worker has left. The Certified By field attribute contains the Workday ID of the worker who certified the PAR. Workday detects changes for the PAR Payroll Status when a correction (Workday correction of the business process) of the PAR is done.

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Data Sections	Fields	Field Path ID	Notes
	• PAR Status		
Personnel Action Request Data Section / Corrected or Cancelled Event	WID		
Personnel Action Request Data Section / Parent Event	• WID • Type		
Transaction Log	• Instance ID • Transaction Type • Transaction Effective Moment • Transaction Entry Moment • Transaction Effective Moment in Initiator Time Zone • Initiator Employee ID • Initiator Full Display Name • Is Corrected Event • Is Corrected To • Is Rescinded Event • Original Event • Overall Parent Event	$.workers.transactionLogs	The Transaction Effective Moment in Initiator Time Zone field displays the entry moment of a data change in the time zone associated with your tenant time zone. When your tenant time zone is in Pacific Daylight Time (PDT), the field doesn't display in the output. When you override the tenant time zone and use the Transaction Log data section, we recommend that you configure this field. Note: Enable the Original Event field to include the Transaction Entry Moment, Transaction Effective Moment, and Transaction Effective Moment in Initiator Time Zone fields in the output. When third-party payroll vendors specify the field path ID when making an API request, the integration returns the WID of the overall parent event relationship so you can synchronize data when there's a correction or rescind on the sub process business process. If there isn't a parent event, then both the original event WID

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Data Sections	Fields	Field Path ID	Notes
			and parent event WID are the same.

Reference: Data Changes on Demand Request Criteria Parameters

This topic contains request criteria details for the `POST /effectiveChanges` API request.

Request Headers

When making each API request, we recommend you specify these headers so we can measure performance impact:

HTTP Header	Header Value	Description	Example
`wd-external-request-id`	Tracks web service requests.	A universally unique identifier (UUID). You can optionally use an alphanumeric string that clearly and uniquely identifies the request.	`wd-external-request-id: UUID`
`wd-external-application-id`	Tracks third-party payroll vendors that send the web service requests.	Specify the third-party system's internal source identifier, such as pay group, country, or integration ID. This is up to the third-party payroll vendor depending on how they want to categorize the requests and can differ for each request. If the third-party payroll system doesn't have an internal source identifier, you can use `vendor-product` or `vendor-product-feature`.	`wd-external-application-id: [PartnerName] [useCase]`
`wd-external-originator-id`	Tracks originators that initiate the web service requests.	Specify an originator ID that identifies who initiated the request. This should be the ISU (integration system user) making the request.	`wd-external-originator-id: ISU_Partner_Name`

Request Criteria

Data Changes on Demand returns Entry and Effective Moments in Pacific Standard Time in the JSON file.

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Filter	Type	Valid Values	Notes
entryMomentFrom	DateTime	YYYY-MM-DDT00:00:00.000	Required. Specify the dateTime in Pacific standard time. You can't run the integration when you specify a date/time with the entryMomentTo parameter that is greater than a 2 month span.
entryMomentTo	DateTime	YYYY-MM-DDT00:00:00.000	Required. Specify the dateTime in Pacific standard time. Don't specify an EntryMomentTo date that's in the future because the EntryMomentTo date of an event becomes the EntryMomentFrom of the next event. For more information, see Concept: Data Changes on Demand Change Detection .
effectiveFrom	Date	YYYY-MM-DD	Required.
effectiveTo	Date	YYYY-MM-DD	Required.
allEffective	Boolean	true or false	Optional. When set as true, you can only specify up to a 93-day range for the effectiveFrom and effectiveTo range. When set as: • True, Workday includes all changes effective within the current effective range regardless of when someone enters the changes. Workday also includes changes completed between the entryMomentFrom

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Filter	Type	Valid Values	Notes
			and the entryMomentTo dates and that are effective before or within the current effective range. Use this parameter when you run the first integration of a new effective range or if you only create a single extract per effective range. • False, the integration reports only changes to employee data that occurred between the entryMomentFrom and the entryMomentTo dates that are effective in the current or previous effective range. Example: You set these values: • entryMomentFrom = 2024-04-01T01:00:00.000 • entryMomentTo = 2024-04-02T01:00:00.000 • effectiveFrom = 2024-04-01 • effectiveTo = 2024-04-30 When you set allEffective as false, the integration reports only changes entered between 2024-04-01 at 1:00 and 2024-04-02 at 1:00 that are effective before or within the current effective range.

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Filter	Type	Valid Values	Notes
			When you set allEffective as true, the integration reports all changes effective from 2024-04-01 to 2024-04-30 regardless of when they were entered and any changes entered between 2024-04-01 at 1:00 and 2024-04-02 at 1:00 that are effective before or within the current effective range.
extendedAllEffectiveTo	Date	YYYY-MM-DD	Optional. If you set allEffective as true, you can't specify a value for this parameter. Example: You set these values: • entryMomentFrom = 2024-04-01T01:00:00.000 • entryMomentTo = 2024-04-02T01:00:00.000 • effectiveFrom = 2024-04-01 • effectiveTo = 2024-04-30 • extendedAllEffectiveTo = 2024-05-31 In this example, the April effective range uses allEffective = false behavior while the May effective range uses allEffective = true behavior. When effectiveTo and extendedAllEffectiveTo are equal, the integration uses allEffective = false behavior for the entire effective range.
includeRequestCriteriaInResponse	Boolean	true or false	Optional. When set as: • true, the API response

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Filter	Type	Valid Values	Notes
			includes the API requestCriteria. • false, the API response doesn't include the API requestCriteria.
fields	Multi-instance	• fieldSetVersion • onlyInclude • fieldOverrides	fieldSetVersion and onlyInclude are both required. fieldOverrides is optional. Valid fieldSetVersion values are `v1` or `v2`. For more information, see: Reference: Data Sections for Data Changes on Demand . For more information on field overrides, see: Set Up Field Overrides for Data Changes on Demand Integrations .
organizations	Multi-instance	Must be 1 or more payroll interface pay groups.	Required.
excludeWorkers	Boolean	true or false	Optional. When set as: • true, the event excludes workers you specify in the workers request parameter. • false, the workers you specify in the workers request parameter are the only workers included in the event.
workers	Multi-instance	WID or reference ID type and ID Example: Employee_ID=12345	Optional.
workerOverrides	Multi-instance	Both: • WID or reference ID type and ID • entryMomentFromOverride dateTime	Optional.

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Filter	Type	Valid Values	Notes
responseFilter	Multi-instance	See Reference: Data Changes on Demand Request Criteria Parameters .	Optional.
forceRerun	Boolean	true or false	Optional. When set as: • true, and requesting a duplicate API request, Workday initiates a new event. • false and requesting a duplicate API request, Workday provides the response of the original request.
schemaOnly	Boolean	true or false	Optional. When set as: • true, the integration requests a schema only. • false, the integration launches a DCoD request.

Response Filters

Filter	Type	Valid Values	Notes
additionalNameTypes	Multi-instance	Additional name type instances	Optional. Applies to the additional name type data in the Personal data section. The integration only includes the additional name types that you specify. If you don't specify any, the integration doesn’t output any name types.
organizationTypes	Multi-instance	Organization type instances	Optional. Applies to the Position Organization data section. The integration only includes the organization types that you specify. If you

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Filter	Type	Valid Values	Notes
			don't specify any, the integration doesn't output any types.
organizationRoles	Multi-instance	Organization role instances	Optional. Applies to the Organization Roles data section. The integration only includes the organization roles that you specify. If you don't specify any, the integration doesn't output any organization roles.
paymentElectionRules	Multi-instance	Payment election rule instances	Optional. Applies to the Payment Election data section. The integration only includes the pay elections with election rules that you specify. If you don't specify any, the integration doesn't output any payment elections.
addressUsageTypes	Multi-instance	Address usage type instances	Optional. Applies to these data sections: • Personal Communication / Addresses • Related Person Communication / Addresses The integration only includes the addresses with the address usage types you specify. If you don't specify any, the integration outputs all address usage types.
phoneUsageTypes	Multi-instance	Phone usage type instances	Optional. Applies to these data sections: • Personal Communication / Phones • Related Person Communication / Phones The integration only includes the phone usage type instances

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Filter	Type	Valid Values	Notes
			that you specify. If you don't specify any, the integration outputs all phone usage types.
emailUsageTypes	Multi-instance	Email usage type instances	Optional. Applies to these data sections: • Personal Communication / Emails • Related Person Communication / Emails The integration only includes the email usage type instances that you specify. If you don't specify any, the integration outputs all email usage types.
nationalIdTypes	Multi-instance	National ID type instances	Optional. Applies to these data sections: • Personal Identification / National Identifiers • Related Person Identification / National Identifiers The integration only includes the national ID types that you specify. If you don't specify any, the integration outputs all national ID types.
governmentIdTypes	Multi-instance	Government ID type instances	Optional. Applies to these data sections: • Personal Identification / Government Identifiers • Related Person Identification / Government Identifiers The integration only includes the government ID types that you specify. If you

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Filter	Type	Valid Values	Notes
			don't specify any, the integration outputs all government ID types.
passportIdTypes	Multi-instance	Passport ID types instances	Optional. Applies to the Personal Identification / Passports data section. The integration only includes the passport ID types instances that you specify. If you don't specify any, the integration outputs all passport ID types.
visaIdTypes	Multi-instance	Visa ID type instances	Optional. Applies to the Personal Identification / Visas data section. The integration only includes the visa ID types instances that you specify. If you don't specify any, the integration outputs all visa ID types.
licenseIdTypes	Multi-instance	License ID type instances	Optional. Applies to the Personal Identification / Licenses data section. The integration only includes the license ID types instances that you specify. If you don't specify any, the integration outputs all license ID types.
otherIdTypes	Multi-instance	Other ID type instances	Optional. Applies to these data sections: • Personal Identification / Other Identifiers • Related Person Identification / Other Identifiers The integration only includes the other ID types instances that you specify. If you don't specify any, the integration outputs all other ID types.

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Filter	Type	Valid Values	Notes
countryNameFormat	Text ENUM	• COUNTRY_NAME • ISO_3166-1_ALPHA-2_CODE • ISO_3166-1_ALPHA-3_CODE	Optional. If you don't specify the default is ISO_3166-1_ALPHA-2_CODE.
countryRegionNameFormat	Text ENUM	• COUNTRY_REGION_ID • COUNTRY_REGION_NAME • ISO_3166-2_CODE • ISO_3166-2_COUNTRY_REGION_CODE	Optional. If you don't specify the default is ISO_3166-2_COUNTRY_REGION_C

overrideDescriptorWithReferenceID	Multi-instance	• relatedPersonsDisabilityID
		• relatedPersonsDisabilityGrade
		• personalDisabilityCertificationAuthority
		• personalCityOfBirthPrompt
			Optional. Use to output Reference IDs instead of descriptors for specific fields. When you specify only 1 or some of the options, then the integration reports the:
			• Specified fields as the Reference ID.
			• Rest of the options as descriptors.
			Example with all 4 valid values:
			`"overrideDescriptorWithRefer`
			`[`
			`{"id":`
			`"Field_Path_ID=`
			`$.workers.relatedPersons.dis`
			`{"id":`
			`"Field_Path_ID=`
			`$.workers.relatedPersons.dis`
			`{"id":`
			`"Field_Path_ID=`
			`$.workers.personal.disabilit`
			`{"id":`
			`"Field_Path_ID=`
			`$.workers.personal.cityOfBi`

configurableCompensationBasis	Single instance	WID or reference ID type and ID	Optional. When indicated, the integration reports the configurable compensation basis. See FAQ: Payroll Effective Change Interface for information about eligibility rules. If you don't specify an ID,

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Filter	Type	Valid Values	Notes
			the integration doesn't output the configurable compensation basis.
excludeAdditionalJobs	Boolean	true or false	Optional. When set as true, the integration only reports primary jobs.
fullSnapshot	Boolean	true or false	Optional. When set as: • true, the integration includes all workers within the request with and without changes in the output. • false, the integration includes only workers with changes in the output.
includeEndedContracts	Boolean	true or false	Optional. When set as: • true, the integration includes contracts with end dates that are prior to the effective from date. • false, the integration includes contracts snapshots within the entry range dates.
includePayrollEffectedLeavesOnly	Boolean	true or false	Optional. When set as: • true, the Leave of Absence data section only outputs Leaves that have Payroll Effect set as true on the Leave Type. • false, the Leave of Absence data

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Filter	Type	Valid Values	Notes
			section outputs all leaves types. This filter is set to false as the default.
reportPostTermCompensation	Boolean	true or false	Optional. When set as true, the integration reports post termination compensation. When a worker doesn't have post termination compensation, the integration reports zeroes in this section.

Related Information
Tasks
Steps: Set Up Additional Payroll Data

FAQ: Data Changes on Demand

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What are the info blocks within the Data Changes on Demand (DCoD) API response?	An effective change block in field 1 can generate an info block on field 2 when the current value of field 2 doesn't match the value for field 2 as of the entry and effective moment of the effective changes on field 1. This is informational only and doesn't indicate there is an effective change for field 2. Example: `"positions": [ { "iid": {"val": "d35ac53466464b0bb56bf4f5e74b4bfd"}, "positionId": {"val": "P-00388"}, "primaryJob": {"val": "true"}, "jobTitle": {"val": "Consultant"}, "businessTitle": { "val": "Sr. Product Consultant", "info": [ { "eff": "2025-06-15T00:00:00.000-07:00",`

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```
                    "ent":
"2025-07-30T15:57:18.569-07:00",
                    "c":
"Consultant"
                }
            ]
        },
        "workerType": {"val":
"REGULAR"},
        "positionTimeType": {"val":
"Full_time"},
        "isJobExempt": {"val":
"false"},
        "scheduledWeeklyHours": {
            "val": "38",
            "ecs": [
                {
                    "eff":
"2025-06-15T00:00:00.000-07:00",
                    "ent":
"2025-07-30T15:57:18.569-07:00",
                    "p": "40",
                    "c": "38"
                }
            ]
        },
```


The businessTitle value of Sr . Product Consultant wasn't the businessTitle value as of the scheduledWeeklyHours effective change entry and effective moment. Instead, the info block on businessTitle is indicating the value as of the scheduledWeeklyHours effective changes entry and effective moment, which was Consultant.

You can think of info blocks as the value during a related effective change. This means that if something is on a timeline, DCoD is stating that at the time of 2025-06-15, the business title wasn't Sr. Product Consultant but Consultant. This way you can fill in the retro change within the payroll system to state that at the time of 2025-06-15, the business title was Consultant. You shouldn't assume anything outside of that exact date and time.

How do I get details on the reference IDs and WIDs that are utilized in the API call?	There is a *Get References* web service that you can run to obtain the reference IDs and WIDs of each organization. For more information: • Go to **Integrations > Get_References** in the Workday Web Services (WWS) Directory: https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html • See Get Reference
Why are my benefit plan values not present within the DCoD response?	The Benefit Earnings and Deductions data section only outputs benefit plan data that you mapped through the external earning and external deductions configuration. The benefit plan only

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	outputs values that have a greater than 0 value. For more information, see Steps: Define Third-Party Payroll Earnings and Deductions .
What is the difference between Payroll One-Time Payments (OTP) and Compensation One time-Payments (OTP)?	The Payroll OTP data section is driven by External Payroll Inputs and the Compensation OTP data section is driven by compensation OTPs or scheduled bonus payments.
Are compensation change eligibility rules detected as a change in DCOD?	Workday doesn't support the detection of changes to Configurable Compensation Basis values that result from the compensation eligibility rule changes related to the configurable compensation basis. Example: If a worker moves from position A (eligible) to position B (not eligible), the configurable compensation basis loss is detected. However, if the configurable compensation basis eligibility rule is updated and the eligible population changes, this isn't detected by the integration.
Why is my OTP not reporting or being returned in the DCoD response?	You must set up the mapping for earnings and deductions to both compensation OTPs and external payroll input OTPs for DCoD to report results. For more information, see Steps: Define Third-Party Payroll Earnings and Deductions .
Why didn't I get an Event Outbound Notification for my new hire when the pay group assignment is outside of the hire completion step?	To receive a notification, you must configure the pay group assignment step before the hire completion step on the hire business process. You can pull the data with DCoD after the worker has been assigned the pay group and within the effective changes API call.
Why don't I see the payment election values within my API response?	You must specify a value for the paymentElectionRules response filter in your API request. For more information, see Reference: Data Changes on Demand Request Criteria Parameters .

Troubleshooting: Performance Issues in Data Changes on Demand

This topic provides strategies for diagnosing and resolving these Data Changes on Demand (DCOD) integration problems:

- Troubleshooting: Performance Issues in Data Changes on Demand
- Troubleshooting: Performance Issues in Data Changes on Demand
- Troubleshooting: Performance Issues in Data Changes on Demand
- Troubleshooting: Performance Issues in Data Changes on Demand
- Troubleshooting: Performance Issues in Data Changes on Demand

Your integration is referencing a poor performing report field.

Cause: You configured 1 or more of these report fields in a calculated field that you used as a field override in DCOD:

- Worker Events Completed
- Staffing History – All
- Staffing History – Approved

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- Worker History

Solution: Create a calculated field that prompts for the *Worker* business process. Use this calculated field where the integration references the report field. Then apply the parameter and field override assignments so the integration can determine the prompt value during run time to achieve the best performance.

Steps

1. Access the **Create Calculated Field** task.

   Enter these values:

Option	Description
Field Name	**Worker Business Process Prompt**
Business Object	*Global*
Function	*Prompt for Value*
Field Type	*Multi-Instance*
Business Object	*Worker Business Process*
Required check box	Select

   Security: *Custom Field Management* domain in the System functional area.
2. Access the **View Calculated Field** report.

   Select the poor performing calculated field from the **Calculated Field** prompt.

   On the **Where Used** tab, find where the integration is referencing the poor performing calculated field.

   Security: Custom Report Creation and Custom Field Management domains in the System functional area.
3. On your integration, replace the poor performing calculated field with the *Worker Business Process Prompt* calculated field.
4. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. To enter the parameter and field override assignments, navigate to 1 of these integration documents:
   - **Worker Status Data Section**
   - **Personal Data Section**
   - **Person Communication Data Section**
   - **Additional Information**
6. Add a new row on the **Parameters** grid with these values:

Option	Description
Name	**Worker History**
Data Type	*Worker Event History with Filter Parameters* (on the *Worker* business object)
Value Type	*Determine Value at Runtime*
Value	*Worker Event History with Filter Parameters*

7. Fill out the **Transaction Types** field on the **External Parameter Assignment(s)** section on the **Parameters** grid and click **OK**.

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8. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system again.

   Navigate to the same integration document where you applied the field overrides and external parameter assignments.

   On the **Extended Fields** grid, add a new row with *Worker Business Process Prompt* as the **Value**.

   In the **External Parameter Assignment(s)** section of the **Extended Fields** grid, select these values:

Option	Description
Value Type	*Document Parameter* Note: When you select *Document Parameter* as the value type, the integration doesn't support effective stack change detection logic when there are multiple changes effective in the processing period.
Value	*Worker History*

Your integration is referencing the Is Manager report field.

Cause: You configured the **Is Manager** report field in a calculated field that you used as a field override in DCOD.

Solution: For the best performance, use the **Role** field in the **Effective Stack Worker / Position Data Section / Assigned Role** data section to identify if the worker is a manager after processing the integration.

Steps

1. Access the **View Calculated Field** report.

   Select the poor performing calculated field from the **Calculated Field** prompt.

   On the **Where Used** tab, find where the integration references the poor performing calculated field.

   Security: *Custom Report Creation* and *Custom Field Management* domains in the System functional area.
2. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system and remove the poor performing calculated field.
3. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   For the **Organization Role for Position** integration attribute, select *Manager* for the **Value**.
4. Select **Integration System > Configure Integration Field Attributes** from the related actions menu of the integration system.

   Select the **Include in Output** check box for the **Role** field attribute in the Position Data Section / Assigned Role data section.
5. Run the integration and then use the **Role** field in the **Effective Stack Worker / Position Data Section / Assigned Role** data section to identify if the worker is a manager in the output file.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Your integration is referencing the Terminated (based on report date) report field.

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Cause: You configured the **Terminated (based on report date)** report field in a calculated field that you used as a field override in DCOD.

Solution: To avoid excluding workers, use the **Terminated** report field instead.

Steps

1. Access the **Edit Calculated Field** task.
   Select the calculated field from the **Calculated Field** prompt.
   Security: *Custom Field Management* domain in the System functional area.
2. Replace any references of the **Terminated (based on report date)** report field with the **Terminated** report field.

Your integration is referencing dynamic rules but you don't have Dynamic Membership Rule Evaluation Optimization enabled.

Cause: You have dynamic rules set up for your integration but haven't selected the **Enable Dynamic Membership Rule Evaluation Optimization** check box.

Solution:

Steps

1. Access the **Edit Tenant Setup - HCM** task.
   Security: *Set Up: Tenant Setup - HCM* domain in the System functional area.
2. Select the **Enable Dynamic Membership Rule Evaluation Optimization** check box under the **Payroll Interface** section.

Your integration is referencing the Job Classifications - Job Profile report field.

Cause: You configured the **Job Classifications - Job Profile** report field in a calculated field that you used as a field override in DCOD.

Solution:

Steps

1. Access the **Create Calculated Field** task.
   Security: *Custom Field Management* domain in the System functional area.
2. Enter these values:

Option	Description
Field Name	Worker Job Classifications
Business Object	*Position and Job - All Staffing Models*
Function	*Look up related value*
Lookup field	*Job Profile*
Return Value	*Job Classifications*

3. Access the **View Calculated Field** report, and select the poor performing calculated field on the **Calculated Field** prompt.
   Security: *Custom Report Creation* and *Custom Field Management* domains in the System functional area.
4. On the **Where Used** tab, find where the integration references the poor performing calculated field.
5. Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
6. Replace the poor performing calculated field with the **Worker Job Classifications** calculated field.

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Related Information

Event Outbound Notifications

Steps: Set Up Event Outbound Notifications

Prerequisites

Confirm that your third-party payroll system can accept Event Outbound Notifications with a valid endpoint.

Context

You can set up Event Outbound Notifications from Workday to third-party payroll systems after hire or termination transaction events occur. The Event Outbound Notifications feature supports corrections and rescinds for these event types.

We recommend you set up Event Outbound Notifications so you know when to request data changes on demand for these workers with the Data Changes on Demand feature.

Event Outbound Notifications doesn't currently support Hire Data Checkpoint.

Steps

1. Access the **Edit Tenant Setup - Integrations** task.

   In the **Integration Subscription Settings** section, clear the **Disable Integration Subscriptions** check box.

   Security:*Set Up: Tenant Setup - Integrations* domain in the System functional area.

   Create Integration System User for Event Outbound Notifications .
2. Create Integration System and select *Event Outbound Notifications* from the **New Using Template** prompt.

   Note: Only create 1 integration system for the Event Outbound Notifications feature regardless of the number of third-party payroll systems that you use.
3. Set Up Integration Subscriptions .
   a) In the **Event Subscriptions** section, select *Hire - Hire Employee Event* and *Termination - Terminate Employee Event* for the **Subscribe to specific Transaction Types** field.

      Note: Set the *Assign Pay Group* step on the *Hire* business process for the pay groups as or before the *Completion* step.
   b) Select the **Subscribe to Rescind Business Process Type** check box.
   c) On the **Launch Integration**, select **Add**.
   d) On the **Run As** field, select the ISU you created in step 2.

      On the **Integration Criteria** grid, set all the **Value Type** values to *Determine Value and Runtime*, and set these values:

Field	Value
Worker	Transaction Targets as Workers
Transaction Log	Transaction Log
Transaction Type	Transaction Types
Transaction Effective Date	Transaction Effective Moment
Transaction Completion Moment	Transaction Entry Moment

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Transaction Correction Completion Moment	Transaction Correction Completion Moment
Transaction Rescinded Moment	Transaction Rescind Completion Moment
External Payroll Vendors	External Payroll Vendor
Organizations	Organization for Notification

4. (Optional) If you're not using a preconfigured third-party payroll system, access the **Create External Payroll Vendor** task and select *Event Outbound Notifications* on the **Features** prompt.

   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.
5. Create External Payroll Vendor Mapping .
   a) ../../../authentication-and-security/security-for-integrations/access-to-external-endpoints/utr1471451793602.dita.

      Select the **Do Not Allow Regeneration** check box.
   b) (Optional) If you're not using a preconfigured third-party payroll system, on the **Feature Configuration** grid, add a row with these values:

Field	Value
Feature	*Event Outbound Notifications*
Attribute	*Worker Event Types*
Attribute	*Delivery Endpoint*

6. Maintain Pay Group Vendor Associations .

   Select:
   - *Event Outbound Notifications* from the **Feature** prompt.
   - The external payroll company from the **Payroll Organization Type** prompt.

Result

When a hire or termination event occurs for a worker in a pay group you mapped, Workday sends a notification to the third-party payroll system endpoint you specified.

Endpoint Notifications

Hire Notification

```
{
"transactionCompletionMoment": "2024-06-02T22:26:15.922Z",
"transactionEffectiveDate": "2024-06-14",
"businessProcessType": {
"id": "08e574a19f6b400fac5dbe71ea854f1d",
"descriptor": "Hire",
"Business_Process_Type": "Hire Employee"
},
"worker": {
"id": "c4dac401eb4710001592daff2c210000",
"Employee_ID": "27560"
},
"transactionLog": {
"id": "c4dac401eb471000158ba092eb1c0000"
},
"organization": {
"id": "edfab73bfb3e49c5959c3bf9d111f9cd",
"descriptor": "Third Party - Green Planet Acquisition",
"Organization_Reference_ID": "3rd_Party_Green_Planet_Acquisition"
}
```

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```
}
```

Hire Correction Notification

```
{
"transactionCompletionMoment": "2024-06-02T22:26:15.922Z",
"correctionCompletionMoment": "2024-06-04T22:29:02.918Z",
"transactionEffectiveDate": "2024-06-20",
"businessProcessType": {
"id": "08e574a19f6b400fac5dbe71ea854f1d",
"descriptor": "Hire",
"Business_Process_Type": "Hire Employee"
},
"worker": {
"id": "c4dac401eb4710001592daff2c210000",
"Employee_ID": "27560"
},
"transactionLog": {
"id": "c4dac401eb471000158ba092eb1c0000"
},
"organization": {
"id": "edfab73bfb3e49c5959c3bf9d111f9cd",
"descriptor": "Third Party - Green Planet Acquisition",
"Organization_Reference_ID": "3rd_Party_Green_Planet_Acquisition"
}
}
```

Rescinded Hire Correction Notification

```
{
"transactionCompletionMoment": "2024-06-02T22:26:15.922Z",
"correctionCompletionMoment": "2024-06-04T22:29:02.918Z",
"rescindedCompletionMoment": "2024-06-06T15:01:58.289Z",
"transactionEffectiveDate": "2024-06-20",
"businessProcessType": {
"id": "08e574a19f6b400fac5dbe71ea854f1d",
"descriptor": "Hire",
"Business_Process_Type": "Hire Employee"
},
"worker": {
"id": "c4dac401eb4710001592daff2c210000",
"Employee_ID": "27560"
},
"transactionLog": {
"id": "c4dac401eb471000158ba092eb1c0000"
},
"organization": {
"id": "edfab73bfb3e49c5959c3bf9d111f9cd",
"descriptor": "Third Party - Green Planet Acquisition",
"Organization_Reference_ID": "3rd_Party_Green_Planet_Acquisition"
}
}
```

Related Information

Examples

2024 R2 Feature Release Note: Third-Party Payroll Event Outbound Notifications

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Create Integration System User for Event Outbound Notifications

Prerequisites

Security: *Integration Security* domain in the Integration functional area.

Context

You can create an integration system user (ISU) for the Event Outbound Notifications feature, enabling you to assign the ISU to a security group with permissions to access the required integrations.

Steps

1. Access the **Create Integration System User** task.

   Workday automatically populates the value in the **Session Timeout Minutes** with zero to prevent the ISU session from expiring. Expired sessions can cause the integration to stop before it successfully completes.
2. From the related actions menu of the ISU you created, select **Security Profile > Assign Integration System Security Groups**.
3. From the **Integration System Security Group to Assign** prompt, select a security group with these security constraints:

Access	Security
View and Get	*Business Process Administration* domain in the System functional area.
View and Put	These domains in the Integration functional area: • *Integration Event* • *Integration Process* If you don't have Put access on these security domains, you can't set the ISU as the **Run As User** when setting up the integration subscription.

4. Activate Pending Security Policy Changes.
5. (Optional) If the integration system user authenticates with a username and password:
   a. Access the **Maintain Password Rules** task.
   b. Add the integration system user in the **System Users Exempt from password expiration** field.

Global Payroll Hub

Setup Considerations: Global Payroll Hub

You can use this topic to help make decisions when planning your configuration and use of the Global Payroll Hub. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

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Refer to detailed task instructions for full configuration details.

What It Is

The Global Payroll Hub enables you to process payroll and perform time sensitive actions on vendor-provided payroll data for multiple countries at a time in 1 place.

Business Benefits

- View all the external pay groups that you're responsible for across pay vendors.
- View payroll status for pay groups even if you have separate third party vendors for different regions.
- View high-level information related to the pay period. Example: The status of the pay processing and if there are any items that need your attention.
- Drill into payroll details to see more information for the current, previous, or next pay periods, as well as off-cycle pay runs to improve efficiency.
- Quickly view information related to employee counts and total payment breakdowns, as well as important dates for payroll processing.
- Analyze variances with Workday's intuitive interface so you can visualize the difference between the amounts for the current and previous pay periods and see why these variances occur.
- Create and manage a checklist for third-party payroll to help you keep track of your payroll processing progress.
- Manage and keep track of your third-party payroll processing progress with checklists and attachments.

Use Cases

You can see the payroll status for all your pay groups at the same time.

You have a third-party payroll vendor for EMEA countries, and another third-party vendor for Japan and Korea, you can use the Details page to:

- Approve payroll for the Japan pay group.
- See that a worker is missing payroll data.
- Review an off-cycle payroll run for a pay group in GPH to verify the number of employees processed and the total pay.

You review an on-cycle payroll run for a pay group to analyze variances of the current and previous periods for the gross and net pay in the hub. Example: There's a 1.6% increase from the last pay period and you can see the difference because 2 different workers have a different net pay.

You can use the comments and attachments feature on the Global Payroll Hub to:

- Attach files like tax forms, direct deposit authorizations, or timesheets directly within the checklist for easy access.
- Reference supporting documents (such as benefit plan documents or deduction tables) to ensure accurate payroll processing.
- Allow multiple team members to access and verify documents without relying on external systems or emails.

Questions to Consider

Questions	Considerations
How many payroll systems do you use?	You can use GPH if you use third-party payroll vendors.
What countries do you pay workers in?	To ensure you have a global view of your payroll, GPH presents information across countries and currencies. You can use different payroll vendors

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Questions	Considerations
	in different countries to display payroll data in GPH.
Which external payroll vendors do you use?	For certain payroll partners, Workday provides a seamless integration. Other third-party vendors must build REST APIs for the landing page and you need to set these vendors up in Workday.
What external pay groups do you have in Workday?	To ensure existing external pay groups display in GPH, map pay group associations in Workday.
What type of integration do you need to use the Global Payroll Hub (GPH)?	The Global Payroll Hub (GPH) doesn't require a specific integration to function. Its primary purpose is to centralize and display information related to pay groups and pay periods, as provided by payroll vendors. Rather than accessing multiple vendor systems to track payroll status, you can leverage the GPH to view this information in 1 unified interface. The hub is designed to enhance visibility and streamline access, independent of the underlying integration mechanisms.
Do you process payroll with Workday Payroll along with third-party payroll systems?	You can use the Global Payroll Hub for Workday Payroll pay groups as well. For more information, see: ../../../payroll/payroll-processing/Global-Payroll-Hub/global-payroll-hub-for-workday-payroll.dita

Recommendations
No impact.

Requirements
You'll need to set up your third-party payroll vendor in Workday if it isn't a payroll partner. Your third-party payroll vendor must build the REST APIs for the landing page and field data that Workday displays and sends to the external payroll system.

Limitations

No impact.

Tenant Setup

On the **Configure Home Page Content** task, you can add the Global Payroll Hub worklet.

Security

Manage: Global Payroll Processing domain in the **Global Payroll Connect** functional area to access and take action on the third-party payroll data.

View: Global Payroll Hub domain in the **Global Payroll Connect** functional area for access for users.

Business Processes

No impact.

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Reporting

No impact.

Integrations

No impact.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Reference
2024R2 Feature Release Note: Global Payroll Hub

Steps: Set Up Global Payroll Hub

Prerequisites

Your third-party payroll vendor must build REST APIs for the landing page to field data that Workday displays and sends to the external payroll system.

Context

The Global Payroll Hub (GPH) enables you to process payroll and perform time-sensitive actions on vendor-provided payroll data for multiple countries at a time in 1 place.

With GPH, you can:

- View all the external pay groups that you're responsible for.
- View payroll status for external pay groups even if you have separate third party vendors for different regions.
- View high-level information related to the pay period. Example: The status of the pay processing and if there are any items that need your attention.
- Drill into payroll details to see more information for the current, previous, or next pay periods, as well as off-cycle pay runs to improve efficiency.
- Quickly view information related to employee counts and total payment breakdowns, as well as important dates for payroll processing.
- Analyze variances with Workday's intuitive interface so you can visualize the difference between the amounts for the current and previous pay periods and see why these variances occur.
- Access third-party payroll tasks, such as running calculations, through Workday.

Note: You need to set up your third-party payroll vendor in Workday with Steps 1 and 2b if the vendor isn't 1 of these payroll partners:

- ADP Celergo
- ADP GlobalView
- CloudPay
- Payslip
- PwC
- Strada Global

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Steps

1. (Optional) Access the **Create External Payroll Vendor** task.
   Add your third-party payroll vendor and select the *Global Payroll Hub* feature.
   Security: *Set Up: Payroll Interface* domain in the **Payroll Interface** functional area.
2. Create External Payroll Vendor Mapping .
   Map your third-party payroll vendor if it isn't in Workday.
   a) On the **Public Private Key Pairs** grid, either select an x509 key pair from the list or create a new key pair and select the **Active** check box. If you create a new pair, select the **Do Not Allow Regeneration** check box.
   b) (Optional) On the **Feature Configuration** grid:

Option	Description
Feature	Add a row and select *Global Payroll Hub*.
Attribute	Select *Initiating Endpoint*.
Value	Enter the external endpoint to use for the vendor. The format is: `https://vendorendpoint.com/payProcessingFeature`

3. Edit Domain Security Policies.
   Configure access for payroll administrators of the *Manage: Global Payroll Processing* domain in the **Global Payroll Connect** functional area. Configure access for users of the *View: Global Payroll Hub* domain in the **Global Payroll Connect** functional area.
4. Maintain Pay Group Vendor Associations .
   Enter the following:

Option	Description
External Payroll Vendor	Select your vendor.
Feature	*Global Payroll Hub*
Pay Group	Select the vendor-associated pay groups to include in GPH.
Payroll Organization Type	*External Payroll*

5. (Optional) Set Up Payroll Processing Checklists.
6. (Optional) Access the **Configure Home Page Content** task.
   Add the **Global Payroll Hub** worklet to the Workday Home page menu.
   Security: *Set Up: Tenant Setup - Worklets* domain in the System functional area.

Result

Access the **Global Payroll Processing** task to view your vendor-provided data on the GPH Summary page.

Concept: Global Payroll Hub Checklist

Archive Global Payroll Checklists	To archive a checklist, navigate to the Global Payroll Hub, select **Manage** for the specific pay group, and click **Archive**.

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	Note: To keep your workspace organized, the Summary and Detail pages automatically filter out archived items. These views exclusively display active checklists for your selected pay group and period.
Checklist Content	Use the **View Comments and Attachments** task (accessible from the Summary and Detail pages) to: • View and add new comments or files. • Download existing attachments. Click **View** in the **Checklist** column for your pay group to open the associated external URL. You can only delete a comment if you are the original author.

Related Information

Tasks

Set Up Payroll Processing Checklists

Reference

2025R1 Feature Release Note: Global Payroll Hub Checklist

Inbound Notifications

Steps: Set Up Inbound Notifications

Prerequisites

Workday strongly recommends that you work with a payroll vendor to configure Inbound Notifications.

Context

Set up the Inbound Notifications REST API so you can notify specific workers or role groups in Workday with custom messages that include links that users can copy, such as errors that they need to fix in the third-party payroll system.

Steps

1. Create Integration System User for Inbound Notifications .
2. Edit Domain Security Policies to grant the integration system user access to these domains:

Access Considerations	Domains
View, *Modify*, and *Get*	*Manage: Global Payroll Inbound Notifications* domain in the Global Payroll Connect functional area.

3. Activate Pending Security Policy Changes.
4. ../../../authentication-and-security/authentication/oauth/dan1370797831458.dita and enter these values:

Field	Value
Scope (Functional Areas)	• *Integration*

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	• *Global Payroll Connect*

5. (Optional) If you're not using a pre-configured third-party payroll system, access the **Create External Payroll Vendor** task and select *Inbound Notifications* on the **Features** prompt.

   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.
6. Create External Payroll Vendor Mapping .
   a) Create or select a **Key Pair** on the **Public Private Key Pairs** grid.

      See ../../../authentication-and-security/security-for-integrations/access-to-external-endpoints/utr1471451793602.dita.
   b) On the **Feature Configuration** grid:

      1. Add a row and select *Inbound Notifications* for the **Feature**.
      2. Select *Integration System User* for the **Attribute** and select the ISU for the **Value**.

      Note: Third-party payroll systems can only use the ISU you configured for the third-party payroll system and feature on the **Create External Payroll Vendor Mapping** task.

Related Information
Examples
2024 R2 Feature Release Note: Global Payroll Connect Inbound Notifications REST API

Create Integration System User for Inbound Notifications

Prerequisites

Security: *Integration Security* domain in the Integration functional area.

Context

You can create an integration system user (ISU) for the Inbound Notifications feature, enabling you to assign the ISU to a security group with permissions to access the required integrations.

Steps

1. Access the **Create Integration System User** task.

   Workday automatically populates the value in the **Session Timeout Minutes** with zero to prevent the ISU session from expiring. Expired sessions can cause the integration to stop before it successfully completes.
2. From the related actions menu of the ISU you created, select **Security Profile > Assign Integration System Security Groups**.
3. From the **Integration System Security Group to Assign** prompt, select a security group with these security constraints:

Access	Security
View, *Modify*, and *Get*	*Manage: Global Payroll Inbound Notifications* domain in the Global Payroll Connect functional area.

4. Activate Pending Security Policy Changes.
5. (Optional) If the integration system user authenticates with a username and password:
   a. Access the **Maintain Password Rules** task.
   b. Add the integration system user in the **System Users Exempt from password expiration** field.

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Reference: Inbound Notifications Request Samples

Note: Any links the third-party payroll system provides in the notification aren't clickable, but the user can copy them.

For routing, if you send Additional Payroll Data in the featureConfiguration request parameters, you must specify:

- Feature properties, such as PayGroup, and ActedOnUser.
- A valid pay group that has a pay group vendor association to the Additional Payroll Data feature.

Sending a Notification to Organizations Recipients Sample

```
{
"featureConfiguration": {
"feature":
   {"id": "Feature_ID=Additional_Payroll_Data"},
"properties": [
   {"id": "ActedOnUser", "value": "Employee_ID=27559"},
   {"id": "payGroup", "value": "Organization_Reference_ID=PAY_GROUP-16-194"}
]
},
"recipient": {
        "organizationRecipients":[
           {"organization":
            {"id": "Organization_Reference_ID=PAY_GROUP-4-15"},
             "roles": [
                 {"id": "Organization_Role_ID=Payroll_Interface_Partner"}
             ]
      }]
    },
"message":{
"title":"Test Notification",
"body": "This is just a test!",
"link": "https://workday.com",
"translations": [{
   "title": "Notification de test",
   "body": "C'est juste un test!",
   "languages": [{"id": "User_Language_ID=fr_FR"}, {"id":
 "User_Language_ID=fr_CA"}]
},
{
   "title": "Notificación de prueba",
   "body": "¡Esto es solo una prueba!",
   "languages": [{"id": "User_Language_ID=es"}]
}
]
}
}
```

Sending a Notification to Worker Recipients Sample

```
{
"featureConfiguration": {
"feature":
   {"id": "Feature_ID=Additional_Payroll_Data"},
"properties": [
   {"id": "ActedOnUser", "value": "Employee_ID=27559"},
   {"id": "payGroup", "value": "Organization_Reference_ID=PAY_GROUP-16-194"}
]
},
"recipient": {
        "workerRecipients": [{"id": "Employee_ID=21008"}]
```

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```
    },
"message":{
"title":"Test Notification",
"body": "This is just a test!",
"link": "https://workday.com",
"translations": [{
   "title": "Notification de test",
   "body": "C'est juste un test!",
   "languages": [{"id": "User_Language_ID=fr_FR"}, {"id":
 "User_Language_ID=fr_CA"}]
},
{
   "title": "Notificación de prueba",
   "body": "¡Esto es solo una prueba!",
   "languages": [{"id": "User_Language_ID=es"}]
}
]
}
}
```

Payroll Interfaces

Concept: Workday Payroll Interfaces

Workday Payroll Interfaces (Payroll Effective Change Interface and Payroll Interface), enable you to manage payroll data and send it to an external payroll provider. You can:

- Set up a payroll organization.
- Define earnings and deductions.
- Capture changes to employee data.
- Configure a payroll extract to deliver to an external system.

There are different ways to integrate with Workday Payroll Interfaces. You can:

- Create an integration with an integration template.
- Have Workday Professional Services create a custom solution.
- Build your own custom integration.

Payroll Interfaces are integration templates with a configurable set of HCM data. Because payroll providers only need a subset of the employee data in Workday, you can specify:

- Data elements to include in payroll extracts.
- When to include the data elements.

When launched, the integration captures changes to employee data for the pay group and pay period. The integration creates an output file in XML or CSV format. You can:

- Deliver the output file to an external system.
- Perform additional transformations to the output file.
- Use Workday audit reports to identify changes for manual data entry into an external system.

You can create full extracts of employee data with integrations that use the Payroll Interface templates. This option:

- Helps during initial implementation.
- Supports payroll providers that require full files.
- Enables system resynchronization.

For information on what the specific integration includes when running a full extract run, see:

- Steps: Create Third-Party Payroll Integration

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- Concept: Payroll Effective Change Interface

Related Information

Concepts

Concept: Payroll Interface Workflow

Concept: Multiple Positions in Payroll Interface

Tasks

Steps: Set Up Workday Payroll Interface

Steps: Set Up Payroll Effective Change Interface

Setup Considerations: Payroll Interfaces

You can use this topic to help make decisions when planning your configuration and use of payroll interfaces. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

A payroll interface enables you to connect with a third-party payroll vendor to send and receive payroll data. Workday provides 2 options for connecting to a third-party payroll vendor. You can either:

- Use a prebuilt connector available through the partner program.
- Build a custom integration using a Workday integration template.

Payroll interfaces support:

- Full-stack integration, which transmits each payroll change for each worker sequentially and includes the effective date and data entry date for each change. You can build a full-stack integration using the *Payroll Effective Change Interface* integration template in Workday.
- Top-of-stack integration, which transmits only the differences between 2 points in time for each worker to the third-party payroll vendor. You can build a top-of-stack integration using the *Payroll Interface* integration template in Workday.

Business Benefits

Both Payroll Effective Change Interface and Payroll Interface enable you to:

- Send and receive payroll data to/from a third-party payroll vendor.
- Process country-specific global payroll.
- Maintain a single engagement platform, using Workday as the single source of truth for payroll data.

In addition, Payroll Effective Change Interface enables you to:

- View and change third-party payroll data directly in Workday.
- Reduce troubleshooting time by viewing payroll errors at the worker level.
- Send new-hire and termination data to third-party payroll vendors immediately upon creation; maintain local payroll data with no delay.
- Track the status of the integration and identify any necessary corrective actions without leaving Workday.
- Reconcile data in third-party payroll with data in Workday, automatically.

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Use Cases

Payroll Effective Change Interface:

- Your payroll vendor requires a full-stack integration.
- You converted to Workday from a legacy third-party ERP.
- You have up to 250,000 workers per pay group.

Payroll Interface:

- Your payroll vendor requires a top-of-stack integration.
- Your payroll vendor requires simple CSV or XML file formats.

Questions to Consider

Question	Considerations
Is there a prebuilt connector that meets your third-party payroll needs?	Consider using a Workday-certified connector. These prebuilt and documented integrations are available through a Workday partner or Workday Professional Services. These solutions can simplify the process of integrating with a third-party payroll vendor.
What type of integration works better for your third-party payroll vendor?	Work with your third-party payroll vendor to determine whether a full-stack integration or top-of-stack integration is better. The payroll interface that you select will depend primarily on the type of integration your third-party vendor requires.
Does your third-party payroll vendor require you to send HCM data in the output files?	If your third-party payroll vendor requires you to transmit HCM data along with payroll data, you can add Worker Effective Change Interface in addition to your payroll interface.
Do you want to use an existing pay group within Workday?	You must create a new external pay group. You can't convert an already used Workday pay group to an external pay group.
Does your company employ contingent workers?	If you have contingent workers in your workforce, you can add Worker Effective Change Interface in addition to your payroll interface. Because you can't assign contingent workers to pay groups, Payroll Effective Change Interface and Payroll Interface don't support contingent workers.
Do you have workers that have or will have international assignments?	Payroll Effective Change Interface and Payroll Interface support workers that have an international assignment. You can only change a worker's primary position that's assigned to an external pay group with an international assignment that's assigned to an external pay group.
Do you have Workday users who aren't in the Pacific Standard Time (PST) time zone?	When the integration evaluates fields users enter in the UI, such as **Last Successful Run Date**, the integration converts that time to the Pacific Standard Time (PST) time zone.

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Recommendations

Workday strongly recommends that you engage either:

- A Workday consulting partner if you plan to use a prebuilt connector.
- Workday Professional Services if you plan to build a custom connector.

If your third-party payroll vendor can consume a full-stack integration, Workday recommends:

- Payroll Effective Change Interface.
- Worker Effective Change Interface if you have contingent workers.
- Event-Driven Integration for Third-Party Payroll.
- Global Payroll Reconciliation integration.
- Local Payroll Data integration.

Requirements

Perform upfront analysis with your third-party payroll vendor. Determine the type of integration that they require and the specific data they require you to transmit.

Payroll Effective Change Interface requires grid; you can only have 1 Grid-enabled active implementation or preview tenant at a time.

To use Event-Driven Integration for Third-Party Payroll, available with Payroll Effective Change Interface, you or your payroll vendor must build 2 endpoints to:

- Deliver new-hire and termination information to third-party payroll vendors in real-time, enabling payroll administrators to act on the information immediately.
- Retrieve status and errors from third-party payroll vendors, enabling you to view and correct errors directly in Workday, without needing to access external applications.

In addition, you must add Event-Driven Integration for Third-Party Payroll steps to the *Hire* and *Termination* business processes.

Limitations

- Workday payroll interfaces don't include contingent workers in their output files. If your company employs contingent workers, you can use Worker Effective Change Interface to transmit contingent worker data.
- Payroll Interface doesn’t capture out-of-order retroactive insertions. Example: You add an allowance plan with an effective date of 3/1/19 and run the integration successfully. You then update the allowance plan with an effective date of 2/1/19. Workday doesn't display the retroactive update in the output.
- Adding new pay periods during an integration run may cause discrepancies with historical data. Consider creating your pay periods before the scheduled integration.
- Payroll Interface and Payroll Effective Change Interface integrations don't support Buy Time Off. You can add report fields on the Buy Time Off Event business object in your integrations or create External Payroll Inputs to export the deductions through the integration. For more information, see:
    - The Report Fields in the Reporting section of ../../../human-capital-management/absence/time-off/Sell-Time-Off/setup-considerations--buy-time-off.dita.
    - Concept: External Payroll Inputs .

Tenant Setup

Contact Customer Care to set up your tenant for grid.

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Security

Security setup varies between integration types and specific integrations. Non-EIB integrations require an associated *Integration System User* (ISU) account. ISUs enable you to give an integration *Get* and *Put* access to only the domains it needs to run the integration.

Business Processes

No impact.

Reporting

- **Data Changes Audit** report
- **Maintain Errors from Third-Party Payroll** report
- **Third-Party Payroll Errors** report

Integrations

- ADP Pay force
- Event-Driven Integration for Third-Party Payroll
- Global Payroll Reconciliation
- Local Payroll Data
- Payroll Effective Change Interface Merge Files
- Worker Effective Change Interface

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Tasks

Steps: Set Up Payroll Effective Change Interface
Steps: Set Up Workday Payroll Interface
Steps: Set Up Worker Effective Change Interface
Steps: Set Up Local Payroll Data
Steps: Set Up Event-Driven Integration for Third-Party Payroll

Examples

Workday Global Payroll Partner Ecosystem
The Next Level: Payroll Interface Presentation Series
Setting Up Grid for a Tenant

Reference: Find Your Third-Party Payroll Interface Integration

Compare the Payroll Effective Change Interface Integration and the Payroll Interface Integration in Workday.

Feature	Payroll Effective Change Interface Integration	Payroll Interface Integration
Grid for Tenant	Required.	Not required.
Pay Group Assignment in Staffing Events	Supported with the **Assign Pay Group** task.	Supported with the **Assign Pay Group** task.
Payroll Company Setup	Supported with the **Create Custom Organization** task.	Supported with the **Create Custom Organization** task.

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Feature	Payroll Effective Change Interface Integration	Payroll Interface Integration
Regular Earnings	Supported with the **Maintain External Payroll Earnings** task.	Supported with the **Maintain External Payroll Earnings** task.
Regular Deductions	Supported with the **Maintain External Payroll Deductions** task.	Supported with the **Maintain External Payroll Deductions** task.
Payroll Calendar	Supported with the **Create Period Schedule** task.	Supported with the **Create Period Schedule** task.
Integration Launch Parameters	You can use these parameters on the **Launch/Schedule Integration** task: • Pay Group • Pay Period Selection Option • Primary Run • Pay Group Members • Exclude Members/Only Include Members • Change Detection • Full Snapshot • Last Successful Run Date	You can use these parameters on the **Launch/Schedule Integration** task: • Last Successful Run • Pay Group Members • Pay Period Selection Option • Basic Staffing Transaction Log Types • Change Detection
Time Tracking and Time Off Data Sections	Supported.	Supported.
Contracts and Collective Agreements Data Sections	Supported.	Supported.
Extract Full File	Supported. You can enable the **Full Snapshot** launch parameter.	Supported. You can enable the **PI Full Extract With No Diff Launch Parameter**.
Business Process Orchestration	Not supported. You can't have more than 1 PECI integration on a business process.	Supported. You can orchestrate multiple Payroll Interface integrations on a business process.
Specify Changes to Include	You can enable integration attributes to always include or include with specific changes, such as during a pay group in event, these data sections: • Compensation Earnings and Deductions • Additional Data • Personal Data • Position Data • Compensation Data • Compensation Plans • Person Communication Data	You can enable integration attributes to always include or include only when there's a change for each data section.

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Feature	Payroll Effective Change Interface Integration	Payroll Interface Integration
	• Worker Status • Person Identification Data • Contract Data • Collective Agreements Data • Payment Election Data For other data sections, PECI: • Only reports sections that contain changed values. • Reports all values for a data section that includes a change. • Reports field override values when another value in that section has changed.	
Look Ahead Functionality Example: Terminations on last day of pay period.	Not supported.	Supported. You can use these attributes to report certain transactions within a specified time period after the pay period end date: • Period Look Ahead All Effective Lookup • Period Look Ahead Days • Period Look Ahead Payee Status
Additional Pay Periods	Supported. The number of additional pay periods you enter can't exceed the number of pay periods possible in a 13-month time period.	Not supported.
Field Overrides	Supported. You can add field overrides from the **Configure Field Overrides** task from the related actions menu of the integration.	Supported. You can add field overrides with a custom integration service.
Multi-Instance Field Overrides	Supported for multi-instance fields with Reference ID Types.	Not supported.
Security for Field Overrides	The integration system user requires *View* access to the fields used in the document field overrides.	The integration system user requires *Get* access to the fields used in the document field overrides.
Job Change Reason	Supported with the Position Data section field attribute and with an integration system map.	Not supported.
Audit Document Tags	Supported. You can enable both the DataChangesAudit.html and	Supported. You can enable both the DataChangesAudit.html and

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Feature	Payroll Effective Change Interface Integration	Payroll Interface Integration
	DiagnosticAudit.html files to be deliverable and appended with audit document tags you specify.	DiagnosticAudit.html files to be deliverable and appended with audit document tags you specify.
Last Successful Run Date (LSRD) Restrictions	Yes. The LSRD must be within the last: • 2 months for primary runs. • 6 months for ad-hoc runs.	No.
Top of Stack Transactions	No. The integration can't return top-of-stack transactions only. The integration returns a full stack of transactions and consolidates any data elements that you need to transmit as a single transaction.	Yes. The integration only returns top-of-stack transactions.
Retroactive Changes	Supports changes that the users entered in the current pay period for a prior period.	Supports changes that the users entered in the current pay period for a prior period.
Retroactive Non-Effective Date Changes	Supported. A current pay period integration run consolidates changes that the users entered in a prior period into a single DTA change.	Supported. The integration reports changes that the users entered in the prior period if they are at the top of the stack when you run the integration for the current pay period.
Indirect Changes	Supported when you disable the transaction log. Example: The integration reports a change to a cost center name.	Not supported. Example: The integration doesn't report a change to a cost center name.
Abort Running Process	Supported. You can abort the integration event while it's in-progress.	Not supported.
Primary Payroll Integration	Supported. You can use the same integration as both the primary and ad hoc integration. Enable the **Primary Run** launch parameter.	Supported. Use separate integrations for primary and ad hoc runs. Enable the **Primary Payroll Integration** integration system attribute.
Effective and Entry Dates	Supported. The integration reports the effective and entry dates for each transaction.	Not supported. The integration only reports single effective dates.
Multiple Changes per Pay Period	Supported. The integration reports each transaction separately.Example: The integration reports 2 address changes on different dates with different effective dates.	Not supported. The integration only reports 1 top-of-stack row with the most recent staffing event. Example: The integration reports 2 address changes on different dates as a single

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Feature	Payroll Effective Change Interface Integration	Payroll Interface Integration
		change with the most recent effective date.
Full Stack of Changes	Supported. The integration reports each transaction separately with 1 exception for effective-dated changes. The integration reports: • The most recently entered change when multiple effective-dated changes of the same transaction type and data elements, such as salary compensation changes, are effective on the same day. • Each transaction separately for noneffective date changes, such as personal data changes, even if they occur on the same day.	Not supported. The integration reports 1 top-of-stack row with the most recent staffing event and all transactions as a single change stack of change event.
Expanded Effective Changes	Supported. The integration reports each transaction separately even if there are multiple transactions that have the same effective date.	Not supported. The integration reports 1 top-of-stack row with the most recent staffing event and all transactions as a single change stack of change event.
Correction and Rescind Support	Supported. The integration handles certain staffing event codes directly in the output XML.	Limited support. You can use the **Rescinds and Corrections** report to view information about any rescinds and corrections that are in the integration output file.
Output Files	The integration produces separate output files for each pay group that it processes. You can configure the integration to combine the output files for multiple pay groups into 1 file. The output file sorts the effective changes by effective moment and entry moment.	The integration provides 1 consolidated file containing data for all pay groups.
Extract Prior Values	Supported. The integration includes prior values in the output for any changed field.	Supported. Enable the **Include Prior Values** integration attribute.
Pay Group Limit	250,000 active payees.	No limit.

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Payroll Effective Change Interface Connector

Setup Considerations: Payroll Effective Change Interface

You can use this topic to help make decisions when planning your configuration and use of *Payroll Effective Change Interface* integration (PECI). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

PECI is a full-stack integration. It transmits each payroll change for each worker sequentially and includes the effective date and data entry date for each change.

Business Benefits

PECI enables you to:

- Easily send payroll data to and receive payroll data from a third-party payroll vendor.
- Process global payroll for specific countries.
- Use Workday as the single source of truth for payroll data.
- View and change third-party payroll data directly in Workday.
- Customize the payroll data that you want to send to a third-party payroll vendor.
- Reduce troubleshooting time by viewing payroll errors at the worker level.
- Send hire and termination data to a third-party payroll vendor immediately upon creation.
- Track the status of the integration and identify any necessary corrective actions without leaving Workday.
- Transmit worker data with the Data Initialization Service (DIS) rather than a web service, providing better performance of data transmissions.

Use Cases

You can use PECI when:

- Your payroll vendor requires a full-stack integration.
- You converted to Workday from a legacy third-party ERP that used a full-stack integration model.
- You need to refresh internal data warehouses with Workday data several times per day.

Questions to Consider

Question	Considerations
What connector does your third-party payroll vendor have?	Consider using a Workday-certified connector available through a Workday Global Payroll partner ecosystem. These solutions can simplify the process of integrating with a third-party payroll vendor.
What payroll integration does your vendor require?	Consider PECI if your vendor requires a full-stack integration.

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Question	Considerations
	If your vendor requires a top-of-stack integration or simple CSV or XML file formats, consider the *Payroll Interface* integration.
Do you have a data warehouse that requires you to refresh data from Workday more than once a day?	You can configure PECI to run up to once a day. If you're using the Effective Stack Sync Service, you can configure PECI to run as frequently as 4 times a day or every 6 hours.
Do you want to send hire and termination data automatically to your third-party payroll vendor?	You can configure event-driven integration in PECI to send *Hire* and *Termination* events automatically. Workday can then update your external payroll data immediately with these events.
During your organization's hire process, do your workers need to enter certain mandatory payroll information themselves, such as government IDs?	You can configure the *Payroll Effective Change Interface* template and the *Hire* business process so Workday sends all relevant information to third-party payroll after the workers complete all their required onboarding fields.

Recommendations

Workday strongly recommends that you engage Workday Professional Services or a Workday certified implementation partner to build a PECI integration.

Workday also strongly recommends that you work closely with your third-party payroll vendor before creating a data scrambling plan.

PECI integrations run on grid. Grid is a shared resource in your Workday tenant. If you're scheduling multiple integrations on grid, Workday recommends that you stagger your integration schedule.

When scheduling multiple integrations to run in parallel, consider:

- Job size, or number of workers you process in an integration. For PECI integrations, consider the number of workers in the pay group you process.
- The number of integrations you run at the same time. Example: If the maximum size of your pay group is 5,000 workers, you can run 4 integrations in parallel. If the maximum size of your pay group is 12,000 workers, you can run 2 integrations in parallel.

Integrations that process 12,000 or more workers require additional considerations. Workday recommends that you work with Workday Professional Services or a Workday certified implementation partner to set up your resource strategy.

Workday recommends that you set pay period intervals no longer than monthly for normal payroll processing in order to avoid impacting processing time.

For optimal processing time, use a *Last Successful Run Date* value of:

- 2 months or sooner for primary integrations.
- 6 months or sooner for ad hoc integrations.

If your third-party payroll vendor can consume a PECI integration, Workday recommends:

- Enabling the *Event-Driven Integration for Third-Party Payroll* integration service if you want to send *Hire* and *Termination* events immediately.
- *Global Payroll Reconciliation* integration if you want to identify discrepancies between data in Workday and data in your third-party payroll system.

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Requirements

Perform upfront analysis with your third-party payroll vendor. Determine the specific data that the vendor requires you to transmit.

PECI requires grid. You can have grid enabled for only 1 active tenant in an environment, either implementation or implementation preview, at a time.

Limitations

Adding new pay periods during an integration run may cause discrepancies with historical data. Consider creating your pay periods before the scheduled integration.

PECI uses a worker's position to determine which costing allocations to include in an integration event. If a worker:

- Hasn't had a costing allocation before, the worker position uses the costing allocations from the position restrictions.
- Has had a previous costing allocation but you add a new costing allocation on the worker position, PECI doesn't include that new costing allocation in the integration event.

PECI doesn't support:

- Benefit elections that have a deduction begin date that is earlier than a worker's hire date.
- Contingent workers in output files. If your company employs contingent workers, you can use the *Worker Effective Change Interface* integration to transmit contingent worker data.
- Compensation one-time payments with scheduled payment dates beyond 2 years in the past from the current period start date. For more information, see the Compensation One Time Payment description in Reference: Data Sections for Payroll Effective Change Interface .
- Time tracking entries that are beyond 1 year.
- Unpaid time off.
- Orchestration. You can add PECI to only 1 business process.
- Processing over 250,000 active employees.
- Future change detection beyond 13 months from current period.
- Dynamic calculated compensation plans. Consider using event-driven calculated compensation plans instead.
- Displaying noneffective dated stack sequences in descending order.
- Buy Time Off. You can add the new report fields on the new Buy Time Off Event business object in custom integrations or manual inputs in your payroll system.
- Buy Time Off. You can add report fields on the Buy Time Off Event business object in your integration or create External Payroll Inputs to export the deductions through the integration. For more information, see:
    - The Report Fields in the Reporting section of ../../../../human-capital-management/absence/time-off/Sell-Time-Off/setup-considerations--buy-time-off.dita.
    - Concept: External Payroll Inputs .

Tenant Setup

Contact Customer Care to set up your tenant for grid.

Security

PECI requires an associated *Integration System User* (ISU) account. ISUs enable you to give integrations security access to only the domains needed to run the integration. The ISU requires Get and Put access to the domains that secure the integration data sources.

Consider the security authorization that you want to grant for these actions.

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Domain	Considerations
These domains in the Integration functional area: • *Integration Build* • *Integration Configure*	Create the PECI integration.
These domains in the Integration functional area: • *Integration Build* • *Integration Configure* • *Integration Debug*	Launch the PECI integration.
Integration Build in the Integration functional area.	View the launched PECI integration.
These domains in the Payroll Interface functional area: • *Set Up: Payroll Interface* • *Set Up: Payroll Interface (Update Pay Period Status)*	Run the PECI integration in primary mode.
Any 1 of these domains: • *Reports: Pay Calculation Results for Pay Group (Results) - CAN* in the CAN Payroll functional area. • *Reports: Pay Calculation Results for Pay Group (Results) - FRA* in the FRA Payroll functional area. • *Reports: Pay Calculation Results for Pay Group (Results) - UK* in the UK Payroll functional area. • *Reports: Pay Calculation Results for Pay Group (Results) - USA* in the USA Payroll functional area.	View the PECI integration data changes and diagnostic audit files.
These domains in the Payroll Interface functional area: • *Set Up: Payroll Interface* • *Manage: External Payroll Errors*	View the PECI integration outputs and standard reports using the **All Payroll Integration Event Error Message** report data source. This report data source provides access to all external payroll error messages associated with PECI and *Event-Driven Integration* runs.
These domains in the Payroll Interface functional area: • *Set Up: Payroll Interface* • *Manage: External Payroll Errors*	View and manage the errors returned by your external payroll vendor for PECI and *Event-Driven Integration* runs using: • The **Third Party Payroll Errors** report. This report provides access to errors from both PECI and event-driven integration. • The **Maintain Errors from Third-Party Payroll** task. This task enables you to view and mark errors as you resolve them.
Set Up: Payroll Interface in the Payroll Interface functional area	Generate the **Data Changes Audit** report with the **Enable Data Changes Audit for Faceted Search** attribute enabled. This enables PECI to send the data audit results of the event to the **Data Changes Audit** report.

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Business Processes

To use the *Event-Driven Integration for Third-Party Payroll* integration service with PECI, you must add *Event-Driven Integration for Third-Party Payroll* steps to the *Hire* and *Termination* business processes.

Reporting

Reports	Considerations
Data Changes Audit	Displays the results of your integration events. Use these PECI integration attributes to refine how the report generates results. • The *Enable Data Changes Audit for Faceted Search* attribute makes searching the report for specific results easy. • The *Suppress Worker Message Audits for Job Size* attribute overrides the default suppression of message audits when the integration job size exceeds 5,000 workers. • The *Suppress Audit Reports for Job Size* attribute overrides the default suppression of audit reports when the job size exceeds 30,000 workers.
Third-Party Payroll Errors	Displays a comprehensive list of payroll errors returned by your external payroll vendor for the criteria that you select. To use this report, your third-party payroll vendor must run the *Payroll Interface: Put Integration Event Error Message Set* web service to make data available for reporting. To enable notifications for this report, you can access the **Configure Global Payroll Notifications** task. This task generates the default Workday notification. Use the **Edit Tenant Setup - Notifications** task if you want to include other types of notifications. To track errors in this report, the **Maintain Errors from Third-Party Payroll** task provides a check box so you can easily mark errors you resolved.
View Payroll Integration System for Employee	Displays the last successful run date for workers by the effective date that you select. Use this report for ad hoc *Payroll Effective Change Interface* integration runs.

Integrations

- *Event-Driven Integration for Third-Party Payroll*
- *Global Payroll Reconciliation*

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships across your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

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Related Information

Concepts

Concept: Data Scrambling

Tasks

Steps: Set Up Event-Driven Integration for Third-Party Payroll

Steps: Set Up Global Payroll Reconciliation

Reference

Workday Global Partner Ecosystem

The Next Level: Payroll Interface Presentation Series

Setting up Grid for a Tenant

Reference: Edit Tenant Setup - Notifications

Concept: Payroll Effective Change Interface

Payroll Effective Change Interface enables you to capture all Workday events with effective dates in the sequence that they occurred.

With Payroll Effective Change Interface, you can:

- Capture all personal and job or position data within Workday HCM.
- Capture all staffing events and data changes in the pay period.
- Configure the required data elements and custom fields that third-party payroll vendor requires.
- Format and validate data to conform to the requirements of your payroll vendor.
- Transfer only those changes relevant to your third-party payroll vendor.
- Run the **Payroll Data Audit** report to see what data the integration captured, selected, and sent to your third-party payroll vendor.
- Perform additional transformations to the output file. Deliver the output XML file to your third-party payroll vendor.
- Create full extracts of employee data to help with initial implementation or enable resynchronization between Workday and the external vendor.
- Run the **Maintain Errors from Third-Party Payroll** task to view and correct errors reported by your payroll vendor within Workday. This report consolidates all Payroll Effective Change Interface and Event-Driven Integration errors into 1 view. You can also run the **Third-Party Payroll Errors** report, which you can customize according to your specific objectives.

Payroll Effective Change Interface integrations run on grid. Worker Effective Change Interface integrations also run on grid. Consider your priorities and performance expectations when you schedule your Payroll Effective Change Interface integrations.

To help prevent the Payroll Effective Change Interface integration from timing out, we limit the data for each worker to 100 megabytes. When workers exceed the limit, the integration skips these workers and continues processing. The integration then completes with errors and indicates the skipped workers.

When you run the integration, the schema file is output in the file named: `<Integration Name><Date><SequenceNumber>.xsd`

Note: When the integration generates the schema and output files for field overrides, it might not correctly describe where the integration reports the `isAdded`, `isUpdated`, or `isDeleted` annotations when there's field overrides nested in other field overrides, such as a nested document structure for field overrides.

Supported Types of Extract

Payroll Effective Change Interface supports:

- All Effective extract: All worker data changes effective within the pay period regardless of entry date.
- Incremental extract: Worker data changes effective within the current or prior pay periods entered after the last successful integration run datetime.

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Payroll Effective Change Interface Launch Parameters

Launch Parameter	Description	Enabled by Integration Service
Pay Group	Specify 1 or more pay groups to include in the integration run. The integration processes all current active workers in the pay group, as well as terminated workers where the specified pay group was their last pay group.	Payroll Effective Change Interface - Launch Parameters
Pay Period Selection Option	Specify the pay period for the integration run: • *Use Pay Period for Current Date*: Workday selects the pay period based on the pay period that the current date lands, regardless of the pay period status in the pay group. • *Use Earliest Open Pay Period*: Workday selects the earliest pay period with an *In Progress* status, regardless of whether it's future dated. When no pay periods are in progress, Workday selects the earliest *Not Yet Started* pay period.	Payroll Effective Change Interface - Launch Parameters
Primary Run	Define that this integration run isn't ad hoc. Workday recommends selecting this option when scheduling the integration. Workday updates the last successful run date to the current date after you run the integration. Once enabled, Workday ignores the rest of the launch parameters, even when you populate them.	Payroll Effective Change Interface - Launch Parameters
Pay Group Members	Specify individual workers to include or exclude from the integration run. Use this launch parameter with the **Exclude Members/Only Include Members** launch parameter. Workday recommends you use a unique identifier such as a WID or worker ID as using the name can affect performance.	Payroll Effective Change Interface - Launch Parameters

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Launch Parameter	Description	Enabled by Integration Service
Exclude Members/Only Include Members	Specify workers that you want to include or exclude that you listed in the **Pay Group Members** launch parameter.	Payroll Effective Change Interface - Launch Parameters
Change Detection	Specify the changes that you want the integration to include: • *Include only changes entered since the last successful run*: An incremental run where Workday only includes changes since the last successful run and effective within the current or prior pay period. • *Include all changes effective in the pay period*: Workday includes all changes effective within the current pay period regardless of when someone entered it. Workday also includes changes completed since the last successful run and effective within the current or prior pay period.	Payroll Effective Change Interface - Launch Parameters
Full Snapshot	Select to capture all workers, terminated or active, assigned to the pay group with information that's active as of the end date of the processing pay period and as of the entry date (execution date) of the integration. The **Full Snapshot** launch parameter seeds the client downstream payroll processor with all the worker information, before launching the integration for the first time. Example: Run the **Full Snapshot** parameter for the 2020-12-1 through 2020-12-31 period to prepare for processing the 2021-01-3 payroll. For the processed pay group, the parameter sends: • All active employees in the pay group as of the effective date 2020-12-31,	Payroll Effective Change Interface - Launch Parameters

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Launch Parameter	Description	Enabled by Integration Service
	and entry time of the integration run. • All terminated employees that were part of the pay group at the time of termination. • Information for all active and terminated workers effective as of 2020-12-31, and as of the entry moment of the integration run. Workday doesn't provide change detection when running **Full Snapshot**, so disable the **Transaction Log** or the output file will be empty. If you've **Sync Employment/ Contract End Date** on the **Edit Tenant Setup - HCM** task enabled, PECI doesn't report the end date until the contract end date is effective. The integration doesn't report these one-time events when running Full Snapshot: • One-time payments • Time-off • Time blocks These are individual and period specific events; therefore, PECI reports them in standard change detection events when within the entry and effective date ranges.	
Last Successful Run Date	The date and time of the last successful run date. Editable. The integration captures all completed changes since this date and time and effective as of the current or prior pay period. For primary runs, the integration doesn't use the Last Successful Run Date; it uses the last extraction date from the **Maintain Payroll Integration Systems for Pay Group** task.	Effective Stack (Worker) - DIS
Merging Pay Groups	Specify all the pay groups that you want to merge with	Payroll Effective Change Interface - Merge Files Launch Parameters

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Launch Parameter	Description	Enabled by Integration Service
	the pay group from the parent integration run.	
Merging Past Events	Specify the integration events that you want to merge with the parent integration event.	Payroll Effective Change Interface - Merge Files Launch Parameters
Update Worker Last Successful Run Date	Select to update the last successful run date for each worker to the start date and time of the integration run.	Worker Last Successful Run Date - Launch Parameters
Effective Stack Sync Run	Disable the **Transaction Log** service configured for this integration. The integration runs in full Effective Stack mode for the entire employee population.	Payroll Effective Change Interface - Effective Stack Sync Service

Related Information
Reference
Setting Up Grid for a Tenant

Concept: PECI and WECI Comparison

Feature	PECI	WECI
API Driven Output File	No	No
File-Based Delivered Output File	Yes	Yes
Dynamic Field Attributes	No	No
Vendor-Owned Integration Schedule	No	No
Requires CCTPP Certification for Implementation	Yes	No
Requires GRID	Yes	Yes
Effective Stack	Yes	Yes
Extract Full File	Yes	Yes
Always Include / Include Only Changes	Yes. See the Supported Data Section table below.	Yes. See the Supported Data Section table below.
Look Ahead Functionality	Yes	Yes
Additional Pay Periods / Future Change Detection	Yes	Yes
Effective Range	Yes. The pay periods define the range.	Yes. You define the range.
Incremental Effective Range	Yes. You can set up the maximum number of additional pay periods up to the 403 day limit. Example: Up to 13 months using a monthly frequency.	Yes. You can set a Future Change Detection up to the 403 day limit.

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Feature	PECI	WECI
Field Overrides	Yes	Yes
Job Change Reason Only	Yes	Yes
Compensation Change Reason Only	Yes	Yes
Audit HTML Files	Yes	Yes
Primary Run	Yes	Yes
Ad Hoc Runs	Yes	Yes
Top of Stack	No	No
Base Snapshot	No	No
Retroactive Changes	Yes	Yes
Retroactive Non-Effective Dated Changes	Yes	Yes
Indirect Changes	Yes	Yes
Transaction Log Service	Yes when you configure it.	Yes when you configure it.
Prior Values	Yes	Yes
Field-Level Change Detection	No	No
Always-Include Data Sections	Yes when you configure it.	Yes when you configure it.
Derived Event Codes	Yes	Yes
Expanded Effective Changes	Yes when you configure it.	Yes when you configure it.
Net-Effective Changes	Yes	Yes
Population Restriction	250k	500k
Org Types for Population	Yes. Payroll interface pay groups only.	Yes. You can optionally restrict to supervisor or company hierarchy.
Workday Maintained LSRD	Yes	Yes
Worker LSRD	Yes	No
Contingent Worker	No	Yes
Event Driven Integration (EDI)/ Outbound Notifications	Yes	No

Concept: Payroll Effective Change Interface Change Detection

You can select from 2 change detection methods when running a Payroll Effective Change Interface (PECI) integration. The appropriate method depends on whether an integration is the first run of the pay period or an incremental run. The methods are:

Include all changes effective in the pay period.	Select this method for the first launch of the integration in a pay period. The payroll extract includes all changes to employee data that are effective in the current pay period. This payroll extract occurs regardless of the entry date of

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	the changes in Workday. When transactions in Workday have an effective date in a future pay period, Workday excludes them from a payroll extract. Workday includes transactions when their effective date is in the pay period that the integration is processing.
Include only changes entered since the last successful run.	Select this method when you launch a subsequent run after the first run of a pay period. The payroll extract includes only: • Changes that you entered in Workday after the date of the last successful run. • Changes that's effective in the current pay period or a prior pay period.

Note: An all effective run won't pick up changes to entry-dated objects made before the last successful run date but are effective in the current processing period.

Change Detection for Primary and Ad Hoc Integrations

For primary integration runs, Workday updates each pay group processed with a Last Successful date and time. Workday also updates the period status to *In Progress* after the first run for a period.

- The *Primary* integration is for scheduled payroll interface runs. When the **Primary Run** launch parameter is checked, Workday considers the integration run as a primary run. The Primary integration run performs change detection automatically. The integration includes all effective changes for pay periods whose status is *Not Yet Started*. The integration includes only changes since the last successful run when the pay period status is *In Progress*. The integration requires only 2 launch parameters, **Pay Group**, and **Pay Period Selection Option**. When run, the integration automatically updates the Last Successful Run date of the pay group. The integration changes the pay period status (if needed) from *Not Yet Started* to *In Progress*. The integration selects all effective records if the period status is *Not Yet Started*. The integration selects incremental changes only if the period status is *In Progress*.

  When you don't select the **Primary Run** launch parameter, the payroll integration doesn't update the pay period status.

  Note: After the last payroll run for a given pay group/pay period combination, manually set the pay period status to *Complete*.
- *Ad Hoc* integration runs are for unscheduled payroll runs, usually after correcting a previous error. It doesn't update pay group or pay period status. When running ad hoc integrations, Workday disables these options:
  - **Number of Additional Pay Periods** - PECI only runs for the current pay period.
  - **Enable Data Changes Audit For Faceted Search** - Workday doesn't include ad hoc integration run audits in the report.
  - **Workers using PECI Event Driven Integration (EDI)** - The ad hoc runs disregard EDI worker events. If you already sent the worker's hire event to the vendor, it will pick up the hire again if you set the pay period and LSRD to pick up the hire.
  - **Disabled Launch Parameters** - Ad hoc runs use all the launch parameter values you populate.

When you configure the **Worker Last Successful Run Date – Launch Parameters** integration service and enable the **Update Worker Last Successful Run Date** launch parameters with an ad-hoc integration run for a worker, the next primary integration run doesn't include worker changes already sent through the ad-hoc integration.

Example: You scheduled batch runs for every day at 12pm. On 4/26/23 at 3pm, worker A has a compensation change. At 5pm, you launch an ad-hoc run and enable the **Update Worker Last**

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Successful Run Date launch parameter. After the integration run completes, Workday sets the worker LSRD to 4/26/23 5pm. On 4/27/23 at 12pm, the regular scheduled primary batch run initiates and uses:

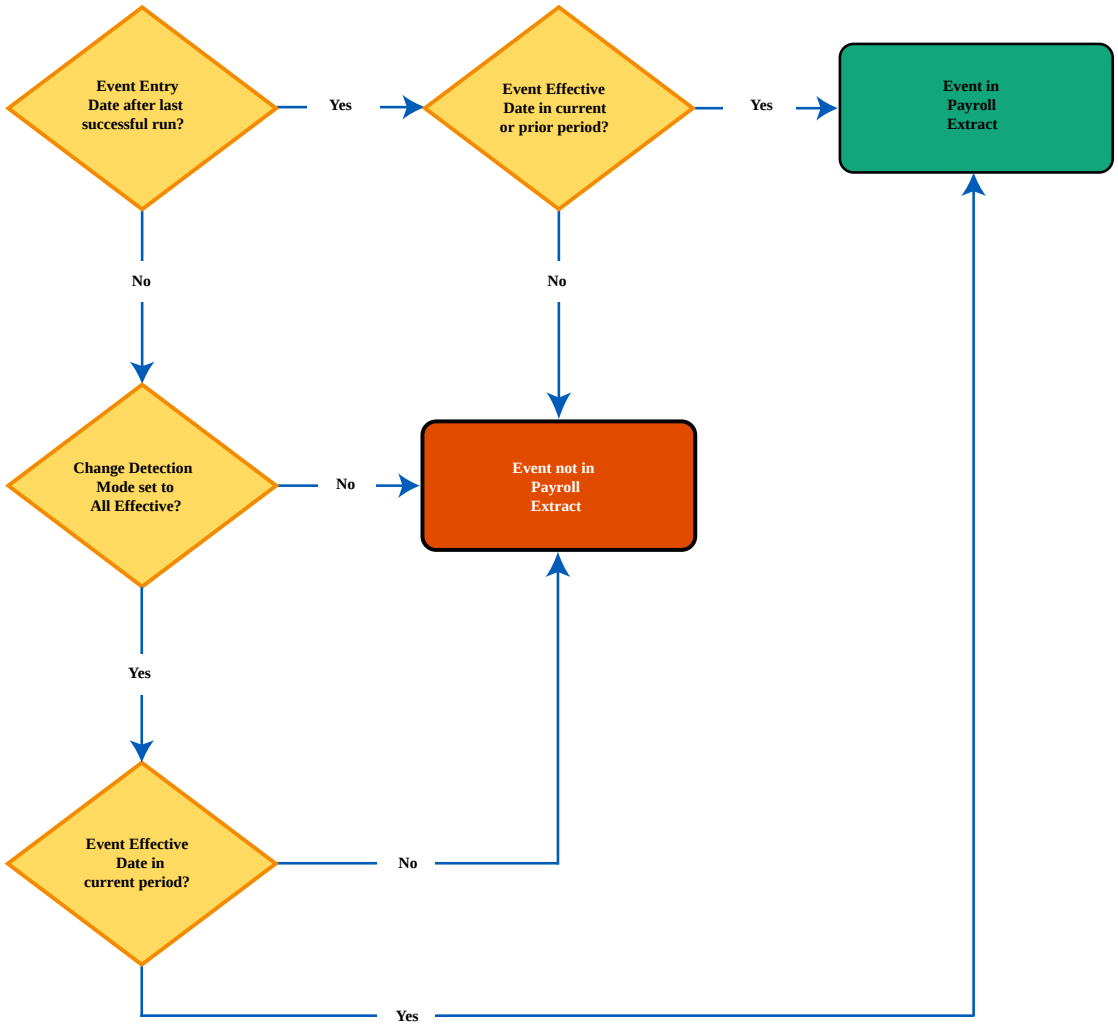
- 4/26 5pm for Worker A's LSRD.
- 4/26 12pm for the remaining workers' LSRD in that same pay group.

How Dates Affect Payroll Extracts

Dates can help you understand the changes that payroll integrations pick up. If you discover that events are missing from a payroll extract, look at the relationship between:

- The last successful run date.
- The pay period start date.
- The event entry date.
- The event effective date.

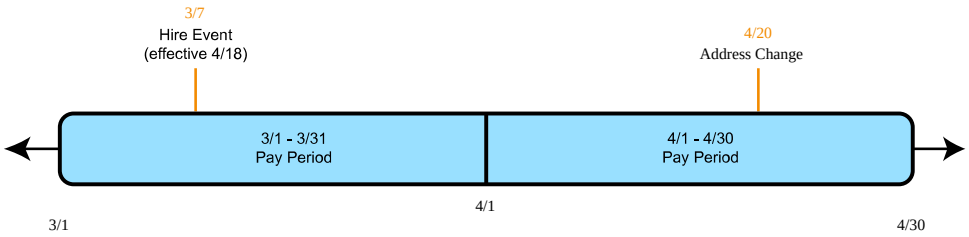
This diagram displays how dates affect event selection:



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Change Detection Timeline

This timeline displays a series of transactions for the same employee over a two-month period:



Example: You completed an address change on May 19 that's effective June 1. You execute the Payroll Effective Change Interface integration on May 22 using an incremental change detection for the May pay period with a last successful run date of May 15. The integration doesn't pick up the change since it’s only looking for changes effective before May 31. To pick up the change, you can run an integration for the June pay period for all effective changes. If you want the June 1 change to be picked up in May, enable the **Additional Pay Period** attribute set to *1* and run as a primary integration.

You corrected the address change event on May 25 to use the word Street instead of Avenue with the same effective date of June 1. You executed the integration on May 27 with a Last Successful run date of May 22 that was primary with an additional pay period of 1. The integration only picks up the correction change of Street to Avenue. If you run the same integration with the Last Successful Run Date of May 15 again, it picks up a change of the original address to the Avenue address and ignores the Street address. Because the Last Successful Run Date is before the original address change, there’s no address correction to report and the integration doesn't report the Street change.

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Related Information
Concepts
Setting up Grid for a Tenant

Concept: Payroll Effective Change Interface Audit Report

You can use the **Data Changes Audit** report to search effective changes from your primary integration events to audit and reconcile global payroll data.

You can also use the **Data Changes Audit** report to:

- Manually enter changes into a third-party system. Example: You have a country that has a small set of employees. Therefore, you don't need to build an integration for a small subset of payroll changes.
- Check for errors. Example: You view the report data and compare it to the data in the third-party system.
- Export relevant changes for auditing purposes.

To access the report and see the results of the primary integration event, you must:

- Have access to the *Payroll Interface Group* security group.
- Have *Get* and *Put* access to the *Set Up: Payroll Interface* domain.
- Enable the *Enable Data Changes Audit For Faceted Search* integration attribute.

You can't select all the workers and view the **Data Changes Audit Detail** report when there are more than 500 workers on the report.

You can also use these worklets to identify payroll issues that occur in third-party payroll systems:

- Third-Party Payroll Errors by Severity
- Worker Changes Sent to Third-Party Payroll
- Workers Sent to Third-Party Payroll

Example: The third-party payroll system generates an error. The payroll partner identifies the error in Workday using one of these worklets on the **Pay Cycle Command Center** dashboard.

Related Information
Tasks
Steps: Set Up Payroll Effective Change Interface
Create the Payroll Interface Security Group

Concept: Merge Integration Outputs

You can merge the output files of the Payroll Effective Change Interface connector. This feature enables you to:

- Send a single file to your third-party payroll vendor, instead of 1 file for each pay group.
- Avoid the limit on the total number of active members in all the pay groups that you're processing. Any 1 pay group must still be below that limit. However, the total number of active members in the merged output file can exceed that limit.

To merge the files, your Payroll Effective Change Interface connector uses a business process to call a separate merge file integration. The business process calls this integration repeatedly until the integration processes all of the pay groups. The integration attaches the merged output file to the last process call to the merge integration.

If a failure occurs for a pay group, you can rerun the Payroll Effective Change Interface. After resolving the issues that caused the failure, you specify the pay groups to run again, and specify the previously completed successful integration events. The integration merges the output files from each event into a single output file.

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Concept: Entry Dated vs. Effective Dated Transactions

Payroll Effective Change Interface (PECI) supports entry-dated and effective-dated business processes. Payroll Effective Change Interface outputs data based on the type of dating. You can anticipate what to expect in the output files based on the type of dating.

<table>
<tr><td>Entry-Dated Changes</td><td>Entry-dated fields use the entry moment of the transaction as the effective date. Example:
Effective Moment 2022-19-01T14:20:00.536-08:00
Entry Moment 2022-19-01T14:20:00.536-08:00
For entry-dated changes, the extract includes the changes the next time you run the integration:
Effective Date set to Entry Date, if running for the current period.
Effective Date set to the last moment of the previous period, if you’re running for the previous period.</td></tr>
<tr><td>Transactional Behavior of Entry Dated Events</td><td>These samples assume that the last successful run date of the integration (primary or ad hoc) is just before the transactions:<table>
<tr><th>Transaction</th><th>Number of Effective Changes</th><th>Outcome</th></tr>
<tr><td>Rescind in the current pay period.</td><td>1</td><td>Event Code: DTA.
Integration updates the respective data section.
Transaction included with current value.
Effective moment is the entry moment of the transaction.</td></tr>
<tr><td>Correct information, then rescind transaction.</td><td>2</td><td>1. Event Code: DTA.
Integration updates the edited section with current and prior values.
Effective date is the</td></tr>
</table></td></tr>
</table>

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	<table><tr><th>Transaction</th><th>Number of Effective Changes</th><th>Outcome</th></tr><tr><td></td><td></td><td>entry moment of the transaction. 2. Event Code: DTA. Edited section updated with current and prior values. Effective date is the entry moment of the rescind transaction.</td></tr><tr><td>Running for all effective changes.</td><td>Zero</td><td>No output.</td></tr></table>
Sample Entry Dated Transaction: ID Information	The current pay period is 2022-06-01 to 2022-06-30. Edit the ID information for a worker, providing a National ID on 2022-06-01. Launch Payroll Effective Change Interface on 2022-06-01 after the change, and set the LSRD before the transactions. <table><tr><th>Transaction: ID Information</th><th>Number of Effective Changes</th><th>Outcome</th></tr><tr><td>Rescind in the current pay period on 2022-06-05.</td><td>1</td><td>Event Code: DTA Personal Identification data section updates. National ID updates with current value (deleted). Effective moment is the entry moment of the rescind transaction (2022-06-05T14:35:06.811-07</td></tr><tr><td>Correct information, then rescind</td><td>2</td><td>1. Event Code: DTA.</td></tr></table>

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Transaction: ID Information	Number of Effective Changes	Outcome
transaction on 2022-06-05.		Personal Identification section updated with current value (National ID) and prior value (blank). Effective date is the entry moment of the transaction (2022-06-05T14:35:06.811-07 2. Event Code: DTA. Edited section updates with current and prior values. Effective date is the entry moment of the rescind transaction (2022-06-05T15:35:06.811-07
Run the integration for all effective changes.	Zero	No output.

Hire a worker with a hire date that is effective in the future. Add a government ID or other entry dated personal information after the hire is complete but before the hire effective date. Launch Payroll Effective Change Interface integration after the hire and government ID change.

Transaction: ID Information	Number of Effective Changes	Outcome
Hire a new worker with a hire date that is effective in the future. Run the integration for all effective	1	Event Code: HIR The integration rolls up the event code DTA for the government

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Transaction: ID Information	Number of Effective Changes	Outcome
changes for the future pay period.		ID change into the HIR event even if you haven't enabled the **Roll Up Entry Dated Changes** attribute. When you run an All Effective extract for the future that includes the future dated hire, the government ID can't have an effective date that is earlier than the hire effective date for a new hire since it's an entry dated change.
Rehire a terminated worker with a hire date that is effective in the future into the same pay group the worker was previously in. Run the integration for incremental changes for the current pay period.	2	Event Code: DTA. Integration updates the edited section with current and prior values. Effective date is the entry moment of the transaction. Since the worker is still eligible for review as a terminated worker in the same pay group they were

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	<table><tr><th>Transaction: ID Information</th><th>Number of Effective Changes</th><th>Outcome</th></tr><tr><td></td><td></td><td>rehired into, the integration captures the entry dated government ID change as an entry dated change before the hire effective date. The integration doesn't roll the government ID change into the HIR event code whether you have the **Roll Up Entry Dated Changes** attribute enabled or not.</td></tr></table>
Effective-Dated Changes	For effective-dated changes, the extract includes a staffing event when the effective date occurs in the pay period that the integration processes. When there are multiple changes that are effective on the same date, PECI collapses all changes into a single effective change with the Entry Date as of the most recent transaction. Note: If you don't want all the transactions in 1 single effective change, you can enable the **Effective Stack - Expanded Effective Changes** integration service. With custom objects, ensure: • You add an effective date to them to enable change detection. • You use different effective dates to enable change detection between integration runs.
Configuring an Effective Date for Non-Effective Dated Transactions	You can enable the **Configuring an Effective Date for Non-Effective Dated Transactions** integration attribute when configuring PECI attributes to set the effective date to the entry date. The last successful run date drives entry-dated transactions. Using this

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	integration attribute to configure the effective date for an entry-dated transaction doesn't change the data that the integration returns; it only changes the effective moment. Note: When adding or changing a dependent for a worker, you must enter an **Effective Date** within Workday. However, when running PECI for that worker, the integration outputs the effective date as the entry date because the dependent event is non-effective dated.
Future Dated Changes	The output file doesn't display future dated changes if the **Effective To Date** you specify when launching the integration is before the event. The output only displays the change when the effective range includes the future end date. Example: There's a termination on 2022-2-28. You run the integration for the February pay period. You won't see the termination in the output until you run it for the March pay period because the termination isn't effective until the day after the termination (2022-3-1). When you enable the **Reporting for Termination on Last Day of Pay Period** attribute when running the integration for the February or March pay period, the integration includes the termination.

Related Information

Tasks

Configure Payroll Effective Change Interface Integration Attributes and Maps

Concept: PECI Transaction Logs

You can use Payroll Effective Change Interface (PECI) transaction logs to flag the integration to review a worker.

Transaction logs don’t indicate whether the integration reports a change. Example: A compensation event has an entry date of 2020-15-5 and an effective date of 2020-6-1. Workday creates a corresponding transaction log with the same dates. When you run a PECI integration that accommodates the same dates, the integration reviews the worker. When the integration doesn't detect changes because you don't enable the fields with changes, the integration doesn’t report the worker in the output.

To display changes in the transaction log:

- The effective moment of the change must match the entry moment.
- The change must have a corresponding business process change.
- The change must be a direct change.

Transaction logs don't display changes that either:

- Have an entry date but no effective dates.
- Have no corresponding business process change, such as changes to job profiles.
- Are indirect changes, such as a worker assignment to a different manager.

When enabling transaction logs, only worker-level events trigger PECI to review the worker. The integration doesn’t create a worker transaction log when you make an indirect change.

Example: You enable transaction logs for your PECI integration and subscribe to all types of transactions.

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Worker	Change Type	PECI Triggered to Review Worker?	Changes Included in Integration Output?
George	• George's compensation is increased. • The name of the cost center that George is assigned to has changed.	Yes	Yes. Although the cost center name change is indirect, George's compensation change is a direct change. This direct change has a qualifying transaction log that matches the transaction log subscription configuration on the integration system. Therefore, George is included in PECI's review, and both the indirect and direct changes are reported in the output.
Marie	The name of the cost center that Marie is assigned to has changed.	No	No. The change is indirect because the change is on the cost center and not a direct transaction log for Marie. Marie doesn't have any qualifying transactions and isn't included in PECI's review. Therefore, Marie isn't included in the output.

Related Information

Tasks

Steps: Set Up Frequent Integration Runs for Payroll Effective Change Interface

Reference

Reference: Data Sections for Payroll Effective Change Interface

Steps: Set Up Payroll Effective Change Interface

Prerequisites

When you implement Payroll Effective Change Interface, Workday strongly recommends that you engage:

- Workday Professional Services
- A Workday Consulting Partner

Professional Services or a Consulting Partner can best assist you to deploy this connector.

When the total number of active employees in all the pay groups that you're processing exceeds 250,000, the connector immediately stops processing. Work with your implementer to split up the pay groups.

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The total number of pay groups processing must be 150 or fewer within a single event.

You must:

- Establish third-party payroll organizations.
- Create future pay periods before the year that they're active to prevent the integration from capturing the addition of a current pay period within the current pay period.
- Establish third-party pay groups.
- Define third-party payroll earnings and deductions.
- Set up your tenant for grid.
- Review Setup Considerations for Payroll Interfaces.

Note: To avoid performance issues, Workday strongly recommends you set custom organization membership rules to semidynamic. If you require dynamic membership rules, we strongly recommend you enable the **Enable Dynamic Membership Rule Evaluation Optimization** check box on the **Edit Tenant Setup - HCM** task.

Context

You can set up this integration to send and receive payroll data to and from your third-party payroll vendor. Payroll Effective Change Interface is a full-stack integration that transmits each payroll change for each worker sequentially. Each change includes the effective date and data entry date. You can view the data you receive directly in Workday.

Steps

1. Access the **Create Integration System** task.

   Enter *Payroll Effective Change Interface* in the **New using Template** prompt.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*
2. Set Up Payroll Effective Change Interface Integration Services .
3. Grant the integration system user Get and Put access to these domains:

   - *Set Up: Payroll - Pay Group Specific*
   - *Set Up: Payroll Interface*

   Also grant access to at least 1 of these domains:

   - *Integration Build*
   - *Integration Event*
   - *Integration Process*

   All field attributes are accessible after you configure these domains. Any field overrides, however, require View access to additional security domains.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Configure Payroll Effective Change Interface Integration Attributes and Maps .
5. Select and Set Up Connector Output Fields .

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6. (Optional) Add Custom Fields to Connector Output .

   Payroll Effective Change Interface already supports integration field overrides, so as a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.

   For each field in the grid, select the **Override External Field** prompt and the report field or calculated field. You can save your changes only when:

   - Each **Name** value is unique within each section of a document.
   - Each **Name** value is unique within a document. The only exception is when the field override has the same data type as the associated **Override External Field** value.

   Note: Payroll Effective Change Interface doesn't support custom maps for field overrides.
7. (Optional) Test Payroll Effective Change Interface Field Overrides .
8. Set Up Integration Delivery .
9. Set Up Integration Sequence Generators .

   Complete this step when you enable the *Filename Sequence Generator* integration service.
10. Create a transformation that converts integration output files into the format required by the external endpoint.

    See Steps: Set Up Document Transformation Connector .
11. (Optional) Set up frequent integration runs.

    When you require frequent updates to internal data warehouses, you can set up the integration to run more frequently than the once-daily recommendation.

    See Steps: Set Up Frequent Integration Runs for Payroll Effective Change Interface .
12. Launch an Integration .

    Don't run Payroll Effective Change Interface more than once per day per pay group, unless you set up the integration to run more frequently. The integration is resource-intensive. Workday recommends running it only once per day unless you have a business need that requires you to run it more frequently. Example: You need to refresh internal data warehouses with Workday data several times per day. Typically, running the integration more than once per day isn't necessary because the integration returns a full stack of transactions.

    You can protect the performance and availability of your tenant. If necessary, you can cancel a Payroll Effective Change Interface integration run while its Integration Event Trigger child process is in a state of *Processing*. Access the **Process Monitor** report and find the integration event. Then select **Background Process > Abort** as a related action on the process. Workday updates the status of the child process accordingly. Workday also changes the status of the integration event to *Failed*. Workday adds a new integration message to the integration event that states that Workday canceled the integration.
13. (Optional) Set up Event-Driven Integration for Third-Party Payroll.

    When your external payroll vendor returns errors for you to resolve, Event-Driven Integration enables you to view and correct them directly in Workday.

    See Steps: Set Up Event-Driven Integration for Third-Party Payroll .
14. Review and correct any errors reported to you by your third-party payroll vendor.

    See Reference: Third-Party Payroll Reporting .
15. (Optional) Access the **Maintain Dashboards** report.

    Verify you the enabled tabs for the **Pay Cycle Command Center** dashboard. When they aren't, run the **Bulk Enable Tabs for Workday Delivered Dashboards** task.

    Add a tab to the **Pay Cycle Command Center** dashboard and add these worklets.

Worklet	Domain
Third-Party Payroll Errors by Severity	*Manage: External Payroll Errors* *Set Up: Payroll Interface*

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Worklet	Domain
Worker Changes Sent to Third-Party Payroll	*View: Maintain Payroll Interface*
Workers Sent to Third-Party Payroll	*View: Maintain Payroll Interface*

Note: When you add a worklet to the dashboard, the **Required for Groups** column automatically displays the security groups enabled for the domain that secures the worklet.

You can select the prompt set **Pay Group, Sent From & Sent Before for Pay Cycle Command Center** to enable these prompts for the worklets.

- **Pay Group**
- **Sent Before**
- **Sent From**

Security: *Set Up: Tenant Setup - Worklets* domain in the System functional area.

Related Information

Tasks

Steps: Establish Third-Party Payroll Organization
Steps: Create and Assign Third-Party Payroll Pay Groups
Steps: Define Third-Party Payroll Earnings and Deductions
Steps: Set Up Event-Driven Integration for Third-Party Payroll
Steps: Set Up Third-Party Payroll Errors
Manage Membership Rules

Reference

Setting Up Grid for a Tenant
Reference: Third-Party Payroll Reporting
Reference: Pay Cycle Command Center Dashboard

Steps: Set Up Frequent Integration Runs for Payroll Effective Change Interface

Prerequisites

Set up a Payroll Effective Change Interface integration for your pay group.

Context

You can set up Payroll Effective Change Interface to run more frequently than the typical once-daily recommendation. This one-time setup enables you to refresh internal data warehouses as frequently as every 6 hours.

Steps

1. Set Up Payroll Effective Change Interface Integration Services .
    a. Enable the **Transaction Log** integration service and click **OK**.
    b. Enable the **Payroll Effective Change Interface – Effective Stack Sync** integration service and click **OK**.
2. Access the **Maintain Payroll Integration Systems for Pay Group** task.
    Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

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3. Enter the last successful run date in these fields:
    - **Created Date Time**
    - **Created Date Time for Additional Run**

    This action is a one-time setup. Workday automatically increments the **Created Date Time for Additional Run** field based your integration run frequency.
4. Launch an Integration .

    You can run the integration up to once a day. While using the Effective Stack Sync Service with the **Primary Run** launch parameter enabled, you can run the integration as frequently as 4 times a day or every 6 hours.

Result

The integration evaluates the *Created Date Time for Additional Run* field to ensure that duplicates don't display in the output files. The final run of the day detects any indirect and unreported changes not included in the daily integration runs.

Example

A worker's manager changes, but because it's an indirect change the integration doesn’t include that change in the output files. The final daily synchronization run detects the indirect change and includes it in the output files.

Related Information
Reference
Setup Considerations: Payroll Interfaces

Steps: Automatically Update Worker Last Successful Run Date for Ad Hoc Integrations

Prerequisites

Set up a *Payroll Effective Change Interface* integration for the pay group with the workers you want to update.

Context

You can automatically update the last successful run date for specific workers included in an ad hoc *Payroll Effective Change Interface* integration. Updating this date for the workers enables Workday to avoid duplicating the changes in the next *Primary* integration.

Note: If event-driven integration is in progress for a worker, the ad hoc integration doesn't update the last successful run date.

Steps

1. Manage Payroll Integration System for Pay Group .

    Add the *Payroll Effective Change Interface* integration system that you want to use.
2. Access the *Payroll Effective Change Interface* integration you want to use.
3. From the related actions menu on your integration, select **Integration System > Configure Integration Services**.

    Enable the *Worker Last Successful Run Date - Launch Parameters* service.

    Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Launch an Integration .
    - Select the pay group members that you want to include in the ad hoc run.
    - For **Exclude Members/Only Include Members**, select *Only include specified members*.
    - Select the **Update Worker Last Successful Run Date** check box.

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Result

Workday automatically updates the last successful run date for the workers.

Next Steps

Access the **View Payroll Integration Systems for Employee** report to verify the last successful run date updates for the workers.

Steps: Manually Update Worker Last Successful Run Date for Ad Hoc Integrations

Prerequisites

- Set up a *Payroll Effective Change Interface* integration for the pay group you want to use.
- Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

Context

You can use this task to manually override last successful run dates for workers. Updating this date ensures that the next primary run doesn't duplicate these worker changes.

Note: If event-driven integration is in progress for a worker, you can't override the last successful run date for that worker.

This task is an alternative to using the **Update Worker Last Successful Run Date** launch parameter for ad hoc integration runs. Selecting that parameter automatically updates the last successful run dates.

Steps

1. Manage Payroll Integration System for Pay Group .
2. Access the **Maintain Payroll Integration Systems for Employee** task.
3. As you complete this task, consider:

Option	Description
Pay Group	Select the pay group for the workers. Note: You see pay groups to select only after you complete step 1.
Integration System	Select the *Payroll Effective Change Interface* integration system that you want to use.
Pay Period Selection Option	Select the same option that you use in primary runs.
Workers	Select the workers whose last successful run date you want to override.
Created Date Time for Worker	Enter the date and time to override the last successful run date. • This date can't be later than the current date. • This date should be later than the last successful run date for the pay group.

4. Workday displays the list of workers you're updating. You can make changes before submitting the update.

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Result

The last successful run date for the selected workers changes to the date and time you entered.

Next Steps

Access the **View Payroll Integration Systems for Employee** report to see the updated last successful run dates for the workers.

Set Up Payroll Effective Change Interface Integration Services

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Select the optional services to enable for the integration.

Steps

1. From the related actions menu of the integration, select **Integration System > Configure Integration Services**.
2. In the **Integration Services** grid, select the **Enabled** check box for each optional integration service you want to activate.

   The **Configure Integration Services** task displays both optional and mandatory services. You can only enable these optional services.

Option	Description
Transaction Log Service	Enables the integration to subscribe to events in Workday. The integration can then filter worker data for changes associated with those events. Filtering improves performance by not comparing all worker data for changes. When enabled, the integration doesn't detect indirect changes, such as a worker assignment to a different manager. However, the integration detects an indirect change when the worker has a qualifying transaction based on the transactions you're subscribed to that makes them eligible for further review. When configuring the transaction log section by selecting **Integration System > Configure Integration Transaction Log**, select the Workday transactions that you want the integration to monitor for changes. When you enable the **Subscribe to all Business Process Types except** option, the integration doesn't output any Transaction Log that is an Event Lite Type, such as a worker's time off. Note: Workday recommends that you select **Subscribe to all Transaction Types except** and specify transaction types that you don't need. If in doubt, don't filter out a transaction type.

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Option	Description
Effective Stack - Expanded Effective Changes	Enables the integration to include expanded data change details for the same effective date. You can enable this option if you need to trace transaction events. Enable all fields on the **Transaction Log** data section when enabling this option. The transaction logs display what transaction created the effective change and what kind of transaction, such as a rescind or correction transaction. This option doesn't support entry data roll up configurations. When you enabled this service and a worker has time off during a pay group transfer, the integration output won't display all the effective changes for the time off during the pay group transfer.
Effective Stack - Report Changes After Pay Group Removal	Enables the interface to report one-time payments and retro-dated changes for workers in a prior pay group after they transfer to a new pay group. Note: Global Payroll Reconciliation integrations do not currently support this service. This service does not process when running the *Payroll Effective Change Interface* integration through Global Payroll Reconciliation, even if the service is enabled on the integration system.
Payroll Effective Change Interface - Include Sections Configuration Service	Includes all data sections, including data sections that have no changes. You must enable this service to configure these integration attributes: • *Include Additional Data Section* • *Include Collective Agreements Data Section* • *Include Compensation Data Section* • *Include Compensation Earnings and Deductions Data Section* • *Include Compensation Plans Data Section* • *Include Contract Section* • *Include Payment Election Data Section* • *Include Personal Data Section* • *Include Person Communication Data Section* • *Include Person Identification Data Section* • *Include Personal Data Section* • *Include Position Data Section* • *Include Worker Status Data Section*
Filename Sequence Generator	Applies a unique name to each integration file by using the Workday sequence generator.

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Option	Description
Payroll Effective Change Interface - Merge Files Launch Parameters	Merges the output files from multiple pay groups.
Worker Last Successful Run Date - Launch Parameters	Displays the *Update Worker Last Successful Run Date* launch parameter on the **Launch/ Schedule Integration** task.
Payroll Effective Change Interface - Configurable Output Service	Enables the integration to create an Excel workbook of payroll effective changes from your PECI integration.
Payroll Effective Change Interface - Effective Stack Sync Service	When you configure the integration to run frequently during the day, this service enables you to run a final synchronization run. The final sync run captures any indirect changes and ensures that the integration doesn't output duplicates to the extract. Enable this service simultaneously with the Transaction Log service. Use for primary integration runs only.
Payroll Effective Change Interface - Event Driven Integration for Third Party Payroll	Enables Workday to send information automatically to a third-party payroll provider through a business process step. You can enable this option for 1 primary integration per pay group.
Payroll Effective Change Interface / Payroll Interface Integration Command Center	This service enables you to use this integration for **Payroll Interface Integration Command Center** (ICC) configurations. Also enable the **Enable Data Changes Audit For Faceted Search** attribute to use this integration for ICC configurations. Displays the **Integration Command Center Run Type** launch parameter on the **Launch/Schedule Integration** task.

Next Steps

Set up the integration attributes and maps.

Configure Payroll Effective Change Interface Integration Attributes and Maps

Prerequisites

Create a *Payroll Effective Change Interface* integration.

Security: *Integration Configure* domain in the Integration functional area.

Context

You can configure required and optional attributes for your integration system, enabling you to customize how the integration reports the data changes.

The integration map enables you to map an internal value to a different external value in the output file.

Steps

1. From the related actions menu on your integration, select **Integration System > Configure Integration Attributes**.

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2. As you complete the task, consider:

Option	Description
Override Integration Event Field	Disable this attribute if you intend to upload external payroll errors on the**Third-Party Payroll Errors** report. Workday recommends this configuration. When enabled, this attribute retains the Background Process WID value in the **Integration_Event** field in the **Summary** section.
Override Pay Group WID Field	When you enable the integration attribute, the integration includes the pay group WID in the Summary Section of the XML output and schema files. If your third-party payroll system uses a statically stored schema file and you enable the integration attribute, you must share a new schema file with the third-party payroll system. Even if you don't anticipate using the new attribute, we recommend you: a. Enable the attribute. b. Run the integration to generate the latest schema file. c. Upload the schema file to your third-party payroll vendors. d. Diable the attribute. You can do this so your third-party payroll vendors have the latest schema in case you want to enable the integration attribute later on.
Output Document Tags	Appends document tags to the output file. You can create your own document tags or select from available document tags. Examples: ADP, Testing. You can use the same output document tag as an input document tag for document transformation.
Payroll Country	Country where employees reside. Doesn't change the integration output.
Payroll Vendor	Payroll vendors for reporting. Doesn't change the integration output.
Payroll Vendor, if Other selected	If your external payroll vendor for the integration isn't available for selection in the*Payroll Vendor* attribute: • Select the value *Other* in the *Payroll Vendor* attribute. • Add the name of your vendor in this integration attribute.

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Option	Description
	Contact Workday Support if you want to add your external payroll vendor to the*Payroll Vendor* attribute permanently.
Exclude Last Successful Run Date Update for Status(es)	Select the statuses to exclude to prevent Workday from automatically updating the last successful run date for a pay group or worker.
Include Personal Data Section	Include the**Personal Data Section** and**Personal Data By Country Data Section** when there's a change to the**Person Identification Data Section**. The integration only reports the **Personal Data By Country Data Section** for a country where a worker's secondary job is located.
Include Personal Data By Country Data Section	Include the**Personal Data By Country Data Section** when there's a change to the**Personal Data Section**, even when there isn't a change in the**Personal Data By Country** data section. This helps you ensure that the integration outputs the **Personal Data By Country Data Section** when the data exists so that your third-party payroll system knows which data section to map the data from when a worker has multiple jobs in different countries.
Include Person Identification Data Section	Include the**Person Identification Data Section** when there's a change to the**Personal Data Section** or**Personal Data By Country Data Section**.
Payroll Company Organization Type	The organization type that identifies a payroll company. If left blank, the integration obtains the pay group organization through the payroll company. This attribute is required when a pay group is included in multiple organizations. To ensure data integrity, each associated payroll company must be assigned a unique organization type. Failure to maintain unique organization types can result in reporting inaccuracies and errors in staffing event codes.
Configure Effective Date for Non-Effective Dated Transactions	Only applicable when you run the integration with the**Use Earliest Open Pay Period** for the pay group and are processing a prior or future period. When you select **Pay Period for Current Date** while running the integration, the integration reports the change with an effective date of the entry moment. Only affects noneffective-dated transactions when processing a prior or future period based on the current date.

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Option	Description
	• If this attribute is: • Enabled: Sets the effective date to the entry date. • Disabled and processing a prior period: Sets the effective date to the last date of the period and the time to 23:59:59.999. • Disabled and processing a future period: Sets the effective date to the first date of the period and the time to 00:00:00.000. Example of processing a prior period: There's an entry dated change of August 15in a processing prior period of July. If this attribute is: • Disabled: The integration reports the change with an effective date of July 31at 11:59:59PM (the last day of the pay period that's 1ms before midnight). • Enabled: The integration reports the change with an effective date of the entry moment August 15th. Example of processing for a future period: There's an entry date change of August 15 in a processing future period of September. If this attribute is: • Disabled: The integration reports the change with an effective date of September 1at 12:00:00AM (the first day of the pay period at midnight). • Enabled: The integration reports the change with an effective date of the entry moment of August 15 (the entry date).
Override Descriptor with Reference ID	The selected field returns the Reference ID instead of the descriptor when: • You enable this attribute. • The integration returns no mapped value.
Suppress Worker Message Audits For Job Size	When the job size is greater than 5,000 workers, the integration automatically excludes message audits. You can override the automatic suppression of message audits by setting this attribute to*Always Include*.
Suppress Audit Reports For Job Size	When the job size is greater than 30,000 workers, the integration automatically always selects to exclude audit reports. You can override the automatic suppression of audit reports by setting this attribute to*Always Include*.

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Option	Description
Required Field Validation	For employees who fail 1or more required field validations: • *Exclude* reports an error and excludes employee from extract. • *Include* reports a warning and includes an employee in extract. If you don't configure this attribute, the integration uses the*Exclude* action.
Max Length Field Validation	For employees who have any field data exceeding the maximum length configured for the field: • *Include* reports a warning, truncates the data, and includes the employee in the extract. • *Exclude* reports an error and excludes employee from extract. If you don't configure this attribute, the integration uses the*Include* option.
Prevent Output File Delivery When Error	Enable this attribute to prevent the delivery of the output file when the integration status is*Completed with Error*.
Organization Type for ORG Event	This organization type generates a staffing event for an organization change (ORG) when an employee changes organizations but doesn’t change pay groups.
Date Format	The default value is [Y0001]-[M01]-[D01], but you can specify any date format supported by XSLT.
Date Time Format	The default value is [Y0001]-[M01]-[D01]T[H01]:[m01]:[s01], but you can specify any date time format supported by XSLT.
Audit Document Tags	The integration appends the audit tags that you enter to the output files DataChangesAudit.html and DiagnosticAudit.html. It sets the files as*Deliverable*.
Modify Output File Name	Select how you want the integration to generate names for output files. If you don’t make a selection, the integration appends the pay group name in parentheses to the filename. Select: • *Do Not Append After Generated Sequence* for a filename that doesn’t include the pay group name in the file extension.

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Option	Description
	• *Remove Special Characters and Spaces* to have only letters and numbers from the original filename. • *Replace Pay Group Name with Unique Identifier* to replace each pay group name, in sequence, with a unique numeric identifier, beginning with zero.
Include Secondary Event Code	Enable this attribute to include the secondary event code in the output when a higher-priority event occurs. Enabling this attribute helps prevent the output of a higher-priority event suppressing the secondary event code you select, such as ORG.
Exception Handling Mode for DIS	Enable this attribute to report Data Initialization Service (DIS) exceptions as errors or warnings. By default, the integration logs exceptions as informational messages.
Enable Data Changes Audit For Faceted Search	Enable this attribute to make data changes for primary run integration events available for reporting. This attribute doesn't affect the data changes audit HTML delivered in the output files. Enable this attribute to use this integration with the **Payroll Interface Integration Command Center** along with the *Payroll Effective Change Interface / Payroll Interface Integration Command Center integration* service.
Additional Primary Integration	Enable this attribute when you have multiple*Payroll Effective Change Interface* integration systems for a single pay group. You can then run any of the additional integrations as primary integrations for specific purposes. When you select this attribute, you can also configure these integration field attributes in the **Pay Group Summary** section: • *Additional Primary Integration System* • *Last Processed Periods* • Last Processed Periods From • *Last Processed Periods To* These fields can help you troubleshoot a primary integration. Workday stores the processing and additional pay periods for a primary integration. Workday displays these periods in the **Last Processed Period(s)** column on the **Maintain Payroll Integration Systems for Pay Group** task. Workday compares these pay periods for each subsequent primary integration run to the last processed pay periods. The comparison

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Option	Description
	determines whether to process a pay period incrementally or all effective. If a prior primary integration: • Has processed a pay period, the current primary integration processes the pay period incrementally. • Hasn't processed the pay period, the current primary integration processes the pay period as all effective. We recommend that you use this attribute only for your additional *Payroll Effective Change Interface* integrations for the pay group. Example: Use this attribute for a separate integration system for time off processing. We also recommend that you don't configure the attribute if your integration uses these services: • *Payroll Effective Change Interface – Effective Stack Sync Service* • *Payroll Effective Change Interface – Event Driven Integration for Third Party Payroll* • *Worker Last Successful Run Date – Launch Parameters*
Append Country to Output File Name	Appends the two-digit country code for the pay group to the end of the output filename. For merge integrations, configure this attribute on the*PECI - Merge Files Integration Template* instead.
Report Deleted One-Time Payment Effective Same Day As Transfer	Report deleted one-time payments that have the same effective date as a pay group transfer during the events you specify.
Country Code Type or Name	Controls the type of country code in the output file. If you don't configure this attribute, the integration uses the ISO 3166-1 Alpha 2 country code.
Country Region Type or Name	Specify the country region ISO code or name for the integration to output and to override the**Override Descriptor with Reference ID** attribute. If you don't enable this attribute or the **Override Descriptor with Reference ID** attribute, the integration outputs the country region name.
Additional Name Types	Specifies the*Additional Name Types* to include in the output file. If you don't configure this attribute, the integration includes no*Additional Name Types*. It only includes additional names with one of the types in the output file.

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Option	Description
Address Usage Type	Specify the *Address Usage Type* to include in the output. This attribute works in conjunction with the *Address Usage* attribute to output primary addresses associated with the type.
Address Usage	In combination with*Address Usage Type*, specify the *Address Usage* to include in the output file. The integration includes any additional non-primary addresses in the output file: • Of the selected Address Usages. • For the selected Address Types. The integration includes primary addresses for the *Address Usage Type* if: • You don't select an *Address Usage*. • A worker doesn't have an address for the selected *Address Usage* and *Address Usage Type*.
Phone Usage Type	The integration outputs the primary phone numbers for the selected*Phone Usage Type*.
Phone Number Parsing	Specifies whether the integration outputs phone numbers as*Parsed* or*Unparsed*. Set this attribute to*Unparsed* to output phone numbers exactly as users enter them in Workday.
Phone Number Format	Specifies the format in which the integration outputs phone numbers.
Email Usage Type	The integration outputs primary email addresses for the select*Email Usage Type*.
Report Only Primary Position	To report changes only for workers' primary position, select: • *Only When All Positions Are In The Same Pay Group* to include a worker's primary position when the worker has multiple positions in the same pay group. This option includes changes for a worker in a secondary pay group but not changes related to a nonprimary position. *Always* to include the worker's primary position when the worker has multiple positions in the same pay group or in different pay groups. This option doesn't include any changes for a worker in a secondary pay group. If you don't select an option for this attribute, the output file includes all position data for employees who have multiple jobs. When you enable the attribute, the integration doesn't report these sections relating to the non-primary position:

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Option	Description
	• Position • Compensation • Compensation Plans • Compensation Earnings and Deductions Example: Worker 1 has a primary job in the US and a secondary non-primary job in Canada. When you set the attribute to: • *Only When All Positions Are In The Same Pay Group*, the integration reports: • US pay group primary job details. • Canada pay group worker details but not non-primary position details. • *Always*, the integration: • Reports the US pay group primary job details. • Excludes the worker from the Canada pay group. When you don't set the attribute, the integration reports both the US pay group primary job and Canada pay group non-primary job details. Worker 2 has a primary job and a secondary non-primary job both in the same US pay group. When you set the attribute to: • *Only When All Positions Are In The Same Pay Group*, the integration: • Reports the primary job details. • Excludes the non-primary job details. • *Always*: • Reports the primary job details. • Excludes the non-primary job details. When you don't set the attribute, the integration reports both the primary job and non-primary job details in the US pay group.
Payment Election Rules	The integration outputs only payment elections matching 1 of the selected rules.
Return leave(s) with Payroll Effect only	The integration only outputs leaves that have payroll effect set to*true*.
Organization Type for Organization	The integration outputs organizations with matching organization types entered.

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Option	Description
Organization Role for Position	The integration outputs assigned roles with matching organization roles entered.
Number of Additional Pay Periods	Specifies the number of additional pay periods to include. The number of additional pay periods you enter can't exceed the number of pay periods possible in a 13-month time period. Integrations for subsequent pay periods don't include events already reported for the additional pay periods. You can use this attribute with: • *Primary* integrations. • Integrations configured for *Event-Driven Integration for Third-Party Payroll*. • *Ad hoc* integrations if you enable the **Update Last Successful Run Date** launch parameter. You can't use this attribute if you enable the **Full Snapshot** launch parameter.
Maximum Number of Future DaysEnable to control the number of future days for which the integration can look ahead. The Number of additional pay periods can have a value that exceeds the 93 look ahead range. In that case, the integration only looks ahead at the number of periods that fall within the **Maximum Number of Future Days Limit**. To allow up to 13 months or 57 weeks, set the value to 403.	
Time Tracking Shift Date	Enable this attribute to report time tracking based on Shift Date when applicable. When Shift Date isn’t applicable, the integration uses the Calculated Date. When disabled, the integration uses Calculated Date.
Report Changes After Pay Group Removal Number of Years Limit	Specifies the number of years prior to the current processing date for the integration to evaluate workers who were previously members of the pay group. Select a value from 1 through 5 years. The default value is 1 year. When enabled, workers with past membership within this limit are treated as non-members for processing retro-dated changes effective during that prior membership period. Once the specified number of years limit passes, the interface no longer considers the worker's prior pay group membership. You must enable the*Report Changes After Pay Group Removal*

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Option	Description
	integration service to configure this integration attribute.
Override Compensation One-Time Payment Assignment Date	Determines how current-dated compensation one-time payments (OTPs) are assigned to pay groups when workers have changed pay groups. The: • **Effective Date** option uses the effective date of the compensation OTP to determine which pay group processes and reports the payment. This enables current-dated OTP entries to be reported in a prior pay group if the effective date falls within that prior membership period. • **Not Configured (Default)** option reports current-dated compensation OTPs in the worker's current pay group. You must enable the *Report Changes After Pay Group Removal* integration service to configure this integration attribute. Note: Setting this attribute to Effective Date affects pay group targeting only; the reported effective date in the integration output file continues to be based on the scheduled payment date of the OTP.
Roll Up Entry Dated Changes	Configure this attribute to display entry-dated changes in the*Hire* business process. Configure this attribute even if a business process other than*Hire* enters that data. Roll up entry-dated changes won't occur when both of these conditions are true: • You're rehiring a worker into the same pay group that you terminated them from. • You configured your *Hire* business process with the **Assign Pay Group for Hire** step before or as the Completion step. Rolls up entry-dated changes of the most recent change into the *HIR* event code. To roll up changes for a*Hire* event, enable the attribute, and select the sections and additional changes that you need entry dates for. Example: When you set the **Roll Up Entry Dated Changes** attribute to *Personal*, hire a new worker, and enter their birth date (an entry-dated field) on the hire date, the PECI output contains 1 effective change with the code HIR that includes the birth date.

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Option	Description
Report Post Termination Compensation	Enable this attribute for the integration to report post-termination compensation details in these sections for all workers: • **Compensation** • **Compensation Plans** • **Compensation Earning and Deductions** If the terminated employees don't have post-termination compensation, the integration reports zeroes for the compensation-related fields.
Configurable Compensation Basis	Configure the customizable compensation basis option for a position. Select 1 from the list of configurable compensation basis options in the tenant. Note: Workday doesn't support the detection of changes to *Configurable Compensation Basis* values that result from the compensation eligibility rule changes related to the configurable compensation basis. Example: If a worker moves from position A (eligible) to position B (not eligible), the configurable compensation basis loss is detected. However, if the configurable compensation basis eligibility rule is updated and the eligible population changes, this isn't detected by the integration.
Reporting for Termination on Last Day of Pay Period	Applies only to terminations with an effective date on the last day of the current pay period. Doesn't apply to termination rescindment or corrections. Don't use with*Number of Additional Pay Periods*. When the termination date is the last day of the pay period, the effective date of the termination is the day after, which is the first day of the next period. When you: • Enable the attribute, the integration examines the period end date plus 1 day and captures the termination in the current period, although the termination isn’t effective until the next pay period. Therefore, the integration reports a TERM staffing event code for the current period and next period. • Don't enable the attribute, the integration only reports the termination in the next pay period.

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Option	Description
	When there's a termination transaction on the last day of the pay period, the integration looks ahead 1 day and captures both the termination and any subsequent events that occur the following day. Example: If you terminate a worker on the last day of a pay period and then rehire them the first day of the next period, the change detection captures both the termination detail and the rehire detail that is effective on the first day of the next period. This assumes the same integration event captures both the termination and hire transaction.
Effective Date for Currency Conversion	If you don't configure this attribute, the integration uses*Period End Date*.
Output Unrounded Time Tracking Calculated Quantities	When you disable this attribute, Workday rounds the Time Tracking quantity values to 2 decimal places. When enabled, Workday rounds the values to six 6 decimal places.
Configure Rescind Rehire Staffing Event	When set, rescinding a rehire event will generate an HIR-R staffing event. When not set, rescinding a rehire event will generate a TERM staffing event.
Return End Date in Current Processing Pay Period	When enabled, the integration sends the end date for either or both of these sections in the current processing pay period: • *Compensation Plans Section* • *Contracts Section* When not selected, it sends the end date when effective. When you enable this attribute, disable the transaction log service so PECI displays the end date in the current period.
Number of Years Limit for Terminated Employees	Specifies how long to include terminated workers in output files. The default value of 2 applies if you don't enter a value. The 2-year default limit for terminations doesn't affect the 2-year one-time payment reporting limit. Note: The integration doesn't apply this attribute when you run the integration with the Full Snapshot launch parameter.
Enable Hire Data Checkpoint	Enable this option and add the*Hire Data Checkpoint for Third Party System* step on the*Hire* business process after the hire completion step. Workday then sends all relevant information to the third-party system after the workers complete the required onboarding fields. The integration won't send the data until all business process steps

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Option	Description
	before the integration completes the*Hire Data Checkpoint for Third Party System* step. The integration doesn't send the data when you configure both of these steps on the *Hire* business process: • *Hire Data Checkpoint for Third Party System* • *Transmit Employee Data to Third Party Payroll* For primary integration runs only. When you run the integration on ad hoc, it bypasses the *Hire Data Checkpoint for Third Party System* step on the *Hire* business process. Example: Your *Hire* business process requires you to enter payment elections before the *Hire Data Checkpoint for Third Party System* step, but you run an ad hoc integration and don't enter the payment elections. The integration then generates an HIR event. You don't automatically get the **Roll Up Entry Dated Changes** functionality when you enable the *Hire Data Checkpoint* integration attribute. You can use the **Workers Not Processed by PECI Events** report to view workers that the integration run didn't process because the integration didn't reach the **Hire Data Checkpoint for Third Party System** step for the worker. Note: When it's after 90 days of the hire event completion date and you make a change to a worker that hasn't reached the **Hire Data Checkpoint for Third Party System** step on the *Hire* business process, the integration still sends the change even though the **Workers Not Processed By PECI Events** report doesn't display the worker.
Exclude Amount Field for Percentage Based Plans	Enable this option and select 1 or both of these Compensation Plans subsections to exclude percentage-based amounts in the output: • *Allowance Plans* • *Bonus Plans* This can help integration performance for the **Compensation Plans** data section when the integration runs for workers with percent-based bonus or allowance plan changes where you don't need the integration to calculate the amount field.
Include Compensation Earnings and Deductions Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the

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Option	Description
	Configure Integration Services task to configure this attribute. When set to*Always*, the integration includes the**Compensation Earnings and Deductions Data** section, even if the integration doesn't detect a change for that section. When set to *During PGI Event*, the integration includes the **Compensation Earnings and Deductions Data** section for PGI events, even if the integration doesn't detect a change for that section. When set to *Report Removal During PGO and PCO Events*, the integration reports zeroes for pay group out (PGO) and pay company out (PCO) events. When not set, the integration only includes the data sections with changes. Note: When you correct a transfer to a later date that includes a compensation change, the integration might not output the **Compensation Earnings and Deductions Data Section** on the corrected PGI staffing event unless you select the *During PGI Event* or the *Always* option.
Include Additional Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Additional Data Section**, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Personal Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to*Always*, the integration includes the**Personal Data Section** and**Personal Data By Country Data Section**, even if it detects no changes in those sections. When set to*During PGI Event*, the integration includes the**Personal Data Section** and **Personal Data By Country Data Section** for PGI events, even if it detects no changes for those sections. When not set, it only includes changed data sections in the output. The integration only reports the**Personal Data By Country** data section for

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Option	Description
	a country where a worker's secondary job is located.
Include Position Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. Specifies when the integration includes the**Position Data Section**. When set to: • *Always*, the integration includes this section, even if it detects no changes in that section. • *During PGI Event*, the integration includes this section for PGI events, even if it detects no changes in that section. • *Job Change Reason Only (Secondary)* and there's only a Job Change Reason change. The integration includes this section with the prior and current values for the job change reason. • *Post Termination (Secondary)*, the integration includes this data section with the position data as of the termination date when you run a full snapshot integration. When not set, the integration output includes only data sections in which it detects changes. To include this data section after worker termination, set both *Always* and *Post Termination (Secondary)*.
Include Compensation Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. Specifies when the integration includes the**Compensation Data Section**: • When set to *Always*, the integration includes this section, even if it detects no changes in the section. • When set to *As Of Termination Date (Secondary)*, the integration includes this section with the compensation effective as of the termination date. • When set to *Compensation Change Reason Only (Secondary)*, the integration includes this section with the compensation change reason even when that's the only change.

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Option	Description
	• When set to *During PGI Event*, the integration includes this section for PGI events, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Compensation Plans Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. Specifies when the integration includes the**Compensation Plans Data** section: • When set to *Always*, the integration includes this section, even if it detects no changes in the section. • When set to *During PGI Event*, the integration includes this section for PGI events, even if it detects no changes in the section. • When set to *As Of Termination Date (Secondary)*, the integration includes this data section with the compensation effective as of the termination date. When not set, it only includes the data sections in which it detects changes.
Include Person Communication Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to*Always*, the integration includes the**Person Communication Data Section**, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Worker Status Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to*Always*, the integration includes the**Worker Status Data Section**, even if it detects no changes in that section. When not set, it only includes the data sections in which it detects changes.
Include Person Identification Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute.

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Option	Description
	When set to*Always*, the integration includes the**Person Identification Data Section**, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Contract Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to*Always*, the integration includes this section even when it doesn't detect changes. When set to *During PGI Event*, the integration includes this section for PGI events. When set to *Exclude Ended Contracts*, the integration excludes contracts with end dates before the worker rehire date. This setting also excludes these contracts when you select *Always* or *During PGI Event*.
Include Collective Agreements Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes this section even when it doesn't detect changes. When set to *During PGI Event*, the integration includes this section for PGI events.
Include Payment Election Data Section	Enable the *Payroll Effective Change Interface - Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to*Always*, the integration includes this section even if it doesn't detect changes. When set to *During PGI Event*, the integration includes this section for PGI events. When not set, the integration includes only sections that have changes.
Document Retention Policy	Days to retain the output file.

3. From the related actions menu on the integration system, select **Integration System > Configure Integration Maps**.
4. In the **Integration Maps** grid, add a row for each tenant value. Select the **Internal Value** and enter the **External Value** for the output file.
5. (Optional) Provide a **Default Value** for data elements for values that you haven't mapped.

Related Information
Tasks
Steps: Set Up Document Transformation Connector

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Reference

2021R2 What's New Post: Marker for Hire Data Sent to Third-Party Payroll

Test Payroll Effective Change Interface Field Overrides

Prerequisites

Security: These domains in the System functional area:

- *Custom Report Creation*
- *Manage: All Custom Reports*

Context

When creating field overrides for Payroll Effective Change Interface integration (PECI), test the calculated field in a report before adding it to the integration to ensure the values the integration returns are correct and the performance isn't greatly affected. Test all production scenarios, such as bulk import or organization changes as these can affect performance depending on the report fields you use in the calculated field. Make sure that the value of the calculated field changes with the worker event when you expect it.

Note: If the calculated field has more than 8 levels in the hierarchy, you might see a performance impact. Ensure that you test all scenarios, including mass updates, if you're using calculated fields with multiple conditions.

Steps

1. Access the **Create Custom Report** task and select these values:

Field	Value
Report Type	*Advanced*
Optimized for Performance	*De-select*
Data Source	*Worker from Prompt*

2. On the **Columns** tab, select the calculated field you want to test on the **Field** column.
3. On the **Filter** tab, add a row on the **Filter on Instances** grid and configure a worker filter condition. Example: Set the filter to prompt for an employee ID so the report only runs for that worker with these values:

Field	Value
And/Or	*And*
Field	*Employee ID*
Operator	*equal to*
Comparison Type	*Prompt the user for the value*
Comparison Value	*Default Prompt*

4. On the **Prompts** tab, select these values for the **Runtime Date Prompts**:

Field	Value
Effective Date	*Prompt for effective as of date*
Entry Date	*Prompt for entry date and time*

5. Run the report and test the effective and entry date of the event during runtime.

   Example: A worker event has an effective date of 2020-10-13 and an entry date of 2020-10-20T09:30. You run the report with an effective date of 2020-10-13 and entry date of 2020-10-20T09:25. You then run the report a second time with an effective date of 2020-10-13 and entry date of 2020-10-20T09:35. This tests if the calculated field value changes with the value of the event. If the value doesn't change, then the PECI integration probably won't pick up the change. Conduct a similar test by changing the effective date using 2020-10-12 and 2020-10-12 while

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keeping the same entry date of 2020-10-20T09:35. This ensures the integration reports the proper effective date for when the change takes effect.

Steps: Configure Merge Integration Outputs

Prerequisites

Set up a Payroll Effective Change Interface integration before you modify it to merge integration outputs.

Context

Configure your Payroll Effective Change Interface integration to combine the output files for several pay groups into 1 file. To merge files, you create a separate merge integration. You can then configure your Payroll Effective Change Interface integration services to enable merge file launch parameters. Then, you link and configure your integration to use the merge integration as part of a business process to merge the files.

Steps

1. Create Integration System .

   Enter *PECI - Merge Files Integration Template* at the **New using Template** prompt.
2. (Optional) Enable **Filename Sequence Generator** to use a sequence generator to apply a unique filename.
3. Create an integration system user (ISU) and grant the ISU access to the *Payroll Administrator* group.

   See: Steps: Grant Integration or External Endpoint Access to Workday
4. (Optional) Set Up Integration Sequence Generators .
5. On your Payroll Effective Change Interface integration, select **Integration System > Configure Integration Services** from the related actions menu of the *Payroll Effective Change Interface* integration and enable **Merge Files Launch Parameters**.
6. Select **Business Process > Create, Copy, or Link Definition** or **Business Process > Edit** from the related actions menu of the *Payroll Effective Change Interface* integration and accept the automatically populated values.
7. In the grid, add a new step of **Type** *Integration*, and set **Order** so that the step is the last step in the business process.
8. Select **Configure Integration System** on the new step, then select the merge integration you created earlier.

Merge Integration Outputs

Prerequisites

- Configure your *Payroll Effective Change Interface* (PECI) integration to merge integration outputs.
- Security: *Integration Event*, *Integration Process*, and *Integration Build* domains in the *Integration* functional area.

Context

Launch a primary or ad hoc integration to merge the outputs from several pay groups into 1 output file. You can also merge previously completed *Payroll Effective Change Interface* integration events.

Steps

1. Select **Integration > Launch / Schedule** from the related action menu of your *Payroll Effective Change Interface* integration.

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2. Enter the pay groups that you want to merge in the **Pay Group** field, and leave the **Merging Pay Groups** field blank.

   When you need to merge pay groups that in total exceed the 250,000 worker limit, enter the additional pay groups in the **Merging Pay Groups** field.

   Example: You have 3 pay groups that you need to merge: pay group 1 has 200,000 workers, pay group 2 has 50,000 workers, and pay group 3 has 100,000 workers. You can't run PECI for all 3 pay groups because the population of 350,000 exceeds the 250,000 limit. To merge all 3 pay groups, enter pay group 1 and pay group 2 in the **Pay Group** field and enter pay group 3 in the **Merging Pay Groups** field. The integration launches for pay groups 1 and 2. After this integration event completes, Workday automatically launches a second integration event for pay group 3. After the second integration event completes, the Merge step on the business process combines pay group 1, pay group 2, and pay group 3 into 1 output file from the second event.
3. (Optional) To merge with another integration event, select the **Primary Run** check box and specify a successfully completed integration event that didn't generate a merge file for that event on the **Merging Past Events** field.

   Example: You run integration A for pay group 1 on Monday. You then run integration B for pay group 2 on Tuesday and reference the completed integration A event on the **Merging Past Events** field. After the integration B event completes, the integration generates an output file for pay group 2. Then the integration merges the two files to include both pay group 1 and pay group 2 into a single output file.

Next Steps

Access **Process Monitor**. After the PECI integration completes for the pay groups, the integration outputs a file for each pay group. After the Merge integration step completes in the integration business process, the integration outputs an XML file with the merged pay groups attached to the last merge integration process on the **Output Files** tab.

The merged file contains the top-level element `<peci:Worker_Effective_Stack_Aggregate>`.

Reference: Correctable and Rescindable Business Processes for Payroll Effective Change Interface

Workday provides examples of Payroll Effective Change Interface behavior when you correct or rescind previously completed, commonly used business processes. See Payroll Effective Change Interface Business Process Examples.

Business Process	Correctable	Rescindable	Entry or Effective Dated
Hire Worker	X	X	Effective
Job Change • *Add Additional Job* • *Transfer*, *Promote*, or *Change Job* • *Assign Collective Agreement* • *Start International Assignment* • *Terminate Employee*	X	X	Effective
Job Change		X	Effective

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Business Process	Correctable	Rescindable	Entry or Effective Dated
• *Change Business Title* • *End Collective Agreement*			
Organization • *Change Organization Assignments*	X	X	Effective
Personal Data Change • *Edit Personal Information* • *Maintain Names* • *Edit ID Information* • *Edit Other IDs* • *Edit Passports and Visas* • *Edit Licenses* • *Edit Government IDs*		X	Entry, except Maintain Names
Personal Data Change • *Contact Change*	X	X	Effective
Payroll • *Assign Pay Group*		X	Effective
Time and Leave • *Request Leave of Absence* • *Request Return from Leave of Absence* • *Request Time Off*	X	X	Effective
Payroll Interface • *Edit Position Data*		X	Effective
Compensation • *Request Compensation Change* • *Request One-Time Payment* • *Request Grade Change* • *Request Bonus Payment*	X	X	Effective

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Related Information
Reference
Payroll Effective Change Interface Correctable and Rescindable Business Processes

Reference: Data Sections for Payroll Effective Change Interface

You can configure these integration field attributes for data you want to include in the Payroll Effective Change Interface (PECI) output files.

Note: When you configure integration field attributes, you must select the parent field attribute for the field. Example: You select the **Include in Out put** check box for all the fields in the **Personal Data Section**. Also select the **Include in Output** check box for the **Personal Data Section** in the **Effective Stack Worker** folder for the integration to output that data.

When you select *Always Include*, the integration might not always include data when there's an effective change that's effective before the pay group entry.

The **External Code** field attribute reports the external code regardless if you enable the **Enable External Payroll Code** option on the **Edit Tenant Setup - HCM** task or not.

Data Sections	Fields	Notes
Pay Group Summary	• Additional Primary Integration System • Last Processed Periods • Last Processed Periods From • Last Processed Periods To • Additional Run Updated From	When you configure the Additional Primary Integration System field, you can also enable the Last Processed Period fields. Including these fields can help troubleshooting the Pay Group Summary section in the integration output file. You can configure the Additional Run Updated From field when you use the Payroll Effective Change Interface – Effective Stack Sync Service integration service.
Extended Period	• Extended Period WID	You can't configure this field attribute, but the integration includes it in the output file.
Worker Summary Data Section	• WID • Name • Employee ID • Effective Moment To Override • Currency Conversion Effective Date Option • Change Detection Override • Extended Change Detection Override • On Payroll Effect Leave	Currency Conversion Effective Date Option is the only field attribute that you can configure in this data section. The integration always outputs these fields from this section: • WID • Name • Employee ID The integration outputs these fields when they're applicable to the data: • Effective Moment To Override

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Data Sections	Fields	Notes
		• Currency Conversion Effective Date Option • Updated From Override • Change Detection Override • Extended Change Detection Override The integration doesn't output the rest of the fields.
Worker Summary Data Section / Position as of LSRD	• Is Primary • Pay Group Assignment Date • Pay Group WID • Payroll Company WID • Prior Payroll Company WID • Employment WID	The integration doesn't output this data section and its fields.
Worker Summary Data Section / Position	• Is Primary • Pay Group Assignment Date • Pay Group WID • Payroll Company WID • Prior Payroll Company WID • Employment WID	The integration doesn't output this data section and its fields.
Worker Summary Data Section / Transaction Log	• Transaction Type • Transaction Effective Moment • Transaction Entry Moment • Is Corrected Event • Is Rescinded Event • Corrects Date	The integration doesn't output this data section and its fields.
Worker Status Data Section	• Status • Active • Active Status Date • Terminated • Termination Date • Hire Date • Original Hire Date • Hire Rescinded • Hire Reason • End Employment Date • Continuous Service Date • First Day of Work • Expected Retirement Date • Seniority Date	The Pay Status Code field, available for U.S. Federal customers, is only supported for leave types, not Time Off types. The Is Non-Member field indicates whether the worker is currently a non-member of the processed pay group who is being reported due to retro-dated changes effective during a prior pay group membership.

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Data Sections	Fields	Notes
	• Union Seniority Date • Severance Date • Retirement Date • Creditable Service • Benefits Service Date • Company Service Date • Time Off Service Date • Vesting Date • Pay Through Date • Resignation Date • Primary Termination Reason • Primary Termination Category • Secondary Termination Reason • Local Termination Reason • Regrettable Termination • Termination Last Day of Work • Date Entered Workforce • Last Date for Which Paid • Expected Date of Return • Not Returning • Return Unknown • Retirement Eligibility Date • Termination Notification Date • Agreement Signature Date • Dismissal Process Start Date • Notice Period Start Date • Pay Status Code • Is Non-Member • Worker Has Additional Jobs	
Worker Status Data Section / Secondary Termination Reason	• Termination Reason • Termination Category	
Worker Status Data Section / Creditable Service	• Type • Code • Years • Months • Days	You can assign multiple rows for different types of service.
Recruiting Information	• Source Category Referral • Source Referral • Referred By	

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Data Sections	Fields	Notes
Recruiting Information / Referred By	• Referred By ID	
Personal Data Data Section	• Legal Name • Preferred Name • Additional Name • Disability Status • Military Service • Additional Military Service • Citizenship • Gender • Date of Birth • Date of Death • Country of Birth • Region of Birth • City of Birth • Marital Status • Marital Status Date • Religion • Uses Tobacco • Ethnicity • Nationality • Hispanic or Latino • Hukou Region • Hukou Locality • Hukou Postal Code • Hukou Subregion • Hukou Type • Local Hukou • Native Region • Number of Payroll Dependents • Preferred Language • Preferred Locale • Preferred Communication Language • Race/Ethnicity Visual Survey • Workday Account • Primary Position ID • Primary Position Country	
Personal Data Section / Legal Name	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local	

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Data Sections	Fields	Notes
	• Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	
Personal Data Section / Preferred Name	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	
Personal Data Section / Additional Name	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local	

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Data Sections	Fields	Notes
	• Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	
Personal Data Section / Disability Status	• Disability Status ID • Disability Status Date • Disability • Accommodations Provided • Accommodations Requested • Certification Basis • Certification ID • Certified At • Certification Authority • Date Known • Degree • End Date • FTE Towards Quota • Grade • Note • Rehabilitation Provided • Rehabilitation Requested • Remaining Capacity • Severity Recognition Date • Work Restrictions	
Personal Data Section / Military Service	• Military Service ID • Military Service Status ID • Service Type • Begin Date • Discharge Date • Rank • Veteran Status ID • Veteran Status ID Discharge Date	

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Data Sections	Fields	Notes
Personal Data Section / Additional Military Service	• Disabled Veteran Leave Date • Uniformed Service Reserve Status Code	These field attributes are available for U.S. Federal customers.
Personal Data Section / Citizenship	• Citizenship Status ID	This field attribute isn't configurable, but the integration includes it in the output file.
Personal Data Section / Ethnicity	• Ethnicity ID	
Personal Data Section / Race/ Ethnicity Visual Survey	Visual Survey Ethnicity ID	
Personal Data By Country Section	• Country • Position ID • Position End Date • Personal Data	Personal Data By Country only reports for a country where the worker's secondary job is located.
Personal Data By Country Section / Personal Data	• Disability Status • Military Service • Additional Military Service • Citizenship • Gender • Date of Birth • Date of Death • Country of Birth • Region of Birth • City of Birth • City of Birth Prompt • Marital Status • Marital Status Date • Religion • Ethnicity • Nationality • Hispanic or Latino • Hukou Region • Hukou Locality • Hukou Postal Code • Hukou Subregion • Hukou Type • Native Region • Race/Ethnicity Visual Survey	
Personal Data By Country Section / Personal Data / Disability Status	• Disability Status ID • Disability Status Date • Disability • Accommodations Provided • Accommodations Requested	

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Data Sections	Fields	Notes
	• Certification Basis • Certification ID • Certified At • Certification Authority • Date Known • Degree • End Date • FTE Towards Quota • Grade • Note • Rehabilitation Provided • Rehabilitation Requested • Remaining Capacity • Severity Recognition Date • Work Restrictions	
Personal Data By Country Section / Personal Data / Military Service	• Military Service ID • Military Service Status ID • Service Type • Begin Date • Discharge Date • Rank • Veteran Status ID • Veteran Status ID Discharge Date	
Personal Data By Country Section / Additional Military Service	• Disabled Veteran Leave Date • Uniformed Service Reserve Status Code	These field attributes are available for U.S. Federal customers.
Personal Data By Country Section / Personal Data / Citizenship	• Citizenship Status ID	
Personal Data By Country Section / Personal Data / Ethnicity	• Ethnicity ID	
Personal Data By Country Section / Personal Data / Race/ Ethnicity Visual Survey	• Visual Survey Ethnicity ID	
Person Communication Data Section	• Address • Phone • Email	
Person Communication Data Section / Address	• Usage Type • Address ID • Primary • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4	

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Data Sections	Fields	Notes
	• Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local • Usage	
Person Communication Data Section / Address / Usage	• Usage Behavior ID	
Person Communication Data Section / Phone	• Usage Type • Phone Device Type • International Phone Code • Area Code • Phone Number • Extension • Phone Number With Country Code • Formatted Phone Number	
Person Communication Data Section / Email	• Usage Type • Email Address	
Person Identification Data Section	• National Identifier • Government Identifier • Visa Identifier	

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Data Sections	Fields	Notes
	• Passport Identifier • License Identifier • Other Identifier	
Person Identification Data Section / National Identifier	• National ID • National ID Type • Country • Issued Date • Expiration Date • Verification Date • Series • Issuing Agency • Verified By	
Person Identification Data Section / Government Identifier	• Government ID • Government ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	
Person Identification Data Section / Visa Identifier	• Visa ID • Visa ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	
Person Identification Data Section / Passport Identifier	• Passport ID • Passport ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	
Person Identification Data Section / License Identifier	• License ID • License ID Type • Country • Region • Issuing Authority • License Class • Issued Date • Expiration Date • Verification Date • Verified By	
Person Identification Data Section / Other Identifier	• Custom ID • Custom ID Type • Custom ID Description	

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Data Sections	Fields	Notes
	• Issued Date • Expiration Date • Organization	
Related Person Data Section	• Related Person ID • Dependent ID • Beneficiary ID • Emergency Contact ID • Legal Name • Citizenship • Relationship Type • Gender • Birth Date • Date of Death • Country of Birth • Region of Birth • City of Birth • Nationality • Tobacco Use • Full Time Student • Is Disabled • Dependent • Beneficiary • Emergency Contact • Is Dependent for Payroll Purposes • Inactive Date • Relative • Relative Type • Lives with Worker • Has Health Insurance • Allowed for Tax Deduction • Annual Income Effective Date • Annual Income Currency • Annual Income Amount • Disability Data • Occupation Data	You can't configure the Related Person ID field attribute, but the integration includes it in the output file.
Related Person Data Section / Legal Name	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local	

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Data Sections	Fields	Notes
	• First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	
Related Person Data Section / Citizenship	• Citizenship ID	This field attribute isn't configurable, but the integration includes it in the output file.
Related Person Data Section / Disability Data	• Disability • Status Date • Date Known • End Date • Grade	
Related Person Data Section / Occupation Data	• Effective Date • Occupation	
Related Person Communication Data Section	• Related Person ID • Address • Phone • Email	You can't configure the Related Person ID field attribute, but the integration includes it in the output file.
Related Person Communication Data Section / Address	• Usage Type • Address ID • Primary • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local	

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Data Sections	Fields	Notes
	• Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local	
Related Person Communication Data Section / Phone	• Usage Type • Phone Device Type • International Phone Code • Area Code • Phone Number • Extension • Phone Number With Country Code • Formatted Phone Number	
Related Person Communication Data Section / Email	• Usage Type • Email Address	
Related Person Identification Data Section	• Related Person ID • National Identifier • Government Identifier • Other Identifier	You can't configure the Related Person ID field attribute, but the integration includes it in the output file.
Related Person Identification Data Section / National Identifier	• National ID • National ID Type • Country • Issued Date • Expiration Date • Verification Date • Series • Issuing Agency • Verified By	
Related Person Identification Data Section / Government Identifier	• Government ID • Government ID Type • Country • Issued Date • Expiration Date	

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Data Sections	Fields	Notes
	• Verification Date • Verified By	
Related Person Identification Data Section / Other Identifier	• Custom ID • Custom ID Type • Custom ID Description • Issued Date • Expiration Date • Organization	
Education Data Section	• Education ID • Country • School • School Type • Degree • Degree Received • Year Degree Received • Field of Study • Location • First Year Attended • Last Year Attended • Grade Average • Is Highest Level of Education	
Position Data Section	• Position ID • Primary Job • Job Title • Business Title • Worker Type • Position Time Type • Time Type Subtype • Job Exempt • Scheduled Weekly Hours • Default Weekly Hours • Pay Cycle Hours • Full Time Equivalent Percentage • Paid FTE • Working FTE • Pay Rate Type • Job Classification • Company Insider Type • Work Shift • Worker Compensation Code • Management Level • Appointment Type • Employee Tenure • Annuitant Indicator • Job Category	When selected, the **Paid FTE** field overrides the calculated amount in salary plans configured with the **Apply FTE %** field. These field attributes are available for U.S. Federal customers: • Time Type Subtype • Appointment Type • Employee Tenure • Annuitant Indicator

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Data Sections	Fields	Notes
	• Job Profile Name • Job Profile • Job Family • Job Change Reason • Business Site • Work Hour Profile • Regular Paid Equivalent Hours • Retirement Special Population • Supervisor • Employment System • Annual Work Period Work Percent Of Year • Annual Work Period Start Date • Annual Work Period End Date • Disbursement Plan Period Start Date • Disbursement Plan Period End Date • Probation Type • Probation Period Status • Probation Start Date • Probation End Date • Probation Extended End Date • International Assignment Host Country • International Assignment Home Country • International Assignment Type • International Assignment Expected End Date • Add Additional Job Reason • Position End Date • Pay Through Date • End Additional Job Reason • Organization • Assigned Role • Rescinded Pay Group Transfer • Establishment ID • Work Space	
Position Data Section / Job Classification	• ID • Job Classification Group	

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Data Sections	Fields	Notes
	• Job Classification ID • Job Classification Description • Mapped Value	
Position Data Section / Company Insider Type	• ID • Name • Mapped Value	
Position Data Section / Job Family	• ID • Name • Mapped Value	
Position Data Section / Business Site	• Location ID • Location Name • Address ID • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local	

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Data Sections	Fields	Notes
Position Data Section / Business Site / Locality Pay Area Assignments	• Locality Pay Area • Locality Pay Area Percentage	These field attributes are available for U.S. Federal customers.
Position Data Section / Supervisor	• ID • Name	
Position Data Section / Manager Integrated Organization	• Organization ID • Organization Type • Organization Code • Organization Name • Mapped Value	
Position Data Section / Organization	• Organization ID • Organization Type • Organization Code • Organization Name • Mapped Value	
Position Data Section / Assigned Role	• Organization • Role • Effective From • Effective From Time Zone • Effective Until • Effective Until Time Zone	We recommend enabling the **Effective From Time Zone** and the **Effective Until Time Zone** fields if you're enabling the **Role Assignment Time Zone Option** on the **Edit Tenant Setup - System** task. We recommended ignoring the offset in the **Effective From** and **Effective Until** fields, and using the Time Zone fields to determine the proper offset.
Position Data Section / Assigned Role / Organization	• Organization ID • Organization Type • Organization Code • Organization Name • Mapped Value	
Compensation Data Section	• Position ID • Position End Date • Compensation Package • Compensation Grade • Compensation Grade Profile • Compensation Step • Compensation Step Progression Start Date • Compensation Change Reason • Compensation Summary Based on Compensation Grade	The Retained Compensation field attributes are available for U.S. Federal customers. See the release note U.S. Federal) Pay and Grade Retention for more information related to retained compensation setup. Access the **Maintain Pay Rate Determinants** task. Complete the grid, selecting *Pay Retention* from **Type**. When you access the **Request Compensation Change** task for a worker, the new field attributes appear in **Guidelines**.

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Data Sections	Fields	Notes
	• Compensation Summary in Annualized Frequency • Compensation Summary in Pay Group Frequency • Compensation Summary in Hourly Frequency • Retained Compensation Grade • Retained Compensation Step • Retention Period Target End Date • Retained Compensation Package	
Compensation Data Section / Compensation Summary Based on Compensation Grade	• Total Base Pay • Primary Compensation Basis • Configurable Compensation Basis • Currency • Frequency	See FAQ: Payroll Effective Change Interface for information about eligibility rules and Configurable Compensation Basis.
Compensation Data Section / Compensation Summary in Annualized Frequency	• Total Base Pay • Primary Compensation Basis • Configurable Compensation Basis • Currency • Frequency	
Compensation Data Section / Compensation Summary in Pay Group Frequency	• Total Base Pay • Primary Compensation Basis • Configurable Compensation Basis • Currency • Frequency	
Compensation Data Section / Compensation Summary in Hourly Frequency	• Total Base Pay • Primary Compensation Basis • Configurable Compensation Basis • Currency • Frequency	
Compensation Plans Data Section	• Position ID • Position End Date • Allowance Plans Data Section • Period Salary Plans Data Section	Specify the currency for compensation plans or the integration won't detect any changes. You can't configure the **Position End Date** field attribute, but

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Data Sections	Fields	Notes
	• Unit Salary Plans Data Section • Salary and Hourly Plans Data Section • Commission Plans Data Section • Bonus Plan Data Section	the integration includes it in the output file.
Compensation Plans Data Section / Allowance Plans Data Section	• Compensation Plan • Percentage • Unit • Number of Units • Per Unit Amount • Amount • Prorated Amount • Currency • Frequency • Apply FTE • Use Assigned Value in 100 Percent Calculations • Start Date • End Date • Expected End Date • Compensation Element	Workday doesn't convert the currency for the Compensation Plans / Allowance Plans Data Section. When you select the **Use Assigned Value in 100% Calculation** option when creating or editing a compensation plan in Workday, the integration returns a value of 1 for the associated compensation plan so you can report Full Time Equivalent (FTE) percentages. You can't configure these field attributes, but the integration includes them in the output file: • Start Date • End Date
Compensation Plans Data Section / Period Salary Plans Data Section	• Compensation Plan • Amount • Currency • Frequency • Annualization Factor • Period Multiplier • Start Date • End Date • Compensation Element	You can't configure these field attributes, but the integration includes them in the output file: • Start Date • End Date
Compensation Plans Data Section / Unit Salary Plans Data Section	• Compensation Plan • Unit • Number of Units • Per Unit Amount • Amount • Prorated Amount • Apply FTE • Currency • Frequency • Start Date • End Date • Compensation Element	You can't configure these field attributes, but the integration includes them in the output file: • Start Date • End Date

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Data Sections	Fields	Notes
Compensation Plans Data Section / Salary and Hourly Plans Data Section	• Compensation Plan • Amount • Prorated Amount • Apply FTE • Use Assigned Value in 100 Percent Calculations • Currency • Frequency • Annualization Factor • Start Date • End Date • Expected End Date • Compensation Element	When you select the **Use Assigned Value in 100% Calculation** option when creating or editing a compensation plan in Workday, the integration returns a value of 1 for the associated compensation plan so you can report Full Time Equivalent (FTE) percentages. You can't configure these field attributes, but the integration includes them in the output file: • Start Date • End Date
Compensation Plans Data Section / Commission Plans Data Section	• Compensation Plan • Target Amount • Currency • Frequency • Draw Amount • Draw Frequency • Draw Duration • Recoverable • Start Date • End Date • Compensation Element	You can't configure these field attributes, but the integration includes them in the output file: • Start Date • End Date
Compensation Plans Data Section / Bonus Plan Data Section	• Compensation Plan • Amount • Prorated Amount • Percentage • Currency • Frequency • Start Date • End Date • Compensation Element	
Payment Election Data Section	• Payment Election Rule • Order • Payment Type • Country • Currency • Bank Account Nickname • Bank Account Name • Account Number • Roll Number • Account Type • Bank Name • IBAN • Bank ID	

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Data Sections	Fields	Notes
	• BIC • Branch Name • Branch ID • Check Digit • Distribution Amount • Distribution Percentage • Distribution Balance	
Employee Contract Data Section	• ID • Contract ID • Contract Type • Position ID • Start Date • End Date • Contract Status • Description • Contract Reason • Collective Agreement • Minimum Weekly Hours • Maximum Weekly Hours • Date Employee Signed • Date Employer Signed	
Employee Contract Data Section / Contract Reason	• Reason • Contract Reason ID	
Collective Agreement Data Section	• Start Date • End Date • Position ID • Collective Agreement • Collective Agreement Factor	
Collective Agreement Data Section / Collective Agreement Factor	• Factor • Option	
Leave of Absence Data Section	• Position ID • Leave Start Date • Leave End Date • Estimated Leave End Date • First Day of Work • Leave Last Day of Work • Leave of Absence Type • Benefits Effect • Payroll Effect • Paid Time Off Accrual Effect • Continuous Service Accrual Effect • Stock Vesting Effect	

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Data Sections	Fields	Notes
	• Leave Reason • Last Date for Which Paid • Expected Due Date • Child Birth Date • Stillbirth or Baby Deceased • Date Baby Arrived Home From Hospital • Adoption Placement Date • Adoption Notification Date • Date Child Entered Country • Multiple Child Indicator • Number of Babies or Adopted Children • Number of Previous Births • Number of Previous Maternity Leaves • Number of Child Dependents • Single Parent Indicator • Age of Dependent • Work Related • Stop Payment Date • Social Security Disability Code • Location During Leave • Caesarean Section Birth • Leave Percentage • Week of Confinement • Leave Entitlement Override • Date of Recall • Case Number • Child Disability Indicator	
Benefit Elections Data Section	• Additional Benefit Elections Data Section • Health Care Coverage Elections Data Section • Health Savings Account Elections Data Section • Insurance Coverage Elections Data Section • Retirement Savings Elections Data Section • Spending Account Elections Data Section	Note these implications for benefit elections: • When a benefit plan is elected, PECI sends an addition if the plan is newly elected. If the plan is re-elected and there is no coverage change, it isn't reported in PECI. • When a benefit plan's coverage changes, PECI sends an update of the coverage.

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Data Sections	Fields	Notes
		• The Coverage End Date is displayed in PECI when a worker waives an active plan. • When a plan without active coverage as of the effective date is waived, Workday displays a deletion of the plan. • When a previously waived plan is waived again, no changes are displayed.
Benefit Elections Data Section / Additional Benefit Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date Deduction End Date	
Benefit Elections Data Section / Additional Benefit Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	
Benefit Elections Data Section / Health Care Coverage Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date • Earnings and Deductions • Classification	

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Data Sections	Fields	Notes
	• Coverage Target • Enrollment Code	
Benefit Elections Data Section / Health Care Coverage Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	
Benefit Elections Data Section / Health Savings Account Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date	
Benefit Elections Data Section / Health Savings Account Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	
Benefit Elections Data Section / Insurance Coverage Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date • Calculated Coverage • FEGLI Enrollment Code • FEGLI Insurance Code	

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Data Sections	Fields	Notes
Benefit Elections Data Section / Insurance Coverage Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	
Benefit Elections Data Section / Retirement Savings Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date	
Benefit Elections Data Section / Retirement Savings Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	
Benefit Elections Data Section / Spending Account Elections	• Benefit Plan • Coverage Type • Provider • Currency • Frequency • Group Frequency • Policy Number • Coverage • Year • Plan Start Date • Coverage Start Date • Coverage End Date • Plan Deduction Start Date • Coverage Deduction Start Date • Deduction End Date	
Benefit Elections Data Section / Spending Account Elections / Earnings and Deductions	• External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction	

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Data Sections	Fields	Notes
Benefits Earnings and Deductions	• Position ID • External Payroll Code Name • External Code • External Payroll Code • Position Based • Earning or Deduction • Amount • Percentage • Frequency • Currency • Coverage Amount • Goal Amount	When Payroll Effective Change Interface integrations include this data section, the integrations also include these data sections if you enabled them and even if they don't have changes: • Compensation Earnings and Deductions • Payroll Input Earnings and Deductions However, when you enable the the **Include Compensation Earnings and Deductions Data Section** integration attribute, and there aren't any changes, the integration only outputs the Compensation Earning and Deductions data section. Workday converts the currency for the Benefits Earnings and Deductions data section based on the currency of the assigned country of the pay group.
Compensation Earnings and Deductions	• Position ID • External Payroll Code Name • External Code • External Payroll Code • Position Based • Earning or Deduction • Amount • Non Prorated Amount • Frequency • Currency • Compensation Element	When Payroll Effective Change Interface integrations include this data section, the integrations also include these data sections if you enabled them and even if they don't have changes: • Benefits Earnings and Deductions • Payroll Input Earnings and Deductions However, when you enable the **Include Compensation Earnings and Deductions Data Section** integration attribute, and there aren't any changes, the integration only outputs the Compensation Earning and Deductions data section. Workday converts the currency for the Compensation Earnings and Deductions sections based on the country currency of the assigned country of the pay

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Data Sections	Fields	Notes
		group. When you have a worker with compensation plans in a different currency than their pay group, PECI reports the compensation plans in the Compensation Plans section and the Allowance Plan section but not in the Compensation Earning and Deduction section. Example: The worker is getting paid in United Arab Emirates Dirham (AED) but you need the Compensation Earning and Deduction section converted to Euros (EUR). Ensure you have the currency conversion rates set up with the **Maintain Currency Conversion Rates** task so PECI can report the amount in the Compensation Earnings and Deductions section. PECI doesn't support dynamic calculated compensation plans. Consider using event-driven calculated compensation plans instead.
Compensation Earnings and Deductions / Compensation Element	• ID • Name • Mapped Value	
Work Schedule Calendar Section	• Position ID • Work Schedule Calendar ID • Work Schedule Calendar Name	The integration supports calendars that you create from these tasks: • Assign Work Schedule • Assign Custom Work Schedule • Create Work Schedule Calendars The integration doesn't support: • Schedule overrides, such as ad hoc schedule events. • Time Tracking data, such as time blocks. • Calendar events or details on the calendar such as meals or breaks. • Workday Scheduling. In some cases, the integration might not detect inherited

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Data Sections	Fields	Notes
		calendars, such as when you use custom-calculated fields in the eligibility rules. If the integration doesn't detect inherited calendars, we recommend you use assignment calendar events for change detection. We also recommend not overlapping assignments that overlap effective dates due to PECI limitations that can result in integration errors. In some cases, the integration also might not detect the removal of inherited eligibility calendars when out-of-order calendar updates precede selecting the **Enable Work Schedule Calendar Assignment by Position** check box on the **Edit Tenant Setup - HCM** task. For example, if 2 assignments in the current period, such as entering a 2026-08-15 assignment before a 2026-08-01 assignment, are created before the check box is enabled and before the Last Successful Run Date (LSRD), followed by a third assignment also within the current period but after the LSRD, change detection discrepancies can occur. We recommend auditing work schedule calendar reporting during the initial setup period, as standard integration reporting resumes in subsequent periods.
Time Off Earnings and Deductions	• Position ID • External Payroll Code Name • External Code • External Payroll Code • Position Based • Time Off Type • Unit of Time • Time Off Entry • Grouped Time Off Entry	
Time Off Earnings and Deductions / Time Off Entry	• Units • Start Time • End Time	Use to supply third-party systems with:

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Data Sections	Fields	Notes
	• Reason • Worktag	• Time off start times. • Time off end times. • Time off reason. • Corrected or deleted start and end times. The integration looks back further than 1 year for time off data. The output file includes a separate Time Off Entry section for each different time off reason, regardless if you mapped the time off type to the same external payroll earning or not. You can't configure the Units field attribute, but the integration includes it in the output file.
Time Off Earnings and Deductions / Time Off Entry / Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Time Off Earnings and Deductions / Grouped Time Off Entry	• Leave Start Date • Leave End Date • Units • Worktag	Payroll Effective Change Interface integrations support these work schedule configurations: • All Days • Workdays (Non-Holiday) Don't use this attribute with any other work schedule configuration. To group time off, you must assign workers to a work schedule calendar. The integration: • Groups time off by time off types for full days. • Reports separate groupings for hourly workers with multiple time off entries with different time off types but still equal to a full day. The **Days to Include** value and the work schedule calendar settings determine how Workday breaks up or groups time off days. Example: The **Days to Include** setting is

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Data Sections	Fields	Notes
		Workdays (Non-Holidays), and you set the work schedule calendar toMonday through Friday. Workday doesn't include Saturdays and Sundays. When a worker takes a time off event on Friday and Monday, Workday groups the time off. With this same configuration, and when the worker takes time off for Friday, Monday, and Tuesday, Workday also groups the days together as a single Time Off Grouping with 3 units. If you need separate entries, use the **Days to Include** setting of *All Days* with the Monday through Friday work schedule calendar. Workday then considers the weekends as valid days and breaks up a Friday request and a Monday request, creating 2 separate blocks. For more information, see: • Create Work Schedule Calendars • Troubleshooting: Absence Occurrences You can't configure the Units field attribute, but the integration includes it in the output file.
Time Off Earnings and Deductions / Grouped Time Off Entry / Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Time Tracking	• Time Tracking Composite ID • Position ID • External Payroll Code Name • External Code • External Payroll Code • Override Rate • Currency • Worktag • Time Tracking Entry	Set up: • The external earning before approving the associated time block. • Time tracking with the **Maintain External Payroll Earnings** task for the pay group that you're running the integration for. The integration only reports approved time events from the associated business process. Example: After you set up the time tracking earning on the **Maintain External Payroll Earnings** task and then approve

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Data Sections	Fields	Notes
		the time block entries, the integration reports them in the Time Tracking data section. When you enable the Time Tracking Composite ID field attribute, the integration outputs the composite business key derived from the unique combination of the time tracking external earning, position, override rate, and payroll worktags. When you enable the Time Tracking Shift integration attribute and request the Time Tracking data section, the integration defaults to reporting the Shift Date, if applicable. If the Shift Date isn't applicable, the integration still reports the Calculated Date. When you enter a time block entry and approve it for greater than 1 year ago relative to the processing period end date, the integration won't report it. To report the time block, make a prior period the current processing period so that the entry is within 1 year. Example: Today is 2022-09-08. You enter a time block for 2021-08-01. You then run PECI for the September 2022 pay period. The integration doesn't include the time block entry. You update the current processing period to July 2022 and run the integration for the earliest open period and process July 2022. Since the time block entry is within 1 year of the processing period end date (2022-7-31), the integration includes it in the output.
Time Tracking / Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Time Tracking / Time Tracking Entry	• Quantity	You can't configure this field attribute, but the integration includes it in the output file.

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Data Sections	Fields	Notes
Payroll Input Earnings and Deductions	• Position ID • Payroll Input ID • External Payroll Code Name • External Code • External Payroll Code • Position Based • Earning or Deduction • Start Date • End Date • Amount • Unit • Unit Type • Rate • Percentage • Frequency • Currency • Goal Amount • Worktag • External Payroll Input Reason • External ID • External Date	When Payroll Effective Change Interface integrations include this data section, the integrations also include these data sections if you enabled them and even if they don't have changes: • Benefits Earnings and Deductions • Compensation Earnings and Deductions However, when you've the **Include Compensation Earnings and Deductions Data Section** integration attribute enabled, and there aren't any changes, the integration only outputs the Compensation Earning and Deductions data section.
Payroll Input Earnings and Deductions / Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Compensation One Time Payment	• Position ID • One Time Payment ID • External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction • Coverage Start Date • Coverage End Date • Amount • Currency • Reason • Worktag • Payment Date • Clawback Date	Workday enables the Payment Date field by default, but the integration doesn't report it in the output file. The integration only reports compensation one-time payments that have the: • **Send To Payroll** option enabled. • Compensation element mapped to an external earning. PECI doesn't support compensation one-time payments with scheduled payment dates beyond 2 years in the past from current period start date. Example: You entered 2 compensation one-time payments on 2025-07-05 with scheduled payment dates of:

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Data Sections	Fields	Notes
		• 2023-06-01 • 2023-07-01 When running the integration for the July 2025 pay period, the integration: • Doesn't report the 2023-06-01 compensation one-time payment. • Does report the 2023-07-01 compensation one-time payment. The integration does report future scheduled compensation one-time payments that are greater than 2 years in the future. Example: If you enter a compensation one-time payment today with a scheduled payment date of 3 years in the future, the integration reports the future one-time payment when you run all effective for the future pay period.
Compensation One Time Payment / Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Payroll One Time Payment	• Position ID • One Time Payment ID • External Payroll Code Name • External Code • External Payroll Code • Earning or Deduction • Amount • Unit • Unit Type • Rate • Percentage • Currency • Worktag • External Payroll Input Reason • External ID • External Date	Full snapshot isn't supported in the Payroll One Time Payment section.
Payroll One Time Payment / Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Costing Allocation Data Section	• Order	

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Data Sections	Fields	Notes
	• Level • Position ID • Allocation Percentage • Costing Worktag • Allocation Start Date • Allocation End Date	
Costing Allocation Data Section / Costing Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Union Member Data Section	• Union • Seniority Date • Membership	
Union Member Data Section / Membership	• Start Date • End Date • Position ID • Membership Type • Notes	
Additional Information	• Instance ID	You can't configure this field attribute, but the integration includes it in the output file.
Personnel Action Request Data Section	• Event Effective Moment • Event Entry Moment • WID • Type • PAR Sequence Number • Request Number • Certified By • Approval Date • Appropriation Code • Appropriation Code ID • Is Rescinded Event • Agency In • Agency Out • NOA Code 1 • NOA Code 1 Explan • Legal Auth 1 NOA1 • Legal Auth 1 NOA1 Explan • Legal Auth 2 NOA1 • Legal Auth 2 NOA1 Explan • NOA Code 2 • NOA Code 2 Explan • Legal Auth 1 NOA2 • Legal Auth 1 NOA2 Explan • Legal Auth 2 NOA2	The PAR field attributes are available for U.S. Federal customers. Agency In contains a code for the agency a worker transfers to and Agency Out is the code for the agency a worker has left. Certified By contains the Workday ID of the worker who certified the Personnel Action Request. PAR Status appears when a correction (Workday correction of the business process) of the PAR is done.

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Data Sections	Fields	Notes
	• Legal Auth 2 NOA2 Explan • Corrected or Cancelled Event • Parent Event • PAR Status	
Personnel Action Request Data Section / Corrected or Cancelled Event	• WID	
Personnel Action Request Data Section / Parent Event	• WID • Type	
Personnel Action Request Data Section / Parent Event / Type	• WID • Transaction Type	Transaction Type is the type of transaction that triggered the business process which included the Personnel Action Request Event.
Transaction Log	• Transaction Type • Transaction Effective Moment • Transaction Entry Moment • Initiator Employee ID • Initiator Full Display Name • Is Corrected Event • Is Corrected To • Is Rescinded Event • Original Event • Overall Parent Event	The Transaction Effective Moment in Initiator Time Zone field displays the entry moment of a data change in the time zone associated with your tenant time zone. When your tenant time zone is in Pacific Daylight Time (PDT), the field doesn't display in the output. When you override the tenant time zone and use the Transaction Log data section, we recommend that you configure this field. Note: Enable the Original Event field to include the Transaction Entry Moment, Transaction Effective Moment, and Transaction Effective Moment in Initiator Time Zone fields in the output. You can't configure these field attributes, but the integration includes them in the output file: • TransactionType • Transaction Effective Moment • Transaction Entry Moment When you enable the **Overall Parent Event** field attribute, the integration returns the WID of the overall parent

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Data Sections	Fields	Notes
		event relationship so you can synchronize data when there's a correction or rescind on the sub process business process. If there isn't a parent event, then both the original event WID and parent event WID are the same.

Reference: Payroll Effective Change Interface Key Fields

This reference lists the key fields Workday uses to uniquely identify records in each PECI data section. When a transaction changes a key field, PECI reports the effective change as `isDeleted` and `isAdded`. When data changes without a key field change, PECI reports the effective change as `isUpdated`.

Use this reference with PECI output files and integration mappings to understand how Workday distinguishes add, update, and delete events.

Data Section	Field Attribute Section	Key Field	Effective or Entry Dated
Worker Status Data Section		Worker WID	Entry Date
Worker Status Data Section	Secondary Termination Reason	Termination Subcategory WID	Entry Date
Personal Data Section			Entry Date
Personal Data Section	Legal Name	• Person WID • Name Type	Entry Date
Personal Data Section	Preferred Name	• Person WID • Name Type	Entry Date
Personal Data Section	Additional Name	• Person WID • Name Type	Entry Date
Personal Data Section	Disability Status	Disability Status WID	Entry Date
Personal Data Section	Military Status	Military Service WID	Entry Date
Personal Data Section	Citizenship	Citizenship Status WID	Entry Date
Personal Data Section	Ethnicity	Ethnicity WID	Entry Date
Person Communication Data Section			Entry Date
Person Communication Data Section	Address	• Person WID • Contact Usage Type WID • Address ID	Effective Dated
Person Communication Data Section	Phone	• Person WID • Contact Usage Type WID • Phone ID	Entry Date
Person Communication Data Section	Email	• Person WID	Entry Date

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Data Section	Field Attribute Section	Key Field	Effective or Entry Dated
		• Contact Usage Type WID • Email ID	
Person Identification Data Section			Entry Date
Person Identification Data Section	National Identifier	National ID	Entry Date
Person Identification Data Section	Government Identifier	Government ID	Entry Date
Person Identification Data Section	Visa Identifier	Visa ID	Entry Date
Person Identification Data Section	Passport Identifier	Passport ID	Entry Date
Person Identification Data Section	License Identifier	License ID	Entry Date
Person Identification Data Section	Other Identifier	Other ID	Entry Date
Related Person Data Section	Related Person Data	• If related person is Person: Person WID • If related person is Person as Relative: Relative Name Reference WID	Entry Date
Related Person Communication Data Section	Related Person Communication Data	• If related person is Person: Person WID • If related person is Person as Relative: Relative Name Reference WID	Entry Date
Related Person Identification Data Section	Related Person Identification	• If related person is Person: Person WID • If related person is Person as Relative: Relative Name Reference WID	Entry Date
Education Data Section	Education	• Competency Qualification: ID of related competency	Entry Date

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Data Section	Field Attribute Section	Key Field	Effective or Entry Dated
		• Language Qualification: ID of related language • All other qualification types: Qualification Reference ID	
Position Data Section		Position WID	Effective Date
Position Data Section	Job Classification	Job Classification WID	Effective Date
Position Data Section	Company Insider Type	Company Insider Type WID	Effective Date
Position Data Section	Job Family	Job Family WID	Effective Date
Position Data Section	Business Site	• Position ID • Address WID	Effective Date
Position Data Section	Supervisor	Person WID (supervisor's)	Effective Date
Position Data Section	Organization	Organization WID	Effective Date
Compensation Data Section		Position WID	Effective Date
Compensation Data Section	Compensation Summary Based on Compensation Grade	• Position ID • Summary Type	Effective Date
Compensation Data Section	Compensation Summary in Annualized Frequency	• Position ID • Summary Type	Effective Date
Compensation Data Section	Compensation Summary in Pay Group Frequency	• Position ID • Summary Type	Effective Date
Compensation Data Section	Compensation Summary in Hourly Frequency	• Position ID • Summary Type	Effective Date
Payment Election Data Section		• Payment Election Rule WID • Payment Type for Payment Election • Bank Account Number • Bank Account Bank ID Number • Bank Account Type	Entry Date

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Data Section	Field Attribute Section	Key Field	Effective or Entry Dated
		• Bank Account BIC • Bank Account IBAN • Payment Election WID (unique identifier)	
Employee Contract Data Section		• Contract Start Date • WID or Unique ID	Effective Date
Collective Agreement Data Section		• Position ID • Start Date • End Date	Effective Date
Leave of Absence Data Section		• Leave Start Date • WID or Unique ID • Position ID • Leave Return Date	Effective Date
Benefits Earnings and Deductions Data Section		• Pay Component WID • Pay Component and Position Combination WID • Pay Component Enumeration • Additional Override ID (none for benefits earnings and deductions)	Effective Date
Benefits Earnings and Deductions Data Section	Worktag	Worktag WID	Effective Date
Compensation Earnings and Deductions Data Section		• Pay Component WID • Pay Component and Position Combination WID • Pay Component Enumeration • Additional Override ID (none for	Effective Date

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Data Section	Field Attribute Section	Key Field	Effective or Entry Dated
		compensation earnings and deductions)	
Compensation Earnings and Deductions Data Section	Worktag	Worktag WID	Effective Date
Payroll Input Earnings and Deductions Data Section		• Pay Component WID • Position WID • Earning or Deduction (E or D) • Additional Override ID for recurring payroll input: • Recurring Payroll Input WID • Effective Date • End Date • Currency • Worktags • Amount • Unit • Unit Type • Rate • Percentage • Additional Override ID for one-time payment (OTP): • Payroll OTP WID • Effective Date • Amount • Currency • Worktags • Unit • Unit Type • Rate • Percentage	Effective Date
Payroll Input Earnings and Deductions Data Section	Worktag	Worktag WID	Effective Date

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Data Section	Field Attribute Section	Key Field	Effective or Entry Dated
Work Schedule Calendar Data Section		Work Schedule Calendar WID	Effective Date
Time Off Earnings and Deductions Data Section		• Pay Component WID • Pay Component Enumeration • Additional Override ID	Effective Date
Time Tracking Data Section		• Pay Component WID • Position WID • Earning or Deduction (E or D) • Additional Override ID: • Position WID • Time Calculation Tag WID • Worktag WID • Override Rate	Effective Date
Compensation One-Time Payment Data Section		• Pay Component WID • Position WID • Earning or Deduction (E or D) • Additional Override ID: • Compensation OTP WID • Effective Date • Amount • Currency • Worktags	Effective Date
Compensation One-Time Payment Data Section	Worktag	Worktag WID	Effective Date
Payroll Input One-Time Payment Data Section		• Pay Component WID • Position WID	Effective Date

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Data Section	Field Attribute Section	Key Field	Effective or Entry Dated
		• Earning or Deduction (E or D) • Additional Override ID: • Payroll OTP WID • Effective Date • Amount • Currency • Worktags • Unit • Unit Type • Rate • Percentage	
Payroll Input One-Time Payment Data Section	Worktag	Worktag WID	Effective Date
Costing Allocation Data Section		• Allocation Start Date • Allocation End Date • Position ID • Worktag WIDs	Effective Date
Costing Allocation Data Section	Costing Worktag	Worktag WID	Effective Date
Transaction Log Data Section		Instance ID of Transaction Log Lite	Entry Date
Benefit Elections Data Section		Reference ID of Benefit Plan	Effective Date

For these data sections, the Position WID may be blank if the earning or deduction is not tied to a specific position:

- Benefits Earnings and Deductions
- Compensation Earnings and Deductions
- Payroll Input Earnings and Deductions

For these data sections, the Position WID may be blank if the earning or deduction is not tied to a specific position:

- Benefits Earnings and Deductions
- Compensation Earnings and Deductions
- Payroll Input Earnings and Deductions
- Leave of Absence

For Benefits and Compensation Earnings and Deductions, pos is the WID of the pay component and position combination.

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For earnings and deductions sections that use `eod` (Earning or Deduction), the value is the pay component enumeration.

For Time Tracking and Payroll Input Earnings and Deductions, `eod` is the earning or deduction. When a transaction changes a key field, PECI reports the effective change as `isDeleted` and `isAdded`. For more information, see Reference: Staffing Events in Payroll Effective Change Interface Extracts .

Reference: Staffing Events in Payroll Effective Change Interface Extracts

Depending on the transactions you enter for a worker, you might see a combination of staffing events in the extract. Example:

Correction Use Case	Staffing Event Codes with Expanded Effective Changes Service Off (Default Setup)	Staffing Event Codes with Expanded Effective Changes Service Enabled
You correct a hire date to an earlier effective date.	HIR and DTA	HIR-C
You correct a hire date to a future effective date.	HIR-R and HIR	HIR-R and HIR
You correct a termination date to an earlier effective date.	TERM-C and DTA	TERM-C
You correct a termination date to a future effective date.	TERM-R and TERM	TERM-R and TERM

When a key field is changed by a transaction, then PECI reports isDeleted and isAdded for the effective changes. Example: You enter a leave of absence in Workday that's effective 2025-04-01. PECI reports an LOA staffing event effective 2025-04-01. You then enter a return from leave with last day of leave 2025-05-15. PECI returns 2 staffing events when processing just the return from leave transaction:

- 1 LOA-C staffing event code effective 2025-04-01 with the Leave of Absence data section with an isDeleted attribute and an isAdded attribute.
- 1 RFL staffing event code with an effective end date of 2025-05-16.

The integration doesn't include these events in the output file, if you don’t enable the **Leave of Absence** data section:

- CONT-LOA
- LOA
- LOA-C
- LOA-R
- RFL
- RFL-R

For rescinded staffing events, the information in the status section matches the status of the original event.

The PECI extract reports worker changes for a specific period of time but might not report the individual changes sequentially. Example: The last event reported for a worker's position might be the prior position rather than the most current position.

To avoid missing data, ensure you evaluate event details when you transform the PECI extract file. The details indicate if the event was an addition or a deletion.

If there’s an HIR event code, sections might have prior values or the integration might annotate the sections with isAdded during the *hire* event. If there's a PCI event, there's also a possibility that section have prior values. Treat HIR or PCI event codes as a net-new hire or a rebase of an existing record.

Expanded Effective Changes Service	When you enable the *Effective Stack - Expanded Effective Changes* service, the integration: • Includes the HIR-C event when you correct a hire date to an earlier effective date.

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	• Doesn't include the CONT-LOA event code.
Hires and Rehires	For hiring and inbound transfer events, Workday includes all data sections in the payroll extract, because the payroll provider might not have any existing data for those employees. The integration generates either a TERM event or an HIR-R event, when you either: • Rescind a rehire event. • Correct a rehire event to a future effective date. Enable the *Configure Rescind Rehire Staffing Event* integration attribute to control this behavior. Pre-hire information, such as home and work address are effective-dated fields. Example: When you specify a date for the addresses that's after the hire effective date, the integration reports 2 different effective changes for the hire and for the address changes. If the addresses and the hire date have the same effective date, the integration rolls up the address entry into the hire event.
Pay Company Out (PCO) / Pay Company In (PCI) and Pay Group Out (PGO) / Pay Group In (PGI) Events.	For PCO events, the integration includes the Position End Date. For PCI events, the integration includes all the Job Transfer details, including Job Change Reason. Example: When you transfer a worker to a new organization, the integration doesn't report a Job Change Reason for the PCO event, but reports it for the PCI event. When you rescind a company employee transfer: • The initial transfer reports a PGO or PCO event code for the old pay group and a PGI or PCI event code for the new pay group. • After rescinding, the integration generates opposite event codes that effectively reverses the previous change. Therefore, the integration reports a PGI or PCI event code for the original pay group and a PGO or PCO event code for the rescinded pay group.

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Staffing Event Code	Definition	Status Event Date	Data Included
CONT-LOA	Continuous leave of absence. A worker returns from leave and immediately goes on leave again. The leave must be back-to-back and can be any type of leave. Example: a worker returns from parental leave on the 15th and goes on personal leave on the 16th.	Same date as original leave effective date.	Leave of Absence section.
DTA	Other data changes.	Effective date of data changes.	Changed sections only.
HIR	New hire into a pay group.	Hire date.	All sections for employee.
HIR-C	Correction to the hire event. Correcting the hire date by moving it to an earlier effective date generates this event.	Hire date.	Status section.
HIR-R	Rescind the new hire event.	Hire date.	Status section.
LOA	On leave of absence. The integration won't report 2 simultaneous LOA's for the same worker without an RFL between them. The integration only reports an LOA when the worker goes on their first leave. If the worker is still on leave and you add a second leave, the integration reports a DTA code.	First day of leave.	Status and Leave of Absence sections.
LOA-C	Correction to end date or type of leave of absence.	Day of return from leave.	Status and Leave of Absence sections.
LOA-R	Rescind leave of absence.	First day of leave.	Status and Leave of Absence sections.
ORG	Change organization but don’t change pay group. Note: Change to different pay group within the same organization doesn't generate a secondary ORG event.	Date of position change.	All sections for employee.

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Staffing Event Code	Definition	Status Event Date	Data Included
PCI	Transfer: • To this pay group. • From a pay group in a different payroll company. For payees with multiple positions, this code applies only to the first position transferred. Payroll Effective Change Interface performs an ADD operation for additional position transfers for the same payee. No staffing event occurs for these ADD operations. When a worker has a PCI and RFL for the same pay group on the same day, the integration reports the PCI event code. If you want to report on individual transactions, enable the *Effective Stack - Expanded Effective Changes* integration service.	Date of pay group reassignment.	All sections for employee.
PCO	Transfer: • From this pay group. • To a pay group in a different payroll company. For payees with multiple positions, this code applies only to the last position transferred. Payroll Effective Change Interface performs a REMOVE operation for additional position transfers for the same payee. No staffing event occurs for these REMOVE operations.	Date of pay group reassignment.	These sections: • Personal • Person Identification • Status • Position • Compensation • Compensation Plans • Benefits Earnings & Deductions • Compensation Earnings & Deductions • Payroll Input Earnings & Deductions

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Staffing Event Code	Definition	Status Event Date	Data Included
PGI	Transfer: • To this pay group. • From another pay group in the same payroll company.	Date of pay group reassignment.	These sections: • Personal • Person Identification • Status • Position
PGO	Transfer: • From this pay group. • To another pay group in the same payroll company.	Date of pay group reassignment.	These sections: • Personal • Person Identification • Status • Position
RFL	Return from leave of absence.	First day back at work.	Status and Leave of Absence sections.
RFL-R	Correction to end date of leave of absence.	First day back at work.	Status and Leave of Absence sections.
TERM	No longer employed. Employee status changes from active to terminated.	Termination date.	These sections: • Personal • Person Identification • Status • Position • Compensation • Compensation Plans • Benefits Earnings & Deductions • Compensation Earnings & Deductions • Payroll Input Earnings & Deductions
TERM-C	Correct termination event. Correcting the termination date by moving it to an earlier effective date generates this event. Status changes from active to terminated.	Termination date.	Status section.
TERM-R	Rescind the termination event. Correcting the termination date by moving it to a future effective date generates this event. Status changes from terminated to active.	Termination date.	Status section.

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Related Information
Reference
Payroll Effective Change Interface Business Process Examples

Reference: Third-Party Payroll Reporting

Workday provides these reporting objects that simplify the process of viewing, correcting, and auditing third-party payroll integration events.

To Do	Reporting Object	Setup
Display third-party payroll integration errors on custom reports.	**All Payroll Integration Event Error Message** report data source	Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.
Display all effective changes related to an integration event on custom reports.	**Effective Change** report data source	Security: *View: Maintain Payroll Interface* domain in the Payroll Interface functional area.
Perform faceted searches detailing effective changes for *Payroll Effective Change Interface* primary integration runs.	**Data Changes Audit** report	Configure the *Enable Data Changes Audit for Faceted Search* attribute on the *Payroll Effective Change Interface* integration template. Note: The **Data Changes Audit** report doesn't list integration events if there isn't a change in the event.
View and correct errors your third-party payroll vendor returns. Provides a consolidated view of errors from: • *Payroll Effective Change Interface* • Event-Driven Integration for Third-Party Payroll	**Maintain Errors from Third-Party Payroll** report	Work with your third-party payroll vendor to ensure that they set up the corresponding Workday Web Services (WWS) in their environment. To enable notifications for this report, you can access the **Configure Global Payroll Notifications** task. This task generates the default Workday notification. Use the **Edit Tenant Setup - Notifications** task if you want to include other types of notifications. Note: This report uses computed data sources, and there is a delay between the data being loaded and it being available in the user interface.
View errors your third-party payroll vendor returns for: • *Payroll Effective Change Interface* • Event-Driven Integration for Third-Party Payroll	**Third-Party Payroll Errors** report	Work with your third-party payroll vendor to ensure that they set up the corresponding Workday Web Services (WWS) in their environment. To enable notifications for this report, you can access the **Configure Global Payroll**

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To Do	Reporting Object	Setup
		Notifications task. This task generates the default Workday notification. Use the **Edit Tenant Setup - Notifications** task if you want to include other types of notifications. Note: This report uses computed data sources, and there is a delay between the data being loaded and it being available in the user interface.
View workers: • Hired successfully but not yet processed by the event-driven integration steps. • With event-driven integration steps still in progress. • With event-driven integration steps that failed but didn't initiate a Review step. • With events that need corrections. • That the integration still needs to process because they haven't completed the Hire Data Checkpoint for Third Party System business process step yet.	**Workers Not Processed by PECI Events** report	When you configure event-driven integration steps on the *Hire* and *Termination* business processes in the *Payroll Effective Change Interface* integration for a worker's pay group, the report displays workers with event-driven integration steps that didn't complete. When you enable the **Enable Hire Data Checkpoint** attribute on the integration and configure the **Hire Data Checkpoint for Third Party System** step on the *Hire* business process, the report displays workers that the integration hasn't sent yet. The report doesn't include workers that haven't completed the **Hire Data Checkpoint for Third Party System** step after 90 days of the hire event completion date. Note: After 90 days of the hire event completion date and you make a change to a worker that hasn't reached the **Hire Data Checkpoint for Third Party System** step on the *Hire* business process, the integration still sends the change even though the report doesn't display the worker.

Related Information
Reference
Reference: Edit Tenant Setup - Notifications

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FAQ: Payroll Effective Change Interface

Why did PECI report a compensation change for a worker who doesn't have any compensation changes?

This issue could happen because there's an indirect change, such as compensation frequency, that has impacted the worker. Access the compensation plan for the worker and see what has changed, such as the frequency.

Why did PECI unexpectedly add an End Date to an Allowance or Compensation Plan for a worker?

This issue could happen because either:

- The worker isn't eligible for the allowance or compensation plan according to the eligibility rules.
- You edited an existing plan for the worker. When you edit an existing plan, PECI treats this change as an addition of a new plan and sets the old plan's End Date to 1 day before the new plan's Start Date.

Why didn't PECI report a deleted time tracking entry?

Reasoning	Details
The manager hasn't approved the time entry.	For PECI to report time tracking entries, the manager must: • Approve the time entries. • Reapprove deleted time entries that the manager previously approved.
The net effect doesn't change after the user deleted the time tracking entry.	Example: A worker submits a time tracking entry of 8 hours. The manager approves the time entry. Then the worker deletes the same 8-hour entry, and the manager reapproves the deletion. Both of these transactions are within the entry range of the integration event, which has a net result of no change. The sequence is 0 -> 8 -> 0, so the net change is 0 -> 0.

Are compensation change eligibility rules detected as a change in PECI?

Workday doesn't support the detection of changes to Configurable Compensation Basis values that result from the compensation eligibility rule changes related to the configurable compensation basis. Example: If a worker moves from position A (eligible) to position B (not eligible), the configurable compensation basis loss is detected. However, if the configurable compensation basis eligibility rule is updated and the eligible population changes, this isn't detected by the integration.

Troubleshooting: Compensation-Related Changes with PECI

- Troubleshooting: Compensation-Related Changes with PECI
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The integration is reporting incorrect compensation changes.

PECI is reporting an incorrect compensation change, such as reporting:

- The wrong start date.
- A canceled compensation change.

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Cause: You ran the integration to report changes that occurred before the correction.

Solution: Security: *Integration Event* domain in the Integration functional area.

Access the **Launch / Schedule Integration** task and enter a date that's after the correction for the **Last Successful Run Date** launch parameter.

The integration deleted the entire compensation plan history.

PECI deleted the entire compensation plan history after you rescinded the compensation plan and initiated another compensation plan.

Cause: You rescinded the compensation data change and then submitted another compensation data change effective the same day with the same position ID but a different WID. Because you rescinded the compensation change, and then initiated a new compensation change, they have different WIDs. Therefore, PECI treats them as different positions.

Solution: Next time you make an update to an existing compensation change, and initiate another compensation data change instead of rescinding the change. Correct the existing compensation change.

The integration isn't reporting the change in the Earnings and Deductions section.

You mapped the external earnings and deductions correctly, but PECI isn't reporting the change in the Earnings and Deductions data section.

Cause: There are currency conversion rates in the tenant that are either zero or you haven't specified from the source currency to the target currency. This can occur when the currency of the pay group doesn't match the currency of the associated plan.

Solution:

Steps

Security: *Set Up: Currency (Compensation functional area)* domain in the Core Compensation area.

1. Access the **Currency Rates as of Date** report to verify you've configured the correct currency conversion for the associated plan.
2. Access the **Maintain Currency Conversion Rates** task and edit currency exchange rate.

The integration isn't reporting the Compensation Earning and Deductions section for a pay group transfer with a compensation change.

PECI isn't reporting the Compensation Earning and Deductions section with isUpdated for a compensation change for the PGI event.

Cause: You transferred a worker to a different pay group that included a compensation change then corrected the job change to a later date. The integration didn't report the compensation change again when reporting the correction.

Solution:

Steps

Security: These domains in the Integration functional area:

- *Integration Configure*
- *Integration Event*

1. From the related actions menu on your integration, select **Integration System > Configure Integration Attributes**.
2. Set the **Include Compensation Earnings and Deductions Data Section** attribute to *Report Removal During PGO and PCO Events*.
3. Access the **Launch / Schedule Integration** task and run the integration to report the correction.

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Related Information
Tasks
Maintain Currency Conversion Rates

Troubleshooting: One-Time Payments with PECI Integration

This topic provides strategies for diagnosing and resolving these Payroll Effective Change Interface (PECI) integration one-time payment problems:

- Troubleshooting: One-Time Payments with PECI Integration
- Troubleshooting: One-Time Payments with PECI Integration
- The Payroll Effective Change Interface reports one-time payments for a worker's previous position in their current position.
- Troubleshooting: One-Time Payments with PECI Integration

You configured the integration with the necessary data sections and field attributes, but it's not reporting one-time payments.

Cause: You didn’t configure the external earnings for the pay groups.

Solution:

Steps

Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

1. Access the **Maintain External Payroll Earnings** task and select the pay groups that you’re running the integration for.
2. Add or edit an existing row for the compensation element associated to the one-time payment and specify at least the:
    - Name
    - Code
    - Pay Groups
    - Compensation Elements

Cause: You’re running a full snapshot PECI integration.

Solution: On the **Launch / Schedule Integration** task, disable the **Full Snapshot** launch parameter and either:

- Enable the **Primary Run** launch parameter.
- Run an ad hoc integration.

The integration won’t report one-time payments when you run a full snapshot integration. A full snapshot integration is designed to load an empty payroll system. One-time payments are individual and period-specific events; therefore, the integration only picks them up in ad hoc and primary runs when you disable the **Full Snapshot** launch parameter.

The Payroll Effective Change Interface integration isn't reporting deleted one-time payments.

Cause: A worker has a previously reported one-time payment and later has a pay group transfer with the same effective date. You then ran the integration without enabling the **Report Deleted One-Time Payment Effective Same Day As Transfer** integration attribute.

Solution: Security: *Integration Build* domain in *Integration* functional area.

1. Access the **View Integration System** report.
2. As a related action, select **Integration System > Configure Integration Attributes**.
3. Enable the **Report Deleted One-Time Payment Effective Same Day As Transfer** integration attribute.

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The Payroll Effective Change Interface reports one-time payments for a worker's previous position in their current position.

Cause: You entered a **Scheduled Payment Date** for the one-time payment during a pay period for the worker's current position. The integration reports one-time payments on the scheduled payment date, not the effective date.

Solution: Set the **Scheduled Payment Date** and the **Effective Date** of the one-time payment to the same date of the worker's previous position. Then, run the integration for their prior pay group, for the pay period that includes the scheduled payment date.

The integration doesn't correctly report a retroactive one-time payment in the prior pay group for a worker who moved pay groups.

Cause: You processed the retroactive one-time payment after you moved the worker to the new pay group. Example: You ended the worker's previous job in the previous period. You then added a one-time payment for the worker making it retroactive with a payment date in the last period. The worker is technically no longer eligible for review in the prior pay group during the current period.

Solution: Run PECI as an ad hoc run for the worker for the prior period and prior pay group to capture the one-time payment.
Related Information
Tasks
Manage External Payroll Earnings

Troubleshooting: PECI Didn't Report a Time Tracking Entry

Cause	Solution
You didn't map a time calculation tag that's associated with the time entry to an external earning.	Security: *Set Up: Payroll Interface* domain in Payroll Interface functional area. 1. Access the **Maintain External Payroll Earnings** task. 2. Assign 1 or more **Time Calculation Tags** for the earning
The time tracking entry is for an international assignment position and you didn't enable **Position Setup Options** on the **Edit Tenant Setup - HCM** task.	1. Access the **Edit Tenant Setup - HCM** task. Security: *Set Up: Tenant Setup - HCM* domain in System functional area. 2. Enable the **Position Setup Options** option and select *Multiple Jobs*. 3. Access the **Assign Pay Group** task to assign the pay group for the international assignment position. Security: *Manage: Service Center* domain in *System* functional area. 4. Access the **Maintain External Payroll Earnings** task and select the **Position Based** option for the external earnings code for the pay group. Security: *Set Up: Payroll Interface* domain in Payroll Interface functional area.
You processed the time tracking entry after you moved the worker to the new pay group.	Run an ad hoc integration event for the worker either:

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Cause	Solution
You ended the previous job for the worker in the previous period. You then added a time tracking entry for the worker, making it retroactive with an effective date in the prior period. The worker is technically no longer eligible for review in the prior pay group during the current period.	• For the prior period and prior pay group to capture the time tracking entry. • With the LSRD prior to the pay group transfer (the effective range can be after the time entry effective date).

Troubleshooting: Performance Issues in PECI

This topic provides strategies for diagnosing and resolving these Payroll Effective Change Interface (PECI) integration problems:

- Troubleshooting: Performance Issues in PECI
- Troubleshooting: Performance Issues in PECI
- Troubleshooting: Performance Issues in PECI
- Troubleshooting: Performance Issues in PECI
- Troubleshooting: Performance Issues in PECI

Your integration is referencing a poor performing report field.

Cause: You configured 1 or more of these report fields in a calculated field that you used as a field override in PECI:

- Worker Events Completed
- Staffing History – All
- Staffing History – Approved
- Worker History

Solution: Create a calculated field that prompts for the *Worker* business process. Use this calculated field where the integration references the report field. Then apply the parameter and field override assignments so the integration can determine the prompt value during run time to achieve the best performance.

Steps

1. Access the **Create Calculated Field** task.

   Enter these values:

Option	Description
Field Name	**Worker Business Process Prompt**
Business Object	*Global*
Function	*Prompt for Value*
Field Type	*Multi-Instance*
Business Object	*Worker Business Process*
Required check box	Select

   Security: *Custom Field Management* domain in the System functional area.
2. Access the **View Calculated Field** report.

   Select the poor performing calculated field from the **Calculated Field** prompt.

   On the **Where Used** tab, find where the integration is referencing the poor performing calculated field.

   Security: Custom Report Creation and Custom Field Management domains in the System functional area.

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3. On your integration, replace the poor performing calculated field with the *Worker Business Process Prompt* calculated field.
4. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. To enter the parameter and field override assignments, navigate to 1 of these integration documents:
   - **Worker Status Data Section**
   - **Personal Data Section**
   - **Person Communication Data Section**
   - **Additional Information**
6. Add a new row on the **Parameters** grid with these values:

Option	Description
Name	**Worker History**
Data Type	*Worker Event History with Filter Parameters* (on the *Worker* business object)
Value Type	*Determine Value at Runtime*
Value	*Worker Event History with Filter Parameters*

7. Fill out the **Transaction Types** field on the **External Parameter Assignment(s)** section on the **Parameters** grid and click **OK**.
8. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system again.

   Navigate to the same integration document where you applied the field overrides and external parameter assignments.

   On the **Extended Fields** grid, add a new row with *Worker Business Process Prompt* as the **Value**.

   In the **External Parameter Assignment(s)** section of the **Extended Fields** grid, select these values:

Option	Description
Value Type	*Document Parameter* Note: When you select *Document Parameter* as the value type, the integration doesn't support effective stack change detection logic when there are multiple changes effective in the processing period.
Value	*Worker History*

Your integration is referencing the Is Manager report field.

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Cause: You configured the **Is Manager** report field in a calculated field that you used as a field override in PECI.

Solution: For the best performance, use the **Role** field in the **Effective Stack Worker / Position Data Section / Assigned Role** data section to identify if the worker is a manager after processing the integration.

Steps

1. Access the **View Calculated Field** report.

   Select the poor performing calculated field from the **Calculated Field** prompt.

   On the **Where Used** tab, find where the integration references the poor performing calculated field.

   Security: *Custom Report Creation* and *Custom Field Management* domains in the System functional area.
2. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system and remove the poor performing calculated field.
3. Select **Integration System > Configure Integration Attributes** from the related actions menu of the integration system.

   For the **Organization Role for Position** integration attribute, select *Manager* for the **Value**.
4. Select **Integration System > Configure Integration Field Attributes** from the related actions menu of the integration system.

   Select the **Include in Output** check box for the **Role** field attribute in the Position Data Section / Assigned Role data section.
5. Run the integration and then use the **Role** field in the **Effective Stack Worker / Position Data Section / Assigned Role** data section to identify if the worker is a manager in the output file.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Your integration is referencing the Terminated (based on report date) report field.

Cause: You configured the **Terminated (based on report date)** report field in a calculated field that you used as a field override in PECI.

Solution: To avoid excluding workers, use the **Terminated** report field instead.

Steps

1. Access the **Edit Calculated Field** task.

   Select the calculated field from the **Calculated Field** prompt.

   Security: *Custom Field Management* domain in the System functional area.
2. Replace any references of the **Terminated (based on report date)** report field with the **Terminated** report field.

Your integration is referencing dynamic rules but you don't have Dynamic Membership Rule Evaluation Optimization enabled.

Cause: You have dynamic rules set up for your integration but haven't selected the **Enable Dynamic Membership Rule Evaluation Optimization** check box.

Solution:

Steps

1. Access the **Edit Tenant Setup - HCM** task.

   Security: *Set Up: Tenant Setup - HCM* domain in the System functional area.
2. Select the **Enable Dynamic Membership Rule Evaluation Optimization** check box under the **Payroll Interface** section.

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Your integration is referencing the Job Classifications - Job Profile report field.

Cause: You configured the **Job Classifications - Job Profile** report field in a calculated field that you used as a field override in PECI.

Solution:

Steps

1. Access the **Create Calculated Field** task.
   Security: *Custom Field Management* domain in the System functional area.
2. Enter these values:

Option	Description
Field Name	Worker Job Classifications
Business Object	*Position and Job - All Staffing Models*
Function	*Look up related value*
Lookup field	*Job Profile*
Return Value	*Job Classifications*

3. Access the **View Calculated Field** report, and select the poor performing calculated field on the **Calculated Field** prompt.
   Security: *Custom Report Creation* and *Custom Field Management* domains in the System functional area.
4. On the **Where Used** tab, find where the integration references the poor performing calculated field.
5. Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
6. Replace the poor performing calculated field with the **Worker Job Classifications** calculated field.

Related Information
Tasks
Set Up Integration Field Overrides for a Connector
Reference
Reference: Calculated Field Functions
Reference: Edit Tenant Setup - HCM

Payroll Interface Integration Command Center

Setup Considerations: Payroll Interface Integration Command Center

You can use this topic to help make decisions when planning your configuration and use of the Payroll Interface Integration Command Center (ICC). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The Payroll Interface Command Center:

- Sends data to third-party systems in every 15 minutes based on one-time configurations

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- Provides a centralized place to manage multiple Payroll Effective Change Interface (PECI) integration runs.

Business Benefits

ICC enables you to automate and control data extraction and transfer to external systems for prioritized transaction types. It's also 1 central hub where you can:

- Access tasks to view, setup, and maintain configurations.
- View and manipulate the data queue of prioritized transactions across all ICC configurations.
- Manage data transferring down times.
- View audit reports and review completed integration events.

Use Cases

You have multiple countries and multiple third-party payroll systems that you need to prioritize and transfer payroll data to and monitor.

Your batch file runs once a day, but you need to monitor for specific events, such as time offs, and send these events more frequently to your external system.

Questions to Consider

Questions	Considerations
Can your external system accept multiple PECI output files a day?	ICC priority events send 1 worker per file and can send up to 100 files every 15 minutes. ICC batch event sends 1 file per pay group.
How many times a day do you have a scheduled integration batch run?	ICC enables you to schedule 1 batch run a day because it's managing both batch runs and priority runs. ICC runs priority runs every 15 minutes.
Do you have multiple PECI integration runs scheduled?	Disable scheduled integration runs when including the PECI integration in an ICC configuration. The ICC configuration incorporates a new schedule.
Do you need to prioritize certain transactions over others to your external payroll system?	You can use the **Manage Payroll Interface Integration Command Center Data Queue** task on the **Payroll Interface Integration Command Center** dashboard to: • See the priority order of queue items across multiple configurations. • Who the integration will send in the next 15-minute priority event launch. • Remove or override the priority of a queue item for a worker Every 15 minutes, the integration sends the top 100 workers among all configurations with the highest priority to the third-party vendor.

Recommendations

We recommend that you don't use integration schedules to schedule PECI integrations that you use in the ICC configurations. You can schedule integration batch runs within the ICC configurations.

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Requirements

You must have an integration system user (ISU) for the PECI integration. You must also have 1 ISU associated with the *Queue Populator* integration for ICC. This ISU is different from the ISU that's associated with the PECI integration.

Enable this integration attribute and service on the PECI integration that you want to use within an ICC configuration:

- *Enable Data Changes Audit for Faceted Search* integration attribute.
- *Payroll Effective Change Interface / Payroll Interface Integration Command Center* integration service.

The PECI integration that you configure ICC for must not have any scheduled batch runs outside of the ICC configuration schedule.

Limitations

You can only:

- Have up to 25 active ICC configurations.
- Use the PECI integration with ICC.

ICC doesn't support the:

- *Additional Primary Integration* integration attribute.
- *Event Driven Integration* (EDI) integration service.
- *Merge Files Launch Parameters* integration service.

If you monitor for Hire transactions:

- Set the **Assign Pay Group** step within the *Hire* business process or set it as the completion step.
- And you use the **Hire Data Checkpoint for Third Party System** step on the *Hire* business process, the hire transaction creates a queue item but the integration doesn't return results in the priority run if the business process doesn't reach the step yet. The integration reports the hire on the next batch run after the step completes.

Tenant Setup

No impact.

Security

Domains	Considerations
Business Process Administration domain in the System functional area. These domains in the Integration functional area: • *Integration Build* • *Integration Debug* • *Integration Event* • *Set Up: Payroll Interface* • *Set Up: Payroll - Pay Group Specific*	Create and assign 1 Integration System User (ISU) with View and Put access to these domains.
These domains in the Integration functional area: • *Integration Build* • *Integration Configure* • *Integration Event*	• Enable the integration service on your PECI integration. • Configure the integration attribute on your PECI integration.

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Domains	Considerations
Manage: Payroll Interface Integration Command Center Data Queue domain in the Payroll Interface functional area.	Enables specific users to view, prioritize, or remove data queue items on the **Manage Payroll Interface Integration Command Center Data Queue** task.

Business Processes

No impact.

Reporting

Report	Considerations
Payroll Interface Integration Command Center Activities Audit Report	View ICC configurations and activities.
Payroll Interface Integration Command Center Data Audit Report	View data ICC sent to the external system.

Integrations

Use the PECI integration to create ICC configurations.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Payroll Interface Integration Command Center

Prerequisites

Stop any existing scheduled *Payroll Effective Change Interface* integration batch runs for the integration you want to enable for **Payroll Interface Integration Command Center** (ICC).

Context

ICC provides tasks and reports that enable you to automate and control data extractions and transfers to external payroll systems for prioritized transactions using the *Payroll Effective Change Interface* integration.

Steps

1. Access the **Edit Tenant Setup - Integrations** task.

   In the **Integration Subscription Settings** section, clear the **Disable Integration Subscriptions** check box.

   Security:*Set Up: Tenant Setup - Integrations* domain in the System functional area.
2. Create a *Payroll Effective Change Interface* integration with 1 associated integration system user (ISU).

   See Steps: Set Up Payroll Effective Change Interface.
3. Create Integration System User for ICC
4. Set Up Payroll Effective Change Interface Integration Services

   Enable the *Payroll Effective Change Interface / Payroll Interface Integration Command Center* integration service.
5. Configure Payroll Effective Change Interface Integration Attributes and Maps

   Enable the *Enable Data Changes Audit For Faceted Search* integration attribute.

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6. Steps: Configure Payroll Interface Integration Command Center .
7. (Optional) Configure Data Transferring Activity .

   When your third-party system has maintenance windows that prevent you from sending data, you can schedule down-time for the integrations to pause and resume.

Related Information
Examples
2023R2 What's New Post: Payroll Interface Integration Command Center

Create Integration System User for ICC

Prerequisites

Security: *Integration Security* domain in the Integration functional area.

Context

You can create an integration system user (ISU) for the Payroll Interface Integration Command Center (ICC) dashboard, enabling you to assign the ISU to a security group with permissions to access all tasks and reports ICC requires.

Steps

1. Access the **Create Integration System User** task.

   Workday automatically populates the value in the **Session Timeout Minutes** with zero to prevent the integration system user session from expiring. Expired sessions can cause the integration to stop before it successfully completes.
2. From the related actions menu of the system user you created, select **Security Profile > Assign Integration System Security Groups**.
3. From the **Integration System Security Group to Assign** prompt, select a security group with Get and Put access to these domains:
   - *Business Process Administration* in the System functional area.
   - *Integration Build* in the Integration functional area.
   - *Integration Debug* in the Integration functional area.
   - *Integration Event* in the Integration functional area.
   - *Set Up: Payroll Interface* in the Integration functional area.
   - *Set Up: Payroll - Pay Group Specific* in the Integration functional area.
4. (Optional) If the integration system user authenticates with a username and password:
   a. Access the **Maintain Password Rules** task.
   b. On the **System Users Exempt from password expiration** field, add your integration system user.

Steps: Configure Payroll Interface Integration Command Center

Prerequisites

Configure a *Payroll Effective Change Interface* (PECI) integration with these options:

- Integration attribute *Enable Data Changes Audit For Faceted Search*. See: Configure Payroll Effective Change Interface Integration Attributes and Maps .
- Integration service *Payroll Effective Change Interface / Payroll Interface Integration Command Center*. See: Set Up Payroll Effective Change Interface Integration Services .
- No scheduled batch runs.

Security: *Set Up: Tenant Setup - Worklets* domain in the System functional area and these domain in the Payroll Interface functional area:

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- *Set Up: Payroll Interface*
- *Manage: Payroll Interface Integration Command Center Data Queue*

Context

You can configure the Payroll Interface Integration Command Center (ICC) dashboard with tasks and reports that enable you to:

- Create ICC configurations.
- Prioritize the data that you send for each configuration.
- Send prioritized data in near real-time using the PECI integration.

Steps

1. Create Integration System User for ICC .

   Create and assign 1 integration system user (ISU) to the PECI integration with *Get* and *Put* access to these domains:

   - *Set Up: Payroll - Pay Group Specific* in the Core Payroll functional area.
   - *Set Up: Payroll Interface* in the Payroll Interface functional area.

   Grant access to the ISU with at least 1 of these domains in the Integration functional area:

   - *Integration Build*
   - *Integration Event*
   - *Integration Process*

   Note: You can associate only 1 ISU with the *Payroll Interface Integration Command Center Queue Populator* integration that Workday creates for the Payroll Interface Integration Command Center (ICC). This ISU isn't the same ISU associated with the PECI integration.
2. Configure Dashboard Content.

   As you edit the ICC dashboard, consider:

Option	Description
Configurable By User	Clear the check box.
Prompt Set	Select *Payroll Interface Integration Command Center Prompt Set*.
Worklets	Add a row for *Payroll Interface Integration Command Center Run Status*.
Menu Sections	Add rows with these tasks: • *Manage Payroll Interface Integration Command Center Configurations and Activities* • *Manage Payroll Interface Integration Command Center Data Queue* • *Payroll Interface Integration Command Center Activities Audit Report* • *Payroll Interface Integration Command Center Data Audit Report* • *View Integration System for integration Command Center Queue Populator*

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3. On the Payroll Interface Integration Command Center dashboard, access the **Manage Payroll Interface Integration Command Center Configurations and Activities** task.

   Note: When you access the **Manage Payroll Interface Integration Command Center Configurations and Activities** task for the first time, you must enter an integration system user (ISU). Workday creates the *Payroll Interface Integration Command Center Queue Populator* integration with this ISU. Don't manually create the Queue Populator integration. Manual setup may prevent priority events from appearing in the Data Queue without additional configuration. See Troubleshooting: Payroll Interface Integration Command Center Data Queue .

   As you complete the task, consider:

Option	Description
Integration System	Select the *Payroll Effective Change Interface* integration system that you want to schedule runs through ICC. Stop all existing scheduled batch runs for the integration you select.
Organization	Specify 1 or more payroll interface pay groups for ICC to run for the **Integration System** you specify. The ICC *Queue Populator* integration monitors the transactions that you select for the **Worker Event Types** for these pay groups.
Pay Period Selection Option	When you select: • *Use Pay Period for Current Date*, Workday uses the pay period based on the pay period that the current date lands, regardless of the pay period status in the pay group. • *Use Earliest Open Pay Period*. Workday uses the earliest pay period with an *In Progress* status, regardless of whether it has a future date. When no pay periods are in progress, Workday selects the earliest *Not Yet Started* pay period.
Prioritize Events	Specify the transactions that you need to monitor in near real-time. ICC sends workers with these transactions for the priority runs. For any event types that you don't include, ICC picks up workers with those transactions during the next batch run.
Start Time	Workday doesn't start batch runs before this time, but could start up to 15 minutes after. Workday waits to start batch runs if a priority run is still in progress.
Enabled	Enable or disable the configuration by selecting the related actions menu of the configuration. Workday selects this check box after you enable the configuration.

4. (Optional) From the related actions menu of the configuration, access the **Manage Data Transferring Down Time** task.

   Set up data transferring downtime.

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5. (Optional) Access the **Maintain Dashboards** task.
   Edit the **Payroll Interface Integration Command Center** dashboard.
   In the **Prompts** section, select a **Default Type** and **Default Value** for each dashboard prompt field.

Configure Data Transferring Activity

Prerequisites

- Set up the Payroll Interface Integration Command Center dashboard.
- Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area

Context

When your third-party system has maintenance windows that prevent you from sending data, you can use the **Data Transferring Down Time** task from the related actions menu of the configuration to schedule down-time for the integrations to pause and resume.

When you create a data transferring activity to pause priority runs for the configuration, you can:

- Launch an ad hoc run for an integration system that you enabled for the Payroll Interface Integration Command Center dashboard.
- Update the workers' Last Successful Run Date.

Steps

1. On the Payroll Interface Integration Command Center dashboard, access the **Manage Payroll Interface Integration Command Center Configurations and Activities** task.
2. From the related actions menu of the configuration, select **Data Transferring Down Time > Manage**.
3. Click **Create**.
4. As you select an option for the **Data Transferring Activities** field, consider:

Option	Description
Batch Runs	Workday won't run batch runs at the specified start time.
Priority Runs	Workday won't run priority runs every 15 minutes.
Queue Activity	Workday won't add queue items to the queue.

Concept: Payroll Interface Integration Command Center

Multiple Configurations

The Payroll Interface Integration Command Center dashboard is a central hub, where you can:

- View, set up, and maintain configurations.
- View and manipulate the data queue of prioritized transactions across all ICC configurations
- Manage data-transferring downtimes
- View audit reports
- Get a look into recent integration events

You can create up to 25 configurations using a *Payroll Effective Change Interface* (PECI) integration with multiple pay groups so you can launch each integration simultaneously.

Based on the worker events you prioritize, the integration sends the top 100 workers among all configurations every 15 minutes to the third-party system.

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Workday sends the data to the third-party system based on the business process that you set up in the PECI integration system you configured for the Payroll Interface Integration Command Center (ICC).

View Configuration Status

With ad-hoc and scheduled downtimes, you can check the state of a configuration by accessing the **View Configuration as of Date Time** report from the related actions menu of the configuration. You can use this report to check the configuration to troubleshoot any questionable behavior. Example: A transaction that you prioritized isn't showing like you expected. You access the **View Configuration as of Date Time** report and see that another admin paused the queue activity. By checking the configuration, you can see that another admin paused the queue activity. You see that because another admin paused the queue activity, ICC never sent the transaction to the data queue. ICC then picks up the transaction in the later batch run as opposed to a priority run.

Data Queue Management

Priority Events displays:

- The priority order of queue items across multiple configurations.
- The estimated time until the ICC scheduler launches the next priority event.
- Any currently in-progress priority events.

Batch Events displays any ICC batch events that are in progress.

Data Queue displays the priority order of queue items across multiple configurations. You can remove or override a priority for a worker as well as expand details for a more in-depth look at the priority transactions the worker has.

Data Transferring Activity Behavior

Queue Activity - ICC monitors the prioritized events, and Workday sends the event to the ICC data queue based on the priority.

Priority Runs Activity - Every 15 minutes, ICC launches the top 100 workers with transactions based on priority from the data queue.

Batch Runs Activity - Batch runs launch based on the option you select for the **Schedule Batch Run** field on the configuration. The **Start Time** that you set in the configuration is the minimum start time. ICC runs the next batch 15 minutes after the last priority run. Example: The batch start time is 10:00 AM, but the integration ran the last priority run at 9:55AM. The integration runs the next batch run in the next 15 min at 10:10AM.

Integration Launch Parameters

You can specify launches and updates when you select 1 of these options on the **Integration Command Center Run Type** for the *Payroll Effective Change Interface / Payroll Interface Integration Command Center* service:

Option	Description
Batch Run - For Integration Command Center use only	ICC launches primary batch events within 15 minutes of the specified start time for the pay groups associated with the ICC configuration batch run schedule. ICC updates the **Pay Group Last Extract Date**.
Priority Run - For Integration Command Center use only	ICC launches primary priority events every 15 minutes for the top 100 prioritized workers in the**Data Queue**. ICC updates the **Worker Last**

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Option	Description
	Successful Run Date when it reports a worker in the output file.
No LSRD Update - Last Successful Run Date will not be updated	The ICC scheduler doesn't use this option. Use this option for nonprimary ad-hoc events when the integration doesn't update the **Worker Last Successful Run Date**.
LSRD Update - Last Successful Run Date will be updated	The ICC scheduler doesn't use this option. Use this option for nonprimary ad-hoc events when the integration updates the **Worker Last Successful Run Date**. Set up a data transferring down time to pause priority runs to use this option.

Last Successful Run Date

Workday updates the last successful run date (LSRD) based on the last priority run or batch run.

Example: Pay Group A has an LSRD of 2023-05-25 12:30pm. On 2023-05-26 at 12:10, 105 workers in Pay Group A have prioritized transactions. On 2023-05-26 at 12:15 ICC sends the top 100 workers with a priority run and gives the workers with changes a Worker LSRD of 2023-05-26 at 12:15.

Example with a 11:30 Scheduled Batch Run	Example with a 12:00 Scheduled Batch Run
On 2023-05-26 at 11:30, ICC has a scheduled batch run for Pay Group A. ICC only looks at the top 100 workers who previously reported changes to their LSRD of 2023-05-26 at 11:15. ICC sends the rest of Pay Group A including the 5 remaining prioritized workers by capturing all changes after the pay group LSRD of 2023-05-25 at 11:30.	On 2023-05-26 at 11:30, ICC sends the remaining 5 prioritized workers in a priority run and adds an LSRD to those workers of 2023-05-26 11:00. At 12:00, ICC runs the scheduled batch run for all of Pay Group A with an LSRD of 2023-05-25 11:30, but only considers transactions after 2023-05-26 11:15 for the 100 workers and 2023-05-26 11:30 for the 5 workers.

Troubleshooting: Payroll Interface Integration Command Center Data Queue

This topic provides strategies to troubleshoot issues where priority events fail to appear in the **Manage Payroll Interface Integration Command Center Data Queue** task, particularly in instances where the *Payroll Interface Integration Command Center Queue Populator* integration was set up manually. Common symptoms include a persistent empty Data Queue or the Last Processed Priority Event failing to refresh unless a manual trigger is initiated.

Cause: The *Payroll Interface Integration Command Center Queue Populator* integration was created manually before the **Manage Payroll Interface Integration Command Center Configurations and Activities** task was configured for the first time.

Solution:

Steps

1. Create Integration System User for ICC
2. From the **Payroll Interface Integration Command Center** dashboard, access the **View Integration System for integration Command Center Queue Populator** task.

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3. Set Up Integration Subscriptions on the Queue Populator integration.

   Workday auto-populates the **Subscribe to Specific Transaction Types** when you add or update an ICC configuration with the **Prioritize Events** field on the **Manage Payroll Interface Integration Command Center Configurations and Activities** task.

   a) Select the **Subscribe to Rescind Business Process Type** check box.
   b) On the **Launch Integration**, select **Add**.
   c) On the **Run As** field, select the ISU you created in step 1.

      On the **Integration Criteria** grid, set all the **Value Type** values to *Determine Value and Runtime*, and set these values:

Field	Value
Transaction Log Queue Configuration	Transaction Log Queue Configurations for Integration Command Center Populator
Transaction Log	Transaction Log
Organization	Organizations for Integration Command Center Populator

4. Access the **Edit Tenant Setup - Integrations** task. In the **Integration Subscription Settings** section, clear the **Disable Integration Subscriptions** check box.

   Security: *Set Up: Tenant Setup - Integrations* domain in the System functional area.
5. Navigate to the **Manage Payroll Interface Integration Command Center Configurations and Activities** task.
6. From the related actions menu of your configuration, ensure that **Queue Activity Active** is enabled. This allows the ICC to monitor for prioritized events and add them to the data queue.
7. To test the configuration, initiate a worker transaction that matches one of the **Worker Event Types** configured for prioritization.
8. Use the **Manage Payroll Interface Integration Command Center Data Queue** task to confirm that the transaction appears in the queue as expected.

Event-Driven Integration

Setup Considerations: Event-Driven Integration for Third-Party Payroll

You can use this topic to help make decisions when planning your configuration and use of the *Event-Driven Integration for Third-Party Payroll*integration service. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

You enable the *Event-Driven Integration for Third-Party Payroll* integration service on your Payroll Effective Change Interface (PECI) integration to send information on hires and terminations to your third-party payroll vendor automatically.

Business Benefits

Event-driven integration for third-party payroll helps improve efficiency and reduce worker-level errors by enabling:

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- The third-party payroll vendor to validate received information and return any errors to you.
- You to correct the errors and resubmit the corrections immediately .

Use Cases

- You need immediate payroll processing information for a termination so you can comply with regulations.
- You need to report new hires to the government on the same day of hire. You enable event-driven integration for third-party payroll to help comply with government regulations.

Questions to Consider

Do you need immediate information on hires and terminations sent to your third-party payroll vendor?

If you don’t need to send this information immediately to your third-party payroll vendor, you can wait for your scheduled PECI integration.

Recommendations

Test your delivery and retrieval endpoints to help ensure that you can successfully pass data between Workday and your external payroll vendor.

Requirements

Enable the *Event Driven Integration for Third-Party Payroll* integration service on a PECI integration.

Configure a REST API client to enable your external payroll vendor to update Workday with the processing status of hires and terminations.

To use event-driven integration, you or your external payroll vendor must build 2 endpoints to:

- Deliver the hire and termination information to the external payroll vendor.
- Retrieve the status and errors from the external payroll vendor.

Limitations

When an event-driven integration is in progress for a worker, the next primary PECI integration doesn't pick up changes for that worker.

To ensure efficient processing, the primary PECI integration can process up to 500 worker events per hour through event-driven integration.

Event-driven integrations don’t:

- Process events initiated by Mass Operation Management tasks.
- Pick up future new hires if their hire date is beyond the current period.

Tenant Setup

Access the **Edit Tenant Setup – Security** task to select the **OAuth 2.0 Clients Enabled** check box.

Security

Configure these domains in the Payroll Interface functional area:

Domain	Consideration
Set Up: Payroll Interface in the Payroll Interface functional area.	• View the primary integration system associated with your pay group.

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Domain	Consideration
	• Configure the integration service and integration attributes on the PECI integration. • Create external payroll vendor mapping. • Configure event-driven integration steps. • Configure a REST API client.
These domains in the System functional area: • *Business Process Administration* • *Manage: Business Process Definitions*	Add the event-driven integration steps to the Hire and Termination business processes.

Business Processes

To use the integration service, you must configure steps on the Hire or Termination business process to:

- Transmit employee data to third-party payroll.
- Review event-driven integration for third-party payroll.

Reporting

Report	Description
Maintain Errors from Third-Party Payroll	View and correct errors that your third-party payroll vendor returns for event-driven integrations.
Workers Not Processed by PECI Events	View workers that the event-driven integration didn't process yet because there are in-process or failed event-drive integration steps.

Integrations

You enable the integration service on a PECI integration.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Event-Driven Integration for Third-Party Payroll

Prerequisites

Successfully configure a *Payroll Effective Change Interface* connector integration for your pay group.

See Steps: Set Up Payroll Effective Change Interface.

Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area

Context

The *Event Driven Integration for Third-Party Payroll* integration service enables you to configure business process steps that send information from Workday to your external payroll vendor automatically. Your payroll vendor validates the information and returns any errors to you. You can then correct the errors and resubmit the corrections immediately, saving time and money.

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Example: You hire, rehire, or terminate an employee. Event-driven integration sends that information to your external payroll vendor through the *Hire* or *Termination* business processes. The payroll vendor confirms receiving the information successfully or sends back errors for you to correct.

Steps

1. Access the **Maintain Payroll Integration Systems for Pay Group** task.

   Verify that the primary integration system associated with your pay group is a *Payroll Effective Change Interface* connector.
2. From the related action menu on your integration, select **Integration System > Configure Integration Services**.

   Select the **Enabled** check box for **Payroll Effective Change Interface - Event Driven Integration for Third Party Payroll**.

   Note: A pay group can have only 1 primary integration configured with the event-driven integration service.
3. From the related action menu on your integration, select **Integration System > Configure Integration Attributes**.

   Configure the external payroll vendor. As you complete the task, consider:

Option	Description
External Payroll Vendor	Select your vendor for event-driven integration. If it's not available, access the **Create External Payroll Vendor** task to create a vendor and select *Event Driven Integration* in the **Features** prompt.
Pay Period Selection Option	Select the pay period to use. Workday automatically populates *Use Earliest Open Pay Period*.
PGP Public Key	Encrypt the integration payload delivered to your vendor with this key.

4. Create External Payroll Vendor Mapping .

   Map your Workday tenants to the target tenant names from your external payroll vendor.

   Note: If you've completed the **External Payroll Vendor**, **Environment**, and **Public Private Key Pairs** configuration for local payroll data, you don't need to repeat it for event-driven integration.

   Configure the **Feature Configuration** grid.

Option	Description
Feature	Event Driven Integration
Attribute Configuration	Add rows for the Delivery Endpoint and the Retrieval Endpoint. Enter the endpoint values.

5. Configure event-driven integration steps for the *Hire* and *Termination* business processes for the pay group.

   See Steps: Add Event-Driven Integration for Third-Party Payroll Steps to Business Processes .
6. Configure a REST API client.

   This configuration enables your external payroll vendor to send the processing status for hires and terminations in the vendor system to Workday.

   See Steps: Set Up API Client for Event-Driven Integration Payroll Vendor Response .

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Result

After the *Hire* or *Termination* business process *Completion* step, Workday sends the employee information to your external payroll vendor. The owner of the *Review Event Driven Integration* step receives a successful completion message or notification of errors to correct in My Tasks. Correct errors and resend to your external payroll vendor.

Next Steps

- Access the **Maintain Errors from Third-Party Payroll** report to view and correct errors your external payroll vendor returns for event-driven integrations.
- Access the **Workers Not Processed by PECI Events** report. Use this report to view workers that event-driven integration didn't process yet or with in-process or failed event-driven integration steps.
- Access the GET operation on the eventDrivenIntegrationVendorResponse REST API for a copy of the vendor response.

Related Information
Tasks
Steps: Set Up Payroll Effective Change Interface
Register API Clients
Reference
The Next Level: Third-Party Payroll

Steps: Set Up API Client for Event-Driven Integration Payroll Vendor Response

Prerequisites

Successfully configure event-driven integration for a *Payroll Effective Change Interface* integration for your pay group.

See Steps: Set Up Event-Driven Integration for Third-Party Payroll.

Ensure that the security configuration for your Workday tenant has the **OAuth 2.0 Clients Enabled** option selected.

Context

You must configure REST API client in Workday before you can use the *Event Driven Integration for Third-Party Payroll* integration service.

Your third-party payroll vendor can send Workday a request with the status of hires and terminations sent through event-driven integration. You configure a REST API client in Workday to receive this request.

Steps

1. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Set Up: Payroll Interface (Vendor Response for Event-Driven Integration)* domain in the Payroll Interface functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
2. Register an API client for event-driven integration in Workday and manage the refresh tokens for the integration system user.

   Ensure that you configure these settings:

   - Select **Non-Expiring Refresh Token**.
   - Ensure that the **Disabled** check box is clear.
   - For **Scope (Functional Areas)**, select **Payroll Interface**.
   - Ensure that all other options and check boxes are clear.

   See Register API Clients for Integrations.

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3. From the related action menu on the API client for event-driven integration, select **API Client > Manage Refresh Tokens for Integrations**.

   Ensure that you configure these settings:

   - For **Workday Account**, select the ISU you created.
   - For **Generate New Refresh Token**, select **True**.

   See Register API Clients for Integrations.
4. Securely send these API client values to your external payroll vendor.
   - **Client ID**.
   - **Client Secret**.
   - **Refresh Token**.
5. Access the **View API Clients** report.

   On the **API Clients for Integrations** tab, locate these endpoints for the API client for event-driven integration:

   - **Workday REST API Endpoint**.
   - **Token Endpoint**.
   - **Authorization Endpoint**.

   Share these endpoints with your external payroll vendor.

Related Information
Reference
Asynchronous Third Party Payroll Event Driven Integration

Steps: Add Event-Driven Integration for Third-Party Payroll Steps to Business Processes

Prerequisites

Enable the *Payroll Effective Change Interface - Event Driven Integration for Third Party Payroll* integration service for your PECI integration.

Security: These domains in the System functional area.

- *Set Up: Payroll Interface* in the Payroll Interface functional area.
- *Business Process Administration* and *Manage: Business Process Definitions*

Context

When you add the event-driven integration steps to the *Hire* and *Termination* business processes for a pay group:

- Workday transmits employee data immediately to your external payroll system.
- You create and update hire and termination data in the external payroll system more quickly.

Workday recommends that you avoid configuring business process steps with audited entry conditions. This type of configuration can cause a situation where:

- The primary integration runs after the event completion date.
- Event-driven integration doesn't run because of condition rules.

Steps

1. From the related action menu on the *Hire* and *Termination* business processes for the pay group, select **Business Process > Edit Definition**.

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2. Add the *Transmit Employee Data to Third Party Payroll* service step to these business processes:
   - *Hire*: Add the service step after the *Assign Pay Group* action step and after the *Completion* step.
   - *Termination*: Add the service step after the *Completion* step.
3. (Optional) Configure the *Transmit Employee Data to Third Party Payroll* service step to skip event-driven integration for future-dated transactions.

   Set up condition rules with the **Is Event Driven Integration Transaction Future Effective** report field.
4. Access the **Create Business Process Definition (Default Definition)** task to create the default definition required for the integration. As you complete the task, consider:

Option	Description
Business Process Type	Select *Review Event Driven Integration for Third Party Payroll*.
Business Process Steps	Leave this grid empty.

5. Select **Business Process Security Policy > Edit** from the related actions menu of *Review Event Driven Integration for Third Party Payroll* business process type.

   Select the security groups that can be assigned in the *Review Event Driven Integration for Third-Party Payroll* step.

   See Edit Business Process Security Policies.
6. For these options, select the security groups to receive the *Review Event Driven Integration for Third Party Payroll* notification in My Tasks. Example: *Payroll Interface Administrator/Partner* security group.
   - *Who Can Start the Business Process*
   - *Who Can Do Actions on Entire Business Process*

   Note: You can configure role-based security groups for the *Review Event Driven Integration for Third Party Payroll* business process step based on organization types, such as pay groups. Example: Event-driven integration triggers the *Review Event Driven Integration for Third Party Payroll* step for payroll errors returned by an external payroll vendor. Based on pay group roles such as Payroll Partner:
   - Tasks in My Tasks for employees in the German pay group go to the Payroll Partner for the German pay group.
   - Tasks in My Tasks for employees in the Australian pay group go to the Payroll Partner for the Australian pay group.

   See Create Role-Based Security Groups.
7. Add the *Review Event Driven Integration for Third Party Payroll* action step right after the *Transmit Employee Data to Third Party Payroll* service step.
8. (Optional) Create condition rules to send notifications based on the status of the integration. Use these report fields to retrieve the *Event Driven Integration* status.

Option	Description
Overall Status	Provides the processing status of the employee information in the external payroll system. Example: Create a condition rule with this report field to send a notification when the external payroll system returns a *Successfully sent to Payroll* status for an employee update.
Skip Review	Indicates whether the payroll vendor requests to skip the *Review Event Driven Integration for Third-Party Payroll* step.

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Option	Description
	Example: Create a condition rule with this report field to send a notification when Event Driven Integration skips the *Review Event Driven Integration for Third-Party Payroll* step.
Skip Review Reason	Indicates why the payroll vendor requests to skip the *Review Event Driven Integration for Third-Party Payroll* step. Example: Add this report field to the condition rule in the **Skip Review** example to include a reason for skipping the step, such as **Payroll is Locked**.

9. Add a notification to the *Hire* or *Termination* business process.
10. (Optional) Add the condition rules to the notification. Set up the notification to trigger:
    - On entry into a required step.
    - After the *Review Event Driven Integration for Third Party Payroll* step.
11. (Optional) Access the **Create Business Process Definition (Default Definition)** task to create a default business process definition to send correction and rescind events.

Option	Description
Business Process Type	Select *Event Driven Integration Process Event*.
Business Process Steps	• *Transmit Employee Data to Third Party Payroll* • *Review Event Driven Integration for Third Party Payroll*

    - Mark the initiation step in the business process as a completion step.
    - Add the Review step to ensure that event-driven integration displays any errors that occur during a hire or correction.

    Note: The event-driven integration only retriggers for corrections made on the top-level Hire event. This retrigger doesn't include corrections made to subprocesses, such as the **Propose Compensation Hire** business process.

Related Information

Concepts

Setup Considerations: Role-Based Security Groups

Tasks

Steps: Configure Business Process Definitions

Concept: Event-Driven Integration for Third-Party Payroll

The *Event-Driven Integration for Third-Party Payroll* integration service sends hires and terminations to your third-party payroll vendor instantly instead of through primary *Payroll Effective Change Interface* (PECI) integrations. When you enable this service on your PECI integration, you can:

- Configure business process steps on the *Hire* and *Termination* business processes to send these worker events from Workday to your third-party payroll vendor automatically.
- Send future-dated hires and terminations automatically.
- Send corrections and rescinds for hires and terminations immediately.

Note: Workday also provides event-driven integration support for the Hire_Employee operation in the Staffing web service (version 35.2).

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When Workday successfully processes any of the configured events, event-driven integration sends the updates to your third-party payroll vendor. Your third-party payroll vendor validates the information and returns any errors to you. You can correct the errors and resubmit the corrections immediately, saving time and money.

When event-driven integration is in progress for a worker, the next primary PECI integration doesn't pick up changes for that worker. When the event-driven integration steps have completed, the primary PECI integration starts picking up changes for the worker.

Example: You hire several employees for a pay group. Workday sends these hires to your third-party payroll vendor when the *Hire* business process is configured with event-driven integration. The third-party payroll vendor reports that the third-party payroll system saved the hires successfully. Before the next primary PECI run, 1 newly hired employee enters a mailing address change in Workday. The next primary PECI integration run for that pay group:

- Detects that the mailing address change for the employee occurred after event-driven integration sent the hire event to the third-party payroll vendor.
- Picks up the mailing address change and sends it to the third-party payroll vendor.

The third-party payroll vendor now has the same hire and mailing address information as Workday.

Event-Driven Integration Status

These sources can help you understand the status of event-driven integration.

- The configuration of the *Review Event-Driven Integration for Third-Party Payroll* step can display notifications for these situations:
    - Errors extracting a new hire or termination in Workday.
    - Failures during processing in the payroll vendor.
- The **Error Report** link to the Diagnostic audit of the integration event.

The integration returns the *Vendor_Response.json* file on the **Output Files** tab when the *Event-Driven Integration* event completes. The response contains these values from your external payroll vendor.

Field	Value
setLSRD	Indicates whether the integration successfully updated the worker in the third-party payroll system: • If True, the integration updated the worker. Subsequent integration runs don't send this change. • If False, Workday sends the original worker data again during the next integration. The next integration could be an Event-Driven Integration or the next primary PECI integration.
relaunchable	Indicates whether you can submit the worker data again after making changes. • If True, you can see the **Resend to Payroll** button in the *Review Event Driven Integration for Third Party Payroll* business process step. • If False, the **Resend to Payroll** button isn't available in the business process step. You can't resubmit the worker data.

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Field	Value
skipReview	Indicates whether to present the *Review Event Driven Integration for Third Party Payroll* step for the transaction sent through Event-Driven Integration. • If True, the integration doesn't present a *Review Event Driven Integration for Third Party Payroll* step for transactions. • If False, the *Review Event Driven Integration for Third Party Payroll* step displays the payroll messages returned by the vendor.

Troubleshooting: Event-Driven Integration for Third-Party Payroll

No notification when Event-Driven Integration is successful.

Cause: The *Payroll Effective Change Interface* (PECI) integration automatically sends a notification for errors but not for successful integrations.

Solution: Create a notification for successful Event-Driven Integration.

See Steps: Add Event-Driven Integration for Third-Party Payroll Steps to Business Processes .

Event-Driven Integration doesn't pick up future effective transactions.

Cause: Event-Driven Integration doesn't pick up future transactions when:

- The transaction date is beyond the current period.
- You don't configure the *Number of Additional Pay Periods* integration attribute to include additional periods.

Solution:

Steps

Security: *Integration Configure* domain in the Integration functional area.

1. From the related actions menu of the *Payroll Effective Change Interface* integration configured for Event-Driven Integration, select **Integration System > Configure Integration Attributes**.
2. Set the *Number of Additional Pay Periods* attribute for the additional pay periods you want.

   Event-Driven Integration picks up future transactions with dates within the additional periods.

Unable to view Resend to Payroll.

The notification for an *Event-Driven Integration* event contains a *Review Event Driven Integration for Third Party Payroll* step but not a **Resend to Payroll** button.

Cause	Solution
You try to run multiple *Event-Driven Integration* events for the same worker at the same time. Example: An *Event-Driven Integration for a Hire* event is in progress with a *Review Event Driven Integration for Third Party Payroll* step. While that event is in progress, a *Termination* event triggers another *Event-Driven Integration* event. These *Event-Driven Integration* events are in conflict.	Click the **Submit** button in the *Review Event Driven Integration for Third Party Payroll* steps for the worker's *Event-Driven Integration* events. Clicking this button closes the step but doesn't send any data. After you close the steps, the next primary PECI integration picks up the worker changes.

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Cause	Solution
You try to run conflicting *Event-Driven Integration* events for a worker. Example: You changed a worker's hire date while a preceding *Event-Driven Integration* event is in progress for that worker. The preceding event has a *Review Event Driven Integration for Third Party Payroll* step but no **Resend to Payroll** button. The hire date change event has a *Review Event Driven Integration for Third Party Payroll* step with integration errors.	View the instructions in the *Review Event Driven Integration for Third Party Payroll* step for the second event.
You don't configure Event-Driven Integration to relaunch after correcting errors.	To check the configuration, locate the *Relaunchable* option in the Vendor_Response.json file, which is on the **Output Files** tab in the *Event-Driven Integration* event. When the *Relaunchable* option has a value of False, the **Resend to Payroll** button is hidden. Contact your payroll vendor to set the *Relaunchable* option to True.

There's a 456 error code.

Solution: Verify that the hire effective date you select for the event-driven integration is within the pay period.

Event-Driven Integration is skipped when its called using a web service.

Solution: Update your Hire Employee web service request to set **Enable_Event_Drive_Integration_for_Third_Party_Payroll** to true.

Troubleshooting: Event-Driven Integration for Hires

Event-Driven Integration didn't include new Hire.

You entered a Hire for a new worker but Event-Driven Integration didn't include the Hire event. The next scheduled PECI integration also didn't include the Hire event.

Cause: The notification for the *Event-Driven Integration* event contained a *Review Event-Driven Integration for Third Party Payroll* step for an error in the new Hire. You clicked the *Submit* button instead of the *Resend to Payroll* button. The *Review Event-Driven integration for Third Party Payroll* step closed without sending the correction through Event-Driven Integration.

Solution: If the next scheduled PECI integration hasn't run:

Steps

Security: *Worker Data: Historical Staffing Information* domain in the *Staffing* functional area.

1. Correct the error in the worker's Hire event.
2. From the related actions menu on the worker profile, select **Worker History > View Worker History**. Note the date of the original Hire event.
3. Access the **Manage Payroll Integration System for Pay Group** task.
4. Set the *Last Successful Run Date* for the worker to the date of the original Hire event.

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Solution: If the next scheduled PECI integration has run, you can correct the worker's Hire event and send the corrected Hire in an ad hoc PECI integration. The ad hoc PECI automatically updates the worker's *Last Successful Run Date* so the next scheduled PECI doesn't include the Hire.

Steps

1. Correct the error in the worker's Hire event.

Integration Build and *Integration Configure* domains in the Integration functional area.

2. Access the *Payroll Effective Change Interface* integration.
3. From the related actions menu, select **Integration System > Configure Integration Services**.
4. Enable the *Worker Last Successful Run Date - Launch Parameters* service.

Integration Event domain in the Integration functional area.

5. Launch the integration. For the **Update Worker Last Successful Run Date** launch parameter, select *Determine Value at Runtime*.

Hire correction sent through Event-Driven Integration fails because a prior event failed.

Cause: Event-Driven Integration didn't send a *Hire Correction* event because a prior *Hire* or *Hire Correction* event didn't complete successfully.

Solution: Correct the initial *Hire* event, then send the *Hire Correction* event.

Steps

1. Access the **Review Event Driven Integration for Third Party Payroll** notification.
2. Review the notification and take the corrective action for the prior *Hire* event.
3. Click **Resend to Payroll** in the **Review Event Driven Integration for Third Party Payroll** notification to send the corrected *Hire* event through event-driven integration.
4. Resend the failed *Hire Correction* through event-driven integration.
5. Verify that the *Hire Correction* event correctly updated the third-party system.

Related Information
Tasks
Steps: Automatically Update Worker Last Successful Run Date for Ad Hoc Integrations
Steps: Manually Update Worker Last Successful Run Date for Ad Hoc Integrations

Troubleshooting: Event-Driven Integration for Terminations

This topic provides strategies for diagnosing and resolving *Event-Driven Integration* problems for *Termination* events.

Termination correction sent through Event-Driven Integration fails.

Cause: The *Termination Correction* event fails because a prior *Termination* or *Termination Correction* event didn't complete successfully.

Solution:

Steps

1. Access the **Review Event-Driven Integration for Third-Party Payroll** report.

   Configure the *Review Event Driven Integration For Third Party Payroll* business process in the *Payroll Interface* and *Staffing* functional areas.
2. Review the error message and make the necessary correction for the preceding *Termination* or *Termination Correction* event.
3. Click **Resend to Payroll** in the **Review Event Driven Integration For Third Party Payroll** report to send the corrected *Termination* or *Termination Correction* event through Event-Driven Integration.

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4. After the next batch integration run, verify that your original failed *Termination* or *Termination Correction* event has correctly updated the third-party system.

Payroll Interface Configurable Output

Setup Considerations: Payroll Interface Configurable Output

You can use this topic to help make decisions when planning your configuration and use of the *Payroll Interface Configurable Output* integration service. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The Payroll Interface Configurable Output enables you to configure and view a Payroll Effective Change Interface (PECI) output in an Excel file.

Business Benefits

The Payroll Interface Configurable Output helps you efficiently find information about payroll changes.

Use Cases

You're a payroll administrator, and you submit payroll for an individual worker or a small group of workers working in nonheadquarter countries. You use this integration service to:

- Find effective payroll changes for workers in an output file format that isn't XML.
- Enter manual changes into third-party payroll systems for small employee populations.

Questions to Consider

Question	Considerations
How do you want to use the Excel output file?	Use the Excel output file only to review and manually enter payroll data into downstream third-party payroll systems. If you find incorrect data in your Excel output file, make corrections in Workday and rerun the PECI integration.
Do you review payroll data for multiple pay groups?	You can configure the integration to output a separate Excel output file for each pay group.
What kind of data do you want to enter manually into third-party payroll systems?	Determine what data is included in your Excel output file through your layouts and definitions. You can select this data from the PECI integration to include in the Excel workbook: • Data sections • Event types • Fields

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Question	Considerations
When should you use only a PECI integration?	If you want to review payroll data for more than 5,000 workers, use a PECI integration to create an XML output file.

Recommendations

To help avoid truncated or invalid labels in your Excel workbook, create a label for your payroll interface configurable output layout:

- With less than 31 characters.
- Without these characters: : \ / ? * [or].

To help ensure that Workday creates an output file for each pay group in your PECI integration:

- Create a separate Payroll Interface Configurable Output integration system for each pay group that you want to include in your Excel output file.
- Use the name of the pay group as the Input Document tag.

Requirements

- Configure a Payroll Effective Change Interface (PECI) integration for your pay group.
- Enable the Payroll Interface Configurable Output integration service on the PECI integration.

Limitations

The Payroll Interface Configurable Output functionality doesn't support:

- Creating an Excel output for more than 5,000 workers.
- Configuring field overrides.
- Buy Time Off. You can add report fields on the Buy Time Off Event business object in your integration or create External Payroll Inputs to export the deductions through the integration. For more information, see:
  - The Report Fields in the Reporting section of ../../../../human-capital-management/absence/time-off/Sell-Time-Off/setup-considerations--buy-time-off.dita.
  - Concept: External Payroll Inputs .

Tenant Setup

No impact.

Security

Domain	Considerations
• *Set Up: Payroll - Pay Group Specific* domain in the Core Payroll functional area • *Set Up: Payroll Interface* domain in the Payroll Interface functional area	Create layouts and definitions for the Excel output file.
These domains in the Integration functional area: • *Integration Build* • *Integration Configure* • *Integration Event* • *Integration Process*	• Enable the integration service on your PECI integration. • Configure integration attributes. • Create a payroll configurable output integration system. • Launch a PECI integration.

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Domain	Considerations
• *Reports: Pay Calculation Results for Pay Group (Results) - CAN* in the CAN Payroll functional area. • *Reports: Pay Calculation Results for Pay Group (Results) - FRA* in the FRA Payroll functional area. • *Reports: Pay Calculation Results for Pay Group (Results) - UK* in the UK Payroll functional area. • *Reports: Pay Calculation Results for Pay Group (Results) - USA* in the USA Payroll functional area.	Access the Excel output file.

Business Processes

To launch your Payroll Interface Configurable Output integration sequentially, add an integration step to the business process definition of your PECI integration.

Reporting

No impact.

Integrations

You use the PECI integration to create an output with effective payroll changes.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Payroll Interface Configurable Output

Prerequisites

Configure a *Payroll Effective Change Interface* (PECI) integration for your pay group.

See Steps: Set Up Payroll Effective Change Interface.

Context

You can use the *Payroll Interface Configurable Output* integration service to create an Excel output of effective payroll changes from your PECI integration.

You can use the Excel output file to:

- Find effective payroll changes about workers.
- Enter manual changes into third-party payroll systems.

When you have multiple pay groups in your PECI integration, you can create a separate Excel output for each pay group.

Steps

1. Set Up Payroll Effective Change Interface Integration Services .
   Enable the *Payroll Interface Configurable Output* integration service on your PECI integration.
2. Create a Payroll Interface Configurable Output Layout .

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3. Create a Payroll Interface Configurable Output Definition .
4. Create Integration System .
    a. Create a *Payroll Interface Configurable Output* integration system. When you have multiple pay groups, create a separate integration system for each pay group that you want to create an Excel output for.
    b. In the **New using Template** prompt, select *Payroll Interface Configurable Output*.
    c. To name your output Excel files, enable the *Filename Sequence Generator* integration service.
5. From the related actions menu of your *Payroll Interface Configurable Output* integration, select **Integration System > Configure Integration Attributes**.
    a. For the **Input Document Tags** attribute, select a document tag that matches the pay group in your PECI integration. When you have multiple pay groups, select an input document tag for each pay group.
    b. For the **Output Definition** attribute, select the definition you created.
    c. Security: *Integration Configure* domain in the Integration functional area.
6. Create Integration (Step).
    a. Create an integration step to launch the *Payroll Interface Configurable Output* integration system when you launch the PECI integration.
    b. From the related actions menu on your PECI integration, select **Business Process > Edit Definition**.
    c. Add an integration step on the business process definition after your *Fire Integration* service step.
    d. Click **Configure Integration System**.
    e. From the **Integration System** prompt, select the *Payroll Interface Configurable Output* integration system that you created.
    f. From the **At the Run As User** prompt, select the integration system user (ISU) that matches your PECI integration.
7. Launch an Integration .

    Run your PECI integration.

Next Steps

You can now download your Excel output file from the PECI integration event.

Related Information
Tasks
Set Up Integration Sequence Generators
Examples
2023R1 What's New Post: Payroll Interface Configurable Output

Create a Payroll Interface Configurable Output Layout

Prerequisites

- Enable the Payroll Interface Configurable Output integration service on a Payroll Effective Change Interface (PECI) integration system.
- From the related actions menu of your PECI integration, select **Integration System > Configure Integration Field Attributes**. Select the **Include in Output** check box for the data sections and fields you want to include in your Excel workbook.
- Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

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Context

You can create a payroll interface configurable output layout to configure what data the integration includes in the sheets of your Excel output. You can repeat these steps for each sheet you want to add to the workbook.

Steps

1. Access the **Create Payroll Interface Configurable Output Layout** task.
2. As you complete the header, consider:

Option	Description
Name	Displays the name of the layout seen in Workday.
Description	Displays the description seen in Workday.
Integration System	Informs the layout grid which data sections and fields populate the Excel output file.
Label	Displays the name of the sheet in the Excel workbook.
Event Type	Defines which event types are in the Excel workbook. Example: You can create separate sheets in your workbook for HIR and TERM.

3. Add a **Data Section** row. As you complete the grid, consider:

Option	Description
Data Section	Displays the data sections from the PECI integration system that you enabled to include in output.
Field	Displays the fields from the PECI integration system that you enabled to include in output.
Column Label	Displays the name of the column on the Excel sheet.
Transformation Options	Maps internal data in Workday to external data in your Excel workbook. If you don't create or select a transformation option, the data in your Excel file will match what you normally see in a PECI output. If you create a transformation, the external value displays in the cells of the Excel workbook. Example: To display 1 as Yes and 0 as No in your Excel workbook, enter: • *No* in the **Default Value** field. • *1* in the **Internal Value** field. • *Yes* in the **External Value** field.

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Create a Payroll Interface Configurable Output Definition

Prerequisites

- Enable the Payroll Interface Configurable Output integration service on a Payroll Effective Change Interface (PECI) integration system.
- From the related actions menu of your PECI integration, select **Integration System > Configure Integration Field Attributes**. Select the **Include in Output** check box for the data sections and fields you want to include in your Excel workbook.
- Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

Context

You can create a payroll interface configurable output definition to configure how your Excel output displays data. The definition also configures key fields, which are fields that are output for all effective changes.

Example: You configure *Employee ID* as a key field on your definition. When you download your Excel workbook, the employee ID of each worker is on every effective change row.

Steps

1. Access the **Create Payroll Interface Configurable Output Definition** task.
2. As you complete the header, consider:

Option	Description
Name	Displays the name of the definition seen in Workday.
Description	Displays the description seen in Workday.

3. On the **Included Output Layouts** tab, select the layout you want to include on your Excel output file.
4. On the **Key Fields** tab, add a **Data Section** row. As you complete the grid, consider:

Option	Description
Data Section	Displays the data sections available as key field identifiers.
Field	Displays the fields available as key field identifiers.
Column Label	Displays the name of the column on the Excel sheet.
Transformation Options	Maps internal data in Workday to external data in your Excel workbook. If you don't create or select a transformation option, the data in your Excel file will match what you normally see in a PECI output. If you create a transformation, the external value displays in the cells of the Excel workbook. Example: To display 1 as Yes and 0 as No in your Excel workbook, enter: • *No* in the **Default Value** field. • *1* in the **Internal Value** field.

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Option	Description
	• *Yes* in the **External Value** field.

Third-Party Payroll Errors Collaboration

Steps: Set Up Third-Party Payroll Errors

Prerequisites

Configure a *Payroll Effective Change Interface* integration with the *Override Integration Event* field attribute disabled.

Your third-party payroll vendor must use the operation *Put_Integration_Event_Error_Message_Set* in the *Payroll_Interface* web service to make payroll errors available for reporting. This operation also applies for PECI integrations configured with the *Event-Driven Integration for Third Party Payroll* service.

Create endpoints for third-party payroll vendor access. Use the Workday SOAP API.

Context

To resolve payroll errors reported in *Payroll Effective Change Interface* and *Event-Driven Integration for Third-Party Payroll* integrations, you can:

- Set up security groups authorized to resolve the payroll errors.
- Define any reasons and statuses that you want to use for tracking the payroll errors.
- Assign the payroll errors returned by an integration for resolution.

Steps

1. Edit Domain Security Policies.

   Grant these security groups access to these domains.

Domain	Roles
Set Up: Payroll Interface domain in the Payroll Interface functional area.	Required by: • *Payroll Interface: Put Integration Event Error Message Set* web service. • **Maintain Global Payroll Statuses** task and the **View Global Payroll Statuses** report. • **Maintain Global Payroll Reasons** task and the **View Global Payroll Reasons** report.
Manage: External Payroll Errors domain in the Payroll Interface functional area.	Roles who review and assign third-party payroll errors for resolution. Example: Payroll Administrators or Integration Specialists.
Process: External Payroll Errors domain in the Payroll Interface functional area.	Roles who review and resolve third-party payroll errors. Example: Human Resource or Compensation Partners/Specialists.

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2. Access the **Maintain Global Payroll Statuses** task.

   On the **External Payroll Feature** prompt, select *Third-Party Payroll Errors*.

   Review and modify the statuses you want to use for resolving the payroll errors. You can map your statuses with these Workday statuses.

   - *Complete*.
   - *In Progress*.
   - *Not Yet Started*. This status is the default status for third-party payroll errors. You can select another status as the default.

   Note:

   - You can associate more than 1 of your statuses with a Workday status.
   - You can't delete a status that's in use.

   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.
3. Access the **Maintain Global Payroll Reasons** task.

   On the **External Payroll Feature** prompt, select *Third-Party Payroll Errors*.

   Create reasons for tracking third-party payroll error resolutions.

   Note: You can't delete a reason that's in use.

   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.
4. Access the **Configure Global Payroll Notifications** task.

   Add a row for each notification for roles with access to the *Manage: External Payroll Errors* domain. This notification indicates that payroll errors are available for integration events.

   - Select the *Third-Party Payroll Errors* feature.
   - Select the pay group.
   - Select the groups that contain Payroll Administrators or Integration Specialists who manage the error assignments.

   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

Result

Roles authorized to review and assign third-party payroll errors for resolution can access these reports after an integration run. These reports indicate if *Payroll Effective Change Interface* and *Event-Driven Integration for Third-Party Payroll* integrations returned errors.

- Access the **Third-Party Payroll Errors** report to check for specific errors.
- Access the **External Payroll Response for Integration Events** report to check if:
  - An integration reported any errors.
  - An integration was successful and didn't report any errors.
  - An integration didn't return any results.

Next Steps

Assign third-party payroll errors to roles authorized to resolve errors.

Related Information
Reference
Workday Community: API Authentication Methods

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Assign Third-Party Payroll Errors

Prerequisites

Have a *Payroll Effective Change Interface* or *Event-Driven Integration for Third-Party Payroll* integration that returned payroll errors.

Security: *Manage: External Payroll Errors* domain in the Payroll Interface functional area.

Context

You can view and assign payroll errors to roles authorized to resolve them.

Steps

1. Access the **Maintain Errors from Third-Party Payroll** task.
2. Select the pay groups that have payroll errors you want to assign.

   You can select the payroll errors you want to assign by:

   - Severity level of the errors.
   - Workers.
   - The sent on date for the integration event. You can report payroll errors for a specific date or a range of dates.
3. (Optional) Change the values in the **Status** and **Reason** columns for the payroll errors you want to assign.
4. Select the payroll errors you want to assign.

   Integrations can return payroll errors related to workers or setup errors. Example for setup error: Cost Center is invalid.
5. Click **Assign Selected**.
6. For the selected errors, you can enter:

Option	Description
Assigned To	You can assign errors to members of security groups configured with access to the *Process: External Payroll Errors* domain. You can assign an error to 1 or more members of the authorized security groups. Assignees must have security access to the worker whose data is in error.
Due Date	Specify the date for resolving the item. Assignees can filter items in the **My Assigned Third Party Payroll Errors** task by due date to identify errors that are past due.
Status	The default status is *Not Yet Started*. You can select a different status. The assignee can change this status to indicate progress for resolving the item.
Comment	Enter any instructions to the assignee.

7. Click **OK**.

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Result

Assignees receive a *Third-Party Payroll Errors: Assigned to me* notification with access to their newly assigned errors.

Next Steps

Access the **Maintain Errors from Third-Party Payroll** task to add or change assignments.

From their *Third-Party Payroll Errors: Assigned to me* notification, assignees can click **Newly Assigned Third-Party Payroll Errors** or **All My Assigned Errors** to view their assigned payroll errors.

Review Assigned Third-Party Payroll Errors

Prerequisites

Security: *Process: External Payroll Errors* domain in the Payroll Interface functional area.

Context

Review and resolve third-party payroll errors assigned to you.

Steps

1. Access the *Third-Party Payroll Errors: Assigned to me* notification.
2. Click **Newly Assigned Third-Party Payroll Errors**.
3. In the grid, click **Review** to review and update an error.

   Note: Click **All My Assigned Items** to review all errors currently assigned to you.
4. As you update the error, consider:

Option	Description
Status	Select the current status for the error.
Reason	Select the cause for the error.
Approved by	Select the approver for the error resolution.
Comment	Add any information the approver or other assignees need to know.

   Note: The **History** and **Comments** tabs display the updates and additional information for an error.

Next Steps

You can access the **My Assigned Third-Party Payroll Errors** report to view and update all of your assigned errors.

Payroll administrators or integration specialists authorized to the *Manage: External Payroll Errors* domain can access:

- The **Maintain Errors from Third-Party Payroll** task to view the payroll error updates.
- The **Third-Party Payroll Errors** report to view error statuses.

Global Payroll Reconciliation

Setup Considerations: Global Payroll Reconciliation

You can use this topic to help make decisions when planning your configuration and use of the *Global Payroll Reconciliation* integration. It explains:

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- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The *Global Payroll Reconciliation* integration:

- Enables you to compare and reconcile worker payroll data between Workday and third-party payroll systems.
- Provides the options for launching the reconciliation.

This integration automatically includes:

- All active workers in a pay period.
- All terminated workers in the pay period.
- All terminated workers with a pay through date within or after the period.

Business Benefits

The *Global Payroll Reconciliation* integration helps you save time and ensure accuracy in payroll processing and payment.

Use Cases

You can:

- Run this integration for multiple pay groups and multiple times during a pay period. Example: You schedule the integration to run before your payroll processing and help you identify any problems to fix before running payroll.
- Include terminated employees in this integration when you need to reconcile home addresses to send tax forms at the end of the year.

Questions to Consider

Questions	Considerations
When do you want to run the *Global Payroll Reconciliation* integration?	Consider that timing can affect the worker payroll data extracted from Workday and your third-party payroll system and the subsequent comparison. Workday might extract data at certain dates and times when the third-party payroll system isn't able to. Data also might be updated constantly through: • The *Payroll Effective Change* (PECI) integration or *Event-Driven Integration for Third-Party Payroll* integration service. • Manual entry in the third-party payroll system
What fields in my *Payroll Effective Change Interface* (PECI) integration can I reconcile with this integration?	Workday supports the fields in these PECI data sections for global payroll reconciliation: • Worker Status • Personal – Legal Name

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Questions	Considerations
	• Person Communication – Address • Person Identification – National Identifier • Position – Organization • Compensation – Summary in Annualized Frequency • Payment Election • Employee Contract • Payroll Input Earnings and Deductions • Compensation One Time Payment • Payroll One Time Payment
Does your third-party payroll vendor support Global Payroll Reconciliation?	For a third-party payroll vendor other than ADP GlobalView, you or your vendor need to build these 3 REST endpoints to be able to support Global Payroll Reconcilliation: • An initiating endpoint to send reconciliation parameters from Workday to the vendor. • A retrieval endpoint where Workday picks up data from the vendor. • A schema endpoint for fields the vendor supports for reconciliation. For more information, see Concept: Global Payroll Reconciliation REST APIs .

Recommendations

To help avoid decreased performance, only include terminated employees when necessary.

Disable the Transaction Log service on the PECI integration system that you use for reconciliation. When you enable the service, Workday reconciles a smaller population than expected against the full population from the third-party system.

Requirements

Have or create a PECI integration that:

- Is in production.
- You configured with the fields you want to reconcile.

Create endpoints for third-party payroll vendor access.

Set up a pay group code that matches the pay group or company in your third-party system. Workday uses this code to map Workday external pay groups to external third-party pay groups or companies. Without this code, Workday can't communicate to the third-party system for which pay group to compare against.

Limitations

You:

- Can't reconcile workers that you terminated more than 5 years ago from the current period.
- Can only set a case sensitivity option for either all fields or individual fields. Applying both options makes the fields case-sensitive.

Workday ignores leading zeros when matching the employee IDs. Example: The Workday employee ID 123 matches the vendor employee ID 000123.

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Global Payroll Reconciliation doesn't support:

- Retro changes effective in a prior period changes and future-dated changes effective in a future period.
- The *Report Changes After Pay Group Removal* integration service. When you run PECI through Global Payroll Reconciliation, the *Report Changes After Pay Group Removal* integration service doesn't execute, even if you've enabled the service on the integration system.

Tenant Setup

No impact.

Security

Domains	Considerations
Manage Global Payroll Reconciliation in the Payroll Interface functional area	Enables users to access the **All Global Payroll Reconciliation Items** report and view all assigned reconciliation items.
Process: Global Payroll Reconciliation in the Payroll Interface functional area	Enables users to access the **My Assigned Global Payroll Reconciliation Items** report and view their assigned reconciliation items.
Set Up: Maintain Payroll Interface in the Payroll Interface functional area	Enables users to access the **View Global Payroll Reconciliation Results** report and view discrepancies in worker payroll data.
View: Maintain Payroll Interface in the Payroll Interface functional area	Enables the payroll administrator assigning reconciliation items to access the **View Global Payroll Reconciliation Results** report.
View: Global Payroll Reconciliation in the Payroll Interface functional area	Enables assignees to access the **View Global Payroll Reconciliation Results** report.

Business Processes

No impact.

Reporting

Reports	Considerations
All Global Payroll Reconciliation Items	Displays the reconciliation items that a payroll administrator has assigned for resolution.
My Assigned Global Payroll Reconciliation Items	Displays assigned reconciliation items for assignees.
View Global Payroll Reconciliation Results	Displays the reconciliation items assigned to an assignee for resolution. Example: An assignee is a benefits administrator or a human resources administrator.

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Integrations

Integration Templates	Considerations
Payroll Effective Change Interface	Enables you to select the fields that you want to reconcile and the options for performing the worker payroll data comparison.
Document Transformation	Enables you to transform the data used in the global payroll reconciliation comparison. Example: You configure a *Document Transformation* integration system with rules to set a truncation for the length of a cost center data.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Global Payroll Reconciliation

Prerequisites

- Create a *Payroll Effective Change Interface* integration that you can configure with the fields you want to reconcile.

  Note: The *Payroll Effective Change Interface* integration must be in production.
- Create endpoints for third-party payroll vendor access. For a third-party payroll vendor other than ADP GlobalView, you or your vendor need to build these 3 REST endpoints:
  - An initiating endpoint to send reconciliation parameters from Workday to the vendor.
  - A retrieval endpoint where Workday picks up data from the vendor.
  - A schema endpoint for fields the vendor supports for reconciliation.

For more information, see Concept: Global Payroll Reconciliation REST APIs .

Context

You can configure a *Global Payroll Reconciliation* integration to provide options for reconciling worker data in:

- A *Payroll Effective Change Interface* integration.
- Your third-party payroll system.

Steps

1. (Optional) Access the **Create External Payroll Vendor** task.

   If you're using a third-party payroll system other than ADP GlobalView, create the vendor in Workday.

   On the **Features** prompt, select *Global Payroll Reconciliation*.

   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

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2. Create External Payroll Vendor Mapping .

   Map each Workday environment that you use for global payroll reconciliation to your external payroll vendor.

   If you create an external payroll vendor instead of selecting an available vendor:

   - Select the *Global Payroll Reconciliation* feature.
   - Enter values from your external payroll vendor for the endpoint attributes and these additional attributes:
     - *Maximum Number of Polling Requests*.
     - *Polling Frequency (ms)*.
     - *Vendor Date Format*.
3. Create Integration System .

   Select *Global Payroll Reconciliation* on the **New Using Template** prompt.
4. From the related actions menu on your *Global Payroll Reconciliation* integration, select **Integration System > Configure Integration Attributes**.

   As you complete the task, consider:

Option	Description
Allowable Difference Due to Rounding	Workday reconciles numeric values using the *Allowable Difference Due to Rounding* amount. This amount applies if you select the *Allow Rounding Difference* option for a numeric field in the *Payroll Effective Change Interface* integration.
Number of Years to Include Terminated Employees	Workday reconciles data for workers terminated within the specified number of years. You can select a value from 1 to 5.
Exclude Terminated Workers with a Pay Through Date in the Future	Workday reconciles payroll data. The Global Payroll Reconciliation integration excludes terminated workers that have a pay through date in a current or future period when their termination is in a prior period.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
5. Set Up Information to Reconcile .

   Select the information in the *Payroll Effective Change Interface* integration system to reconcile with your third-party payroll system.
6. (Optional) Configure the steps in the *Payroll Effective Change Interface* integration business process.

   Ensure steps won't cause unexpected results when you launch the *Global Payroll Reconciliation* integration.

   Example: The business process for your *Payroll Effective Change Interface* integration system includes a step for document delivery. If you don't want to receive certain documents when running the reconciliation integration, set up a condition rule not to deliver those documents.

   Note: The **Initiating Integration Template** report field indicates the template used to create an integration. You can use this field in a condition rule to initiate a business process step, based on the type of integration template.

   Security: *Manage: Business Process Definitions* domain in the System functional area.
7. Edit Business Process Security Policies.

   Add security groups to receive global payroll reconciliation notifications in the **Who Can Do Action Steps in the Business Process** section.

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8. Edit Business Processes.

   Add this step on the *Global Payroll Reconciliation* business process:

Order	Type	Specify	Group
Add after the initiating step.	Select *Action*.	Select *Global Payroll Reconciliation Notification*.	Select the security groups that receive reconciliation notifications. *Global Payroll Reconciliation* business process notifications only supports: • Unconstrained groups. • Pay-group based security groups, such as payroll partner.

9. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Process* domain in the Integration functional area.
   - *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

   Note: The *Payroll Effective Change Interface* integration that you configure for reconciliation also requires access to this domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
10. Edit Domain Security Policies.

    To view reconciliation results:
    - In the **Report/Task Permissions** section, grant the security groups that receive notifications *View* access to the *View: Maintain Payroll Interface* domain.
    - In the **Integration Permissions** section, grant the security group for the Workday account on the *Payroll Effective Change Interface* integration system *Put* access to the *Set Up: Payroll Interface* domain.
11. Activate Pending Security Policy Changes.
12. (Optional) Create a *Document Transformation* integration system.

    Configure this integration system with rules to transform data used in the reconciliation comparison.
    - Create a sequence generator for filenames of the transformed output data files.
    - Configure these integration attributes.

Input Document Tags	Select *Reconciliation* or an *Output Document Tags* value on the *Payroll Effective Change Interface* integration system.
Output Document Tags	Select a tag different from the *Output Document Tags* value on the *Payroll Effective Change Interface* integration system.
Carry Forward Input Tags	Required for integrations used with global payroll reconciliation.

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Multiple Input Documents	Required for integrations used with global payroll reconciliation.

See Steps: Set Up Document Transformation Connector .

13. Launch an Integration .

    Launch the *Global Payroll Reconciliation* integration system.

    - Select the Pay Groups for reconciliation.
    - Select the *Payroll Effective Change Interface* integration system you configured for reconciliation.
    - Select the *Document Transformation* integration system if you want to transform data used in the reconciliation comparison.
    - Select the *Include Terminated Employees* option if you need to reconcile data for terminated employees. This option includes employees terminated before the start date of the pay period that you're reconciling. The default value is 2 years unless you select the *Number of Years to Include Terminated Employees* attribute.

Result

Access the **View Global Payroll Reconciliation Results** report to view these discrepancies:

- Employees missing in either Workday or the third-party payroll system.
- Employees with discrepancies in fields configured as Errors.
- Employees with discrepancies in fields configured as Informational.

Next Steps

Administer the discrepancies identified in the reconciliation results for resolution.

Related Information
Tasks
Steps: Set Up Global Payroll Reconciliation Administration

Steps: Set Up Global Payroll Reconciliation Administration

Prerequisites

Have the *Global Payroll Reconciliation* integration results for the *Payroll Effective Change Interface* integration configured with the fields you want to reconcile.

Context

To resolve discrepancies identified in a *Global Payroll Reconciliation* integration, you can:

- Set up security groups authorized to resolve discrepancies.
- Define any reasons and statuses you want to use for tracking discrepancies.
- Assign discrepancies identified in the *Global Payroll Reconciliation* integration output for resolution.

Steps

1. Edit Domain Security Policies.

   Grant these security groups *View* and *Modify* access to these domains.

Domain	Roles
Manage: Global Payroll Reconciliation domain in the Payroll Interface functional area	Administrators who configure *Global Payroll Reconciliation* tasks and assign reconciliation items for resolution.

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Domain	Roles
Process: Global Payroll Reconciliation domain in the Payroll Interface functional area.	Human resource or compensation specialists who can review and resolve reconciliation discrepancies.
View: Global Payroll Reconciliation domain in the Payroll Interface functional area.	Workday users who can view reconciliation results.

2. Access the **Maintain Global Payroll Statuses** task.
   On the **External Payroll Feature** prompt, select *Global Payroll Reconciliation*.
   Associate statuses you want to use for resolving reconciliation items with these Workday statuses.
   - *Complete*.
   - *Ignore*.
   - *In Progress*.
   - *Not Yet Started*.

   Note:
   - You can associate more than 1 status with a Workday status.
   - You can't delete a status that's in use.

   Security: *Set Up: Global Payroll Reconciliation* domain in the Payroll Interface functional area.
3. Access the **Maintain Global Payroll Reasons** task.
   On the **External Payroll Feature** prompt, select *Global Payroll Reconciliation*.
   Create reasons to use for resolving reconciliation items.
   Note: You can't delete a reason that's in use.
   Security: *Set Up: Global Payroll Reconciliation* domain in the Payroll Interface functional area.
4. Assign Global Payroll Reconciliation Items .

Result

Access the **All Global Payroll Reconciliation Items** report to see the status of assigned reconciliation items.

Set Up Information to Reconcile

Prerequisites

Security: *Integration Configure* domain in the Integration functional area.

Context

You can set up information in your *Payroll Effective Change Interface* integration system that you want to reconcile.

- Select fields and select how you want Workday to reconcile them.
- You can also include data for terminated employees in the reconciliation.

Steps

1. Access the *Payroll Effective Change Interface* integration system you use for reconciliation.
2. From the related actions menu, select **Integration System > Configure Integration Field Attributes**.

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3. Select the options in the **More Options** column for the fields that you want to reconcile.

   Note:

   - The **More Options** column is available for data sections and fields included in the integration output.
   - The default options are *Daily*, *Exact Match*, and *Error*. Workday applies the *Exact Match* option automatically to compare individual fields.

4. As you complete the **More Options** column, consider:

Option	Description
Daily or Period End Date	Select *Daily* for fields where the exact date of the change might impact payroll calculations, such as **Compensation Data Section** fields. Select *Period End Date* for fields that don't impact payroll calculation even if you use the value at the end date. Examples are **Business Title** and **Last Name**.
Exact Match or At Least One Match	When you select: • *Exact Match*, a discrepancy occurs if any data in an instance of the section doesn't match. • *At Least One Match*, a discrepancy occurs if no instances match. This option applies to sections that have multiple instances, such as the **Person Communication > Address**, **Person Identification > National Identifier**, and **Position Data > Organization** sections.
Error or Informational	This selection determines where discrepancies display in the reconciliation results. Workday recommends that you select: • *Error* for fields that can affect a worker's pay, such as **Compensation Data Section** fields. • *Informational* for fields that don't affect the worker's pay, such as **Related Person Communication Data Section** fields.
Allow Rounding Difference	Select to reconcile numeric field values using the *Allowable Difference Due to Rounding* attribute. You set an amount for this attribute in the *Global Payroll Reconciliation* integration system. Example: You select the *Allow Rounding Difference* option for the *Total Base Pay* attribute. The *Allowable Difference Due to Rounding* attribute value is 0.5. The *Total Base Pay* amount for an employee in Workday is 65,195.00. If the *Total Base Pay* amount in the third-party payroll system for this employee is:

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Option	Description
	• 65,196.00, the reconciliation results display this discrepancy as an error. • 65,195.25, the reconciliation results don't report this difference.
Ignore Space and Special Characters	Select this option to remove any spaces and special characters in alphanumeric values so the reconciliation results don't include them as discrepancies. Special characters are: - !"#$ %&'()*+,-./:;<=>?@[]^_`{|}~
Override Case Sensitivity Setting of Integration Attribute	Select this option to change how the *Global Payroll Reconciliation* integration handles differences in capitalization for a field. • If you select the *Ignore Case Sensitivity in Characters Comparison* integration attribute, selecting this option includes differences as discrepancies. • If you don't select the *Ignore Case Sensitivity in Characters Comparison* integration attribute, selecting this option excludes differences as discrepancies.

5. From the related actions menu of the *Payroll Effective Change Interface* integration, select **Integration System > Configure Integration Field Overrides**.
6. In the **Field Details** column, select options in the **More Options** prompt for the field override values you want to reconcile.
7. (Optional) From the related actions menu of the *Payroll Effective Change Interface* integration, select **Integration System > Configure Integration Services**.
8. (Optional) Enable the **Payroll Effective Change Interface - Include Sections Configuration Service**.
9. (Optional) From the related actions menu of the *Payroll Effective Change Interface* integration, select **Integration System > Configure Integration Attributes**.
10. (Optional) As you complete this task, consider:

Option	Description
Include Position Data Section	Select **Post Termination (Secondary)**.
Include Compensation Data Section	Select **As of Termination Date (Secondary)**.
Include Compensation Plans Data Section	Select **As of Termination Date (Secondary)**.

Note:

- These selections include terminated employee data as of the date of termination.
- Workday includes terminated employee data for all processing with your *Payroll Effective Change Interface* integration system, not only for reconciliation processing.

Next Steps

Complete the setup of the *Global Payroll Reconciliation* integration.

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Assign Global Payroll Reconciliation Items

Prerequisites

- Have *Global Payroll Reconciliation* integration results that contain reconciliation items you need to assign for resolution.
- *Manage: Global Payroll Reconciliation* domain in the Payroll Interface functional area.

Context

You can assign reconciliation items to members of security groups configured to resolve discrepancies.

Steps

1. Access the *Global Payroll Reconciliation* results for an integration event and select the **Administer Reconciliation Items** button.
2. Select the pay groups with reconciliation items you want to assign.
3. (Optional) Exclude reconciliation items that you don't need to assign.

   Select the reconciliation items you don't need to assign and set the **Status** to *Ignore*. Assigning the *Ignore* status enables you to exclude these discrepancies from the reconciliation reports, making it easier to work with the discrepancies you need to assign.

   You can also set the **Reason** and **Comment** values for the selected reconciliation items.
4. Select the reconciliation items to assign.
5. As you complete an assignment, consider:

Option	Description
Assigned To	You can assign items to members of security groups configured with access to the *Process: Global Payroll Reconciliation* domain. You can assign an item to 1 or more members of the security groups.
Due Date	Specify the date for resolving the item. You can filter items in the **All Global Payroll Reconciliation Items** report by due date to identify any items that are past due.
Status	Select the initial *Global Payroll Reconciliation* status for the assigned item. The assignee can change this status to indicate progress for resolving the item.

Result

All assignees receive a *Reconciliation: Assigned Items* notification for new assignments to review and resolve.

Next Steps

Access the **All Global Payroll Reconciliation Items** report to view and track all reconciliation items you've assigned.

Access the **Administer Global Payroll Reconciliation Items** task to change or add assignments.

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Assignees can access the **My Assigned Global Payroll Reconciliation Items** report to view all of their assigned items.

Review Assigned Reconciliation Items

Prerequisites

Security: *Process: Global Payroll Reconciliation* domain in the Payroll Interface functional area.

Context

Review and resolve reconciliation items an administrator assigned to you from a *Global Payroll Reconciliation* integration event.

Steps

1. Access the *Reconciliation: Assigned Items* notification you receive when you're assigned a reconciliation item to review.
2. Click the **Newly Assigned Global Payroll Reconciliation Items** button.
3. Click the **Review** button to resolve a reconciliation item.

   Note: You can click the **All Assigned Items** button to view all of your reconciliation items.
4. As you complete the **Update Global Payroll Reconciliation Item** task, consider:

Option	Description
Status	Select the current status for the reconciliation discrepancy.
Reason	Select the cause for the discrepancy.
Comment	Add any information the approver or other assignee needs to know.

Next Steps

You can access the **My Assigned Global Payroll Reconciliation Items** report to view all of your assigned items.

Concept: Global Payroll Reconciliation

Global payroll reconciliation enables you to configure the worker data you want to compare between Workday and supported third-party payroll systems. The result from this comparison identifies discrepancies between the worker data.

The *Include Terminated Employees* launch parameter enables you to increase the population of terminated workers reconciled for the pay group. This option includes all workers terminated within 2 years from the pay period start date. You can configure the *Number of Years to Include Terminated Employees* integration attribute to change the number of years to include terminated workers from 1 to 5 years.

You can configure the *Exclude Terminated Workers with a Pay Through Date in the Future* integration attribute to exclude terminated workers that have a pay through date in a current or future period when their termination is in a prior period.

For Global Payroll Reconciliation runs with multiple pay groups, Workday uses the Last Successful Load Date for each pay group when evaluating discrepancies.

The reconciliation results display:

- The number of reconciliation runs for a pay group and pay period. You can drill down on the number of runs to see detailed information for that run.
- The number of occurrences for each discrepancy.

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- The most recent assignee for discrepancies.

Administering Discrepancies

You can configure the statuses you want to use for tracking discrepancies. You can use statuses you assign to the Workday statuses *Complete* and *Ignore* to hide those discrepancies in the reconciliation results. The results then display the discrepancies that you need to assign or that are in progress.

You can configure the security groups authorized to resolve discrepancies.

You can select multiple discrepancies to:

- Assign to 1 or more assignees. Workday assigns a discrepancy only to assignees that have security authorization to the worker with the discrepancy.
- Change the status or reason or add a comment for selected discrepancies. You can also notify the assignees about these changes.

Troubleshooting: Global Payroll Reconciliation Configuration

- Troubleshooting: Global Payroll Reconciliation Configuration
- Troubleshooting: Global Payroll Reconciliation Configuration
- Troubleshooting: Global Payroll Reconciliation Configuration

The pay group that you're running for doesn't have an organization code.

Cause: You haven't set up the pay group code for the pay group.

Solution:

Steps

Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

1. Access the **View Pay Group** report and select the pay group that you're running *Global Payroll Reconciliation* for.
2. From the related actions menu of the pay group, select **Organization > Edit Name/Code**.
3. Enter a code that matches the pay group or company in the third-party system.

The host name is invalid.

Cause: You haven't set up the third-party payroll tenant name provided by your vendor and the key pair.

Solution: See Create External Payroll Vendor Mapping .

Endpoints are missing for the custom third-party payroll vendor.

Cause: You didn't map 1 or more endpoints for the custom third-party payroll vendor.

Solution:

Steps

Security: *Security Administration* domain in the System functional area.

1. Access the **Edit External Payroll Vendor Mapping** task.

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2. In the **Feature Configuration** section, specify these attributes:
    - **Initiating Endpoint**
    - **Retrieval Endpoint**
    - **Schema Endpoint**
    - **Maximum Number of Polling Requests**
    - **Polling Frequency (ms)**
    - **Vendor Date Format**

    Include full URLs with protocol, hostname, and path. Example: https://<customhostname.com>/<api>

Troubleshooting: Global Payroll Reconciliation Results

- Troubleshooting: Global Payroll Reconciliation Results
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- Troubleshooting: Global Payroll Reconciliation Results
- Troubleshooting: Global Payroll Reconciliation Results

Results are missing terminated workers from prior periods.

Cause: 1 or both of these conditions could be the cause of this issue:

- You didn't enable the **Include Terminated Employees** launch parameter.
- The termination date is past the look back period that you specified for the **Number of Years to Include Terminated Employees** integration attribute.

Cause	Solution
The termination date is past the look back period that you specified for the Number of Years to Include Terminated Employees integration attribute.	Prerequisites: These domains in the Integration functional area: • *Integration Build* • *Integration Configure* • *Integration Event* 1. From the related actions menu on your *Global Payroll Reconciliation* integration, select **Integration System Configure Integration Attributes**. 2. Specify the number of years for Workday to reconcile data for terminations on the **Number of Years to Include Terminated Employees integration** attribute. You can't reconcile workers that you terminated more than 5 years ago from the current period.
You didn't enable the Include Terminated Employees launch parameter.	Prerequisites: These domains in the Integration functional area: • *Integration Build* • *Integration Configure* • *Integration Event* 1. Access the **Launch / Schedule Integration** task and select your *Global Payroll Reconciliation* integration system.

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Cause	Solution
	2. Select the **Include Terminated Employees** check box.

Solution:

Steps

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*
- *Integration Event*

1. From the related actions menu on your *Global Payroll Reconciliation* integration, select **Integration System > Configure Integration Attributes**.
2. Specify the number of years for Workday to reconcile data for terminations with the **Number of Years to Include Terminated Employees** integration attribute.

   Note: Workday automatically sets the number of years to 2, but you can specify up to 5 years.
3. Access the **Launch / Schedule Integration** task and select your *Global Payroll Reconciliation* integration system.
4. Select the **Include Terminated Employees** check box.

Results include terminated workers in a current period that have a prior period termination.

Cause: You enabled the **Include Terminated Employees** launch parameter.

Note: This issue can also happen when the pay through date for the worker is in the current or a future period. *Global Payroll Reconciliation* always reconciles terminated workers with a prior period termination and a pay through date that is current or in the future.

Solution:

Steps

Security: These domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*
- *Integration Debug*

1. Access the **Launch / Schedule Integration** task and select your *Global Payroll Reconciliation* integration system.
2. Clear the **Include Terminated Employees** check box.

Workday displays reconciliation differences in data sections for a terminated employee.

There are reconciliation differences in 1 or more of these data sections for a terminated employee:

- Compensation
- Compensation Plans
- Position

Cause: You have to configure the integration to report effective changes on or after the termination date in these data sections:

- Compensation
- Compensation Plans

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- Position

Solution:

Steps

Security: *Integration Configure* domain in the Integration functional area.

1. From the related actions menu on your *Global Payroll Reconciliation* integration, select **Integration System > Configure Integration Attributes**.
2. Select the *Post Termination (Secondary)* option for the **Include Position Data Section** integration attribute.
3. Select the *As Of Termination Date (Secondary)* option for these integration attributes:
    - **Include Compensation Data Section**
    - **Include Compensation Plans Data Section**

Results display discrepancies that are only case-sensitive.

Cause: The *Global Payroll Reconciliation*integration reports differences when the text is the same but the capitalization is different. You can either set a case sensitivity option for:

- All fields.
- Individual fields.

Solution: Set a case sensitivity option for all fields.

Steps

Security: *Integration Configure* domain in the Integration functional area.

1. From the related actions menu of the *Payroll Effective Change Interface* integration you use for Global Payroll Reconciliation, select **Integration System > Configure Integration Field Attributes**.
2. Enable the **Ignore Case Sensitivity in Characters Comparison** integration attribute.

Solution: Set a case sensitivity option for individual fields.

Steps

Security: *Integration Configure* domain in the Integration functional area.

1. From the related actions menu of the *Payroll Effective Change Interface* integration you use for Global Payroll Reconciliation, select **Integration System > Configure Integration Field Attributes**.
2. On the **More Options** column for the fields, enable the **Override Case Sensitivity Setting of Integration Attribute** option and select the *Ignore Case Sensitivity in Characters Comparison* integration attribute.

Workers are listed in the Employees in Vendor Payroll System Not in Workday section even though the workers exist in Workday.

The **View Global Payroll Reconciliation Results** report shows workers in the **Employees in Vendor Payroll System Not in Workday** section even though the workers exist in Workday.

Cause	Solution
You have the Transaction Log Service enabled.	On the related actions menu of the integration, select **Integration System > Configure Integration Services**, and disable the **Transaction Log Service**.
You didn't assign the worker to the pay group before the last successful run date.	1. Access the **Messages** tab of the reconciliation integration event.

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Cause	Solution
	2. Access the *InitialVendorCalloutResponse<pay group name>.json* file in *MessageAudit_VendorCallout.zip* to confirm you assigned the worker to the pay group before the last successful load date.
The employee ID is different from what is in Workday and the vendor files.	Resolve the employee ID in either of the systems based on your business requirements.

Concept: Global Payroll Reconciliation REST APIs

For a third-party payroll system to be able to support Global Payroll Reconciliation (GPR), they must build 3 REST API endpoints to generate a data file in the accepted schema file format. Global Payroll Reconciliation (GPR) uses the *Payroll Effective Change Interface* (PECI) integration XML output document provided by Workday and the schema data file to make data comparisons.

Workday can communicate with the third-party payroll systems system, when the third-party payroll vendor uses these 3 REST APIs they built:

- Concept: Global Payroll Reconciliation Initiating API - sends the reconciliation parameters to the third-party payroll system.
- Concept: Global Payroll Reconciliation Retrieval API - retrieves the third-party system's data.
- Concept: Global Payroll Reconciliation Schema API - identifies which PECI fields the third-party system supports for reconciliation.

For secure communication, we recommend you use all these APIs with JWT authentication.

PECI Output File and Vendor Data File

Setup the vendor data file to be similar to the PECI output fie for Global Payroll Reconciliation.

On the PECI output file, the standard PECI fields have a “peci:” prefix and the custom field overrides have the “ptdf:” XML prefix. The vendor data file needs these same prefixes. For a sample, see Reference: Sample Output XML .

Include the `//Worker_Summary/Employee_ID` element for all workers in the PECI extract in order for the comparison to function properly in the vendor data file. For a sample, see Reference: Sample Output XML .

We recommend you include these elements for all workers to help the reconciliation results reviewer easily identify the worker incase the reviewer can't find the worker in Workday:

- `//Worker_Status/Hire_Date`
- `//Personal/Legal_Name/First_Name`
- `//Personal/Legal_Name/Last_Name`

We also recommend you include these corresponding child elements with their parent elements so the comparison can more intuitively display any differences in the reconciliation results:

- `Usage_Type` child element with `//Person_Communication/Address`.
- `Organization_Type` child element with `//Position/Organization`.
- `National_ID_Type` child element with `//Person_Identification/National_Identifier`.

Similar to Workday’s PECI output, anytime the worker has a change to any of the fields on any given date in the period, the vendor data output file needs to include an Effective_Change element with the Effective_Moment as the date of change for fields that have a daily comparison, such as compensation one-time payment.

GPR removes leading zeroes in the employee ID so employees can be compared between the 2 systems. However, when the employee ID is shown in the reconciliation results, it preserves the leading zeroes.

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Only include terminated workers in the vendor data file if they are terminated within the reconciliation period. Additionally, when you enable the include terminated workers launch parameter to increase the scope of terminated employees, you can configure the *Number of Years to Include Terminated Employees* integration attribute to change the number of years to include terminated workers from 1 to 5 years. Workday sends the `includeTerminatedWorkersAsOfDate` field in the initial third-party system request.

You can configure the *Exclude Terminated Workers with a Pay Through Date in the Future* integration attribute to exclude terminated workers that have a pay through date in a current or future period when their termination is in a prior period. Workday sends the `excludeTerminatedWorkersFuturePTD` field in the initial third-party system request.

GPR doesn't compare the XML attributes and Derived_Event_Code elements; therefore, you don't have to provide this information in the vendor data output file.

GPR doesn't support retro changes effective in a prior period changes and future-dated changes effective in a future period.

Vendor Mapping Configuration

The third-party payroll vendor must provide these values to input on the **Create External Payroll Vendor Mapping** task:

- Initiating Endpint
- Retrieval Endpoint
- Maximum Number of Polling Requests - The third party payroll system specifies these in the Retrieval API.
- Polling Frequency (ms) - The third party payroll system specifies these in the Retrieval API.
- Schema Endpoint
- Vendor Date Format - The third-party payroll system must specify all dates in the format set here in the REST APIs.

Concept: Global Payroll Reconciliation Initiating API

The Initiating (POST) API enables Workday to:

- Communicate to the third-party payroll system for what reconciliation you are running for, such as pay group or period.
- Kick off the data extraction in the third-party system.

Request

Header

- Authorization: JWT Token (JWT claims: iss, aud, exp, iat, jti)

  Note: The JWT expiration is 60 seconds.
- Content-Type: application/json

Body

```
{
    "startDate": "PERIOD START DATE",
    "endDate": "PERIOD END DATE",
    "payGroup": "PAY GROUP CODE",
    "membersInclude": {
        "employeeId": ["EMPLOYEE WORKDAY ID 1", "EMPLOYEE WORKDAY ID 2"]}
```

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```
    },
    "membersExclude": {
        "employeeId": []}
    },
    "includeTerminatedWorkersAsOfDate": "LOWER BOUND FOR TERMINATION DATES",
    "schema": "BASE 64-ENCODED SCHEMA CONTAINING ONLY THE FIELDS CONFIGURED
 FOR RECONCILIATION",
    "excludeTerminatedWorkersFuturePTD": "BOOLEAN"
}
```

Format the startDate and endDate fields based on the **Vendor Date Format** attribute you configured in the **Create External Payroll Vendor Mapping** or **Edit ExternalPayroll Vendor Mapping** tasks.

Specify the value for the payGroup field based on the pay group code for the pay group. If you haven't configured this in Workday, the reconciliation API request will fail. To configure the pay group code, access the **Edit Organization Name / Code** task for the pay group and enter a value in the **Code** field.

If you don't specify members in the membersInclude field, the API sends an empty array in the body.

Response
Header

HTTP Response Status

Body

Continue Reconciliation (HTTP status code 200):

```
{
    "skipReconciliation": "",
    "skipReconciliationReason": "",
    "id": "PROCESS ID ASSIGNED TO RECONCILIATION REQUEST BY THE VENDOR, ALSO
 REFERRED TO AS VENDOR PROCESS ID",
    "lastSuccessfulLoadDate": "yyyy-MM-ddTHH:MM:SS",
    "estimatedDuration": "TIME TO WAIT (NUMBER IN SECONDS)"
}
```

The lastSuccessfulLoadDate = Datetime the data was last synced between the 2 systems. Use the format yyyy-MM-ddTHH:MM:SS, not the format you specified on the **Vendor Date Format** attribute.

Skip Reconciliation (HTTP status code 200):

```
{
    "skipReconciliation": "true",
    "skipReconciliationReason": "REASON FOR SKIPPING RECONCILIATION; TO BE
 DISPLAYED TO USER",
    "id": "",
```

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```
    "lastSuccessfulLoadDate": "",
    "estimatedDuration": ""
}
```

This response allows the third-party system to display a specific message in the reconciliation results viewer when the system can't run the reconciliation request. Building this response isn't required; the system can return a non-successful HTTP response status and Workday shows a generic error message in the reconciliation results viewer.

Error (Non-successful HTTP response status):

```
{
    "errors": [
           {
            "message": "ERROR MESSAGE"
           }
    ]
}
```

404, 408, and 500 HTTP response statuses are distinctly noted in Workday but will still show the same error message in the inbox item as the other HTTP error response status codes.

Concept: Global Payroll Reconciliation Retrieval API

The Retrieval (GET) API enables Workday to poll the third-party payroll system to see if its data extraction is complete. When the data extraction is complete, this API retrieves the vendor data in pages. Each page has a set number of workers, based on the query parameter pageSize. This data is base-64 encoded in the response body.

First Call Request

The first call to this API is is to check if the third-party system is ready with the output. Make this first request after you extract the Workday PECI output file and the third-party system's estimated extract time has elapsed. You can specify the third-party's estimated extract time in the response of the Initiating API in the estimatedDuration field.

Query Parameters

id: Vendor process ID

Header

- Authorization: JWT Token (JWT claims: iss, aud, exp, iat, jti)

  Note: The JWT expiration is 60 seconds.
- Content-Type: application/json

First Call Response

Header

HTTP Response Status

Body

First call (HTTP status code 200):

```
{
    "status": "STATUS OF VENDOR EXTRACTION",
```

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```
    "employeeCount": "NUMBER OF EMPLOYEES IN VENDOR DATA FILE",
    "data": ""
}
```

To continue with reconciliation, the status must be "Completed". This is status is case-sensitive.

This API polls every minute up to 10 times to get a Completed response.

Subsequent Call Request
Subsequent call requests retrieve third-party system paginated data files.

Query Parameters

- id: Vendor process ID
- pageNumber: Workday starts at page 1
- pageSize: You only need to provide this query parameter on the first subsequent call. This specifies how many employees the API returns per page. Workday dynamically determines the page size based on the employeeCount field returned in the first API call. If the number is less than 500, the pageSize is equal to the employeeCount field. Otherwise, the default is set to 500.

Header

- Authorization: JWT Token (JWT claims: iss, aud, exp, iat, jti)
- Content-Type: application/json

Subsequent Call Response
Successful response (HTTP status code 200):

```
{
    "status": "STATUS OF VENDOR EXTRACTION",
    "employeeCount": "",
    "data": "BASE-64 ENCODED VENDOR DATA FILE (XML)"
}
```

For a sample of the XML vendor data file, see Reference: Sample Output XML .

Error (non-successful HTTP response status) follows the same error response format in the Initiating API. See Concept: Global Payroll Reconciliation Initiating API .

Concept: Global Payroll Reconciliation Schema API

The schema API enables Workday to determine what fields the third-party payroll system supports for reconciliation. If you configure fields in Workday for reconciliation but the fields aren't in the third-party system schema, the API won't compare the fields and reports them in the reconciliation results viewer in the Unsupported Fields list.

Additionally, the schema API supports whitelisting. If the third-party system has a restriction on a set of values, Workday only compares the whitelisted items. If the third-party payroll vendor doesn't provide a list, the API compares all the values. See the Organization_Type element in the Reference: Sample Output XML for an example. This data should be base-64 encoded. Each worker should have a base snapshot, such as an Effective_Change element for the first day of the pay period. Every Effective_Change element consists of all the elements specified in the Schema API in addition to the Effective_Moment element, with some exceptions described in Reference: Global Payroll Reconciliation and PECI Data Sections . If a value does not exist for the field, the element should be an empty element.

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Request

Only call this API when the third-party system PECI extract has been successfully and completely retrieved.

Header

- Authorization: JWT Token (JWT claims: iss, aud, exp, iat, jti)

  Note: The JWT expiration is 60 seconds.
- Content-Type: application/json

Query Parameters

id:Vendor process ID

Response
Header

HTTP Response Status

Body

Successful response (HTTP status code 200):

```
{
    "xsd": "BASE-64 ENCODED VENDOR SCHEMA"
}
```

See Reference: Sample Output XML for an example of what should go in the “xsd” field and how you should structure the schema. The HTTP response status should be 200.

Error (Non-successful HTTP response status) follows the error response format in the Initiating API. See Concept: Global Payroll Reconciliation Initiating API .

Reference: Global Payroll Reconciliation and PECI Data Sections

Review the behavior for each of these *Payroll Effective Change Interface* (PECI) integration field attributes for Global Payroll Reconciliation.

Data Sections	Notes	
Worker Status Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Recruiting Information		
Personal Data Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Personal Data By Country Section		
Person Communication Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element. However, the API outputs the latest e-mail address and	

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Data Sections	Notes	
	phone number regardless of the effective moment.	
Person Identification Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Related Person Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Related Person Communication Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element. However, the API outputs the latest e-mail address and phone number regardless of the effective moment.	
Related Person Identification Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Education Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Position Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Compensation Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element. The API only reports compensation changes in the pay group they occurred in.	
Compensation Plans Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Payment Election Data Section	The API outputs all the fields you configure in this data section in each Effective_Change element.	
Employee Contract Data Section	The API only outputs the Employee_Contract element on the date it is effective. If the End_Date has a value and is	

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Data Sections	Notes	
	before the Effective_Moment of the Effective_Change element, the API doesn't output the Employee_Contract element.	
Collective Agreement Data Section	The API only outputs the Collective_Agreement element on the date it is effective. If the End_Date has a value and is before the Effective_Moment of the Effective_Change element, the API doesn't output the Collective_Agreement element.	
Leave of Absence Data Section	The API only outputs the Leave_of_Absence element on the date it is effective. If the Leave_End_Date has a value and is before the Effective_Moment of the Effective_Change element, the API doesn't output the Leave_of_Absence element. In the case of pay group transfers, the API reports LOA and RFL events only in the pay group it occurred in.	
Benefit Elections Data Section		
Benefits Earnings and Deductions	If you don't configure the Amount field, leave it empty, or specify zero, the API doesn't output the entire Benefits_Earnings_and_Deductions element for the particular earning or deduction. Otherwise, the API outputs it in each Effective_Change element.	
Compensation Earnings and Deductions	If you don't configure the Amount field, leave it empty, or specify zero, the API doesn't output the entire Compensation_Earnings_and_Deductions element for the particular earning or deduction. Otherwise, the API outputs it in each Effective_Change element.	
Work Schedule Calendar Section		
Time Off Earnings and Deductions	The API only outputs the Time_Off_Earnings_and_Deductions element on the date it is effective. In the case of pay	

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Data Sections	Notes	
	group transfers, the API reports this section only in the pay group it occurred in. The API won't output the Time_Off_Earnings_and_Deductions element if all of the Time_Off_Entry and Grouped_Time_Off_Entry child elements have a value of zero in the Units element.	
Time Tracking	The API only outputs the Time_Tracking element on the date it is effective.	
Payroll Input Earnings and Deductions	If the End_Date has a value and is before the Effective_Moment of the Effective_Change element, the API doesn't output the particular earning or deduction for the Payroll_Input_Earnings_and_Deductions element.	
Compensation One Time Payment	The API only outputs the Compensation_One_Time_Payment element on the date it is effective.	
Payroll One Time Payment	The API only outputs the Payroll_One_Time_Payment element on the date it is effective.	
Costing Allocation Data Section	The API only outputs the Costing_Allocation element on the date it is effective. If the Allocation_End_Date has a value and is before the Effective_Moment of the Effective_Change element, the API doesn't output the Costing_Allocation element.	
Union Member Data Section		
Additional Information		
Transaction Log		

Reference: Sample Output XML

Base-64 encode the response when sending the data with the Retrieval subsequent call response.

```
<?xml version="1.0" encoding="utf-8"?>
<peci:Workers_Effective_Stack xmlns:peci="urn:com.workday/peci">
   <peci:Worker xmlns:peci="urn:com.workday/peci">
      <peci:Worker_Summary>
         <peci:Employee_ID>12345</peci:Employee_ID>
```

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```
      </peci:Worker_Summary>
      <peci:Effective_Change>
         <peci:Effective_Moment>20250101T00:00:00</peci:Effective_Moment>
         <peci:Worker_Status>
            <peci:Termination_Date/>
            <peci:Hire_Date>20240731</peci:Hire_Date>
         </peci:Worker_Status>
         <peci:Personal>
            <peci:Legal_Name>
               <peci:First_Name>John</peci:First_Name>
               <peci:Middle_Name/>
               <peci:Last_Name>Doe</peci:Last_Name>
               <peci:Secondary_Last_Name/>
               <peci:First_Name_Local/>
               <peci:Last_Name_Local/>
               <peci:First_Name_Local_2/>
               <peci:Last_Name_Local_2/>
               <peci:Hereditary/>
               <peci:Name_in_Local_Script/>
            </peci:Legal_Name>
            <peci:Gender>Male</peci:Gender>
            <peci:Date_of_Birth>19720512</peci:Date_of_Birth>
            <peci:Country_of_Birth/>
            <peci:Region_of_Birth/>
            <peci:City_of_Birth/>
            <peci:Marital_Status/>
            <peci:Marital_Status_Date/>
            <peci:Religion/>
            <peci:Nationality>GB</peci:Nationality>
            <peci:Number_of_Payroll_Dependents/>
            <ptdf:Personnel_ID_Number xmlns:ptdf="urn:com.workday/peci/tdf"/
>
            <ptdf:Personnel_ID_Type xmlns:ptdf="urn:com.workday/peci/tdf"/>
         </peci:Personal>
         <peci:Person_Communication>
            <peci:Address>
               <peci:Usage_Type>HOME</peci:Usage_Type>
               <peci:Address_Line_1>123 A Road</peci:Address_Line_1>
               <peci:Address_Line_2/>
               <peci:Address_Line_3/>
               <peci:Address_Line_4/>
               <peci:Address_Line_5/>
               <peci:Address_Line_6/>
               <peci:Address_Line_7/>
               <peci:Address_Line_8/>
               <peci:Address_Line_9/>
               <peci:City/>
               <peci:City_Subdivision_1/>
               <peci:Address_Line_1_Local/>
               <peci:Address_Line_2_Local/>
               <peci:Address_Line_3_Local/>
               <peci:Address_Line_4_Local/>
               <peci:Address_Line_5_Local/>
               <peci:Address_Line_6_Local/>
               <peci:Address_Line_7_Local/>
               <peci:Address_Line_8_Local/>
               <peci:Address_Line_9_Local/>
               <peci:City_Local/>
               <peci:Postal_Code>HP12 2PA</peci:Postal_Code>
               <peci:Country>GB</peci:Country>
               <peci:Country_Region/>
               <peci:State_Province/>
               <peci:Region_Subdivision_1/>
            </peci:Address>
```

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```
         </peci:Person_Communication>
         <peci:Person_Identification/>
         <peci:Position>
            <peci:Position_Time_Type>Full time</peci:Position_Time_Type>
            <peci:Organization>
               <peci:Organization_Type>COST_CENTER</peci:Organization_Type>
               <peci:Organization_Code/>
            </peci:Organization>
            <ptdf:Personnel_Area xmlns:ptdf="urn:com.workday/peci/
tdf">G010</ptdf:Personnel_Area>
            <ptdf:Personnel_SubArea xmlns:ptdf="urn:com.workday/peci/tdf"
               >0020</ptdf:Personnel_SubArea>
            <ptdf:Employee_Group xmlns:ptdf="urn:com.workday/peci/tdf">UK
 Employee Group
               1</ptdf:Employee_Group>
            <ptdf:Employee_Subgroup xmlns:ptdf="urn:com.workday/peci/
tdf">3</ptdf:Employee_Subgroup>
            <ptdf:Business_Area xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Work_Contract xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Organizational_Key xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Work_Schedule xmlns:ptdf="urn:com.workday/peci/
tdf">S537500</ptdf:Work_Schedule>
            <ptdf:Employment_Percentage xmlns:ptdf="urn:com.workday/peci/
tdf"
               >1.00</ptdf:Employment_Percentage>
         </peci:Position>
         <peci:Compensation>
            <ptdf:Payscale_Type xmlns:ptdf="urn:com.workday/peci/tdf">01</
ptdf:Payscale_Type>
            <ptdf:Payscale_Area xmlns:ptdf="urn:com.workday/peci/tdf">01</
ptdf:Payscale_Area>
            <ptdf:Payscale_Group xmlns:ptdf="urn:com.workday/peci/
tdf">GRD03</ptdf:Payscale_Group>
            <ptdf:Payscale_Level xmlns:ptdf="urn:com.workday/peci/tdf">2</
ptdf:Payscale_Level>
            <ptdf:Full_Time_Equivalent_Percentage
 xmlns:ptdf="urn:com.workday/peci/tdf"
               >1.00</ptdf:Full_Time_Equivalent_Percentage>
            <ptdf:Working_Hours_Payroll xmlns:ptdf="urn:com.workday/peci/
tdf"
               >73.00</ptdf:Working_Hours_Payroll>
            <ptdf:Basic_Pay xmlns:ptdf="urn:com.workday/peci/tdf">1081.64</
ptdf:Basic_Pay>
            <ptdf:Basic_Pay_Wage_Type xmlns:ptdf="urn:com.workday/peci/tdf"
               >1000</ptdf:Basic_Pay_Wage_Type>
            <peci:Compensation_Summary_in_Annualized_Frequency>
               <peci:Total_Base_Pay>28123.00</peci:Total_Base_Pay>
               <peci:Currency>GBP</peci:Currency>
            </peci:Compensation_Summary_in_Annualized_Frequency>
         </peci:Compensation>
         <peci:Payment_Election>
            <peci:Order>1</peci:Order>
            <peci:Payment_Type>Direct Deposit</peci:Payment_Type>
            <peci:Country>GB</peci:Country>
            <peci:Currency>GBP</peci:Currency>
            <peci:Bank_Account_Name/>
            <peci:Account_Number>22222</peci:Account_Number>
            <peci:Roll_Number/>
            <peci:Account_Type/>
            <peci:IBAN/>
            <peci:Bank_ID>309034</peci:Bank_ID>
            <peci:Branch_ID/>
            <peci:Check_Digit/>
            <peci:Distribution_Amount/>
```

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```
            <peci:Distribution_Percentage/>
         </peci:Payment_Election>
      </peci:Effective_Change>
   </peci:Worker>
   <peci:Worker xmlns:peci="urn:com.workday/peci">
      <peci:Worker_Summary>
         <peci:Employee_ID>54321</peci:Employee_ID>
      </peci:Worker_Summary>
      <peci:Effective_Change>
         <peci:Effective_Moment>20250101T00:00:00</peci:Effective_Moment>
         <peci:Worker_Status>
            <peci:Termination_Date/>
            <peci:Hire_Date>20240731</peci:Hire_Date>
         </peci:Worker_Status>
         <peci:Personal>
            <peci:Legal_Name>
               <peci:First_Name>Roger</peci:First_Name>
               <peci:Middle_Name/>
               <peci:Last_Name>Doe</peci:Last_Name>
               <peci:Secondary_Last_Name/>
               <peci:First_Name_Local/>
               <peci:Last_Name_Local/>
               <peci:First_Name_Local_2/>
               <peci:Last_Name_Local_2/>
               <peci:Hereditary/>
               <peci:Name_in_Local_Script/>
            </peci:Legal_Name>
            <peci:Gender>Male</peci:Gender>
            <peci:Date_of_Birth>19710512</peci:Date_of_Birth>
            <peci:Country_of_Birth/>
            <peci:Region_of_Birth/>
            <peci:City_of_Birth/>
            <peci:Marital_Status/>
            <peci:Marital_Status_Date/>
            <peci:Religion/>
            <peci:Nationality>GB</peci:Nationality>
            <peci:Number_of_Payroll_Dependents/>
            <ptdf:Personnel_ID_Number xmlns:ptdf="urn:com.workday/peci/tdf"/
>
            <ptdf:Personnel_ID_Type xmlns:ptdf="urn:com.workday/peci/tdf"/>
         </peci:Personal>
         <peci:Person_Communication/>
         <peci:Person_Identification/>
         <peci:Position>
            <peci:Position_Time_Type>Full time</peci:Position_Time_Type>
            <peci:Organization>
               <peci:Organization_Type>COST_CENTER</peci:Organization_Type>
               <peci:Organization_Code/>
            </peci:Organization>
            <ptdf:Personnel_Area xmlns:ptdf="urn:com.workday/peci/
tdf">G010</ptdf:Personnel_Area>
            <ptdf:Personnel_SubArea xmlns:ptdf="urn:com.workday/peci/tdf"
               >0030</ptdf:Personnel_SubArea>
            <ptdf:Employee_Group xmlns:ptdf="urn:com.workday/peci/tdf">UK
 Employee Group
               1</ptdf:Employee_Group>
            <ptdf:Employee_Subgroup xmlns:ptdf="urn:com.workday/peci/tdf"
               >G8</ptdf:Employee_Subgroup>
            <ptdf:Business_Area xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Work_Contract xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Organizational_Key xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Work_Schedule xmlns:ptdf="urn:com.workday/peci/
tdf">S537500</ptdf:Work_Schedule>
```

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```
            <ptdf:Employment_Percentage xmlns:ptdf="urn:com.workday/peci/
tdf"
               >1.00</ptdf:Employment_Percentage>
         </peci:Position>
         <peci:Compensation>
            <ptdf:Payscale_Type xmlns:ptdf="urn:com.workday/peci/tdf">01</
ptdf:Payscale_Type>
            <ptdf:Payscale_Area xmlns:ptdf="urn:com.workday/peci/tdf">01</
ptdf:Payscale_Area>
            <ptdf:Payscale_Group xmlns:ptdf="urn:com.workday/peci/
tdf">GR02</ptdf:Payscale_Group>
            <ptdf:Payscale_Level xmlns:ptdf="urn:com.workday/peci/tdf">01</
ptdf:Payscale_Level>
            <ptdf:Full_Time_Equivalent_Percentage
 xmlns:ptdf="urn:com.workday/peci/tdf"
               >1.00</ptdf:Full_Time_Equivalent_Percentage>
            <ptdf:Working_Hours_Payroll xmlns:ptdf="urn:com.workday/peci/
tdf"
               >73.00</ptdf:Working_Hours_Payroll>
            <ptdf:Basic_Pay xmlns:ptdf="urn:com.workday/peci/tdf"> </
ptdf:Basic_Pay>
            <ptdf:Basic_Pay_Wage_Type xmlns:ptdf="urn:com.workday/peci/tdf"
               >1500</ptdf:Basic_Pay_Wage_Type>
            <peci:Compensation_Summary_in_Annualized_Frequency>
               <peci:Total_Base_Pay>7592.00</peci:Total_Base_Pay>
               <peci:Currency>GBP</peci:Currency>
            </peci:Compensation_Summary_in_Annualized_Frequency>
         </peci:Compensation>
         <peci:Payment_Election>
            <peci:Order>1</peci:Order>
            <peci:Payment_Type>Direct Deposit</peci:Payment_Type>
            <peci:Country>GB</peci:Country>
            <peci:Currency>GBP</peci:Currency>
            <peci:Bank_Account_Name/>
            <peci:Account_Number>33333</peci:Account_Number>
            <peci:Roll_Number/>
            <peci:Account_Type/>
            <peci:IBAN/>
            <peci:Bank_ID>309034</peci:Bank_ID>
            <peci:Branch_ID/>
            <peci:Check_Digit/>
            <peci:Distribution_Amount/>
            <peci:Distribution_Percentage/>
         </peci:Payment_Election>
      </peci:Effective_Change>
   </peci:Worker>
   <peci:Worker xmlns:peci="urn:com.workday/peci">
      <peci:Worker_Summary>
         <peci:Employee_ID>56789</peci:Employee_ID>
      </peci:Worker_Summary>
      <peci:Effective_Change>
         <peci:Effective_Moment>20250101T00:00:00</peci:Effective_Moment>
         <peci:Worker_Status>
            <peci:Termination_Date/>
            <peci:Hire_Date>20240501</peci:Hire_Date>
         </peci:Worker_Status>
         <peci:Personal>
            <peci:Legal_Name>
               <peci:First_Name>Jane</peci:First_Name>
               <peci:Middle_Name/>
               <peci:Last_Name>Doe1</peci:Last_Name>
               <peci:Secondary_Last_Name/>
               <peci:First_Name_Local/>
               <peci:Last_Name_Local/>
```

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```
               <peci:First_Name_Local_2/>
               <peci:Last_Name_Local_2/>
               <peci:Hereditary/>
               <peci:Name_in_Local_Script/>
            </peci:Legal_Name>
            <peci:Gender>Female</peci:Gender>
            <peci:Date_of_Birth>19701212</peci:Date_of_Birth>
            <peci:Country_of_Birth/>
            <peci:Region_of_Birth/>
            <peci:City_of_Birth/>
            <peci:Marital_Status/>
            <peci:Marital_Status_Date/>
            <peci:Religion/>
            <peci:Nationality>GB</peci:Nationality>
            <peci:Number_of_Payroll_Dependents/>
            <ptdf:Personnel_ID_Number xmlns:ptdf="urn:com.workday/peci/tdf"
               >YR506690B</ptdf:Personnel_ID_Number>
            <ptdf:Personnel_ID_Type xmlns:ptdf="urn:com.workday/peci/tdf"/>
         </peci:Personal>
         <peci:Person_Communication>
            <peci:Address>
               <peci:Usage_Type>HOME</peci:Usage_Type>
               <peci:Address_Line_1>123 Test Street</peci:Address_Line_1>
               <peci:Address_Line_2/>
               <peci:Address_Line_3/>
               <peci:Address_Line_4/>
               <peci:Address_Line_5/>
               <peci:Address_Line_6/>
               <peci:Address_Line_7/>
               <peci:Address_Line_8/>
               <peci:Address_Line_9/>
               <peci:City/>
               <peci:City_Subdivision_1/>
               <peci:Address_Line_1_Local/>
               <peci:Address_Line_2_Local/>
               <peci:Address_Line_3_Local/>
               <peci:Address_Line_4_Local/>
               <peci:Address_Line_5_Local/>
               <peci:Address_Line_6_Local/>
               <peci:Address_Line_7_Local/>
               <peci:Address_Line_8_Local/>
               <peci:Address_Line_9_Local/>
               <peci:City_Local/>
               <peci:Postal_Code>KT18 4DF</peci:Postal_Code>
               <peci:Country>GB</peci:Country>
               <peci:Country_Region/>
               <peci:State_Province/>
               <peci:Region_Subdivision_1/>
            </peci:Address>
         </peci:Person_Communication>
         <peci:Person_Identification/>
         <peci:Position>
            <peci:Position_Time_Type>Full time</peci:Position_Time_Type>
            <peci:Organization>
               <peci:Organization_Type>COST_CENTER</peci:Organization_Type>
               <peci:Organization_Code/>
            </peci:Organization>
            <ptdf:Personnel_Area xmlns:ptdf="urn:com.workday/peci/
tdf">G010</ptdf:Personnel_Area>
            <ptdf:Personnel_SubArea xmlns:ptdf="urn:com.workday/peci/tdf"
               >0020</ptdf:Personnel_SubArea>
            <ptdf:Employee_Group xmlns:ptdf="urn:com.workday/peci/tdf">UK
 Employee Group
               1</ptdf:Employee_Group>
```

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```
            <ptdf:Employee_Subgroup xmlns:ptdf="urn:com.workday/peci/
tdf">3</ptdf:Employee_Subgroup>
            <ptdf:Business_Area xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Work_Contract xmlns:ptdf="urn:com.workday/peci/tdf"/>
            <ptdf:Organizational_Key xmlns:ptdf="urn:com.workday/peci/tdf"
               >G010</ptdf:Organizational_Key>
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Payroll Interface Connector

Steps: Set Up Workday Payroll Interface

Prerequisites

We recommend that you use Workday Professional Services or a Workday Consulting partner when implementing Payroll Interface. If you implement Payroll Interface without assistance, ensure that a member of your team attends a Workday Integration training class. Ensure that you read the Payroll Interface documentation.

Steps

1. Set up a payroll organization.
   See Steps: Establish Third-Party Payroll Organization .
2. Create and assign pay groups for third-party payroll.
   See Steps: Create and Assign Third-Party Payroll Pay Groups .
3. Define external payroll earnings and deductions.
   See Steps: Define Third-Party Payroll Earnings and Deductions .
4. Create a third-party payroll integration.
   See Steps: Create Third-Party Payroll Integration .

Steps: Create Third-Party Payroll Integration

Context

Create an integration system that sends employee data to an external payroll provider. These steps apply to Workday Payroll Interface and Workday Payroll Effective Change Interface.

Steps

1. Steps: Set Up Payroll Integration System .
2. Select Fields for Payroll Extract .
3. Configure Payroll Interface Attributes and Maps .
4. Set Up Integration Delivery .
   Before you configure integration delivery options, enable the *PI Delivery Service* integration service.
5. (Optional) Set Up Integration Sequence Generators .
   To create output files with unique filenames, configure the sequence generator. Enable the integration services for the file types you want to generate filenames:
   - Integration output file: *PI Filename*
   - Data Changes Audit: *PI Data Changes Audit Filename*
   - Diagnostic Audit: *PI Diagnostic Audit Filename*
6. (Optional) Add Custom Fields to Payroll Integration .
7. (Optional) Set up a document transformation to modify the output file before you send it to an external provider.
   See Steps: Set Up Document Transformation Connector .
8. Access the **Maintain Functional Areas** task.
   Select the **Enabled** check box for the USA Payroll functional area for your tenant. Do this step to view payroll extract files.
   Security: *Security Configuration* domain in the System functional area.
9. Launch or Schedule Payroll Integration .
   Generate a payroll extract for external processing.

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Related Information

Concepts

Concept: Workday Payroll Interfaces

Tasks

Steps: Set Up Workday Payroll Interface

Steps: Set Up Payroll Integration System

Context

Create an integration system that extracts and sends data to an external payroll provider.

Steps

1. Access the **Create Integration System** task.
2. Give the integration a meaningful **System Name**. Record this name; you use it when you launch the integration.
3. Click the **New using Template** prompt, then select **Cloud Connect for Third Party Payroll > Payroll Interface**.
4. In the **Integration Services** grid, select the **Enabled** check box for each integration service that you want to activate. The integration services provide categories of data or configuration options for the output file.

   Note: The integration requires these services:

   - *Payroll Interface*
   - *PI Launch Parameters*
   - *Payroll Effective Change Interface - Summary DIS*

   The *Transaction Log Service* isn't enabled by default, but the integration requires the service for change detection processing.

Option	Description
PI Members Launch Parameters	Provides additional launch parameters to the **Launch/Schedule Integration** task that enables you to select individual Pay Group members for inclusion in Payroll Interface. You typically enable this service only for an integration that processes ad hoc payroll runs.
PI Change Detection Launch Parameters	Provides additional launch parameters to the **Launch/Schedule Integration** task for ad hoc payroll integration events. You typically enable this service only for an integration that processes ad hoc payroll runs.
PI Full Extract With No Diff Launch Parameter	Provides additional launch parameters to the **Launch/Schedule Integration** task. The parameters enable you to extract all active and terminated employees assigned to a pay group as of the Current Date Entry Time and Pay Period End Date, regardless of whether they've changed. Enable this parameter to generate output that initially populates the external system. These output files don't include earnings and deductions.

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Option	Description
PI Personal Data Section Fields	Provides employee personal data and contact information.
PI Status Data Section Fields	Provides employment status and service dates.
PI Position Data Section Fields	Provides job profile data, salary and base compensation elements, and organization membership data.
PI Compensation Data Section Fields	Provides worker compensation data.
PI Allowance Plan Data Section Fields	Provides data for worker allowance plans.
PI Commission Plan Data Section Fields	Provides data for worker commission plans.
PI Period Salary Plan Data Section	Provides data for worker period salary plans.
PI Unit Salary Plan Data Section Fields	Provides data for worker unit salary plans.
PI Salary and Hourly Plan Data Section Fields	Provides data for worker salary and hourly plans.
PI Contract Section Fields	Provides employment contract data.
PI Collective Agreement Section Fields	Provides collective agreement data.
PI Job History Section Fields	Provides data about employee job history.
PI Education Section Fields	Provides employee education data.
PI Leave of Absence Section Fields	Provides leave of absence data.
PI Earnings and Deductions Section Fields	Provides earnings and deductions configured for compensation elements and benefit plans, plus any external payroll input that spans more than 1 pay period.
PI T1 Tax Section Fields	Provides tax elections for Canadian employees.
PI W4 Tax Section Fields	Provides federal tax elections for U.S. employees.
PI Identifiers Section Fields	Provides identification numbers by type.
PI Payment Elections Section Fields	Provides employee direct deposit information.
PI Pay Data Section Fields	Provides earnings and deductions configured for one-time payments from compensation, plus any external payroll input that has start and end dates within the current pay period.
PI Paid Time Off Section Fields	Provides Paid Time Off (PTO) data, including position ID, PTO type, pay period start and end dates, and paid and unpaid hours taken during the pay period.
PI Time Off Correction Section Fields	Provides Time Off correction data.
PI Related Person Data Section Fields	Provides personal data and contact information for related persons.

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Option	Description
PI Related Person Identifier Data Section Fields	Provides identification numbers by type for related persons.
PI Cost Allocations Section Fields	Provides percentages for cost center allocation.
Time Tracking Data	Provides time tracking data.
Time Tracking Correction Data	Provides time tracking correction data.
Transaction Log Service	Provides a record of event-based changes to employee data that are relevant to payroll integrations. Don't enable this service in integrations that generate full extracts.
PI Delivery Service	Provides file transport and encryption options for the output file.
PI Filename	Provides unique filenames for integration output documents by using the Workday sequence generator.
PI Data Changes Audit Filename	Enables your integration system to generate a unique, sequenced filename for the Data Changes Audit each time it runs. If selected, you must configure the integration sequence generator for your integration system.
PI Diagnostic Audit Filename	Enables your integration system to generate a unique, sequenced filename for the Diagnostic Audit each time it runs. If selected, you must configure the integration sequence generator for your integration system.

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5. Grant the integration system user *Get* and *Put* access to these domains:
    - *Payroll Interface*
    - *Person Data: Birth Place*
    - *Person Data: Citizenship Status*
    - *Person Data: Disabilities*
    - *Person Data: Ethnicity*
    - *Person Data: Gender*
    - *Person Data: ID Information*
    - *Person Data: Marital Status*
    - *Person Data: Military Status*
    - *Person Data: Nationalities*
    - *Person Data: Personal Data*
    - *Person Data: Religion*
    - *View: External Pay Groups*
    - *Worker Data: Benefit Elections*
    - *Worker Data: Compensation*
    - *Worker Data: Payees*
    - *Worker Data: Skills and Experience*
    - *Manage: Organization Update Integration*
    - *Manage: Organization Integration*

    Configure unconstrained access to the *Person Data: Personal Data* domain for the integration. This domain access prevents empty values in the integration results for any country that the ISU isn't configured to access.

    Configure access to the *Worker Data Benefit Elections* domain to report the Related Persons data section.

    See: Steps: Grant Integration or External Endpoint Access to Workday
6. Configure the integration service for the transaction log:
    a) As a related action on the integration system, select **Integration System > Configure Integration Transaction Log**.
    b) Click **Subscribe to all Transaction Types except** and select the transactions to exclude from payroll interface processing. Typically, payroll providers only need information about staffing events and employee changes that have a payroll effect. These changes include changes to earnings and deductions, payment elections, and certain types of personal data.

Next Steps

Select the individual fields to include in each data section, then configure the output file and map values in your tenant to the external system.

Related Information
Tasks
Steps: Create Third-Party Payroll Integration

Select Fields for Payroll Extract

Prerequisites

Security: *Integration Build* domain in Integration functional area.

Integration services manage the employee data available for output in a payroll integration. Enable the integration services that manage the fields using the related action **Integration System > Configure Integration Services**.

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Context

Field attributes control the data elements included in output files. When the integration runs, Workday:

- Searches for changes to the selected fields.
- Validates that the required fields are in the output file.
- Truncates values that exceed the maximum field length.
- Reports errors in the audit files.

If the required fields are missing, the *Payee Validation* attribute determines whether employees are included in output files.

Steps

1. Access the **View Integration System** task.
2. Select the related action **Integration System > Configure Integration Field Attributes**.
3. In **Field Configuration**:
    - To include a field in the output file, select **Include in Output**.
    - If a field must contain a value, select **Required Field**.
    - If a field length is limited, specify the **Maximum Length**.

    The **Operation** field is required in Position Data, T1 Tax, W4 Tax, Identifiers, and Payment Elections. **Operation** indicates whether a row is new, changed, or deleted.

Related Information
Concepts
Reference: Data Sections for Payroll Interface
Tasks
Steps: Create Third-Party Payroll Integration

Configure Payroll Interface Attributes and Maps

Prerequisites
Security: *Integration Build* domain in *Integration* functional area.

Context
After you create a payroll integration system and select output fields, configure the integration attributes and maps for the output file.

Integration attributes define various processing options for the output file:

- File format.
- Retention period for audit files.
- Data validation rules.
- Always include data, or include only when changes occur.

Integration maps control how Workday maps values to the external payroll system. Only a subset of data elements requires an integration map. Workday maps data according to these rules:

- If an integration map has at least 1 row of data, Workday uses the map to convert your tenant values to external values. If you don't define a tenant value in the map, Workday uses the default value of the map. If the default value is blank, Workday issues an error or a warning message and the external value is empty.
- If an integration map is empty, Workday uses reference IDs in the output file. In the **View Integration System** report, click the **Integration Maps** tab to see which reference ID corresponds to each map. The only exception is the Region map, which uses the Workday region name instead of a reference ID. If a value in your tenant has no reference ID, Workday issues an error or a warning message and the external value is empty.

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Steps

1. Access the **View Integration System** report.
2. As a related action, select **Integration System > Configure Integration Attributes**.
3. Specify values for the attributes in the **Integration Attributes** grid:
    - For attributes without default values, add a row and specify a **Value**.
    - For attributes whose default values you want to change, select the **Override Template Values** check box and specify a new **Value**.
    - Optionally, use the **Restricted to Environment** field to specify that a value applies to a particular environment.

    This table doesn't list the attributes that control when each data section displays in a Payroll Interface extract. These attributes automatically populate to *Include only when changed*. Change the setting to *Always* for data sections that you want to include in every Payroll Interface extract.

    As you complete this task, consider:

Option	Description
Output Format	Specify the file format for integration output files (XML or CSV). The default value is XML.
Version	Select the version number for the output file. The initial version number matches the current Workday version number. In future releases, you must upgrade to a later version if you need new functionality or if the Get_Payees web service changes. If not, upgrading is optional.
Document Retention Policy	The default value is 30 days, but you can change the retention period to 60, 90, 120, or 180 days.
Date Format	The default value is [Y0001]-[M01]-[D01], but you can specify any date format supported by XSLT.
Date Time Format	The default value is [Y0001]-[M01]-[D01]T[H01]:[m01]:[s01], but you can specify any date time format supported by XSLT.
Required Field Validation	When you export data, the integration applies additional validation rules to identify errors that might occur: • (Default value) *Include*: includes employees in the output file even if data errors exist; reports warnings. • *Omit - Report Warning*: excludes employees from the output file when data errors occur and reports a warning. • *Abort*: prevents delivery of an output file that contains errors.
Max Field Length Validation	When you export data, the integration applies validation rules for maximum field length to employee data to identify errors that might occur:

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Option	Description
	• *Include*: truncates the affected employee invalid fields and includes them in the extract. • *Omit - Report Warning*: excludes the employee from the extract and adds warning messages to the event. • *Abort*: prevents delivery of an output file that contains errors.
Payroll Company Organization Type	Identifies the organization type for payroll organizations. Use this attribute only if you include a pay group in multiple organizations.
Include Prior Values	Includes the prior values of data elements that have changed. Only available if output file format is XML.
Output Document Tags	Specify document tags to apply to each integration output file.
Audit Document Tags	Specify document tags to apply to the DataChangesAudit.html and DiagnosticAudit.html files. This attribute also enables you to deliver these files to the same location as the integration output file. Enable the PI Delivery Service integration service to use this attribute.
Extract All Payee Data	Extracts all Configured Data Section Fields with annotations on the modified field or records for employees that have identified changes. Doesn't extract deleted data from sections with an Operation field. If you enable Extract All Payee Data, you can't use the Transaction Log Service.
Period Look Ahead All Effective Lookup	Specifies if an all effective lookup for a pay period should include workers whose status: • Is specified in the integration attribute *Period Look Ahead Payee Status*. • Was set within *X* number of days after the pay period end date. *X* is specified in the integration attribute *Period Look Ahead Days*. An all effective lookup includes the data changes performed in the past that became effective in the pay period. Enabling *Period Look Ahead All Effective Lookup* might cause over reporting of worker with the specified status. Over reporting includes reporting a worker: • During an incremental update within the look ahead period.

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Option	Description
	• During an all effective update within the look ahead period. • When the specified status for the worker becomes effective. Example: You set a look ahead period to 90 days and to identify workers with a terminated status. If you terminate Worker A effective 90 days after the period end date, then the integration includes Worker A in the output file: • During an incremental update, because the termination date is within the look ahead period and you entered the termination since the last successful execution date time. • During the all effective update for the subsequent monthly pay period that is within the 90-day look ahead period. • When the termination becomes effective for the pay period included in the termination date. The integration doesn't apply the period look ahead in an all effective execution when you disable *Period Look Ahead All Effective Lookup*. The integration includes the staffing events of TERM and PCO based on when you configure this attribute even if you haven't configured the transaction log service for these event types. This doesn't represent a restriction of what types of transaction the integration considers for look ahead functionality.
Period Look Ahead Days	Defines the number of whole days after the current pay period end date to detect payee changes that are effective in the next pay period. If the payee status matches 1 status in the *Period Look Ahead Payee Status* attribute, then the payee is extracted in the current pay period, plus changes that are effective in the next pay period.
Period Look Ahead Payee Status	Defines a set of Payee Status values used to select Payees for Period Look Ahead consideration. Use this attribute with the *Period Look Ahead Days* attribute.
Include Earnings and Deductions Section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Calculate Benefits as of Pay Check Date	Calculates benefit earnings and deductions based on the pay check date instead of the

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Option	Description
	period end date. This option gives you control over benefit calculations when an employee pay period crosses benefit plan years. You don't select this option, the **Use Coverage From Plan Year End** check box in the **Maintain Benefit Coverage Types** task specifies whether year-end calculations use benefits in effect at the beginning or end of the pay period.
Include Identifiers section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section. The integration only includes identifiers in the output file for which there's an entry in the Identifier Type integration map. The integration only includes in the output file identifiers of a type listed in the Identifier Type integration map.
National ID Required	Select this check box to require at least one national identifier in the output file. When the integration runs, Workday will generate an error or warning message if a national identifier is missing.
Include Leave of Absence section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include only leave that affects payroll	Automatically populates to *Yes*. Select *No* to include all leave of absence data, regardless of payroll effect.
Include Paid Time Off section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include Pay Data section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.

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Option	Description
Include Payment Elections section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Payment Election Rule for Regular Payments	Select the payment election rules that apply to regular payments. If you select payment election fields for output, then also select this attribute, otherwise the output values will be empty.
Payment Election Type	Select the Payment Election Types for Payment Distributions. The output file will include only Payment Distributions matching one of these payment election types.
Include Personal Data section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Use Preferred Name when present	The output file uses **Legal Name** by default. Select the check box to use **Preferred Name** instead of **Legal Name**.
Use Address in Local Script	Select to include local address fields in the integration output file. If not selected, the output file includes default Western address fields.
First Address Type	Indicates the type of First Address (*Home* or *Work*).
First Address Usage	In combination with the First Address Type attribute, indicates the address used as the First Address in the output file: • If the First Address Usage Type doesn't exist for the selected First Address Type, then the output file doesn't include a First Address for the worker. • If you don't configure the First Address Usage Type for the selected First Address Type, then the output file includes the primary address of the selected First Address Type. • Example: You configured the integration system to select a First Address Type of *Home*, but you didn't configure the First Address Usage Type. The output file then includes the primary home address of the worker.

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Option	Description
	• You can select only 1 usage type. If you select multiple usage types, Workday uses only 1 of the selected First Address Usage Types.
Second Address Type	Indicates the type of Second Address (*Home* or *Work*).
Second Address Usage	In combination with the Second Address Type attribute, indicates the address used as the Second Address in the output file: • If the Second Address Usage Type doesn't exist for the selected Second Address Type, then the output file for the worker doesn't include any Second Address. • If you don't configure the Second Address Usage Type for the selected Second Address Type, then the output file includes the primary address of the selected Second Address Type. • Example: You configured the integration system to select a Second Address Type of *Home*. You also didn't configure the Second Address Usage Type. The output file includes the primary home address of the worker. • You can select only 1 usage type. If you select multiple usage types, Workday uses only one of the selected Second Address Usage Types.
Communications Usage Type for Phone	Select the usage type for the phone number in the output file. Use this attribute if you select phone number fields for output, otherwise the output values will be empty.
Phone Number Parsing	Specifies whether phone numbers are output as *Parsed* or *Unparsed*. Set this attribute to *Unparsed* to output phone numbers exactly as users enter them in Workday.
Phone Number Format	Specifies the format in which phone numbers are output.
Communications Usage Type for First Email Address	Select the usage type for the first email address in the output file. Use this attribute if you select email fields for output, otherwise the output values will be empty.
Communications Usage Type for Second Email Address	Select the usage type for the second email address in the output file. Use this attribute if you select email fields for output, otherwise the output values will be empty.
Name Type for Maiden Name	Select the type of name to use for the maiden name fields in the output file.

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Option	Description
Include Position Data section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Return Only Primary Position	Select to report changes only for: • Primary positions within the same pay group. • Former primary positions within the same pay group up to 12 months in the past. If you don't select the attirbute, the output file includes all position data for employees who have multiple jobs.
Job Classification Group for Job Classification One, Two, and Three	Specify which type of job classification group to include in the output file. Example: US Worker Compensation. When you configure the integration maps, you map a value in your tenant for this group type.
Organization Type for Organization One, Two, Three, Four, and Five	Specify which type of organization to include in the output file. Example: Cost Center or Region. When you configure the integration maps, you map a value in your tenant for this organization type.
Organization Default Value Type	Defines the default value for Organizations that aren't mapped using the *Organization* integration map. This attribute overrides the default value defined for the *Organization* integration map. Workday returns a warning message when you run the integration for either of these situations: • You don't map all Organization values. • You define a default Organization on the *Organization* integration map and you don't enable this attribute.
Organization Type for ORG Event	This organization type generates an organization change staffing event (ORG) when an employee changes organizations but doesn’t change pay groups.
Include Contract section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.

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Option	Description
Enable Employee Contracts for Terminated and Rehired Employees	If you select this attribute, the integration includes employee contracts for terminated and rehired employees. If not selected, it removes employee contracts when an employee is terminated and adds them when rehired.
Include Job History section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include Education section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include Status Data section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include T1 Tax section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include W4 Tax section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include Related Person Data section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Related Person ID Type	Select the ID type to use for Related Person ID in the Related Person data section. If selected, the **Related Person ID** field can be empty due to the related person not having the type of ID specified. If not specified, the integration

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Option	Description
	system includes the Related Person WID in the Related Person ID field.
Include Related Person Identifier Data section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Include Cost Allocations section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Worktag Type for Costing Worktag One	Specifies what type of worktag to include for cost allocations. Select either *Cost Center* or *Region*. If you want to include both worktag types, configure both worktag attributes.
Worktag Type for Costing Worktag Two	Specifies what type of worktag to include for cost allocations. Select either *Cost Center* or *Region*. If you want to include both worktag types, configure both worktag attributes.
Include Additional Information Section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Primary Payroll Integration	Specifies if this integration system is for scheduled payroll runs (Primary) or for ad hoc payroll runs. If selected, Workday uses the pay period status to determine the changed detection method used, and updates the pay period status after successful completion.
Pay Group Transfer Staffing Event Precedence	When configured, pay group transfer staffing events (PCI/PCO/PGI/PGO) take precedence over leave staffing events (LOA/RFL) in the output file. When not configured, leave staffing events take precedence over pay group staffing events.
Countries which Require Extended Address Type	Specifies countries where you must use extended addresses. If selected, basic addresses in the selected countries aren't valid for payees.
Restrict Addresses to These Countries	Specifies valid countries for addresses in the integration output file. If selected, addresses

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Option	Description
	that aren't in 1 of the selected countries isn't valid.
Payroll Country	Specifies country of residence for payees paid through this integration system. This attribute is for reporting purposes only; it doesn't affect integration behavior.
Country Code	Specifies country code in integration output file.
Payroll Vendor	Select payroll vendor for this integration system. This attribute is for reporting purposes only.
Payroll Vendor, if Other selected	If your external payroll vendor for the integration isn't available for selection in the *Payroll Vendor* attribute: • Select the value Other in the *Payroll Vendor* attribute. • Add the name of your vendor in this integration attribute. Contact Workday Support if you want to add your external payroll vendor to the *Payroll Vendor* attribute permanently.
Include Time Tracking Data Section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Time Tracking Reporting Interval	Specify if the time tracking data for each position is per-day or per-pay period.
Include Compensation Data Section	Specifies if the integration always includes this data section in the output, or only when one of the values has changed. Default value is *Include only when changed*. Also enable the applicable integration service for this data section.
Suppress Worker Messages Audit	If selected, Workday doesn't generate details for each worker in the Messages Audit report. Select this option only if you're running Payroll Interface for many workers and need improved performance.
Suppress Audit Files	If selected, Workday doesn't generate the Data Changes and Diagnostic Audit files when you run the integration. Select this option only if you're running Payroll Interface for many workers and need improved performance.

4. Save your changes, then as a related action, select **Integration System > Configure Integration Maps**.

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5. In the **Integration Maps** grid, specify output file values for data in your tenant:
    a) Add a row for each value in your tenant, select the **Internal Value**, and enter the **External Value** for the output file.
    b) (Optional) Provide a **Default Value** for any data elements with values that aren't mapped.

    Example: Your organization has *Hourly* and *Salary* pay rate types. In the *Pay Rate Type* map, define external values for the *Hourly* and *Salary* rate types. Create a **Default Value** of *Other* for any unmapped pay rate types.

    Define mappings for the data elements that you include in the output file. Example: If the **Personal Data Section** only includes Gender and Marital Status, specify values in those maps and leave the other maps in the section empty. Also, if the output file doesn't contain the W4 Tax section, leave the *Payroll Marital Status* map empty. The **Configure Integration Field Attributes** task displays which maps correspond to each field.

Related Information
Tasks
Steps: Create Third-Party Payroll Integration

Add Custom Fields to Payroll Integration

Prerequisites

Security: *Integration Build Custom Services* domain in *Integration* functional area.

Context

Add custom fields to a payroll integration. You can use calculated fields or report fields to incorporate additional data elements into payroll extracts.

Steps

1. Create an integration field override service and define custom fields:
    a) Access the **Create Integration Field Override Service** task.
    b) Set a **Name**. Example: *Payroll Interface Custom Fields*.
    c) Click the **Business Object** prompt and select the data source for the custom fields. Example: *Employee*.
    d) For each custom field, add a row to the **Fields** grid, enter the field **Name**, and optionally provide a **Description**.
2. Access the **View Integration System** report.
3. Enable the custom integration service:
    a) As a related action, select **Integration System > Configure Integration Services**.
    b) In the **Custom Integration Services** grid, add a row.
    c) From the **Integration Service** prompt, select *Integration Generic Service (Audited)* then *Integration Field Override Service (Audited)*, and select the custom integration service you created in step 1.
4. Configure the custom fields:
    a) As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
    b) For each field in the grid, click the **Override External Field** prompt and select the report field or calculated field.

    The **Override External Field** prompt lists fields for the **Business Object**.

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5. To map the custom field values to external values, create and configure one or more integration maps:
    a) As a related action, select **Integration System > Maintain Integration Maps**.
    b) For each field that requires a map, specify a map **Name** in this format: `ADD-<FieldName>`.
    The ADD prefix indicates that the map is for the Additional Data section, and the **<FieldName>** identifies the field that requires you to map.
    c) Specify the **Internal Value Type** and **External Value Type** for each map. You can create an **Enumeration** with a list of valid values or select a report field at the **Data Type** prompt.
    d) Save the maps.
    e) As a related action, select **Integration System > Configure Integration Maps**, then go to the bottom of the grid to view the custom maps.
    f) Add a row for each tenant value, select the **Internal Value**, and enter the **External Value** for the output file.

Result

Workday groups custom fields into a record called ADD that displays on a separate line in the output file. By default, Workday includes custom fields in output files only when field values change. To include always custom fields in output files, change the setting of the integration attribute *Include Additional Information Sections*. Custom fields have no other integration attributes or maps to configure.

Example

Payroll output files must include Federal and State Employer Identification Numbers. Create a field override service called *Additional Tax Data*, select the ***Employee*** business object, and define fields called *FEIN* and *State EIN*. View the payroll integration system and enable the *Additional Tax Data* integration service. Then, configure the custom fields by selecting **Worker Tax Elections > Federal Withholding FEIN** and **Worker Tax Elections > State EIN** as field overrides.

Next Steps

To add or change fields in an integration field override service, use 1 of these methods:

- In the **View Integration System** report, select **Integration Field Override Service > Edit** as a related action in the **Custom Integration Services** grid.
- Access the **Edit Integration Field Override Service** task.

Related Information
Tasks
Steps: Create Third-Party Payroll Integration

Launch or Schedule Payroll Integration

Prerequisites

Security: *Integration Build* domain in *Integration* functional area.

Condition	Action
Running a Primary Payroll Interface integration for the first time in production.	Set the **Created Date Time** using the **Maintain Payroll Integration Systems for Pay Group** task. Set the **Created Date Time** value for the **Last Extract Created** section to the pay period beginning. Otherwise, Workday sets the date to the day before the payroll run date.
Running External Payroll Results Inbound a subsequent time, for the same Pay Groups and Pay Periods, due to errors in the previous integration run.	Delete the results from the previous payroll integration run using the **Delete by Batch ID** task. Otherwise, Workday generates duplicate results.

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Context

Extract Workday payroll data and send the data to an external payroll endpoint.

Steps

1. Access the **Launch / Schedule Integration** task.
2. Select the **Integration**.
   You can't select or schedule an integration system that contains *Critical* errors.
3. To run an integration immediately, select the **Organization**. You can select the organization or subordinate organizations that you're a member of or in which you have an organization role.

Option	Description
Owning Organization	Displays if the Integration Process Event for this integration is associated with a specific organization.
Organization By Type	Displays if the Integration Process Event for this integration has no associated organization.

   If you're running the integration in the future, Workday ignores the Organization value and determines the organization context, if any, based on the Integration Process Event.
4. Select an integration **Run Frequency**:

Option	Description
Run Now	Run immediately after you click **OK**.
Run Once in the Future	Run at the specified date and time.
Daily Recurrence	Run every x number of days on the specified day (or every weekday) at the specified time.
Weekly Recurrence	Run every x number of weeks on the specified day at the specified time.
Monthly Recurrence	Run in the specified months (or every month) on the specified day of the month or week.
Dependent	Run when a specified Workday event status completes, fails, or aborts.

5. (Optional) Enter a **Request Name** field. Default is **Integration Name**.
   Request name is displayed in the **Process Monitor** and **Scheduled Future Processes** reports.

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6. Specify values for the launch parameters on the **Integration Criteria** tab:

Parameter	Value Type	Value
Pay Group	*Specify Value*	Select pay groups to: • Extract pay period data for all pay group members. • Extract member data based on **Basic Staffing Transaction Log Types**. Pay Group *Availability Date* must be on or before the *Pay Period Start Date*, otherwise the integration fails. To extract data for a subset of pay group members, leave the parameter blank and select the **Pay Group Members**. If you select multiple pay groups, Workday combines the member data for all pay groups into 1 output file. Each pay group has a separate header record, followed by the member data.
Pay Period Selection Option	*Specify Value*	• *Use Earliest Open Pay Period*. Selects the first open pay period based on the pay group period schedule and period calculation status. • *Use Pay Period for Current Date*. Selects the pay period for the current date.
Pay Group Members (only available when you enable the **PI Members Launch Parameters** integration service).	*Specify Value*	To extract data for all pay group members, leave this field blank and select the **Pay Group**. If you select a Pay Group, and also select some of the pay group members, Workday includes all members of the Pay Group. Use a separate integration system to create a payroll extract for a specific set of employees. This action ensures that the **Last Successful Run** value for the next regular payroll extract isn't affected. To copy the current integration system, select **Clone** as a related action.
Exclude Members/ Only Include Members (only available when you enable the **PI Members Launch Parameters** integration service).	*Specify Value*	• *Exclude specified members* ignores any Pay Group members selected in the Pay Group Members prompt. • *Only include specified members* ignores any Pay Group Members not selected in the Pay Group Members prompt.

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Parameter	Value Type	Value
Last Successful Run (only available when you enable the **PI Change Detection Launch Parameters** integration service).	*Specify Value* or *Determine Value at Runtime*	Specify the start date and time for the payroll extract process to search for changes: • To enter a specific date and time if you're launching manually, set the **Value Type** to *Specify Value*. Enter the last date and time that the integration ran for the selected pay group. • To have Workday calculate the value when a scheduled integration runs, set the **Value Type** to *Determine Value at Runtime*. Select the *Integration* category and then select a date field. Example: *As Of Entry DateTime of Last Completed Integration Event*. Don't use *Datetime of Last Successful Integration Event (Don't Use)* as a launch parameter. Default is the last time the integration successfully completed.
Basic Staffing Transaction Log Types (only available when you enable the **PI Change Detection Launch Parameters** integration service).	*Specify Value*	To extract pay group member data for specific staffing events, select the transaction types. Leave blank to extract all payroll changes for the specified pay group and pay period.

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Parameter	Value Type	Value
Change Detection (only available when you enable the **PI Change Detection Launch Parameters** integration service).	*Specify Value*	Specify how to search for changes to payroll data: • *Automatically select appropriate behavior based on date of last successful run*. If the last successful run date was before the current period start date, Workday includes all changes effective within the current pay period regardless of when someone enters the changes. Workday also includes changes completed since the last successful run and effective within the current or prior pay period. If the last successful run date was after the current period start date, this option only includes changes entered after the last successful run. This option isn't valid when you create an extract for a pay period after the period end date. • *Include all changes effective in the pay period*. Workday includes all changes effective within the current pay period regardless of when someone enters the changes. Workday also includes changes completed since the last successful run and effective within the current or prior pay period. Use this option when you run the first integration of the pay period or if you only create a single extract per pay period. • *Include only changes entered since the last successful run*. Selects only changes to employee data that occurred after the last successful run and are effective in the current pay period or a previous pay period. Select this method for incremental runs during the pay period, but not the first run. If you enable the *Full Extract* integration attribute, then all data are extracted. Otherwise, Workday extracts only data changes. If you configured the integration for a full extract, the change detection method determines which changes Workday highlights in audit reports; doesn't affect the output file.

7. To schedule an integration run, complete the **Schedule** tab:

Run Frequency	Criteria
Run Once in the Future	Specify a **Start Date**, **Start Time**, and **Time Zone**.
Daily Recurrence	• Select a **Recurrence Type**. If you select **Recurs Every x Day(s)**, enter a number between 1 and 366. • Specify a **Start Time** and **Time Zone**. • Specify a **Start Date** and an **End Date**.
Weekly Recurrence	• In the **Recurs Every x Week(s)** field, enter a number between 1 and 52. • Select one or more **Day(s) of the Week**. If **Recurs Every x Week(s)** is greater than 1, you can select only 1 day. • Specify a **Start Time** and **Time Zone**. • Specify a **Start Date** and an **End Date**.

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Run Frequency	Criteria
Monthly Recurrence	• Select one or more **Month(s)** to schedule each recurrence. • Select the **Recurrence Type** and then specify which **Day(s) of the Month** or **Day of the Week**. • Specify a **Start Time** and **Time Zone**. • Specify a **Start Date** and an **End Date**.
Dependent	Select the **Dependency** event type that triggers this integration. Use the **Trigger on Status** field to specify what event statuses will trigger this integration.

The **Start Date** is 12:01 A.M. on the first possible day that a process could be scheduled. The **End Date** is 11:59 P.M. on the last possible day that a recurrence could be scheduled and must be greater than or equal to the **Start Date**. You can't specify an **End Date** after December 31 of the next year. A schedule created on 3/1/11 can't have an **End Date** after 12/31/12.

Result

The payroll integration runs. Check the status in the **Process Monitor** report. View details about a scheduled integration in the **Scheduled Future Processes** report.

Workday attaches audit reports to the integration event. If you enabled the integration delivery service, Workday sends the output file to the specified endpoint.

Related Information

Concepts

Concept: Payroll Interface Change Detection

Concept: Payroll Interface Workflow

Reference: Payee Data Validation and Error Handling

Tasks

Manage Payroll Integration System for Pay Group

Manage Scheduled Future Processes

Reference

Reference: Payroll Integration Output and Audit Files

Concept: Payroll Interface Workflow

The *Workday Payroll Interface* integration enables you to connect with a third-party payroll vendor to send payroll data.

When you launch a Primary Payroll Interface integration, you specify:

- Pay group.
- Pay period.

When you launch a non-Primary or ad hoc Payroll Interface integration, you also specify:

- Date and time of the last successful run.
- Change detection method.
- (Optional) Specific Staffing transactions.
- (Optional) Pay group members.

You can use a transaction log to track event changes to employee data to send to your payroll provider. This service is optional.

When you configure this service, Workday only includes employees with transaction log entries within the specified time period. If you don't use a transaction log, Workday includes all employees in the specified pay group. You can use the integration launch parameters to further filter payees.

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The payroll extract includes employees who transferred into or out of a pay group during the pay period.

Workday:

- Selects employees.
- Checks for field changes to employee data.
- Generates a payroll extract for the changes.

Workday uses these rules to create a payroll extract:

- Find employees who are members of the pay group at the start or end of the pay period. The payroll extract includes employees who transferred in or out of the pay group during the pay period.
- If you configure the transaction log:
    - Select employees who have transaction log events that are effective in the prior and current pay periods.
    - Exclude events with effective dates in future pay periods.
- Compare data for the selected employees at the beginning and end of the pay period.
- Identify field data changes.
- Determine if the changed data is included in the integration output. Examples:
    - Personal data.
    - Position and status data.
    - Earnings and deductions.
- Include employees who have data changes.
- Exclude employees who have no data changes or changes that don't affect data.
- Send earnings and deductions when they start, when the amounts change, and when they end.
- Provide data for staffing events based on the event type:
    - New hires = all data.
    - Transfers into pay companies or pay groups = all data.
    - Terminations = changed data.
    - Leave of absence and return from leave = changed data.
    - Transfers out of pay companies or pay groups = all data as of 1 day before the transfer.

Related Information
Concepts
Concept: Workday Payroll Interfaces

Concept: Payroll Interface Change Detection

You can select 1 of these change detection methods when running a Payroll Interface Integration:

Include all changes effective in the pay period.	Select this method when you launch the first integration in a pay period. The payroll extract includes all changes to employee data that are effective in the current pay period, regardless of when you enter the changes in Workday.
Include only changes entered since the last successful run.	Select this method when you launch an incremental integration after the first run of a pay period. The payroll extract includes only those changes that you enter in Workday after the date of the last successful run and are effective in the current pay period or a prior pay period.
Automatically select appropriate behavior based on date of last successful run.	You can select this method only for payroll extracts that you create before the pay period end date. For payroll extracts after a period ends, you must

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	explicitly select the change detection method.When you select this method, Workday compares the date of the last successful run to the pay period start date. When the last successful run was: • If the last successful run was after the current period start date, the default method is *Include only changes that were entered since the last successful run*. • After the current period start date, Workday uses the *Include only changes that were entered since the last successful run* method.

Primary and Non-Primary Integrations

The Primary Integration updates the pay group. When you run it the first time for a period, Workday updates the period status to *In Progress*. Designate the primary payroll integration and disable the PI launch parameter:**PI Change Detection Launch Parameters** and **PI Members Launch Parameters**.

Create Primary payroll integration systems for scheduled runs; create non-Primary payroll integration systems for ad hoc/error resolution runs.

A Primary payroll integration can process multiple pay groups, but a pay group must be processed by only one Primary payroll integration.

- Use the *Primary* integration for scheduled payroll interface runs. It performs change detection automatically; it includes all effective changes for pay periods whose status is *Not Yet Started*, and only changes since the last successful run when the pay period status is *In Progress*.

  The integration automatically updates the last successful run date and if needed, the pay period date. The integration processes:

  - All effective records when the period status is *Not Yet Started*
  - Incremental changes only when the period status is *In Progress*.

  For ad hoc or error resolution runs only, enable these integration services on a Primary Integration:

  - *PI Change Detection Launch Parameters*
  - *PI Members Launch Parameters*

  Note: On the Note, suggest: After the last payroll run for a pay group and pay period combination, you must manually set the pay period status to *Complete*.
- Use*Non-Primary* integrations for unscheduled payroll runs. Example: After correcting an error. It doesn't update pay group or pay period status. When you disable the*PI Change Detection Launch Parameters* integration service, the change detection works differently for different versions:

Version	Pay Period Status as of Last Successful Run Date	Changes Detected for the Period
22 and later	*Not Yet Started*.	*All Effective*
22 and later	Any status except *Not Yet Started*.	*Incremental*

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Version	Pay Period Status as of Last Successful Run Date	Changes Detected for the Period
21 and earlier	Any status.	*All Effective*

When you set up a new pay group and payroll calendar and run a payroll extract for the first time:

- When the pay period begins in the future, the interface uses the current entry date as the last successful date and time.
- When the pay period start date is earlier than now, the interface uses the pay period start date as the last successful date and time.

Payroll Extract Dates

Workday determines which changes payroll integrations to include in an extract based on the:

- last successful run date
- pay period start date
- event entry date
- event effective date

If there are events missing from a payroll extract, check the change detection mode and the effective dates of the event.

This diagram displays how dates affect event selection:

Change Detection Timeline

This timeline displays a series of transactions for the same employee over a two-month period:

Example: In your company, employees have monthly pay frequencies, and you use automatic change detection to schedule twice-monthly payroll integrations. You hire an employee in March with an effective date of 04-18, and the employee submits an address change on 04-20. The payroll integrations return these results:

Payroll Integration Date	Default Change Detection	Changes Included in Payroll Extract.
03-15: First run	All changes effective in the pay period.	No changes included because the hire event isn't effective in the current pay period.
03-31: Incremental run	Only changes entered since last successful run.	No changes included because there are no events after the last successful run.
04-15: First run	All changes effective in the pay period.	Hire event included because it's effective in the current pay period.
04-30: Incremental run	Only changes entered since last successful run.	Address change included because you entered it after the last successful run and it's effective in the current pay period.

Related Information

Concepts

Concept: Payroll Interface Workflow

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Concept: Multiple Positions in Payroll Interface

You can include payroll information for multiple positions in Payroll Interface. You can include the positions in integrations for the same or different Pay Groups, which enable you to pay workers separately for each position. Workday enables you to assign positions to pay groups.

Workers with multiple positions can have a position in a more than 1 Pay Group. Each position is paid by Workday Payroll (if it's the primary position) or Payroll Interface. You can use a different currency for each position. Assign earnings and deductions at the Worker or Position level.

You can use multiple positions to pay employees on international assignment. You can:

- Establish a second position for the international assignment.
- Maintain the worker primary position during and after the international assignment.
- Include Domestic for the International Assignment Type field in the output file for employees with international assignments that transfer domestically.

When a worker is on international assignment, you can pay a portion of their total compensation to their primary home country position. This feature enables a worker to continue to receive home country benefits. Dependents who stay in the home country might need those benefits. You can also use multiple positions to pay the worker for an additional position in the local currency.

Note: Ensure that your payroll provider supports multiple jobs before you set up Payroll Interface for multiple jobs.

Using Payroll Interface with Workday Payroll

When paying workers with multiple positions, you can pay each position with a different payroll system. You can use both Workday Payroll and Payroll Interface to pay workers with multiple positions; however, not all combinations are available. This table lists each combination of primary and additional position pay options.

Primary Position Paid By	Additional Position Paid By	Supported?
Workday Payroll	Workday Payroll	Yes, however, Workday Payroll can only process payroll for the same Company and the same Pay Group.
Workday Payroll	Payroll Interface	Yes
Payroll Interface	Payroll Interface	Yes
Payroll Interface	Workday Payroll	No

Switching Primary Jobs for Workers with Multiple Positions

If *both* jobs are in the same external Pay Group, and are paid through Payroll Interface, switch a worker's primary using the **Switch Primary Job** task.

Switching Primary Jobs for International Assignments

You can change a worker's primary position that's assigned to an external pay group with an international assignment that's assigned to an external pay group.

Payroll Interface doesn't support payroll processing for a worker whose primary job is:

- Assigned to an external pay group that changes to an international assignment that's assigned to a Workday pay group.
- Assigned to a Workday pay group that changes to an international assignment that's assigned to an external pay group.
- Assigned to an external pay group that changes to an international assignment that doesn't belong to a pay group.

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- Not assigned to a pay group and changes to an international assignment that's assigned to an external pay group.

Earnings and Deductions with Multiple Positions

Earnings and deductions can exist at the worker level or the position level. You can designate one or more earnings and deductions as position based. To designate the earnings and deductions, use the **Maintain External Payroll Earnings** and **Maintain External Payroll Deductions** tasks.

Workday resolves earnings and deductions differently depending on whether they’re position-based:

- Worker level (nonposition based) earnings and deductions have a single resolution for each worker. Workday returns these earnings and deductions with the worker primary position.
- Position-based earnings and deductions resolve separately for each position. Therefore, a worker could have multiple resolved earnings. Example: Base pay.

Example: Two Positions in Same Pay Group

When paying a worker who has 2 positions in the same Pay Group, Workday Payroll and Payroll Interface generates payroll using these methods:

- Workday Payroll. Workday pays both positions in the same check. Workday displays payroll results based on the position.
- Payroll Interface. Payroll results include all worker level data. Examples: Personal data and payment elections. Position level payroll results include a Position reference for each position. Examples: Compensation and job details.

Example: Two Positions in Separate Pay Groups

When paying a worker who has 2 positions in separate Pay Groups, Workday Payroll and Payroll Interface generates payroll using these methods:

- Workday Payroll. If Payroll Interface pays the additional position, Workday pays the Primary position. If Workday pays the Primary position, Workday Payroll can’t pay an additional position.
- Payroll Interface. Payroll results include all worker level data. Examples: Personal data and payment elections. Payroll results also include position level payroll results, but only for the positions in the Pay Group. If Payroll Interface pays a Primary position, payroll results also return worker level data that might also be position level results.

Related Information

Concepts

Concept: Workday Payroll Interfaces

Tasks

Steps: Set Up Workday Payroll Interface

Steps: Establish Third-Party Payroll Organization

Concept: Pay Data Integration with Workday Payroll Interface

Pay data is payroll data that is only valid for a single pay period or payroll run. Examples:

- One-time payments.
- Payroll adjustments.
- Time off taken.

Pay data doesn't include payroll-related HR data that spans multiple pay periods, such as:

- Personal information.
- Employment information.
- Compensation.
- Regular earnings and deductions.

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Pay Data Integration Setup

External payroll providers handle pay data differently than HR data. Some providers receive both types of data in the same integration file. Most providers require separate files for pay data.

You can:

- Create an integration system based on the Payroll Interface integration template.
- Clone your existing payroll integration system and modify it for pay data.

Workday uses the same payroll organization and pay groups for payroll and pay data, whether or not you create separate integration systems. No additional setup is needed other than maintaining external payroll earnings and deductions. Payroll and pay data integrations use the same launch parameters. Separate integration systems can have different schedules.

Time-Off Taken

Time-off data includes both paid and unpaid time-off. You can configure time-off with or without offset periods for payroll processing when you create or edit the time-off. Pay data integrations send approved time-off based on employee self-service entries; no additional time-off data entry is required.

To configure time-off data:

1. Create Time Off Types

   Define time-off types.
2. Manage External Payroll Earnings and Manage External Payroll Deductions

   Set up external payroll earnings and deductions for time-off:

   - If you reduce base pay by paid time-off, set up paid time-off as an earning.
   - If you don't reduce base pay by paid time-off, set up paid time-off as a deduction.
   - Set up unpaid time-off as a deduction.

Payroll Adjustments

Payroll adjustments are one-time adjustments to earnings or deductions. Examples: Adjustments to regular compensation, employee benefit costs, taxable benefits, flex credits, general deductions, one-time payments, and bonuses.

You can configure payroll adjustments by using:

- Manage External Payroll Earnings and Manage External Payroll Deductions to set up external payroll earnings or deductions for adjustments.
- Manage External Payroll Input for Worker to maintain external payroll input for workers.

Related Information
Concepts
Concept: Workday Payroll Interfaces

Reference: Staffing Events in Payroll Interface Extracts

Payroll Interface extracts include a staffing event when the effective date occurs in the pay period that the integration is processing. Workday reports staffing events in the status record of the output file.

Staffing Event Types

Based on the staffing event code, Workday uses these event dates and returns information in these sections:

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Staffing Event Code	Definition	Status Event Date	Data Included
HIR	New hire into a pay group, or termination rescinded.	Hire date	All employee sections.
TRM	No longer employed.	Termination date	All employee sections.
LOA	On unpaid leave of absence.	First day of leave	Status, Position, Earnings and Deductions, and any other sections with changes.
ORG	Change organization but don't change pay group.	Date of position change	Personal, Position, Compensation, Earnings and Deductions, plus any other sections with changes.
RFL	Return from unpaid leave of absence.	First day back at work	Status section plus any other sections with changes.
PCI	Transfer into this pay group from a pay group in a different payroll company. For payees with multiple positions, this code applies only to the first position transferred.	Date of pay group reassignment	All employee sections.
PCO	Transfer out of this pay group to a pay group in a different payroll company. For payees with multiple positions, this code applies only to the last position transferred. Includes outbound transfers to a pay group in a different payroll company.	Date of pay group reassignment	All employee sections.
PGO	Transfer out of this pay group to another pay group in the same payroll company.	Date of pay group reassignment	Status section.

Payroll integrations only include leave of absence events for a worker primary position. Workday reports the leave start date and estimated return date:

- Single leave: Uses the **Leave Start Date** and **Estimated Leave End Date**.

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- Multiple concurrent leaves: Uses the **Leave Start Date** and **Estimated Leave End Date** for both leaves.
- Multiple overlapping or nested leaves: Uses the **Leave Start Date** of the earliest leave and the **Estimated Leave End Date** of the latest leave.
- Multiple contiguous leaves: Uses the **Leave Start Date** of
  - Either the first leave or the leave in effect at the time of reporting.
  - And, the **Estimated Leave End Date** of either the first leave or the leave in effect at the time of reporting.

Staffing Event Selection Process

These changes to employee status produce a staffing event:

Previous Status	Present Status			
	Active	On Unpaid Leave	On Paid Leave	Terminated
Not Yet Hired	HIR	HIR	HIR	TRM
Active		LOA		TRM
On Unpaid Leave	RFL		RFL	TRM
On Paid Leave		LOA		TRM
Terminated	HIR	HIR	HIR	

Example: When you terminate an active employee, the employee record has a staffing event code of TRM in the payroll extract. When you place an active employee on unpaid leave, the record has a staffing event code of LOA. An employee who has returned from unpaid leave has a staffing event code of RFL.

If the integration runs once at the period end, an employee you hire and terminate in the same period has a staffing event code of TRM.

For other staff changes not included in the table, Workday compares current and past values for the for the employee pay group and payroll company. Workday reports any change in value as a transfer event with a status code of PCI, PCO, PGI, or PGO.

We recommend that you run payroll integrations to isolate staffing events for the same employee in the same pay period. Workday Payroll Interface captures net changes to employee status from the period beginning to end. Depending on the change detection method that you select at launch,the payroll extract might omit intermediate changes that occur during a pay period.

Reference: Data Sections for Payroll Interface

You enable integration services for each data section. Each data section has an integration attribute that specifies whether to:

- Always include the section.
- Include the section only when changes occur.

If you include a section when changes occur, the section data varies:

- In sections that contain a single record, the payroll extract includes all section data when 1 field changes.
- In sections that contain multiple records, the payroll extract includes all section records when 1 field changes. Exceptions: Earnings and Deductions, Pay Data, and Paid Time Off sections. In those sections, the payroll extract includes only the record that changed.

For workers paid in more than 1 position, some sections contain worker level data. Others contain position-specific data. For each position data section, Workday returns data for positions that are part of that Pay Group. For sections that contain position data, Payroll Interface includes a position reference.

Some sections have an *Operation* field that indicates if a row is new, changed, or deleted. *Operation* codes are ADD, REMOVE, MODIFY, and NONE.

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Section Fields	Description	Fields
Header	Every output file has a header section. If you include multiple pay groups in an integration run, the output file contains 1 header for each pay group, followed by member records for the pay group. The version number of the output file matches the Workday version number. *Updated From* and *Updated Through* are the start date and end date for changes in the output file. *All Effective* indicates that the file includes all changes effective in the pay period. If you don't this field, the integration includes only changes entered between the *Updated From* and *Updated Through* dates.	• Version • Payroll Company • Pay Group • Period Start Date • Period End Date • Updated From • Updated Through • All Effective

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Section Fields	Description	Fields
Personal Data	This section includes worker level data. It has a single record. The integration bases name fields on **Legal Name**. To use **Preferred Name**, configure the *Use Preferred Name when present* integration attribute. If you include maiden name fields in the output file, specify a value for the *Name Type for Maiden Name* integration attribute. *Title* is the name **Prefix** and *Social Suffix* is the name **Suffix**. *Country of Birth* is a 2-digit country code. You can include 2 addresses in the output file. To specify the type of addresses to include, configure the *Communications Usage Type for First Address* and *Communications Usage Type for Second Address* integration attributes. You can include a single phone number in the output file with separate phone number fields, such as: • *International Phone Code* • *Area Code* • *Phone Number* • *Phone Extension* Alternatively, you can include a single field with *Formatted Phone Number*. To specify the type of phone number, configure the *Communications Usage Type for Phone* integration attribute. *First Address Lines 3 to 9* are for international address components. The *Disability Data* output depends on how you configure the file type (XML or CSV) for the integration output files. If a worker has multiple disabilities, the integration includes all disabilities in XML output files. It only includes the first disability in CSV output files. If a worker has multiple citizenship statuses, the integration only includes the first citizenship status in the output file. Note: Grant the Integration System User role Get access to the *Person Data: Personal Data* security domain and all its subdomains or this data section won't correctly return personal data.	• First Name • Middle Name • Last Name • Secondary Last Name • Full Legal Name • Title • Surname • Social Suffix • Name in Local Script • First Name in Local Script • First Name in Local Script 2 • Middle Name in Local Script • Last Name in Local Script • Last Name in Local Script 2 • Secondary Last Name in Local Script • Country for Name • Maiden First Name • Maiden Middle Name • Maiden Last Name • Maiden Secondary Last Name • Maiden Title • Maiden Surname • Maiden Social Suffix • Maiden Name in Local Script • Maiden First Name in Local Script • Maiden Middle Name in Local Script • Maiden Last Name in Local Script • Maiden Secondary Last Name in Local Script • Country for Maiden Name • Tertiary Last Name • Gender • Birth Date • Date of Death • Country of Birth • Region of Birth • City of Birth • Marital Status • Marital Status Date • Religion • Disability • Disability Status Date • Disability Data / • Disability Data / Operation • Disability Data / Disability • Disability Data / Disability Status Date • First Submunicipality 2 • Disability Data / Disability

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Section Fields	Description	Fields
Personal Data by Country	This data section contains personal information by country for a worker's non-primary position, such as an additional job or international assignment. The data section includes a repeating element if there's more than 1 non-primary position and repeats per country. Workday only includes the **Personal Data by Country** section in the output file if you enable the **PI Personal Data By Country Data Section Fields** integration service. Note: Grant the Integration System User role Get access to the *Person Data: Personal Data* security domain and all its subdomains or this data section won't correctly return personal data.	• Country • Hispanic or Latino • Hispanic or Latino Visual Survey • Marital Status Date • Disability • Disability Status Date • Disability Data / • Disability Data / Operation • Disability Data / Disability • Disability Data / Disability Status Date • Disability Data / Disability Date Known • Disability Data / Disability End Date • Disability Data / Disability Grade • Disability Data / Disability Degree • Disability Data / Disability Remaining Capacity • Disability Data / Disability Certification Authority • Disability Data / Disability Certified At • Disability Data / Disability Certification ID • Disability Data / Disability Certification Basis • Disability Data / Disability Severity Recognition Date • Disability Data / Disability FTE Toward Quota • Disability Data / Disability Work Restrictions • Disability Data / Disability Accommodations Requested • Disability Data / Disability Accommodations Provided • Disability Data / Disability Rehabilitation Requested • Disability Data / Disability Rehabilitation Provided • Disability Data / Note • Disability Data / Disability Status • Ethnicity • Gender • Marital Status • Religion

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Section Fields	Description	Fields
Status Data	This data section contains position-specific data. It has a single record. The *Payroll Company* and *Pay Group* fields contain organization codes. When an employee transfers out of a pay group, the fields identify the new payroll company and pay group. If you configure the *Include Prior Values* integration attribute, the payroll extract also identifies the prior payroll company and pay group. *Staffing Event* codes are: • HIR (hire). • TRM (termination). • LOA (leave of absence). • RFL (return from leave). • PCI (payroll company in). • PCO (payroll company out). • PGI (pay group in). • PGO (pay group out). *Employee Status* codes are: • Active. • Terminated. • On Leave. • On Paid Leave. • Not Yet Hired. These fields support Record of Employment (ROE) reporting for Canada: • *Last Date for Which Paid* • *Expected Return Date* • *Not Returning* • *Return Unknown* You can specify data for these fields with the *Termination* business process and include the data in the integration output file to help you meet country requirements: • *Notice Period Start Date* • *Agreement Signature Date* • *Dismissal Process Start Date*	• Payroll Company • Pay Group • Staffing Event • Staffing Event Date • Employee Status • Active • Active Status Date • Hire Date • Original Hire Date • Hire Reason • End Employment Date • Continuous Service Date • First Day of Work • Expected Retirement Date • Seniority Date • Severance Date • Retirement Date • Benefits Service Date • Company Service Date • Time Off Service Date • Vesting Date • Terminated • Termination Date • Pay Through Date • Resignation Date • Primary Termination Reason • Primary Termination Category • Secondary Termination Reason • Local Termination Reason • Not Eligible for Hire • Regrettable Termination • Termination Last Day of Work • Probation Start Date • Probation End Date • Date Entered Workforce • Pay Group Assignment Date • Last Date for Which Paid • Expected Date of Return • Not Returning • Return Unknown • Notice Period Start Date • Agreement Signature Date • Dismissal Process Start Date

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Section Fields	Description	Fields
Position Data	Contains position-specific data and can have multiple records. If an employee has multiple jobs, Workday doesn't aggregate work hours or compensation for all jobs. Establish the pay group assignment and maintain all payroll data on a worker primary job. To ensure that payroll extracts include details only for the primary job, you configure the *Return Only Primary Position* integration attribute. *Effective Date* is the effective date for the most recent change to position data. *Compensation Effective Date* is the effective date for the most recent compensation change. Depending on your configuration, a change to position or compensation data might not affect the contents of the payroll extract. However, these effective dates reflect the date of the most recent change in Workday. The payroll extract won't include the Position Data section if: • You set the *Include Position Data section* integration attribute to *Include only when changed*. • Only the effective dates change. *Total Annual Base Pay* is the annual compensation number. *Total Bay Pay* is based on *Base Pay Frequency*, which is the same frequency as the pay period. A position can have job classifications based on job classification groups. You can include up to 3 references in the output file. To specify the job classification type, configure the integration attributes. An employee can belong to different organizations. You can include up to 5 organization references in the output file. To specify the organization type, configure the integration attributes. *Supervisor ID* is the employee ID of the immediate supervisor. You can include the supervisor status. Example: *On Leave*.	• Operation • Position ID • Effective Date • Primary Job • Business Title • Worker Type • Position Time Type • Job Exempt • Scheduled Weekly Hours • Default Weekly Hours • Pay Cycle Hours • Full Time Equivalent Percentage • Paid FTE • Working FTE • Pay Rate Type • Compensation Effective Date • Compensation Grade • Compensation Change Reason • Total Annual Base Pay • Total Base Pay • Base Pay Currency • Base Pay Frequency • Job Classification (One to Three) • Organization (One to Five) • Company Insider • Work Shift • Work Hours Profile • Workers Compensation Code • Job Profile • Management Level • Job Category • Job Family • Business Site • Business Site Name • Business Site Address Type • Business Site Address Effective Date • Business Site Address Line (1 to 9) • Business Site Municipality • Business Site Submunicipality • Business Site Submunicipality 2 • Business Site Address Line (1 to 9) Local • Business Site Municipality Local • Business Site Submunicipality Local • Business Site Submunicipality 2 Local

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Section Fields	Description	Fields
Compensation Data	Contains position-specific compensation data. The *Compensation Summary Data* attribute doesn't send data, but enables the field attributes with the same attribute prefix. Example: To use the *Summarization Format*, *Total Base Pay*, and *Primary Compensation Basis* field attributes, enable *Compensation Summary Data*.	• Operation • Position ID • Compensation Effective Date • Compensation Grade • Compensation Change Reason • Compensation Summary Data / • Compensation Summary Data / Operation • Compensation Summary Data / Summarization Format • Compensation Summary Data / Total Base Pay • Compensation Summary Data / Total Salary and Allowance • Compensation Summary Data / Primary Compensation Basis • Compensation Summary Data / Currency • Compensation Summary Data / Frequency
Allowance Plan Data	Contains information about worker allowance plans and can have multiple records.	• Operation • Position ID • Compensation Plan • Percentage • Unit • Number of Units • Per Unit Amount • Amount • Prorated Amount • Currency • Frequency • Start Date
Commission Plan Data	Contains information about worker commission plans and can have multiple records.	• Operation • Position ID • Compensation Plan • Target Amount • Currency • Frequency • Draw Amount • Draw Frequency • Draw Duration • Recoverable • Start Date

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Section Fields	Description	Fields
Period Salary Plans Data	Contains information about worker period salary plans and can have multiple records.	• Operation • Position ID • Compensation Plan • Currency • Frequency • Period Multiplier • Start Date
Unit Salary Plan Data	Contains information about worker unit salary plans and can have multiple records.	• Operation • Compensation Plan • Unit • Number of Units • Per Unit Amount • Currency • Frequency • Start Date
Salary and Hourly Plan Data	Contains worker salary or hourly plan information can have multiple records.	• Operation • Position ID • Compensation Plan • Amount • Currency • Frequency • Start Date
Contract	Contains worker level data and can have multiple records. An employee can only have 1 contract in effect at a time. This section can include contracts from the past or contracts that become effective in the future.	• Operation • Contract ID • Contract Type • Position ID • Start Date • End Date • Contract Status • Description • Contract Reason • Collective Agreement • Minimum Weekly Hours • Maximum Weekly Hours
Collective Agreement	Contains position-specific Collective Agreement data and can have multiple records. The *Collective Agreement* attribute doesn't send data. It enables the field attributes with the same attribute prefix. Example: To use the *Factor* and *Option* field attributes, enable *Collective Agreement*.	• Operation • Effective Date • Position ID • Collective Agreement • Collective Agreement Factor / • Collective Agreement Factor / Factor • Collective Agreement Factor / Option

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Section Fields	Description	Fields
Job History	Contains worker level data and can have multiple records. Includes external job history in the employee Skills and Experience. Payroll extracts include job history records.	• Operation • Job History ID • Job Title • Company • Start Date • End Date • Responsibilities and Achievements • Location • Reference • Contact Information
Education	This section contains worker-level data and can have multiple records. Workday determines the value of *Is Highest Level of Education* based on the settings on the **Maintain Degrees** task. If a worker has multiple degrees, Workday selects the degree with the latest completion date. If the ranking or the latest completion date isn't available, Workday selects the degree with the latest entry date.	• Operation • Education ID • Education Institution • Institution Type • Degree Type • Field of Study • Location • Grade Average • Last Year Attended • Is Highest Level of Education

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Section Fields	Description	Fields
Leave of Absence	This section contains position-specific data and can have multiple records An employee can be on multiple different types of leave at the same time. Payroll integrations don't include leave of absence data for multiple jobs. If an employee is on multiple leaves of absence for their primary position, this section has multiple records. If you only require information on leave that affects payroll, configure the *Include only leave that affects payroll* integration attribute. *Employee Status*, *Staffing Event*, and *Staffing Event Date* fields in the Status Data section indicate whether an employee is on leave. If you need additional information about leave, enable the **Leave of Absence** section. The integration sets the *On Leave* field as of the last day of the pay period. Indicates that an employee is on leave only if they are on leave on the last day of the period. A payroll extract includes all leave that overlaps the current pay period. Includes leave that ends during the pay period. Doesn't include leave that ended before the current period or that starts after the current period. If you modify a leave that ended before the period, the first integration after the modification includes an entry for the leave.	• Operation • Leave Request Event ID • Leave Return Event ID • Position ID • On Leave • Leave Start Date • Estimated Leave End Date • Leave End Date • First Day of Work • Leave Last Day of Work • Leave of Absence Type • Benefits Effect • Payroll Effect • Paid Time Off Accrual Effect • Continuous Service Accrual Effect • Stock Vesting Effect • Leave Reason • Last Date for Which Paid • Expected Due Date • Child Birth Date • Stillbirth or Baby Deceased • Date Baby Arrived Home From Hospital • Adoption Placement Date • Adoption Notification Date • Date Child Entered Country • Multiple Child Indicator • Number of Babies or Adopted Children • Number of Previous Births • Number of Previous Maternity Leaves • Number of Child Dependents • Single Parent Indicator • Age of Dependent • Work Related • Dependent Detail • Stop Payment Date • Social Security Disability Code • Location During Leave • Caesarean Section Birth • Leave Percentage • Week of Confinement • Leave Entitlement Override • Date of Recall

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Section Fields	Description	Fields
Earnings and Deductions	This section contains position-specific data and can have multiple records. A payroll extract includes an earning or deduction in the first pay period in which it applies. *First Day No Longer Applies* is the day after the end date for an earning or deduction. A payroll extract includes the field only for the pay period in which an earning or deduction no longer applies. A value in this field instructs the payroll provider to stop applying the earning or deduction. If the end date is equal to the pay period end date, an earning or deduction applies to the pay period. The payroll extract for the next pay period includes the earning or deduction. The *First Day No Longer Applies* field is equal to the period first day. After a payroll extract includes an earning or deduction, extracts for subsequent pay period don't include the earning or deduction unless: • The amount changes. • The earning or deduction ends. To include all earnings and deductions in payroll extracts, set the *Include Earnings and Deductions section* integration attribute to *Always*. To include coverage values for GTL coverage, set up an earning code with a *GTL* worktag. Set up the worktag in the **Coverage Amount** field. By default, the value of the *Frequency* field matches the pay group frequency. You can override this value by using the **Override Frequency** setting in the **Maintain External Payroll Earnings** or **Deductions** tasks. If you select the *Calculate Benefits as of Pay Check Date* integration attribute, Workday moves up the start date for benefit deductions that begin: • After the pay period end date • Before the payment date. The payroll extract reports the deduction as starting within the pay period. When the deduction ends, the *First Day No Longer Applies* date also moves up so that the payroll provider has the same number of deductions. If the benefits plan year doesn't end on the last day of a pay period, use the **Maintain Benefit Coverage Types** task to take deductions at: • The old rate. • The new rate.	• Operation • Position ID • Code Name • Code • Earning or Deduction • Start Date • First Day No Longer Applies • Amount • Compensation Effective Date • Prorated Amount • Coverage Amount • Goal Amount • Percentage • Rate • Unit • Unit Type • Frequency • Currency • Cost Center

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Section Fields	Description	Fields
T1 Tax	This section contains worker level data. This section has a single record. If multiple values are available in Workday, the payroll extract has the values for the last day of the pay period. A change in *Effective Date* isn't significant for change detection. The payroll extract doesn't include the T1 Tax section if: • You set the *Include T1 Tax section* integration attribute to *Include only when changed*. • Only the *Effective Date* changes.	• Operation • Effective Date • Creation Date Time • Basic Personal Amount • Child Amount • Age Amount • Pension Income Amount • Education Amount • Disability Amount • Spouse Amount • Dependent Amount • Caregiver Amount • Infirm Dependents Amount • Amount Transferred from Spouse • Amount Transferred from Dependents • Total Claim Amount • More than 1 Employer • Total Income Less than Claim Amount • Addition Amount • Prescribed Zone Amount • ESS Electronic Signature Confirmation • Currency
W4 Tax	This section contains worker level data and has a single record. If multiple values are available in Workday, the payroll extract has the values on the last day of the pay period. The integration doesn't consider a change in *Effective Date* for change detection. The payroll extract doesn't include the W4 Tax section if: • If you set the *Include W4 Tax section* integration attribute to *Include only when changed*. • Only the *Effective Date* changes.	• Operation • Effective Date • Creation Date Time • Number of Allowances • Additional Amount • Exempt • Nonresident Alien • Last Name Differs from SS • ESS Electronic Signature • Lock in Letter • Payroll Marital Status • Currency • Multiple Jobs or Spouse Works • Total Dependent Amount • Other Income • Deductions

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Section Fields	Description	Fields
Identifiers	This section contains worker level data and can have multiple records. Payroll extracts only include identifiers in the *Identifier Type* or *National ID Type* integration maps. To use a validation rule that checks national identifiers in the output file, configure the *National ID Required* integration attribute. The integration only populates: • *Authority* and *License Class* for license IDs. • *Organization ID* and *Description* for custom IDs.	• Operation • Identifier Type • Identifier Value • Country • Issued Date • Expiration Date • Verification Date • Authority • License Class • Issued by Organization • Description • Series • Issuing Agency
Payment Elections	This section contains worker level data and can have multiple records. The integration populates *Country* and *Currency* with the values from the **Workday Bank Account**. The integration populates only 1 of these values: • *Distribution Amount* • *Distribution Percentage* • *Distribution Balance* The value depends on whether the individual payment election is an amount, a percentage, or a balance. To select payment elections in the output file, configure the *Payment Election Rule for Regular Payments* integration attribute. To identify the direct deposit payment elections, configure the *Payment Election Type for Direct Deposit* integration attribute.	• Operation • Payment Election Rule • Payment Type • Order • Country • Currency • Bank Account Nickname • Bank Account Name • Account Number • Roll Number • Account Type • Bank Name • IBAN • Bank ID Number • BIC • Branch Name • Branch ID Number • Check Digit • Distribution Amount • Distribution Percentage • Distribution Balance

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Section Fields	Description	Fields
Pay Data	This section contains position-specific data and can have multiple records. When a payroll integration includes all changes effective within a pay period, the payroll extract includes all one-time payments and adjustments for that period. Otherwise, the payroll extract includes the values entered after the last successful run.If the amount of a one-time payment changes, Workday compares the previous value to the current value and reports the difference in the output file. If the date of a one-time payment changes, Workday removes the existing payment and creates a new payment. The output file contains 2 entries: • • An entry with a negative value for the canceled payment. • An entry with a positive value for the new payment. Workday adds payment values together and includes a single one-time payment in the output file if: • A worker has multiple one-time payments with the same code in the same period. • The **Version** attribute is 20 or lower. Workday includes a separate <pi:Pay_Data> element for each payment if: • A worker has multiple one-time payments with the same code in the same period. • The **Version** attribute is 21 or higher.	• Position ID • Pay Data ID • Pay Reason • Code Name • Code • Earning or Deduction • Date • Amount • Percentage • Rate • Unit • Unit Type • Currency • Cost Center • Worktag / • Worktag / Worktag Type • Worktag / Worktag Code

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Section Fields	Description	Fields
Paid Time Off	This section contains position-specific data and can have multiple records. Payroll extracts can include paid and unpaid time off. When a payroll integration includes all changes effective within a pay period, the payroll extract includes the total number of hours approved for the pay period. Otherwise, the payroll extract includes only the incremental hours approved for the pay period since the last successful run. Payroll extracts report backdated changes to hours as incremental values. These values can be either positive or negative numbers. If a worker has multiple entries for time off with the same code in the same period, Workday adds the values together. Workday then reports the total value in the output file. The *Start Date* and *End Date* are the start and end dates for the pay period in which the time off was taken. Typically, these dates match the start and end date of the pay period for which the integration creates the payroll extract. The integration reports any backdated changes separately within this section and reflects the start date and end date for a prior pay period. Payroll integrations don't include paid time off for multiple jobs. Payroll Interface only supports time off taken for a worker's primary position.	• Position ID • Code Name • Code • Start Date • End Date • Time Off Type • Paid Hours • Unpaid Hours • Time Off Date • Quantity • Unit of Time
Time Off Correction	This section contains worker-level data. Corrections include: • Time offs entered for pay periods before the processing pay period. • Time offs that are effective in pay periods before the processing pay period.	• Position ID • Code Name • Code • Time Off Type • Time Off Date • Quantity • Unit of Time

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Section Fields	Description	Fields
Related Person Data	This section contains worker-level data and can have multiple records. The same integration attributes that apply to the Personal Data section also apply to this section: • *Use Preferred Name when present* • *Name Type for Maiden Name* • *Communications Usage Type for First Address* • *Communications Usage Type for Second Address* • *Communications Usage Type for Phone* • *Communications Usage Type for First Email Address* • *Communications Usage Type for Second Email Address* *Related Person ID* is a unique identifier. Workday uses this identifier to relate entries in this section to entries in the **Related Person Identifiers** section. Don't use this ID as an identifier in external payroll systems. If a related person has multiple citizenships, the integration only includes the first citizenship in the output file.	• Operation • Related Person ID • Relationship Type • First Name • Middle Name • Last Name • Secondary Last Name • Full Legal Name • Title • Surname • Social Suffix • Name in Local Script • First Name in Local Script • First Name in Local Script 2 • Middle Name in Local Script • Last Name in Local Script • Last Name in Local Script 2 • Secondary Last Name in Local Script • Country for Name • Gender • Birth Date • Date of Death • Country of Birth • Region of Birth • City of Birth • Citizenship • Nationality • Tobacco Use • Full-Time Student • Disability • First Address Type • First Address Effective Date • First Address Line (1 to 9) • First Municipality • First Submunicipality 2 • First Submunicipality • First Address Line (1 to 3) Local • First Subregion 2 • First Address Line (4 to 9) Local • First Municipality Local • First Submunicipality Local • First Submunicipality 2 Local • First Region • First Subregion • First Postal Code • First Country • Second Address Type • Second Address Effective Date • Second Municipality 2 • Second Address Line (1 to 4)

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Section Fields	Description	Fields
Related Person Identifier Data	This section contains worker-level data and can have multiple records. Payroll extracts include only identifiers listed in the *Identifier Type* or *National ID Type* integration maps. The *National ID Required* integration attribute doesn't apply to this section.	• Operation • Related Person ID • Identifier Type • Identifier Value • Country • Issued Date • Expiration Date • Verification Date • Authority • License Class • Issued by Organization • Description • Series • Issuing Agency
Cost Allocations	This section contains position-specific data and can have multiple records. Cost allocations are available for 1 or more worktag types. Configure the integration attributes to identify how to include the worktags in the extract. Payroll extracts include only cost allocations in effect on the last day of the pay period. Payroll integrations include only allocations assigned to workers, workers' positions (filled positions), and position restrictions (unfilled positions). The integration doesn't support earning cost allocations.	• Operation • Level • Costing worktag One • Costing Worktag Two • Position ID • Earning Code • Allocation Percentage • Allocation Start Date • Allocation End Date
Time Tracking Data	This section contains position-specific data and can have multiple records. The integration can generate time tracking data per time period or per day. Use the Time Tracking Reporting Interval integration attribute to specify per-day or per-period reporting. Workday recommends that you create a separate, non-primary integration to generate time tracking data.	• Operation • Time Tracking Start Date • Time Tracking End Date • Code Name • Code • Position ID • Quantity • Override Rate • Currency Code • Daily Reporting • Pay Period Reporting • Daily Summary Start Date • Worktag • Worktag Type

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Section Fields	Description	Fields
Time Tracking Correction Data	This section contains position-specific data and can have multiple records. The integration can generate time tracking data per time period or per day. Use the *Time Tracking Reporting Interval* integration attribute to specify per-day or per-period reporting. We recommend that you create a separate, non-primary integration to generate time tracking data.	• Code Name • Code • Position ID • Quantity • Override Rate • Time Tracking Correction Date • Worktag • Worktag Type

Related Information

Tasks

Select Fields for Payroll Extract

Terminate Employees

Reference: Payroll Interface Connector Versions

The table lists significant changes to the Payroll Interface connector by version attribute. The version attribute has no relation to the Workday Release number.

Version Attribute	Changes
13	Pay data XML is always output with header data, even if the integration processes no payees. For versions 12 and earlier, when the integration processes no payees, no output is attached to the event.
13	Formats Earnings and Deductions percent value as 0.00 rounded.
14	All sections are output, except for PGO, then the integration sends only the status section. For PCO, the integration sends all data.
14	When the rate type for the payee is hourly, the integration uses Hourly Frequency for Summary Data.
14	Earnings and Deductions section is available.
14	For PCO, returns data as of the transfer date.
16	All sections are output, except for PGO, then the integration sends Status and Earnings and Deductions sections. For PCO, the integration sends all data as of the transfer date.
16	PCO events send Additional Information.
16	If the Date Format integration attribute is blank, it automatically populates to YYYY-MM-DD. In versions 15 and earlier, the attribute must be blank and the output set to XML for this default.
16	If the Date Time Format integration attribute is blank, it automatically populates to YYYY-MM-DDTHH:mm:ss. In versions 15 and earlier, the attribute must be blank and the output set to XML for this default.
16	The integration automatically includes Earnings and Deductions (E&D) for transfers except: • If it adds E&D during a transfer with an End Date within the current period. It doesn't include these E&D to avoid double reporting. • If it deletes or effectively ends E&D, it only includes them if the current transaction is a transfer out. • For all remaining types of E&D, it only includes them if the current transfer is a transfer in. For versions 15 and earlier, the integration automatically includes Earnings and Deductions for transfers.
17	Output schema file contains a Document Retention Policy element.

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Version Attribute	Changes
18	Multiple fields are available. Example: Ethnicity, Citizenship Status, and Contract Reason.
18	XSD output file is available.
20	The extract includes the Boolean XML element, Contains Corrections or Rescinds.
20	The Leave of Absence data section contains an OPERATION value.
20	The integration output includes a Corrections and Rescinds HTML file.
20	Corrections and Rescinds includes One Time Payment data.
20	Output includes Costing Allocation End Date only if that date is before the end date of the processing period. For versions 19 and earlier, the integration always includes the Costing Allocation End Date.
21	Output doesn't aggregate Pay Data, and also includes the correcting payments for prior periods. For versions 20 and earlier, Pay Data is aggregated by Earnings and Deductions code, date, currency, and position ID.
21	Added Full Extract With No Diff launch parameter as an integration service. Output schema file contains a Full Extract With No Diff element.
21	Doesn't output Leave End Date and First Day of Work (plus correction data) until they become effective in the period.
22	If you disable the change detection service for a nonprimary integration, it evaluates the current period status as of the last successful run moment.
23	Contract data section is available.
24	When the integration processes the position of a payee, it includes compensation data only if it exists on the position. Compensation data includes effective date, total base pay, annual base pay, and compensation data sections.
24	Updates Address line data to support extended addresses. Use this field if you're dealing with extended addresses but don't require Address line 1 to N.
25	If you configure the field attribute for Related Person Type to Dependent ID, the Related Persons Identifiers data section uses the Dependent ID for the Person ID field. Both sections, Related Person and Identifier, will have matching Person IDs.

Reference: Payee Data Validation and Error Handling

Workday Payroll Interface enables you to apply validation rules to employee data. When employees fail the validation because of missing required fields, Workday processes the integration based on the *Payee Validation* integration attribute.

Setting	Description
Include	When validation errors occur, includes an employee in a payroll extract. Workday continues to process the integration and report errors as warnings. Select this option if your payroll provider can process payroll extracts that contain some invalid data. The payroll administrator can fix the imported data and you can apply the same changes to the data in Workday.
Omit	When validation errors occur, excludes an employee from a payroll extract. Workday continues to process the integration and report errors.

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Setting	Description
	Select this option if your payroll provider rejects payroll extracts that contain invalid data. The invalid or missing data for 1 employee does not stop payroll processing for a pay group. You can fix the employee data in Workday and generate a supplemental payroll extract using the **Pay Group Members** integration launch parameter.
Abort	If data validation fails for an employee, stops integration processing, and a critical severity message is reported. Use when a payroll provider can process a single payroll extract per pay period. You can fix the employee data in Workday and recreate the payroll extract.

To view integration messages, use these reports:

Report	Description
Process Monitor	Integrations that are currently running or completed. To view message details, use the links in the **Errors & Warnings** column.
Integration Events	Launch date and time, user who launched the integration, event status, and event response message.
Integration Messages	Summary and message details for integration events.
Process Monitor	Shows integrations that are currently running or completed. To view message details, use links in the **Errors & Warnings** column.

Related Information

Tasks

Launch or Schedule Payroll Integration

Configure Payroll Interface Attributes and Maps

Reference

Reference: Payroll Integration Output and Audit Files

FAQ: Time Tracking Entries for Payroll Interface

Why Didn’t the Integration Report a Time Tracking Entry?

Reasoning	Details
The integration reports on top of the stack.	The integration looks at the time tracking entries for the position and pay group combination at the pay period end date to evaluate the set of changes. When you change a pay group for a worker midperiod, the integration doesn’t report

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Reasoning	Details
	time entries for the prior position in the prior pay group.
The time tracking entry was approved after a completed termination.	The integration doesn't report time entries that are approved after a termination, including the day after the termination effective date. Example: A worker enters these time tracking entries: • September 25 at 12:00 pm. • September 26 at 12:00 pm. The manager approves both of these time entries. A termination for the worker is entered on September 26 at 1:30pm, with an effective date for September 29.The worker enters another time tracking entry on September 26 at 2:00 pm. The integration: • Reports the first and second time tracking entries because they occur before the completed termination entry. • Doesn't report the third time tracking entry because it occurred after the completed termination entry. If the termination was effective: • September 30, the integration would report the third time tracking entry on September 26 at 2:00 pm because the integration includes entries until October 1. • October 5, the integration wouldn't report any time entries entered after 1:30 pm on September 26 for the October period.

Why Didn’t the Integration Report a Deleted Time Tracking Entry?

Reasoning	Details
The manager hasn’t approved the time entry.	For the integration to report time tracking entries, the manager must: • Approve the time entries. • Reapprove deleted time entries that the manager previously approved.
The net effect doesn't change after the user deleted the time tracking entry.	Example: A worker submits a time tracking entry of 8 hours. The manager approves the time entry. Then the worker deletes the same 8-hour entry, and the manager reapproves the deletion. Both of these transactions are within the entry range of the integration event, which has a net result of no change. The sequence is 0 -> 8 -> 0, so the net change is 0 -> 0.

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Troubleshooting: Payroll Interface

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The integration didn’t include workers in the output file.

Cause: There could be several reasons why integration didn't include the worker in the output file.

Solution:

Steps

Security:

- *Background Process Management* domain in the Tenant Non-Configurable functional area.
- *Integration Build* and *Integration Configure* domains in the Integration functional area.

1. From the related actions menu of the integration event, select **Background Process > View Output Files**. Check the *DiagnosticAudit.html* file to see if it lists the worker. When the integration lists a missing employee in this file, there’s an explanation of why they weren’t in the payroll extract. If it doesn’t list the employee, then the web service didn’t return the worker.
2. If the worker isn’t in the diagnostic audit file, check the entry moment and effective date of the change. Compare them with the dates and times in the Extract Summary section of the **Data Changes Audit** report. The change must meet 1 of these conditions for the web service to output a worker:
    - Entered after the **Updated From** time and before the **Updated To** time.
    - Effective on or after the pay period start date and on or before the pay period end date.
3. If these conditions are true, check to see if you enabled the **Transaction Log Service**. When you have this integration service enabled, the integration only returns an employee when they have a transaction log entry that meets the conditions listed in step 2 and the integration is subscribed to that type of event.

    Note: If you configured everything correctly and the integration doesn’t return the worker, Workday might not be generating the required transaction log entry. Disabling the **Transaction Log Service** on the integration might fix the issue of missing transaction log entries but can have a significant negative impact on performance.

The integration didn't report a benefit deduction or compensation plan in the Earnings and Deductions data section.

Cause: You haven't associated the benefits and compensation elements with an external earnings or deductions code.

Solution:

Steps

Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

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1. On either the **Maintain External Payroll Earnings** or **Maintain External Payroll Deductions** task, check that you added the correct:
    - **Benefit Tag** and **Benefit Plan**.
    - **Compensation Element**.

    See:
    - Manage External Payroll Earnings
    - Manage External Payroll Deductions
2. If you configured the correct **Benefit** tag, **Benefit Plan**, and **Compensation Element**, make sure that the benefit or compensation change:
    - Is effective-dated.
    - Has an entry date before the date of the transaction.

The integration isn’t returning data such as Marital Status, Gender, Social Security Number.

Cause: The system user running the integration doesn't have sufficient security privileges to get access to this data with the *Get_Payees* web service.

Solution:

Steps

- Security:
    - *Security Configuration* and *Security Administration* domains in the System functional area.
    - *Integration Security* domain in the Integration functional area.
    - *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

1. Grant the integration system user *Get* and *Put* access to the *Worker Data: Payees* domain.
2. Configure unconstrained access to the *Person Data: Personal Data* domain for the integration. This domain access prevents empty values in the integration results for any country that you haven't configured the ISU to access.

    See:Steps: Grant Integration or External Endpoint Access to Workday.

The integration isn’t returning the retirement deduction.

Cause: You configured the external deduction to use the *Employee Cost (posttax)* benefit tag on the deduction definition and not the *Employee Cost (pretax)* benefit tag.

Solution:

Steps

Security: *Set Up: Payroll Interface* domain in *Payroll Interface* functional area.

1. Access the **Maintain External Payroll Deductions** task.
2. Select *Employee Cost (pretax)* for the **Benefit Tags**.

You mapped the external earnings and deductions correctly, but the integration isn't reporting the amounts.

Cause: The currency of the pay group doesn’t match the currency of the associated plan, such as the compensation plan. There are also currency conversion rates in the tenant that are either zero or you didn't specify.

Solution:

Steps

Security: *Set Up: Currency (Compensation functional area)* domain in the Core Compensation area.

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1. Access the **Currency Rates as of Date** report to verify you've configured the correct currency conversion for the associated plan.
2. Access the **Maintain Currency Conversion Rates** task to edit the currency exchange rate.

   See: Maintain Currency Conversion Rates.

The integration is reporting deduction codes and amounts in the Earnings and Deductions section for workers that aren't in the benefit plan.

Cause: You didn't enable the **First Day No Longer Applies** field. Then the benefit admin closed out an Evidence of Insurability (EOI) for workers from past years and the integration readded the ended benefit plan. The **First Day No Longer Applies** field ensures that the plan that the integration reports has already ended. This day is after the end date for an earning or deduction.

Solution:

Steps

Security: *Integration Configure* domain in the Integration functional area.

1. From the related actions menu on your integration, select **Integration System > Configure Integration Field Attributes**.
2. Select the **Include in Output** check box for the **First Day No Longer Applies** field.

   Note: Ensure any document transformation integrations or down-stream systems acknowledge the **First Day No Longer Applies** field.

The integration didn't report a one-time payment for a worker.

Cause: This issue could occur because either:

- You enabled the Transaction Log service and the Subscribe to all Business Process Types except option.
- The one-time payment event isn't in the date range that you're running the integration for.

Solution:

Steps

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

1. On the integrations related action menu, select **Integration System > Configure Integration Transaction Log**.
2. Select **Subscribe to all Transaction Types except**.

The integration didn't report a time tracking entry.

Cause	Solution
You didn't set up external payroll earning codes before processing time tracking entries related to those codes.	Security: *Set Up: Payroll Interface* domain in Payroll Interface functional area. 1. Access the **Maintain External Payroll Earnings** task and select the **Pay Group**. 2. Specify a unique earning **Name** and **Code**.
You didn't map a time calculation tag that's associated with the time tracking entry to an external earning.	Security: *Set Up: Payroll Interface* domain in Payroll Interface functional area. 1. Access the **Maintain External Payroll Earnings** task and select t the **Pay Group**.

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Cause	Solution
	2. Assign the same **Time Calculation Tags** from the time tracking entry on the same row for the earning.
The time tracking entry is for an international assignment position and you didn't enable **Position Setup Options** on the **Edit Tenant Setup - HCM** task.	1. Access the **Edit Tenant Setup - HCM** task. Security: *Set Up: Tenant Setup - HCM* domain in System functional area. 2. Enable the **Position Setup Options** option and select *Multiple Jobs*. 3. Access the **Assign Pay Group** task to assign the pay group for the international assignment position. Security: *Manage: Service Center* domain in *System* functional area. 4. Access the **Maintain External Payroll Earnings** task and select the **Position Based** option for the external earnings code for the pay group. Security: *Set Up: Payroll Interface* domain in Payroll Interface functional area.

The integration is reporting a one-time payment twice after rescinding a termination.

Cause: You didn't enable these field attributes in the Status Data section of your *Payroll Interface* integration:

- **Staffing Event**
- **Hire Date**
- **Active Status Date**

Solution:

Steps

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

1. On the integrations related action menu, select **Integration System > Configure Integration Attributes** and enable the **Include Status Data section** integration attribute.
2. On the integrations related action menu, select **Integration System > Configure Integration Field Attributes** and select **Include in Output** for these field attributes in the **PICOF Status Data Section Fields Document** section:
    - **Staffing Event**
    - **Hire Date**
    - **Active Status Date**

Local Payroll Data

Steps: Set Up Local Payroll Data

Prerequisites

Note: We plan to retire the Local Payroll Data feature. Workday recommends that you:

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- Review your current business processes.
- Confirm with your external payroll vendor that they support this feature.
- Complete the necessary configurations to start using the Additional Payroll Data feature.

See Steps: Set Up Additional Payroll Data .

Your third-party payroll vendor must build the REST APIs for the landing page and field data that Workday displays and sends to the external payroll system.

Context

Send local payroll data from Workday to a third-party payroll vendor.

- The third-party payroll vendor sends a description of the local payroll data to Workday.
- Workday displays widgets for entering and modifying the data.
- Workday then sends the new and modified local payroll data to the third-party payroll vendor.

Steps

1. Access the **Create External Payroll Vendor** task.

   If you're using a third-party payroll vendor that isn't in Workday, create the vendor. Select the **Local Payroll Data** feature.

   Security: *Set Up: Payroll Interface* domain in the *Payroll Interface* functional area.
2. Create External Payroll Vendor Mapping .

   Map your Workday tenants to the target tenant names from your external vendor.
3. Maintain Pay Group Vendor Associations .

   Select the pay groups to associate with the vendor for local payroll data.
4. (Optional) Steps: Set Up Profiles and Profile Groups.

   Add the **Local Payroll Data** report for your vendor to profile group **Pay for Worker Profile**. The report is visible only to Payroll Administrators and Payroll Partners.
5. (Optional) Steps: Configure Business Process Definitions.

   Add an *Action* step to these business processes:

   - *Add Additional Job*
   - *Assign Pay Group*
   - *Change Job*
   - *Edit Position*
   - *Hire*
   - *Start International Assignment*

   Enter **Action** for the **Type** column, and **Maintain Local Payroll Data** for the **Specify** column. Add this step after the completion step on the business process.

   For *Hire*, you must ensure that Workday outputs new employees to the third-party payroll vendor before the *Maintain Local Payroll Data* step. Run the certified payroll integration before this step to output the new employees.

   If you configure the *Assign Pay Group* business process as part of the *Hire* business process and you add the *Maintain Local Payroll Data* step on both business processes:

   - The *Hire* business process executes the *Maintain Local Payroll Data* step.
   - The *Assign Pay Group* business process skips the *Maintain Local Payroll Data* step.

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Next Steps

Security: *Worker Data: Payroll Interface (Local Payroll Data)* in the *Payroll Interface* functional area. Local payroll data isn't available through employee self-service. To enable access to local payroll data, configure workers into one of these security groups.

- Roles - Pay Group
- Roles - Supervisory
- Roles - Location Hierarchy
- Unconstrained Groups

Payroll Interface Administrator or Payroll Interface Partner enters local payroll data in Workday by one of these methods:

- Select **Payroll Interface > Maintain Local Payroll Data** from the related actions menu of a worker.
- If configured, enter the data from the **Local Payroll Data** report for your vendor on the *Pay* tab of the worker profile.
- If configured, as the business process executes.

For a new worker, you must run the certified payroll integration to create the worker in the third-party payroll system.

If you remove an External Payroll Site Vendor Mapping or Pay Group Vendor Association:

- You can't access **Maintain Local Payroll Data** from the related actions menu of a worker.
- You can't access **Local Payroll Data** for your vendor from the worker profile.
- Business processes skip the **Maintain Local Payroll Data** step.

Concept: Local Payroll Data

Workday enables you to enter local payroll data and immediately pass it to a third-party payroll vendor without leaving Workday. Based on data requirements provided by the payroll vendor:

- Workday displays pages for you to enter and modify a worker's local payroll data. The local payroll data displays in Workday in the third-party payroll vendor format.
- Workday sends the new and changed local payroll data directly to the third-party payroll vendor. The third-party payroll system saves the local payroll data that you entered in Workday. None of the data persists in Workday.

Local payroll data supports:

- Payroll administrators for data entry. Employees currently can't enter local payroll data through employee self-service.
- Employees who belong to third-party pay groups. An employee must also exist in both Workday and the third-party payroll system. The employee's ID must be the same in both systems.

The third-party payroll vendor controls:

- Validations performed during data entry.
- Names of fields and options.

This integration depends on the availability of the third-party APIs and data.

Workday authenticates and controls worker access to local payroll data through the **Maintain Local Payroll Data** task. The local payroll vendor authorizes and controls the local payroll data displayed in Workday.

For new workers, you must run a certified payroll integration before entering local payroll data.

Related Information
Reference
Local Payroll Data Supported Vendors and Countries
2022R2 What's New Post: Local Payroll Data for All External Vendors

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Worker Effective Change Interface

Setup Considerations: Worker Effective Change Interface

You can use this topic to help make decisions when planning your configuration and use of the *Worker Effective Change Interface* integration (WECI).

It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

WECI is a full-stack integration. It transmits worker changes for each worker based on organization and includes the effective date and data entry date for each change.

Business Benefits

The *Worker Effective Change Interface* enables you to:

- Capture personal, job, or position data and changes within Workday HCM, including contingent worker data.
- Capture staffing events and data changes in the effective range.
- Configure required data elements and custom fields for the external system.
- Format and validate data to conform to the requirements of the external system.
- Transfer only those changes relevant to the external system.
- Review the **Worker Data Changes Audit** output file to see exactly what data the integration captured, selected, and sent to the external system.
- Perform additional transformations to the output file. Deliver the output XML file to an external system.
- Create full snapshots of employee data to help with initial implementation or enable system resynchronization.
- Transmit worker data with the Data Initialization Service (DIS) rather than a web service, providing better performance of data transmissions.

Use Cases

You can use WECI for applications that require full effective stack worker changes, such as:

- Data warehouses.
- Data hubs.

Questions to Consider

Question	Considerations
What level of data details does your vendor require?	Consider WECI if your vendor requires all effective changes within a range with a full-stack integration.

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Question	Considerations
	If your vendor requires a top-of-stack integration, a comparison to the last run integration, consider the *Core Connector: Worker* integration.
Do you have a data warehouse that you need to transmit worker data to from Workday?	You can configure WECI to run up to once a day. If you enable the Effective Stack Sync Service, you can configure WECI to run as frequently as 4 times a day or every 6 hours.
How many workers do you need to process?	WECI supports processing up to 500,000 workers with the option to include contingent workers. If you don't process 500,000 workers, the integration includes all workers in your tenant. To reduce the population size for an integration run, use the **Restrict Results By Orgs** launch parameter. You can restrict results by supervisory organization or by company hierarchy. When you use this launch parameter, WECI doesn't capture previously terminated workers.
Do you need to transmit retroactive changes?	WECI reports retroactive transactions entered in the current entry date range for a prior effective date range, as well as retroactive non-effective dated changes.
Do you need transmit indirect changes?	You can transmit indirect changes when you disable the transaction log. Example: The integration reports a change to a cost center name.
Do you need to transmit payroll data to a third-party payroll vendor?	You can use the *Payroll Effective Changes Interface* integration to transmit payroll data to a third-party payroll vendor for the same workers. You can run both PECI and WECI integrations in parallel.

Recommendations

Workday strongly recommends that you engage Workday Professional Services or a Workday certified implementation partner to build a WECI integration.

WECI integrations run on grid. Grid is a shared resource in your Workday tenant. If you're scheduling multiple integrations on grid, Workday recommends that you stagger your integration schedule.

To ensure that indirect changes get captured in the integration output, we recommend you turn off the transaction log.

Requirements

WECI requires grid. You can have grid enabled for only 1 active tenant per environment at a time. Example: Implementation or Implementation Preview.

Perform upfront analysis of the data requirements with your third-party vendor or your data warehouse system.

Limitations

The WECI integration doesn't capture time off or time tracking data.

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You can't define eligibility criteria when running the WECI integration, such as eligibility criteria based on managers.

You can't have more than 1 WECI integration on a business process.

You can't use WECI for future change detection past 403 days outside the effective date range.

Tenant Setup

Contact Customer Care to set up your tenant for grid.

Security

WECI requires an associated *Integration System User* (ISU) account. ISUs enable you to give integrations security access to only the domains needed to run the integration. The ISU requires *Get* and *Put* access to the domains that secure the integration data sources.

Consider the security authorization that you want to grant for these actions.

Domain	Considerations
These domains in the Integration functional area: • *Integration Build* • *Integration Configure*	Create the WECI integration.
These domains in the Integration functional area: • *Integration Build* • *Integration Configure* • *Integration Debug*	Launch the WECI integration.
Integration Build in the Integration functional area.	View the launched WECI integration.
Set Up: Payroll Interface in the Payroll Interface functional area.	View the WECI integration data changes and diagnostic audit files.

Business Processes

WECI sends event codes when the related business process finishes the *Completed* step, such as a:

- HIR event code with the *Hire* business process.
- TERM event code with the *Termination* business process.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Worker Effective Change Interface

Prerequisites

Contact Customer Care to set up your tenant for grid.

When you implement *Worker Effective Change Interface* (WECI), Workday recommends that you engage:

- Workday Professional Services
- A Workday Consulting Partner

Professional Services or a Consulting Partner can best assist you to deploy this connector.

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Note: To avoid performance issues, Workday strongly recommends you set custom organization membership rules to semidynamic. If you require dynamic membership rules, we strongly recommend you enable the **Enable Dynamic Membership Rule Evaluation Optimization** check box on the **Edit Tenant Setup - HCM** task.

Context

Worker Effective Change Interface is a full-stack integration that you can use to transmit each worker data change. You can set up the integration to send worker details based on organizations, such as corrections, rescinds, and indirect changes to:

- Third-party systems
- Data hubs
- Data warehouses

You can use this integration to help track transactions such as HCM data.

The integration includes the effective date and the data entry date for each change. The Worker Effective Change Interface isn't a solution for near real-time integrations or frequent runs because the integration events are resource-intensive.

Steps

1. Access the **Create Integration System** task and select *Worker Effective Change Interface* on the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
2. (Optional) Enable any of these integration services:

Option	Description
Include Sections Configuration Service	Include a data section even if the integration detects no change for that section. You must enable this service to configure these integration attributes: • *Include Additional Data Section* • *Include Compensation Data Section* • *Include Compensation Plans Data Section* • *Include Payment Election Data Section* • *Include Person Communication Data Section* • *Include Person Identification Data Section* • *Include Personal Data Section* • *Include Position Data Section* • *Include Worker Status Data Section*
Transaction Log Service	nt changes to employee data. When configuring the transaction log section by selecting **Integration System > Configure Integration Transaction Log**, select the Workday transactions that you want the integration to monitor for changes. When you enable the **Subscribe to all Business Process Types except** option, the integration doesn't output any Transaction Log that is an Event Lite Type.

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Option	Description
	Note: Workday recommends that you select **Subscribe to all Transaction Types except** and specify transaction types that you don't need. If in doubt, don't filter out a transaction type.
Integration Document Retention	Control how long to retain files generated by the integration.
Filename Sequence Generator	Apply a unique name to each integration file.
Effective Stack - Expanded Effective Changes	Enables the integration to include expanded data change details for the same effective date, even if the sum of changes results in a net zero change. Example: You terminate a worker on 12/1/2020 and then rehire the same worker into the same position on 12/1/2020. When you have this attribute: • Disabled, the integration doesn't detect a change. • Enabled, the integration reports 2 effective changes. Enable all fields on the Transaction Log data section when enabling this option. The transaction logs display what transaction created the effective change and what kind of transaction, such as a rescind or correction transaction. You can enable this option if you need to trace transaction events. This option doesn't support entry data roll up configurations. When running an all effective integration, the integration collapses changes that aren't within the entry range but are both: • Effective within the effective range. • Have the same effective date.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

3. Grant the integration system user *Get* and *Put* access to the *Payroll Interface* domain.
   See: Steps: Grant Integration or External Endpoint Access to Workday.
   All field attributes are accessible after you've configured this domain.
4. Configure Worker Effective Change Interface Integration Attributes and Maps .
5. Select and Set Up Connector Output Fields .
6. (Optional) Add Custom Fields to Connector Output .
   Worker Effective Change Interface already supports integration field overrides, so select **Integration System > Configure Integration Field Overrides** and follow the directions from step 5 in Add Custom Fields to Connector Output .
7. (Optional) Test Worker Effective Change Interface Field Overrides .

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8. (Optional) Configure population eligibility on the **Configure Integration Population Eligibility** task off of the related action menu of the integration. Workday doesn't apply web service contextual security, but you can ensure data security based on eligibility configuration.
9. Set Up Integration Delivery .
10. Set Up Integration Sequence Generators if you enabled the *Filename Sequence Generator* integration service.
11. Create a transformation that converts integration output files into the format required by the external endpoint.

    See Steps: Set Up Document Transformation Connector .
12. Launch an Integration .

    If you set a value for **Restrict Results By Orgs**, the integration runs only for the active workers with primary jobs in those organizations; the integration won't report workers with only non-primary jobs in those organizations. If you don't set a value, the integration runs for all workers in your tenant, active and terminated. The integration won't run if the total number of workers in the organizations you've selected exceeds 500,000. To reduce the population size for an integration run, use the **Restrict Results By Orgs** launch parameter. You can restrict results by supervisory organization or by company hierarchy.

Next Steps

You can cancel a Worker Effective Change Interface integration run while its Integration Event Trigger child process is in a state of *Processing*. Access the **Process Monitor** report and find the integration event. Select **Background Process > Abort** as a related action on the process. Workday updates the status of the child process accordingly. Workday also changes the status of the integration event to *Failed*. Workday adds a new integration message to the integration event that states that Workday canceled the integration.

Related Information

Concepts

Concept: Worker Effective Change Interface

Concept: PECI and WECI Comparison

Tasks

Manage Membership Rules

Reference

Setting Up Grid for a Tenant

Steps: Set Up Frequent Integration Runs for Worker Effective Change Interface

Prerequisites

Set up a Worker Effective Change Interface integration.

Context

You can set up Worker Effective Change Interface to run more frequently than the typical once-daily recommendation. This one-time setup enables you to refresh internal data warehouses as frequently as every 6 hours.

Steps

1. From the related actions menu of the integration, select **Integration System > Configure Integration Services** and then:
    a. Enable the **Transaction Log** integration service and click **OK**.
    b. Enable the **Worker Effective Change Interface – Effective Stack Sync** integration service and click **OK**.

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2. Access the **Maintain Worker Effective Change Integration System** task.
   Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.
3. Enter the last successful run date in these fields:
   - **Created Date Time**
   - **Created Date Time for Additional Run**

   This action is a one-time setup. Workday automatically increments the **Created Date Time for Additional Run** field based your integration run frequency. You can manually adjust the time in this field to reflect an earlier LSRD. If you do so, you must then delete the worker-level LSRD for each worker that the integration previously picked up. To delete the LSRD, run the **Delete by Batch ID** task.
4. Launch an Integration .
   While using the Effective Stack Sync Service with the **Primary Run** launch parameter enabled, you can run the integration as frequently as 4 times a day or every 6 hours.

Result

The integration evaluates the *Created Date Time for Additional Run* field to ensure that duplicates don't display in the output files. The final run of the day detects any indirect and unreported changes not included in the daily integration runs.

Example

A worker's manager changes, but because it's an indirect change the integration doesn't include that change in the output files. The final daily synchronization run detects the indirect change and includes it in the output files.

Configure Worker Effective Change Interface Integration Attributes and Maps

Prerequisites

Security: *Integration Configure* domain in the integration functional area.

Context

Configure the Worker Effective Change Interface integration system by:

- Enabling optional attributes.
- Mapping internal values to different external values in the output file.

Steps

1. From the related actions menu on your integration, select **Integration System > Configure Integration Attributes**. As you complete the task, consider:

Option	Description
Output Document Tags	Specify the document tags the integration appends to the output file. Examples: *ADP*, *Testing*, *PI Output EDI*.
Audit Document Tags	Specify the audit tags the integration appends to the output files DataChangesAudit.html and DiagnosticAudit.html. The integration sets these files as *deliverable*.
Suppress Worker Message Audits For Job Size	When the job size is greater than 5,000 workers, the integration automatically uses

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Option	Description
	the *Always Exclude* message audits option. You can override the automatic suppression of message audits by setting this attribute to *Always Include*.
Suppress Audit Reports For Job Size	When the job size is greater than 30,000 workers, the integration automatically sets the *Always Exclude* audit reports option. You can override the automatic suppression of audit reports by setting this attribute to *Always Include*.
Required Field Validation	Select how the integration handles employees who fail 1 or more Required Field validations. • For **Exclude**, the integration reports an error and excludes the employee from the output file. • For **Include**, the integration reports a warning and includes the employee in the output file. If you don't configure this attribute, the integration uses the **Exclude** option.
Max Length Field Validation	Select how the integration handles employees who have any field data exceeding the maximum length configured for the field. • For **Include**, the integration reports a warning, truncates the data, and includes the employee in the output file. • For **Exclude**, the integration reports an error and excludes the employee from the output file. If you don't configure this attribute, the integration uses the **Include** option.
Country Code Type or Name	Specify the type of country code or name that the integration includes in the output file. By default, the integration outputs the ISO 3166-1 Alpha 2 code.
Country Region Type or Name	Specify the country region ISO code or name for the integration to output. If you don't enable this attribute, the integration outputs the country region reference ID.
Address Usage Types	Specify the *Address Usage Type* to include in the output. This attribute works in conjunction with the *Address Usage* attribute to output primary addresses associated with the type.
Address Usage	In combination with *Address Usage Type*, specify the *Address Usage* to include in the output file. The integration includes any additional non-primary addresses in the output file:

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Option	Description
	• Of the selected Address Usages. • For the selected Address Types. The integration includes primary addresses for the *Address Usage Type* if: • You don't select an *Address Usage*. • A worker doesn't have an address for the selected *Address Usage* and *Address Usage Type*.
Phone Usage Type	Specify the phone usage type for the primary phone numbers that the integration includes in the output file.
Phone Number Parsing	Specify if you want parsed phone numbers in the integration output file. If you don't specify, the integration includes unparsed phone numbers.
Phone Number Format	Specify the phone number format. Examples: *E164 Formatted*, *National Formatted*.
Email Usage Type	Specify the primary email for the email usage type.
Additional Name Types	Specify the additional name types to include in the output file. If you don't configure this attribute, the integration doesn't include additional name types. It only includes additional names with 1 of the types in the output file.
Roll Up Entry Dated Changes	Specify the sections that the integration displays entry-dated changes for the *Hire* event. Configure this attribute even if a business process other than *Hire* enters that data. When you enable the **Effective Stack - Expanded Effective Changes** service, the integration doesn't support entry dated roll-up changes; the integration includes all transactions in the output.
Return Only Primary Position	Select to return only the primary position for each employee. If you don't enable the attribute, the output file includes all position data for employees who have multiple jobs. Note: When the prior primary position and the new primary position end on the same day, the integration includes both the prior and new position.
Organization Type for Organization	Specify the organization type. The integration only includes organizations with a matching organization type in the output file.

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Option	Description
Organizations Role for Position	Specify organization roles for the integration to include assigned roles in the output file. The integration only includes assigned roles with the matching organization roles that you specified.
Future Change Detection	Specify up to 403 additional days to process future effective dated transactions for primary integration runs. The integration run includes changes with future effective dates that are within the current processing effective range.
Report Post Termination Compensation	Select to report post termination compensation details for employees in the **Compensation and Compensation Plans** section.
Effective Date for Currency Conversion	If you don't configure this attribute, the integration uses *Effective Date From*.
Return End Date in Current Processing Effective Range	Specify the end date for integration to send for the selected data sections in the current processing effective range. If you don't select anything, the integration sends the end date when its effective.
Worker Type for Integration Run	Specify the type of workers to include in the integration run. If you don't configure this attribute, the integration includes employees and contingent workers. This filter doesn't apply for an integration run with the ad hoc **Workers to Include/Exclude** launch parameter.
Include Personal Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Personal Data** section, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Person Communication Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Person Communication Data** section, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Worker Status Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute.

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Option	Description
	When set to *Always*, the integration includes the **Worker Status Data** section, even if it detects no changes in that section. When not set, it only includes the data sections in which it detects changes.
Include Person Identification Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Person Identification Data** section, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Additional Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Additional Data** section, even if it detects no changes in the section. When not set, it only includes the data sections in which it detects changes.
Include Position Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Position Data** section, even if it detects no changes in that section. When set to *Job Change Reason Only (Secondary)*, the integration includes this section even when that's the only change. When not set, it only includes the data sections in which it detects changes.
Include Compensation Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Compensation Data** section, even if it detects no changes in that section. When set to *Compensation Change Reason Only (Secondary)*, the integration includes this section with the compensation change reason even when that's the only change. When not set, it only includes the data sections in which it detects changes.
Include Compensation Plans Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Compensation Plans Data** section, even if it detects no changes in that section. When not

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Option	Description
	set, it only includes the data sections in which it detects changes.
Include Payment Election Data Section	Enable the *Include Sections Configuration Service* on the **Configure Integration Services** task to configure this attribute. When set to *Always*, the integration includes the **Payment Election Data** section, even if it detects no changes in that section. When not set, it only includes the data sections in which it detects changes.
Document Retention Policy	Specify the number of days the integration output file is available to view.
Payment Election Rules	Specify the Payment Election Rules. The integration only includes Payment Elections matching 1 of these rules in the output file.
Exclude Amount Field for Percentage Based Plans	Enable this option and select 1 or both Compensation Plans subsections to exclude percentage-based amounts in the output: • *Allowance Plans* • *Bonus Plans* This option can help integration performance for the **Compensation Plans** data section when the integration runs for workers with percent-based bonus or allowance plan changes where you don't need the integration to calculate the amount field.

2. From the related actions menu on the integration system, select **Integration System > Configure Integration Maps**.
3. On the **Integration Maps** grid, add a row for each tenant value. Select the **Internal Value** and enter the **External Value** for the output file.
4. (Optional) Provide a **Default Value** for data elements with values that aren't mapped.

Test Worker Effective Change Interface Field Overrides

Prerequisites

Security: These domains in the System functional area:

- *Custom Report Creation*
- *Manage: All Custom Reports*

Context

When creating field overrides for Worker Effective Change Interface integration (WECI), test the calculated field in a report before adding it to the integration. This ensures the values that the integration returns are correct and the performance isn't greatly affected. Test all production scenarios, such as bulk import or organization changes as these can affect performance depending on the report fields you use in the calculated field. Make sure that the value of the calculated field changes with the worker event when you expect it.

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Note: If the calculated field has more than 8 levels in the hierarchy, you might see a performance impact. Ensure that you test all scenarios, including mass updates, if you're using calculated fields with multiple conditions.

Steps

1. Access the **Create Custom Report** task and select these values:

Field	Value
Report Type	*Advanced*
Data Source	*Indexed All Workers*

2. On the **Columns** tab, select the calculated field you want to test on the **Field** column.
3. On the **Filter** tab, add a row on the **Filter on Instances** grid and configure a worker filter condition. Example: Set the filter to prompt for an employee ID so the report only runs for that worker with these values:

Field	Value
And/Or	*And*
Field	*Employee ID*
Operator	*equal to*
Comparison Type	*Prompt the user for the value*
Comparison Value	*Default Prompt*

4. On the **Prompts** tab, select these values for the **Runtime Date Prompts**:

Field	Value
Effective Date	*Prompt for effective as of date*
Entry Date	*Prompt for entry date and time*

5. Run the report and test the effective and entry date of the event during runtime.

   Example: A worker event has an effective date of 2020-10-13 and an entry date of 2020-10-20T09:30. You run the report with an effective date of 2020-10-13 and entry date of 2020-10-20T09:25. You then run the report a second time with an effective date of 2020-10-13 and entry date of 2020-10-20T09:35. This tests if the calculated field value changes with the value of the event. If the value doesn't change, then the WECI integration probably won't pick up the change. Conduct a similar test by changing the effective date using 2020-10-12 and 2020-10-12 while keeping the same entry date of 2020-10-20T09:35. This ensures the integration reports the proper effective date for when the change takes effect.

Concept: Worker Effective Change Interface

With the *Worker Effective Change Interface* (WECI) integration, you can:

- Capture all personal, job, or position data within Workday HCM.
- Capture all staffing events and data changes in the effective range.
- Configure required data elements and custom fields for the external system.
- Format and validate data to conform to the requirements of the external system.
- Transfer only those changes relevant to the external system.
- Run a **Worker Data Changes Audit** to see exactly what data the integration captured, selected, and sent to the external system.
- Perform additional transformations to the output file. Deliver the output XML file to an external system.
- Create full snapshots of employee data to help with initial implementation or enable system resynchronization.

Note: When the integration generates the schema and output files for field overrides, it might not correctly describe where the integration reports the `isAdded`, `isUpdated`, or `isDeleted` annotations when

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there's field overrides nested in other field overrides, such as a nested document structure for field overrides.

To run *Worker Effective Change Interface* integrations, configure your tenant for the grid functionality. The grid functionality is a shared resource in your Workday tenant. If you're scheduling multiple integrations on grid, Workday recommends that you stagger your integration schedule.

To help prevent a *Worker Effective Change Interface* integration from timing out, we limit the data for each worker to 100 megabytes. When workers exceed the limit, the integration skips these workers and continues processing. The integration then completes with errors and indicates the skipped workers.

When scheduling multiple integrations to run in parallel, consider:

- The job size, or number of workers in the organization you're processing.
- The number of integrations you run at the same time. Example: If the maximum size of your organization is 5,000 workers, you can run 4 integrations in parallel. If the maximum size of your organization is 12,000 workers, you can run 2 integrations in parallel.

Integrations that process 12,000 or more workers require additional considerations. Workday recommends that you work with Workday Professional Services or a Workday certified implementation partner to establish your resource strategy.

Worker Effective Change Interface supports 2 types of **Change Detection**:

- *Include all changes in the effective date range* outputs all changes and events that are effective within the date range, regardless of entry date.
- *Include only changes entered since the last successful run* outputs changes entered in Workday since the last successful run and effective within the specified date range.

Primary Run

Use the **Primary Run** parameter for your regularly scheduled integration runs. As the run completes, it uses the last successful run date for the next integration run. **Primary Run** uses *Include all changes in the effective date range* as the type for **Change Detection**. It uses the last successful run date to the time that you launch the integration as the effective range for the integration run.

Note: After the initial primary run, any subsequent primary runs only include changes in effect after the last successful run date.

To ensure the integration consistently captures future-dated events like new hires, we strongly recommend scheduling WECI to run at least daily. Because WECI calculates its effective reporting range based on the Last Successful Run Date (LSRD) and As Of Entry Moment, skipping days creates gaps in the data range. This can cause the integration system to overlook changes that become effective during those unmonitored intervals, resulting in missed events when their effective dates arrive.

The last successful run date is associated with the combination of organizations that you enter in the **Restrict Results By Orgs** launch parameter for a **Primary Run**. Example: You enter organizations A and B, then launch a primary run. The integration sets the last successful run date for the next time that combination of organizations does a primary run. If you later launch a primary run for organization A only, that earlier successful run date doesn't apply.

To set the last extract dates for the primary run, access the **Maintain Worker Effective Change Integration Systems** task. The **Maintain Worker Effective Change Integration Systems** doesn't update the **Last Successful Run Date** for primary integration runs that complete with errors. Each row in the task corresponds to the combinations of organizations that you entered in **Restrict Results By Orgs** when you ran the integration.

For primary runs:

- Effective and entry date ranges automatically use the last extract date.
- **From Effective Date** is set to the last successful event entry date +1 day. **Effective Date** is set to the current date.

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- The **Restrict Results By Orgs** parameter is optional. The integration won't run if the total number of workers in the organizations you've selected exceeds 500,000.
- The integration ignores all other launch parameters if you select **Primary Run** for the integration run.
- Workday provides the batch IDs that you must delete to avoid sending duplicate information downstream.

Ad Hoc Run

If you don't select **Primary Run**, you launch an ad hoc run. Enter values to specify a range from which to capture the worker changes. Use an ad hoc run for unscheduled integration runs. For an ad hoc run, enter these launch parameters:

- **From Effective Date**
- **From As Of Entry Moment**
- **Effective Date**
- **As Of Entry Moment**
- **Change Detection**

Note: Effective moment is when the transaction is effective. Entry moment is when it was entered in the UI. Entry dated changes might have the same values.

An ad hoc integration run doesn't affect the last successful primary extract date.

During ad hoc runs, the integration reports entry-dated transactions regardless if the entry moment is within the effective range or not.

When WECI is processing a:

- Prior period, it sets the effective date to the last date of the period and the time to 23:59:59.999.
- Future period, it sets the effective date to the first date of the period and the time to 00:00:00.000.

Full Snapshot Run

The **Full Snapshot** launch parameter sends the downstream system with all the worker information as of their current state in Workday.

When running a full snapshot, disable **Transaction Log Service** with the **Configure Integration Services** task. If you don't disable **Transaction Log Service**, Workday won't include any workers in the extract.

Related Information
Reference
Setting Up Grid for a Tenant

Reference: Staffing Events in Worker Effective Change Interface Extracts

Workday reports the staffing events in the status record of the output file. The integration extracts includes effective dated changes when the effective date occurs in the specified effective range. For noneffective dated changes, the next time you run the integration, the integration sets the **Effective Date** to the **Entry Date**.

The *Worker Effective Change Interface* sends a HIR event when the *Hire* business process finishes the *Completed* step in the process. If there's an HIR event code, sections can have prior values or the integration can annotate the sections with isAdded during the *hire* event. Handle HIR or XFR-IN event codes as net-new hires or a rebase of an existing record.

Depending on the transactions you enter for a worker, you might see a combination of staffing events in the extract. Example:

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Correction Use Case	Staffing Event Codes with Expanded Effective Changes Service Off (Default Setup)	Staffing Event Codes with Expanded Effective Changes Service Enabled
You correct a hire date to an earlier effective date.	HIR and DTA	HIR-C
You correct a hire date to a future effective date.	HIR-R and HIR	HIR-R and HIR
You correct a termination date to an earlier effective date.	TERM-C and DTA	TERM-C
You correct a termination date to a future effective date.	TERM-R and TERM	TERM-R and TERM

For rescinded staffing events, the information in the status section matches the status of the original event.

The integration doesn't include these events in the output file, if you don’t enable the **Leave of Absence** data section:

- CONT-LOA
- LOA
- LOA-C
- LOA-R
- RFL
- RFL-R

To avoid missing data, ensure you evaluate event details when you transform the extract file. The details indicate if the event was an addition or a deletion.

When you enable the **Effective Stack - Expanded Effective Changes** service, the integration:

- Includes the HIR-C event when you correct a hire date to an earlier effective date.
- Doesn't include the CONT-LOA event code.

Staffing Event Code	Definition	Status Event Date	Data Sections Included
HIR	Worker hired or rehired upon completion of hire business process.	Hire date.	All data as of hire date.
HIR-C	Correction to the hire event. Correcting the hire date by moving it to an earlier effective date generates this event.	Hire date.	Status section.
HIR-R	Rescinded hire transaction.	Hire date.	Worker Status
DTA	Data change.	Effective date of data changes.	Changed sections only.
TERM	No longer employed. Employee status changed from active to terminated.	Termination date.	Personal, Person Communication, Worker Status, Position, Compensation, Compensation Plans

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Staffing Event Code	Definition	Status Event Date	Data Sections Included
TERM-C	Corrected termination event. Correcting the termination event by moving it to an earlier effective date generates this event. The status changes from active to terminated.	Termination date.	Worker Status
TERM-R	Rescinded the termination event. Correcting the termination date by moving it to a future effective date generates this event. The status changes from terminated to active.	Termination date.	Worker Status, Person Communication, Position, Compensation, Compensation Plans
XFR	Worker transferred into supervisory organization you don't specify anything for the **Restrict Results By Orgs** launch parameter. Enter *Supervisory* in the *Organization Type for Organization* attribute. Otherwise, the integration won't generate XFR staffing events.	Organization event date.	Position
XFR-IN	Worker transferred into a supervisory organization for the specified **Restrict Results By Orgs** launch parameter. Enter *Supervisory* in the *Organization Type for Organization* attribute. Otherwise, the integration won't generate XFR-IN staffing events.	Organization event date.	Position
XFR-OUT	Worker transferred out of a supervisory organization for the specified **Restrict Results By Orgs** launch parameter. Enter *Supervisory* in the *Organization Type for Organization* attribute. Otherwise, the integration won't generate XFR-OUT staffing events.	Organization event date.	Position

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Staffing Event Code	Definition	Status Event Date	Data Sections Included
LOA	Leave of absence. The integration won't report 2 simultaneous LOA's for the same worker without an RFL between them. The integration only reports an LOA when the worker goes on their first leave. If the worker is still on leave and you add a second leave, the integration reports a DTA code.	Leave start date.	Worker Status and Leave of Absence
LOA-R	Rescinded leave of absence.	Leave start date.	Worker Status and Leave of Absence
LOA-C	Correction to leave end date or type of leave of absence.	Leave end date.	Worker Status and Leave of Absence
RFL	Return from leave of absence.	Leave end date.	Worker Status and Leave of Absence
RFL-R	Correction to end date of leave of absence.	First day back at work.	Status and Leave of Absence sections.
CONT-LOA	Continuous leave of absence. A worker returns from leave and immediately goes on leave again. The leave must be back-to-back and can be any type of leave. Example: a worker returns from parental leave on the 15th and goes on personal leave on the 16th.	Same date as the original leave start date.	Leave of Absence.

Reference: Data Sections for Worker Effective Change Interface

You can configure these integration field attributes for data you want to include in the Worker Effective Change Interface output files.

Note: When you configure integration field attributes, you must select the parent field attribute for the field. Example: You select the **Include in Ouput** check box for all the fields in the **Personal Data Section**. Also select the **Include in Output** check box for the **Personal Data Section** in the **Effective Stack Worker** folder for the integration to output that data.

Worker Effective Stack Data Sections	Fields	Notes
Worker Summary	• WID • Name • Employee ID	

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Worker Effective Stack Data Sections	Fields	Notes
Worker Status	• Status • Worker Reference Type • Active • Active Status Date • Terminated • Termination Date • Hire Date • Original Hire Date • Hire Rescinded • Hire Reason • Is Rehire • End Employment Date • Continuous Service Date • First Day of Work • Expected Retirement Date • Seniority Date • Union Seniority Date • Severance Date • Retirement Date • Benefits Service Date • Company Service Date • Time Off Service Date • Vesting Date • Pay Through Date • Resignation Date • Primary Termination Reason • Primary Termination Category • Secondary Termination Reason • Local Termination Reason • Regrettable Termination • Termination Last Day of Work • Date Entered Workforce • Last Date for Which Paid • Expected Date of Return • Not Returning • Return Unknown • Not Eligible for Rehire	

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Worker Effective Stack Data Sections	Fields	Notes
Worker Status / Secondary Termination Reason	• Termination Reason • Termination Category	
Recruiting Information	• Source Category Referral • Source Referral • Referred By	
Recruiting Information / Referred By	• Referred By ID	
Personal Data	• Legal Name • Preferred Name • Additional Name • Disability Status • Military Service • Citizenship • Gender • Date of Birth • Date of Death • Country of Birth • Region of Birth • City of Birth • Marital Status • Marital Status Date • Religion • Uses Tobacco • Ethnicity • Nationality • Hispanic or Latino • Hukou Region • Hukou Locality • Hukou Postal Code • Hukou Subregion • Hukou Type • Local Hukou • Native Region • Number of Payroll Dependents • Preferred Language • Preferred Communication Language • Preferred Locale • Workday Account	

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Worker Effective Stack Data Sections	Fields	Notes
Personal Data / Legal Name	• Name Type • Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General display Name • Name in Local Script	

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Worker Effective Stack Data Sections	Fields	Notes
Personal Data / Preferred Name	• Name Type • Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	

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Worker Effective Stack Data Sections	Fields	Notes
Personal Data / Additional Name	• Name Type • Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	

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Worker Effective Stack Data Sections	Fields	Notes
Personal Data / Disability Status	• Disability Status ID • Disability Status Date • Disability • Accommodations Provided • Accommodations Requested • Certification Basis • Certification ID • Certified At • Certification Authority • Date Known • Degree • End Date • FTE Towards Quota • Grade • Note • Rehabilitation Provided • Rehabilitation Requested • Remaining Capacity • Severity Recognition Date • Work Restrictions	
Personal Data / Military Service	• Military Service ID • Military Service Status ID • Service Type • Begin Date • Discharge Date • Rank • Veteran Status ID • Veteran Status ID Discharge Date	
Personal Data / Citizenship	• Citizenship Status ID	
Personal Data / Ethnicity	• Ethnicity ID	
Person Communication	• Address • Phone • Email	

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Worker Effective Stack Data Sections	Fields	Notes
Person Communication / Address	• Usage Type • Location ID • Location Name • Address ID • Primary • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • Municipality Code • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local • Usage	

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Worker Effective Stack Data Sections	Fields	Notes
Person Communication / Address / Usage	• Usage Behavior ID	
Person Communication / Phone	• Usage Type • Phone Device Type • International Phone Code • Area Code • Phone Number • Extension • Phone Number With Country Code	
Person Communication / Email	• Usage Type • Email Address	
Person Identification	• National Identifier • Government Identifier • Visa Identifier • Passport Identifier • License Identifier • Other Identifier	
Person Identification / National Identifier	• National ID • National ID Type • Country • Issued Date • Expiration Date • Verification Date • Series • Issuing Agency • Verified By	
Person Identification / Government Identifier	• Government ID • Government ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	
Person Identification / Visa Identifier	• Visa ID • Visa ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	

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Worker Effective Stack Data Sections	Fields	Notes
Person Identification / Passport Identifier	• Passport ID • Passport ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	
Person Identification / License Identifier	• License ID • License ID Type • Country • Region • Issuing Authority • License Class • Issued Date • Expiration Date • Verification Date • Verified By	
Person Identification / Other Identifier	• Custom ID • Custom ID Type • Custom ID Description • Issued Date • Expiration Date • Organization	

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Worker Effective Stack Data Sections	Fields	Notes
Related Person	• Related Person ID • Dependent ID • Beneficiary ID • Emergency Contact ID • Legal Name • Citizenship • Relationship Type • Gender • Birth Date • Date of Death • Country of Birth • Region of Birth • City of Birth • Nationality • Tobacco Use • Full Time Student • Is Disabled • Dependent • Beneficiary • Emergency Contact • Is Dependent for Payroll Purposes • Inactive Date • Relative • Relative Type • Lives with Worker • Has Health Insurance • Allowed for Tax Deduction • Annual Income Effective Date • Annual Income Currency • Annual Income Amount • Disability Data	

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Worker Effective Stack Data Sections	Fields	Notes
Related Person / Legal Name	• Country • First Name • Middle Name • Last Name • Secondary Last Name • First Name Local • Middle Name Local • Last Name Local • Secondary Last Name Local • First Name Local 2 • Middle Name Local 2 • Last Name Local 2 • Secondary Last Name Local 2 • Tertiary Last Name • Hereditary • Salutation • Social Suffix • Title • Full Name Malaysia Singapore • General Display Name • Name in Local Script	
Related Person / Citizenship	• Citizenship ID	
Related Person / Disability Data	• Disability • Status Date • Date Known • End Date • Grade	
Related Person / Occupation	• Effective Date • Occupation	
Related Person Communication	• Related Person ID • Address • Phone • Email	

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Worker Effective Stack Data Sections	Fields	Notes
Related Person Communication / Address	• Usage Type • Address ID • Primary • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • Municipality Code • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local	

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Worker Effective Stack Data Sections	Fields	Notes
Related Person Communication / Phone	• Usage Type • Phone Device Type • International Phone Code • Area Code • Phone Number • Extension • Phone Number With Country Code	
Related Person Communication / Email	• Usage Type • Email Address	
Related Person Identification	• Related Person ID • National Identifier • Government Identifier • Other Identifier	
Related Person Identification / National Identifier	• National ID • National ID Type • Country • Issued Date • Expiration Date • Verification Date • Series • Issuing Agency • Verified By	
Related Person Identification / Government Identifier	• Government ID • Government ID Type • Country • Issued Date • Expiration Date • Verification Date • Verified By	
Related Person Identification / Other Identifier	• Custom ID • Custom ID Type • Custom ID Description • Issued Date • Expiration Date • Organization	

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Worker Effective Stack Data Sections	Fields	Notes
Position	• Position ID • Primary Job • Job Title • Business Title • Worker Type • Position Time Type • Job Exempt • Scheduled Weekly Hours • Default Weekly Hours • Pay Cycle Hours • Full Time Equivalent Percentage • Paid FTE • Working FTE • Pay Rate Type • Job Classification • Company Insider Type • Work Shift • Worker Compensation Code • Management Level • Job Category • Job Profile Name • Job Profile • Job Family • Job Change Reason • Business Site • Work Hour Profile • Regular Paid Equivalent Hours • Supervisor • Manager Integrated Organization • Annual Work Period Work Percent Of Year • Annual Work Period Start Date • Annual Work Period End Date • Disbursement Plan Period Start Date • Disbursement Plan Period End Date • Probation Type • Probation Period Status • Probation Start Date • Probation End Date • Probation Extended End Date	

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Worker Effective Stack Data Sections	Fields	Notes
Position / Job Classification	• ID • Job Classification Group • Job Classification ID • Job Classification Description • Mapped Value	
Position / Company Insider Type	• ID • Name • Mapped Value	
Position / Job Family	• ID • Name • Mapped Value	

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Worker Effective Stack Data Sections	Fields	Notes
Position / Business Site	• Usage Type • Location ID • Location Name • Address ID • Address Line 1 • Address Line 2 • Address Line 3 • Address Line 4 • Address Line 5 • Address Line 6 • Address Line 7 • Address Line 8 • Address Line 9 • City • Municipality Code • City Subdivision 1 • City Subdivision 2 • Address Line 1 Local • Address Line 2 Local • Address Line 3 Local • Address Line 4 Local • Address Line 5 Local • Address Line 6 Local • Address Line 7 Local • Address Line 8 Local • Address Line 9 Local • City Local • City Subdivision 1 Local • City Subdivision 2 Local • Postal Code • Country • Country Region • State Province • Region Subdivision 1 • Region Subdivision 2 • Region Subdivision 1 Local • Region Subdivision 2 Local • Usage	

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Worker Effective Stack Data Sections	Fields	Notes
Position / Business Site / Usage	• Usage Behavior ID	
Position / Supervisor	• ID • Name • Mapped Value	
Position / Manager Integrated Organization	• Organization ID • Organization Type • Organization Code • Organization Name • Mapped Value	
Position / Organization	• Organization ID • Organization Type • Organization Code • Organization Name • Mapped Value	
Position / Assigned Role	• Instance ID • Organization • Role • Effective From • Effective From Time Zone • Effective Until • Effective Until Time Zone	We recommend enabling the **Effective From Time Zone** and the **Effective Until Time Zone** fields if you're enabling the **Role Assignment Time Zone Option** on the **Edit Tenant Setup - System** task. We recommended ignoring the offset in the **Effective From** and **Effective Until** fields, and using the Time Zone fields to determine the proper offset.
Compensation	• Position ID • Position End Date • Compensation Package • Compensation Grade • Compensation Grade Profile • Compensation Step • Compensation Step Progression Start Date • Compensation Change Reason • Compensation Summary Based on Compensation Grade • Compensation Summary in Annualized Frequency • Compensation Summary in Hourly Frequency	

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Worker Effective Stack Data Sections	Fields	Notes
Compensation / Compensation Summary Based on Compensation Grade	• Total Base Pay • Primary Compensation Basis • Currency • Frequency	
Compensation / Compensation Summary in Annualized Frequency	• Total Base Pay • Primary Compensation Basis • Currency • Frequency	
Compensation / Compensation Summary in Hourly Frequency	• Total Base Pay • Primary Compensation Basis • Currency • Frequency	
Compensation Plans	• Position ID • Position End Date • Allowance Plans Data Section • Period Salary Plans Data Section • Unit Salary Plans Data Section • Salary and Hourly Plans Data Section • Commission Plans Data Section • Bonus Plan Data Section	
Compensation Plans / Allowance Plans Data Section	• Position ID • Compensation Plan • Percentage • Unit • Number of Units • Per Unit Amount • Amount • Prorated Amount • Currency • Frequency • Apply FTE • Use Assigned Value in 100 Percent Calculations • Start Date • End Date • Compensation Element	Workday doesn't convert the currency for the Compensation Plans / Allowance Plans Data Section. When you select the **Use Assigned Value in 100% Calculation** option when creating or editing a compensation plan in Workday, the integration returns a value of 1 for the associated compensation plan so you can report Full Time Equivalent (FTE) percentages.

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Worker Effective Stack Data Sections	Fields	Notes
Compensation Plans / Period Salary Plans Data Section	• Position ID • Compensation Plan • Amount • Currency • Frequency • Period Multiplier • Start Date • End Date • Compensation Element	
Compensation Plans / Unit Salary Plans Data Section	• Position ID • Compensation Plan • Unit • Number of Units • Per Unit Amount • Amount • Prorated Amount • Apply FTE • Currency • Frequency • Start Date • End Date • Compensation Element	
Compensation Plans / Salary and Hourly Plans Data Section	• Position ID • Compensation Plan • Amount • Prorated Amount • Apply FTE • Use Assigned Value in 100 Percent Calculations • Currency • Frequency • Start Date • End Date • Compensation Element	When you select the **Use Assigned Value in 100% Calculation** option when creating or editing a compensation plan in Workday, the integration returns a value of 1 for the associated compensation plan so you can report Full Time Equivalent (FTE) percentages.

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Worker Effective Stack Data Sections	Fields	Notes
Compensation Plans / Commission Plans Data Section	• Position ID • Compensation Plan • Target Amount • Currency • Frequency • Draw Amount • Draw Frequency • Draw Duration • Recoverable • Start Date • End Date • Compensation Element	
Compensation Plans / Bonus Plan Data Section	• Position ID • Compensation Plan • Amount • Prorated Amount • Percentage • Currency • Frequency • Start Date • End Date • Compensation Element	
Employee Contract	• ID • Contract ID • Contract Type • Position ID • Start Date • End Date • Contract Status • Description • Contract Reason • Collective Agreement • Minimum Weekly Hours • Maximum Weekly Hours • Date Employee Signed • Date Employer Signed	
Employee Contract / Contract Reason	• Reason • Contract Reason ID	

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Worker Effective Stack Data Sections	Fields	Notes
Leave of Absence	• Position ID • Leave Start Date • Leave End Date • Estimated Leave End Date • First Day of Work • Leave Last Day of Work • Leave of Absence Type • Benefits Effect • Payroll Effect • Paid Time Off Accrual Effect • Continuous Service Accrual Effect • Stock Vesting Effect • Leave Reason • Last Date for Which Paid • Expected Due Date • Child Birth Date • Stillbirth or Baby Deceased • Date Baby Arrived Home From Hospital • Adoption Placement Date • Adoption Notification Date • Date Child Entered Country • Multiple Child Indicator • Number of Babies or Adopted Children • Number of Previous Births • Number of Previous Maternity Leaves • Number of Child Dependents • Single Parent Indicator • Age of Dependent • Work Related • Stop Payment Date • Social Security Disability Code • Location During Leave • Caesarean Section Birth • Leave Percentage • Week of	

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Worker Effective Stack Data Sections	Fields	Notes
Payment Election	• Payment Election Rule • Order • Payment Type • Country • Currency • Bank Account Nickname • Bank Account Name • Account Number • Roll Number • Account Type • Bank Name • IBAN • Bank ID • BIC • Branch Name • Branch ID • Check Digit • Distribution Amount • Distribution Percentage • Distribution Balance	
Collective Agreement	• Start Date • End Date • Position ID • Collective Agreement • Collective Agreement Factor	
Collective Agreement / Collective Agreement Factor	• Factor • Option	
Costing Allocation	• Order • Level • Position ID • Allocation Percentage • Costing Worktag • Allocation Start Date • Allocation End Date	
Costing Allocation / Costing Worktag	• Worktag Dimension • Worktag Code • Worktag Name	
Union Member	• Union • Seniority Date • Membership	

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Worker Effective Stack Data Sections	Fields	Notes
Union Member / Membership	• Start Date • End Date • Position ID • Membership Type • Notes	
Additional Information	• Instance ID	
Transaction Log	• Instance ID • Transaction Type • Transaction Effective Moment • Transaction Entry Moment • Transaction Effective Moment in Initiator Time Zone • Initiator Employee ID • Initiator Full Display Name • Is Corrected Event • Is Corrected To • Is Rescinded Event • Original Event • Overall Parent Event	To display in the Transaction Log: • The effective moment of the change must match the entry moment. • The change must have a corresponding business process change. • The change must be a direct change. Changes that won't display in the Transaction Log include: • Entry-dated changes and changes that don't have effective dates. • Changes that don't have a corresponding business process change, such as changes to job profiles. • Indirect changes, such as cost center changes. The integration only reports indirect changes for a worker when you enable the the transaction log and the worker also has a direct change. Example: A manager of a worker your processing was terminated and the worker doesn't have any direct changes. Since the worker only has an indirect change, there isn't a transaction log for the worker. The Transaction Effective Moment in Initiator Time Zone field displays the entry moment of a data change in the time zone associated with your tenant time zone. When your tenant time zone is in Pacific Daylight Time (PDT), the field doesn't display in the output. When you override the tenant time zone and use the Transaction Log data section, we recommend that you configure this field. Note: Enable the Original Event field to include the Transaction Entry Moment, Transaction Effective Moment, and Transaction Effective Moment in Initiator Time Zone fields in the output. When you enable the **Overall Parent Event** field attribute, the integration returns the WID of the overall parent event relationship so you can synchronize data when there's a correction or rescind on the sub process business process. If there isn't a parent event, then both the original event WID and parent event WID are the same.

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Troubleshooting: Performance Issues in WECI

This topic provides strategies for diagnosing and resolving these Worker Effective Change Interface (WECI) integration problems:

- Troubleshooting: Performance Issues in WECI
- Troubleshooting: Performance Issues in WECI
- Troubleshooting: Performance Issues in WECI
- Troubleshooting: Performance Issues in PECI
- Troubleshooting: Performance Issues in PECI

Your integration is referencing a poor performing report field.

Cause: You configured 1 or more of these report fields in a calculated field that you used as a field override in WECI:

- Worker Events Completed
- Staffing History – All
- Staffing History – Approved
- Worker History

Solution: Create a calculated field that prompts for the *Worker* business process. Use this calculated field where the integration references the report field. Then apply the parameter and field override assignments so the integration can determine the prompt value during run time to achieve the best performance.

Steps

1. Access the **Create Calculated Field** task.

   Enter these values:

Option	Description
Field Name	**Worker Business Process Prompt**
Business Object	*Global*
Function	*Prompt for Value*
Field Type	*Multi-Instance*
Business Object	*Worker Business Process*
Required check box	Select

   Security: *Custom Field Management* domain in the System functional area.
2. Access the **View Calculated Field** report.

   Select the poor performing calculated field from the **Calculated Field** prompt.

   On the **Where Used** tab, find where the integration references the poor performing calculated field.

   Security: Custom Report Creation and Custom Field Management domains in the System functional area.
3. On your integration, replace the poor performing calculated field with the *Worker Business Process Prompt* calculated field.
4. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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5. To enter the parameter and field override assignments, navigate to 1 of these integration documents:
   - **Worker Status Data Section**
   - **Personal Data Section**
   - **Person Communication Data Section**
   - **Additional Information**
6. Add a new row on the **Parameters** grid with these values:

Option	Description
Name	**Worker History**
Data Type	*Worker Event History with Filter Parameters* (on the *Worker* business object)
Value Type	*Determine Value at Runtime*
Value	*Worker Event History with Filter Parameters*

7. Fill out the **Transaction Types** field on the **External Parameter Assignment(s)** section on the **Parameters** grid and click **OK**.
8. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system again.

   Navigate to the same integration document where you applied the field overrides and external parameter assignments.

   On the **Extended Fields** grid, add a new row with *Worker Business Process Prompt* as the **Value**.

   In the **External Parameter Assignment(s)** section of the **Extended Fields** grid, select these values:

Option	Description
Value Type	*Document Parameter*
Value	*Worker History*

Your integration is referencing the Is Manager report field.

Cause: You configured the **Is Manager** report field in a calculated field that you used as a field override in WECI.

Solution: For the best performance, use the **Role** field in the **Effective Stack Worker / Position Data Section / Assigned Role** data section to identify if the worker is a manager after processing the integration.

Steps

1. Access the **View Calculated Field** report.

   Select the poor performing calculated field from the **Calculated Field** prompt.

   On the **Where Used** tab, find where the integration references the poor performing calculated field.

   Security: *Custom Report Creation* and *Custom Field Management* domains in the System functional area.
2. On your integration, remove the poor performing calculated field.

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3. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Use the **Role** field in the **Effective Stack Worker / Position Data Section / Assigned Role** data section to identify if the worker is a manager after processing the integration.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Your integration is referencing the Terminated (based on report date) report field.

Cause: You configured the **Terminated (based on report date)** report field in a calculated field that you used as a field override in WECI.

Solution: To avoid excluding workers, use the **Terminated** report field instead.

Steps

1. Access the **Edit Calculated Field** task.

   Select the calculated field from the **Calculated Field** prompt.

   Security: *Custom Field Management* domain in the System functional area.
2. Replace any references of the **Terminated (based on report date)** report field with the **Terminated** report field.

Your integration is referencing dynamic rules but you don't have Dynamic Membership Rule Evaluation Optimization enabled.

Cause: You have dynamic rules set up for your integration but haven't selected the **Enable Dynamic Membership Rule Evaluation Optimization** check box.

Solution:

Steps

1. Access the **Edit Tenant Setup - HCM** task.

   Security: *Set Up: Tenant Setup - HCM* domain in the System functional area.
2. Select the **Enable Dynamic Membership Rule Evaluation Optimization** check box under the **Payroll Interface** section.

Your integration is referencing the Job Classifications - Job Profile report field.

Cause: You configured the **Job Classifications - Job Profile** report field in a calculated field that you used as a field override in WECI.

Solution:

Steps

1. Access the **Create Calculated Field** task.

   Security: *Custom Field Management* domain in the System functional area.
2. Enter these values:

Option	Description
Field Name	Worker Job Classifications
Business Object	*Position and Job - All Staffing Models*
Function	*Look up related value*
Lookup field	*Job Profile*
Return Value	*Job Classifications*

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3. Access the **View Calculated Field** report, and select the poor performing calculated field on the **Calculated Field** prompt.

   Security: *Custom Report Creation* and *Custom Field Management* domains in the System functional area.
4. On the **Where Used** tab, find where the integration is referencing the poor performing calculated field.
5. Select **Integration System > Configure Integration Field Overrides** from the related actions menu of the integration system.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
6. Replace the poor performing calculated field with the **Worker Job Classifications** calculated field.

Related Information
Reference
Reference: Edit Tenant Setup - HCM

External Payroll Documents and Results

Callback for External Payroll

Steps: Set Up Callback for External Payroll

Prerequisites

Have an integration system security group with Get and Put access to these domains in these functional areas:

Domains	Functional Area
Background Process Management	Tenant Non-Configurable
• *Set Up: Payroll* • *Set Up: Payroll - Pay Group Specific*	Core Payroll
• *Payroll Interface* • *Set Up: Payroll Interface*	Payroll Interface

See Create Integration System Security Groups .

Workday recommends that you confirm with your external payroll vendor that they support the Callback feature.

Context

The Callback feature enables you to send a callback message to your external payroll vendor when Workday completes an import of data from external payroll documents or external payroll results.

You can set up the Callback feature for these web services:

- *Import External Payroll Document*
- *Import External Payroll Results*

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Steps

1. Access the **Create Integration System User** task.
    a) From the related actions menu of the ISU you created, select **Security Profile > Assign Integration System Security Groups**.
    b) From the **Integration System Security Group to Assign** prompt, select a security group with Get and Put access to these domains in these functional areas:

Domains	Functional Area
Background Process Management	Tenant Non-Configurable
• *Set Up: Payroll* • *Set Up: Payroll - Pay Group Specific*	Core Payroll
• *Payroll Interface* • *Set Up: Payroll Interface*	Payroll Interface

    The integration system user (ISU) you create can only be used for the Callback feature.

    Security: *Integration Security* domain in the Integration functional area.
2. Create External Payroll Vendor Mapping .

    On the **Feature Configuration** grid, select:

    - *Callback* from the **Feature** prompt.
    - *Integration System User* from the **Attribute** prompt.
    - The ISU that you created for the Call back feature from the **Value** prompt.

Result

When your external payroll documents or external payroll results finish importing, Workday notifies your third-party payroll vendor with a callback message.

External Payroll Documents

Setup Considerations: External Payroll Documents

You can use this topic to help make decisions when planning your configuration and use of *External Payroll Documents* integration. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

You can use *External Payroll Documents* integrations to import payslips, tax documents, and other payroll documents from your external payroll system into Workday.

Business Benefits

Importing external payroll documents makes it easier for your workers and administrators to view all of their payroll documents in Workday. With this integration, you have the flexibility to define the types of external payroll documents you want to import.

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Use Cases

You can use this feature to import into Workday payslips and tax documents generated by an external vendor. You can also use this feature to import other types of payroll documents that you define. Example: Garnishment letters.

Questions to Consider

Questions	Considerations
What external payroll documents other than payslips and tax documents do you need to import into Workday?	You can use the **Maintain External Payroll Document Types** task to define the additional types of payroll documents you want to import.
Who needs to view the external payroll documents within Workday?	Workday provides security domains that you can configure to grant workers access to view their external payroll documents. Workday provides other security domains that you can configure to grant administrators access to workers' external payroll documents.
How do you want employees to acknowledge payroll documents?	You can use the *Review External Payroll Document* business process to request worker reviews of external payroll documents. Example: You request workers sign their payslips each month to meet compliance requirements.
Where does Workday display the external payroll documents?	You can configure Workday to display the external payroll documents on the worker profile: • In the **External Payslips** grid on the **Payslips** tab. • In the **External Tax Documents** grid on the **Tax Documents** tab . • In the **Other External Payroll Documents** grid on the **Additional Documents** tab.
What is the policy of your organization for retaining payroll documents?	Uploaded external payroll documents remain in Workday until you remove them.
How many external payslips do you want to print?	You can print individual external payslips from the **Payslips for Worker** report or the **Payslips** section of the worker's profile. You can also use the **Edit Tenant Setup - HCM** task to enable printing multiple external payslips for administrators and employee self-service.

Recommendations

You can configure Integration Sequence Generators for the *External Payroll Documents* integration. This configuration enables you to use the **Delete by Batch ID** task to remove uploaded external payroll documents.

You can configure an Integration System User (ISU) for the integration.

You can define tax documents and other payroll documents that you want to import from your external payroll vendor. Example: Garnishment letters.

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If you import tax documents from countries other than the United States, you can use Tax Document Version 2. This version provides additional fields in the .CSV manifest file for identifying international tax documents.

You can use the **Configure Profile Group** task to add imported external payslips, tax documents, and other payroll documents on the Pay for worker profile. Workers can then view their imported external payroll documents within Workday. Confirm the **Tax Documents for Payee Profile** report, **Payslips** report, or any reports related to the documents you want to view aren't on the **Hide Workday Delivered Reports** task.

Requirements

You configure manifest files for the external payroll documents that you want to import. You create a separate .CSV manifest file for each type of external payroll document. A single manifest file in .XML format can contain all types of external payroll documents.

You import all types of external payroll documents in a single archive file.

Every payslip must have a check number.

The integration requires an organization. Set the *Organization Identifier Type* to Reference ID or provide the organization code for the organization.

These functional areas enable the ISU that's associated with the integration to launch the*Import External Payroll Document* web service.

Limitations

You can upload payslips up to 7 years before the end date of the current pay period.

- You can upload a combined total of 1000 uploaded external tax documents and other external payroll documents for each worker.
- You can upload up to 199,999 documents for each batch ID.
- An individual attachment file, such as PDF file, can't exceed 2.5 MB.
- Multiple attachment files must be in a ZIP file.
- A manifest file or archive ZIP file can't exceed 30 MB.

If you import your external payroll documents through a different method such as a retrieval service or a web service, different size limits may apply to your files. See Reference: Integrations and Web Service Limits.

Tenant Setup

Ensure that your tenant configuration supports the file extensions of the payroll documents you want to import.

Security

Domains	Considerations
These domains in the Integration functional area: • *Integration Event* • *Payroll Interface* • *Set Up: Payroll Interface*	The ISU requires these domains.
The *Access Payroll Country (Segmented)* domain in the Core Payroll, Implementation, and Payroll Interface functional areas.	The ISU requires this domain when you're using: • Version 2 of the *External Payroll Documents* integration.

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Domains	Considerations
	• Version 37.0 or higher of the *Import External Payroll Document* web service.
These domains in the Payroll Interface functional area: • *View: Maintain Payroll Interface* • *Worker Data: Payroll Interface (External Payroll Documents)*	Payroll administrators with security enabled for these domains can view employee external payslips, external tax documents, and other external payroll documents in Workday.
These domains in the Payroll Interface functional area: • *Self Service: Payroll Interface* • *Self Service: Payroll Interface (External Payroll Documents)*	Employees with security enabled for these domains can view their external payslips, external tax documents, and other external payroll documents in Workday.

Business Processes

To use the *External Payroll Documents* integration, you must configure a business process with a *Document Retrieval* step. This step imports the external payroll documents from the external payroll vendor SFTP server or through the *Import External Payroll Document* web service.

The *Review External Payroll Documents* business process enables you to request worker reviews of external payroll documents.

Reporting Items

Workday provides these reporting items for *External Payroll Documents* integrations.

Reports	Considerations
All External Payroll Documents	Create custom reports on external payslips, external tax documents, and other external payroll documents uploaded to Workday. You can filter the report by worker, organization, and batch ID.
Audit Report	View the number of external payroll documents imported successfully and any invalid external payroll documents included in the manifest files.
External Payslips	Create custom reports on external payslips uploaded to Workday. You can filter the report by worker, organization, pay period, and date range.
External Tax Documents	Create custom reports on external tax documents uploaded to Workday. You can filter the report by worker, organization, document type, and country.
Find External Payroll Documents	Search for external payroll documents imported into Workday. The report provides these prompts for searching payslips, tax documents, and other external payroll documents:

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Reports	Considerations
	• Batch ID, document categories, organizations, and workers. • For payslips, prompts include pay periods and date range. • For tax documents and other payroll documents, prompts include document types, years, countries, and issued date range. • Other payroll documents also include prompts for the date that you received the documents.
Other External Payroll Documents	Create custom reports on other external payroll documents uploaded to Workday. You can filter the report by worker, organization, document type, and country.
Payslips for Worker	View external payslips imported for a selected worker.

Integrations

Integrations or Web Services	Considerations
External Payroll Documents	You can use this integration template to create an integration.
Import External Payroll Document	You can use this web service to import external payroll documents into Workday. When you access the **Register API Client for Integrations** task to register an API client, select these functional areas from the **Scope (Functional Areas)** prompt: • *Integration* • *Payroll Interface* • *Tenant Non-Configurable*

Related Information
Tasks
Register API Clients for Integrations
Examples
Reference: Integrations and Web Service Limits

Steps: Set Up External Payroll Documents Integration

Prerequisites
See Setup Considerations: External Payroll Documents .

Context

You can create a single integration based on the *External Payroll Documents* integration template to import these external payroll documents into Workday:

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- External payslips. Importing these documents is an alternative to an *Import External Payslips* integration.
- External tax documents.
- Other payroll documents.

The integration can import:

- Archive files in ZIP format that contain the external payroll documents you want to import.
- Manifest files in the Workday-defined XML or CSV format that contain the necessary details and file paths for the documents in the archive files.

  See Reference: External Payroll Documents File Schema.

You must upload both manifest files and their corresponding archive files together to import the external payroll documents successfully.

You can reach out to your third-party payroll vendor to include the appropriate mime type in your external payroll document file. If the appropriate mime type isn't included, then Workday downloads the file automatically.

Steps

1. Create Integration System .

   Select *External Payroll Documents* on the **New Using Template** prompt.
2. From the related actions menu on your *External Payroll Documents* integration, select **Integration System > Configure Integration Attributes**.

   Note:

   - The default *Input Date Format* is yyyy-MM-dd. You can specify another format that conforms to Java's SimpleDateFormat for the dates present in the input file.
   - The default *Organization Identifier Type* is Organization Code.
   - The default *Tax Document Version* is 1. Select 2 to use the CSV manifest file version that has additional fields for tax documents.
   - Select your external payroll vendor from the *Payroll Vendor* field attribute. If your vendor isn't on the list provided in *Payroll Vendor*, select **Other**, then add your vendor in the *Payroll Vendor, if Other* field attribute.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
3. From the related actions menu on your *External Payroll Documents* integration, select **Integration System > Configure Integration Services**.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. (Optional) From the related actions menu on your *External Payroll Documents* integration, select **Integration System > Configure Integration Maps**.

   As you complete this task, consider:

Option	Description
Organizations	Use to map organizations in Workday to organizations in your third-party vendor system.
Run Category	Use only if an integration has both: • Workday Payroll pay groups. • *Payslip Version* integration attribute set to 2.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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5. (Optional) Set Up Integration Sequence Generators .

   Enable and configure the *External Payroll Documents Sequence Generator* service to generate a batch ID for each group of uploaded external payroll documents.

6. Create Integration Business Process .

   As you complete this task, consider:

Option	Description
Business Process Type	Select **None of the Above**.
Business Process Steps	Add a step before the *Fire Integration* step. • For **Type**, select *Service*. • For **Specify**, select *Document Retrieval*.

7. Set Up Integration Retrieval .

   Add entries for *XML* and *CSV* in the **File Name/Pattern** prompt.

   - An XML file can contain all document categories.
   - The integration requires a separate CSV file for each document category (payslips, tax documents, other payroll documents).

8. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains in the Integration functional area:

   - *Integration Event*
   - *Payroll Interface*
   - *Set Up: Payroll Interface*

   Also grant the ISU access to the *Access Payroll Country (Segmented)* domain in the Core Payroll, Implementation, and Payroll Interface functional areas when you use:

   - Version 2 of the *External Payroll Documents* integration.
   - Version 37.0 or higher of the *Import External Payroll Document* web service.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

9. Assign the ISU to the integration.
   a) From the related actions menu, select **Workday Account > Edit**.
   b) Click **Workday Account**. Select **Integration System Users** and select the ISU that you created.
   c) (Optional) In the **Global Preferences** area, select a locale and display language.

      These settings control the language that Workday uses for the integration data. If left blank, Workday uses the default locale and display language.

   Security: *Integration Security* in the Integration functional area.

10. Edit Domain Security Policies.

    Configure security policies for these domains in the Payroll Interface functional area.

    - These domains enable payroll administrators to view external payroll documents for workers:
      - *View: Maintain Payroll Interface*
      - *Worker Data: Payroll Interface (External Payroll Documents)*
    - These domains enable workers to view their own external payroll documents:
      - *Self-Service: Payroll Interface*
      - *Self-Service: Payroll Interface (External Payroll Documents)*

11. Set Up Self-Service for External Payroll Documents .
12. Launch an Integration .

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Result

If you didn't specify a **Display Date**, Workday immediately displays the external payroll documents.

External payroll documents display by year. If the documents are in the same year, Workday displays the documents in the order they were uploaded.

Workers and administrators can view these external payroll documents.

External Payroll Documents	Workers	Administrators
Payslips	From the **My Payslips** task. From the **Pay** profile group of the worker profiles on the **Payslips** tab in the **External Payslips** grid.	From the **Pay** profile group of the worker profile on the **Payslips** tab in the **External Payslips** grid.
Tax Documents	From the **My Tax Documents** task. From the **Pay** profile group of the worker profile on the **Tax Documents** tab in the **External Tax Documents** grid.	From the **Pay** profile group of the worker profile on the **Tax Documents** tab in the **External Tax Documents** grid.
Other External Payroll Documents	From the **My Other External Documents** task. From the **Pay** profile group of the worker profile on the **Additional Documents** tab in the **Other External Documents** grid.	From the **Pay** profile group of the worker profile on the **Additional Documents** tab in the **Other External Documents** grid.

Next Steps

Workers and administrators can use these reports to view external payroll documents.

Role	Reports
Workers	**My Payslips** **External Payslips - Gross and Net History** **External Payslips - Recent Payslips** **My Tax Documents** **My Other External Payroll Documents**
Administrators	**Payslips for Worker** **Other External Payroll Documents for Worker** **Find External Payroll Documents**

Set Up Self-Service for External Payroll Documents

Prerequisites

Security: *Set Up: System* domain in the System functional area.

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Context

You can set up access in Workday to these external payroll documents:

- External payslips.
- External tax documents.
- Other external payroll documents. Example: Garnishment letters, social insurance documents.

Steps

1. Access the **Configure Profile Group** task.
2. Select the profile group *Pay for Worker Profile*.
3. Add a row in the grid for each type of external payroll document you import:
    - Payslips.
    - Tax documents.
    - Additional documents.

Result

The **Pay** tab of the worker profile can now display uploaded external payroll documents.

Set Up External Payroll Document Types

Prerequisites

Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

Context

You can create document types for tax documents and other payroll documents you want to import into Workday from your third-party payroll system. Example: Create a T4 external payroll document type for Canada to import those Canadian tax documents into Workday.

If an integration or the web service imports an external payroll document without a predefined document type, Workday automatically creates a new document type for that document. Workday ignores spaces and hyphens in filenames when creating a document type.

Steps

1. Access the **Maintain External Payroll Document Types** task.
2. As you complete the **Tax Document Types** section, consider:

Option	Description
Name	You can change the name of a tax document type, but the combination of name and country must be unique. Note: When you change the name of a tax document type, any existing document with the same document type and country combination displays the new name.
Country	Select the country where the tax document type applies.
Show to Employee	Select to enable employees to see tax documents of this type.

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Option	Description
	Workday automatically selects this option for tax document types created by integrations or web services.
Show Comments to Employee	Select to enable employees to see any additional information for the type of tax document. Workday doesn't automatically select this option for tax document types created by integrations or web services.
In Use	Workday sets this option when an integration or web service imports a document of this type. You can't delete tax document types that are in use.

3. As you complete the **Other Document Types** section, consider:

Option	Description
Name	You can change the names of other document types, but the combination of name and country must be unique.
Country	Select the country where the other document type applies.
Show to Employee	Select to enable employees to see documents of this type. Workday doesn't automatically select this option for other payroll document types created by integrations or web services.
Show Comments to Employee	Select to enable employees to see any additional information for the type of document. Workday doesn't automatically select this option for other payroll document types created by integrations or web services.
In Use	Workday sets this option when an integration or web service imports a document of this type. You can't delete other payroll document types that are in use.

Next Steps

Import external payroll documents into Workday.

Set Up Contextual Security for External Payroll Documents

Prerequisites

Configure domain security policies for external payroll documents. See Steps: Set Up External Payroll Documents Integration.

Security: *Set Up: Tenant Setup - HCM* in the System functional area.

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Context

You can set up contextual security for external payroll documents to help limit the access of constrained role-based security groups to workers' documents. This feature helps ensure that only roles assigned to the same pay group or organization as the external payroll documents can access them.

Workday only supports:

- Pay group-based roles for external payslips.
- Organization-based roles for external tax documents and other external payroll documents.

Steps

1. Access the **Edit Tenant Setup - HCM** task.
2. In the **Payroll Interface** section, select the **Restrict Constrained Security Groups Access to External Payroll Documents** check box.

Result

After you select the check box, Workday contextually secures the external payroll documents so that only roles assigned to the same pay group or organization can access them:

External Payroll Document Type	Secured By
External payslips	The pay group associated with the external payslip.
External tax documents	The organization associated with the external tax document. If you don’t provide an organization for an external tax document, roles that have access to any organizations of the worker can access that document.
Other external payroll documents	The organization associated with the external payroll document.

Example

You have:

- Configured domain security policies for external payroll documents.
- Enabled the **Restrict Constrained Security Groups Access to External Payroll Documents** check box.

Kayla, a payroll partner for Third Party - Australia, goes to review worker Robert’s payslips. Robert has:

- 3 payslips for the Third Party - Singapore pay group.
- 2 payslips for the Third Party - Australia pay group.

Because you set up contextual security, Kayla:

- Can only view Robert’s Australia payslips.
- Can’t view Robert’s Singapore payslips.

Related Information
Examples
Reference: Edit Tenant Setup - HCM

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Upload Individual External Payroll Documents

Prerequisites

Security:

- For third-party payroll customers: *Worker Data: Payroll Interface (External Payroll Documents)* domain in the Payroll Interface functional area.
- For Workday Payroll customers: *Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.

Context

You can use the **Upload External Payroll Documents for a Worker** task to upload externally generated payroll documents for individual workers into Workday. This task helps you upload external payroll documents outside of your scheduled integration.

Example: You set up you *External Payroll Documents* integration so that the integration automatically uploads payslips. In the latest integration run, 2 payslips failed to upload. You don't want to run your integration again, so you use the **Upload External Payroll Documents for a Worker** task to upload the 2 failed payslips manually.

Steps

1. Access the **Upload External Payroll Documents for a Worker** task.
2. As you complete the task, consider:

Option	Description
~Worker~	Select the worker for whom you want to import external payroll documents.
Document Category	Select the type of document that you want to import. You can select only 1 type.

3. As you complete this task to upload payslips, consider:

Option	Description
Pay Group	Select the Workday Reference ID for the pay group.
Run Category	For a Workday Payroll pay group with multiple run categories, select the run category for determining the pay period for the uploaded payslips.
Period	Select the pay period for attaching the uploaded payslip.
Payment Date	Enter the payment date for the uploaded payslip.
Check Number	Enter the number of the check for the payment associated with the payslip.
Gross Amount	(Optional) Enter the gross payment amount for the payslip.
Net Amount	(Optional) Enter the net payment amount for the payslip.

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Option	Description
Currency	(Optional) Enter the currency code for the pay amounts.
Display Date	Enter the date to display when you view the payslip details in Workday.
File Name	Enter the filename for the uploaded payslip file.

4. As you complete this task to upload tax documents, consider:

Option	Description
Organization	Enter the name of the organization for which the tax document is issued.
Serial ID	Enter the serial ID of the document in string format. Applies only to Tax Document Version 2.
Year	Enter the year for the tax document in date format.
Tax Form	Select the type of tax document or create a new one.
Region	Select the region for which the tax document is issued. Applies only to Tax Document Version 2.
Form Classification	Select the type of form that you're uploading. Applies only to Tax Document Version 2.
Issued Frequency	Select the scheduled release of the tax document. Applies only to Tax Document Version 2.
Issued Date	Enter the date that the tax document was issued.
Comments	Use this field for any additional information that you require for the document. Applies only to Tax Document Version 2.
Display Date	Enter the date to display when you view the tax document details in Workday.
File Name	Enter the filename for the uploaded tax document.

5. As you complete this task to upload other payroll documents, consider:

Option	Description
Organization	Enter the name of the organization for which the document is issued.
Serial ID	Enter the serial ID of the document in string format.
Document Type	Select the type of document or create a new one.
Year	Enter the year for the document in date format.

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Option	Description
Issued Date	Enter the date that the document was issued.
Issued By	Enter the external entity that issued the document. Example: The IRS issues a federal tax levy garnishment.
Received Date	Enter the date that the document was received.
Comment	Use this field for any additional information that you require for the document.
Display Date	Enter the date to display when you view the document details in Workday.
File Name	Enter the filename for the uploaded document.

6. In the **Attachment** section, add the external payroll files you want to upload for the worker.

Steps: Print Multiple External Payslips

Context

Workday enables you to print multiple externally uploaded payslips for a worker. You can select:

- Files in these formats: *.pdf, *.jpeg., *.png.
- Payslips that have period end dates within 7 years of the current period end date.

You must select 2 or more payslips. You can only select payslips that haven't been purged.

You can also enable employee self-service access to the **Print Multiple External Payslips** button on:

- The **My Payslips** report.
- **Pay > Payslips**.
- **View Profile > Pay > Payslips**.

Steps

1. Take 1 of these actions to import external payslips:
   - Set up the external payroll documents integration or the import external payslips integration.

     See Steps: Set Up External Payroll Documents Integration and Steps: Set Up Import External Payslips Integration.
   - Upload Individual External Payroll Documents
2. On the **Edit Tenant Setup - HCM** task, enable 1 or both of these options:
   - **Enable Print Multiple Payslips for Administrators**

     Security: *Worker Data: Payroll Interface (External Payroll Documents)*
   - **Enable Print Mulitple Payslips for Self-Service**

     Security: *Self-Service: Payroll Interface* and *Self-Service: Payroll Interface (External Payroll Documents)*

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3. As an administrator, access 1 of these options and select the **Print Multiple External Payslips** button:
    - The **Payslips** tab of a worker profile.
    - The **Payslips for Worker** report.

    As you complete the task, consider:

Option	Description
Worker	You can search for payslips for the worker or select a different worker.
Payment From Date	Select the beginning of the date range from which to retrieve payslips.
Payment To Date	Select the end of the date range. For faster processing, select the narrowest date range that meets your needs.

4. Select the payslips you want to print.
5. (Optional) Select **Notify Me Later** to have the results sent to **My Reports**.

Result

Workday generates a PDF showing the selected payslips in chronological order.

Steps: Set Up External Payroll Document Reviews

Prerequisites

- Review setup considerations for external payroll documents.
- Security: *Business Process Administration* or *Manage: Business Process Definitions* domain in the System functional area.

Context

You can set up the *Review External Payroll Document* business process to send external payslips, tax documents, and other payroll documents to workers to review and acknowledge or sign using 1 of these eSignature features:

- Adobe Sign
- DocuSign
- Workday e-signature

You can include multiple acknowledgements or signatures on each external payroll document, allowing you to request approvals from other relevant users. Examples: HR administrator, manager.

Note: DocuSign doesn't support documents with these filename extensions: .bmp, .PDF. It does support the .pdf filename extension.

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Steps

1. Configure the *Review External Payroll Document* business process.
    a) You need to create a document to add to the *Review Documents* step on the business process definition. This document enables Workday to provide the external payroll document for the worker to review.

    Access the **Create Document** task to configure a document that you need to add to the business process definition. Complete the task, selecting the *External Payroll Document* category and the **External Payroll Document for Review** report field.

    See Add Documents to Workday .
    b) Configure the *Review External Payroll Document* business process definition to include a *Review Documents* action step.

    See Steps: Configure Business Process Definitions.
    c) On the row for the *Review Documents* step, click **Configure Document Review**. Select the document you created and configure your signature options.

    See Concept: Review Documents Step.
    d) (Optional) To include a **Don't Accept** option for workers completing document reviews, configure a **Redirect** action on the business process definition.

    See Configure Redirect on Business Process Steps.
    e) Configure the security policy for the *Review External Payroll Document* business process.

    Assign any relevant security groups to the initiate and review actions. Examples: Employee as Self, Payroll Administrator.

    See Edit Business Process Security Policies.
2. Create custom reports to enable you to request external payroll document reviews from multiple workers and to schedule future review requests. When Workday executes the custom report, it initiates the *Review External Payroll Document* business process.
    a) Create a custom report for each kind of external payroll document you want to schedule for review. Example: External payslips.

    When you create the report, Workday recommends you:

    - Select the *Advanced* report type.
    - Clear the **Optimized for Performance** check box.

    Select the appropriate data source for the report:

    - **All External Payroll Documents**
    - **External Payslips**
    - **External Tax Documents**
    - **Other External Payroll Documents**

    On the **Columns** tab, add at least 1 field on the grid (Example: **Worker**) to enable you to continue creating the report. It doesn't matter which fields you select on the **Columns** tab, as the report also picks up the fields from the data source you select.

    You can use the **Review External Payroll Document for Worker Event** report field as a filter on your custom reports to ensure workers don't receive multiple review requests for the same document. Note: You can't use the report field as a filter when you've selected the **Optimized for Performance** check box on the **Create Custom Report** task.

    See Create Custom Reports.
    b) Access the **Initiate External Payroll Document Review** task. Select your custom report and desired run frequency. Examples: *Run Now*, *Monthly Recurrence*. Define the report parameters and click **OK**.

    When you complete the task, Workday schedules execution of the report and initiation of the business process. When you use the **Review External Payroll Document for Worker Event**

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report field on your report, you can't request reviews of documents that you generated before configuring the *Review External Payroll Document* business process.

See Concept: Workday Scheduled Processes.

3. (Optional) Access the **Request Worker Review of External Payroll Document** task when you want to initiate the *Review External Payroll Document* business process to send 1 document to 1 worker for ad hoc review.

Result

Workday routes the document review request to the worker as a **My Tasks** notification. Reviewed external payroll documents display on the **Pay** profile group of the worker profile.

Next Steps

You can use the **Scheduled Future Processes** report to manage scheduled background processes. Example: You want to change the recurrence schedule from *Monthly Recurrence* to *Custom Recurrence*.

You can create custom reports using the **External Payroll Document for Review** report field to:

- Track the status of external payroll document reviews.
- Verify which workers have or are scheduled to receive review requests.

When you delete an unsigned external payroll document using 1 of these tasks, Workday also deletes the signed version of the document:

- **Delete by Batch ID**
- **Delete External Payroll Documents**
- **Mass Delete External Payroll Documents**

You can purge reviewed external payroll documents using the **Purge Person Data** report.

Related Information

Concepts

Concept: Business Processes

Tasks

Set Up Adobe Sign

Set Up DocuSign

Steps: Configure Alerts for External Payroll Documents

Prerequisites

- Set up an external payroll documents integration or upload external payroll documents. See Steps: Set Up External Payroll Documents Integration and Upload Individual External Payroll Documents.
- Security: *Notification Alerts* domain in the System functional area.

Context

You can use a custom report to configure alerts to notify workers when external payroll documents have been uploaded. You can include a task in the notification message that recipients can access to view the external payroll document, or configure the attachment to display as a link in the body of the notification.

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Steps

1. Create Custom Reports.
   As you complete the task:
   - Select 1 of these data sources:
     - **External Payslips**.
     - **External Tax Documents**.
     - **Other External Payroll Documents**.
   - On the **Columns** tab, add any report fields that may provide useful information for workers in the alert. You must add at least 1 report field. Examples: Attachment, pay period.
2. Access the **Configure Alert** task. See Configure and View Alerts.
   As you complete the task, consider:

Option	Description
Run Frequency	Select your preferred frequency. Examples: **Run Now** to send an alert immediately, or **Monthly Recurrence** to match a monthly pay frequency.
Report Parameters	You must define a value for all report parameters.
Include Task	(Optional) Select a task or report that you want workers to have access to in the alert. Examples: **My Payslips**, **My Tax Documents**, **My Other External Payroll Documents**.
Recipients	Select the *Employee As Self* security group on the **Groups** prompt. You don't need to add anything on the **Recipients** prompt.
Body	Add rows for any text or fields you want to display in the **Details** grid of the **Body** section, such as the fields you added on the custom report.

Result

- Workday displays the alert in the **Process Monitor** report as an Alert Job process.
- Workers receive notification alerts when they have new external payroll documents.

Related Information
Concepts
Concept: Alerts

Concept: External Payroll Documents

You can use an *External Payroll Documents* integration to upload these external payroll document types into Workday:

- External payslips for employee's current and prior pay groups. Importing these documents is an alternative to an *Import External Payslips* integration.
- External tax documents. Example: To import Canadian tax documents into Workday, create a T4 external payroll document type.
- Other payroll documents. You can define additional external payroll documents to import and grant access to in Workday. Example: You can upload a garnishment letter you received for an employee.

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You also have the flexibility to upload these external payroll documents through the *Import External Payroll Document* web service. You can use the **Upload External Payroll Documents for a Worker** task to import documents for an individual worker manually.

You can upload payslips up to 7 years before the current pay period end date. You can upload 1000 external tax documents and other payroll documents for each worker. The 1000 maximum applies to the combined number of external tax documents and other payroll documents. When a worker has 1000 uploaded documents, you need to remove some documents before you can upload new documents.

Uploaded external payroll documents remain in Workday until you remove them. External payslips are available to view up to 7 years from the end date of the current pay period. External tax documents and other external payroll documents are available to view until removed.

You can upload external payroll documents for terminated employees and enable access within Workday. When you purge data for terminated employees, the purge includes any external payroll documents in Workday.

When you configure the *Review External Payroll Document* business process, you can request workers to review or sign external payroll documents, such as payslips.

Removal

Workday provides these options for removing external payroll documents:

- Use the **Delete by Batch ID** task. The *Delete External Payroll Document* option removes all external payroll documents associated with the selected batch ID.
- Use the integration or web service to delete documents that match these key fields:
  - Delete_External_Payroll_Document parameter.
  - *Delete* option set to True for CSV and XML files.
- Use the **Delete External Payslips** task to remove uploaded payslips.
- Use the **Delete External Payroll Documents** task to remove external payslips, external tax documents, and other external payroll documents.
- Use the **Mass Delete External Payroll Documents** task to mass delete external payslips, external tax documents, and other external payroll documents by organization within a specified criteria. You can access the **Process Monitor** report with necessary security configurations to find historical mass delete runs.
- Administrators can use the **Find External Payroll Documents** report to delete individual external payroll documents. Select the related action **External Payroll Document > Delete** on the document that you want to delete.

Workday only returns external payroll documents for deletion if they're related to the organization you selected from the Organizations prompt on the:

- **Delete External Payroll Document** task
- **Find External Payroll Documents** report
- **Mass Delete External Payroll Documents** task

Reference: External Payroll Documents File Schema

File Descriptions

The *External Payroll Documents* integration supports CSV or XML format for manifest files. Manifest files contain the data for payslips, tax documents, and other external payroll documents.

- You can use 1 CSV manifest file to upload external payroll documents for a single document category. Example: 1 manifest CSV file for external payslips, 1 manifest CSV file for external tax documents, and 1 manifest CSV file for other external payroll documents.

  Note: The header for the CSV file format is case-sensitive.

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- A single XML manifest file can contain data for all document categories: external payslips, external tax documents, and other external payroll documents.

Archive ZIP files contain the PDF attachment files for the external payroll documents.

CSV File Format

The CSV file input supports a single Document_Category field value for the type of external payroll documents included. Document_Category values are:

- External payslips = payslip.
- External tax documents = tax.
- Other external documents = other.

File format for payslips:

- Document_Category
- Batch_ID
- Delete
- Worker_ID
- Pay_Group
- Run_Category
- Period_End_Date
- Payment_Date
- Check_Number
- Gross_Amount
- Net_Amount
- Currency
- Display_Date
- File_Name

File format for tax documents:

- Document_Category
- Batch_ID
- Delete
- Worker_ID
- Organization
- Serial_ID
- Year
- Tax_Form
- Country
- Region
- Form_Classification
- Issued_Frequency
- Issued_Date
- Comments
- Display_Date
- File_Name

File format for other external payroll documents:

- Document_Category
- Batch_ID
- Delete
- Worker_ID

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- Organization
- Serial_ID
- Document_Type
- Country
- Year
- Issued_Date
- Issued_By
- Received_Date
- Comments
- Display_Date
- File_Name

XML Elements and Schema

The XML schema for external payroll documents manifest files includes these elements.

Element	Level	Details and Validations
External_Payroll_Documents	1	Top level of the document.
Document_Category	2	Required for external payslips. Value = payslip. Container for these level 3 elements for a single external payslip.
Batch_ID	3	Must be in *string* format.
Delete	3	Must be in *boolean* format.
Worker_ID	3	Required; key field. Must be in *string* format.
Pay_Group	3	Required; key field. Must be in *string* format.
Run_Category	3	Required if integration attribute Payslip Version = 2; key field. Must be in *string* format.
Period_End_Date	3	Required; key field. Must be in *date* format.
Payment_Date	3	Required; key field. Must be in *date* format.
Check_Number	3	Required; key field. Required; key field. Must be in *string* format.
Gross_Amount	3	Must be in *string* format.
Net_Amount	3	Must be in *string* format.
Currency	3	Must be in *string* format.
Display_Date	3	Must be in *date* format.
File_Name	3	Required only for new records. Must be in *string* format.
Document_Category	2	Required for external tax documents. Value = tax.

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Element	Level	Details and Validations
		Contains all elements for a single external tax document.
Batch_ID	3	Must be in *string* format.
Delete	3	Must be in *boolean* format.
Worker_ID	3	Required; key field. Must be in *string* format.
Organization	3	Key field. Must be in *string* format.
Serial_ID	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Year	3	Required; key field. Must be in *date* format.
Tax_Form	3	Required; key field. Must be in *string* format.
Country	3	Required; key field. Must be in *string* format.
Region	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Form_Classification	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Issued Frequency	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Issued_Date	3	Must be in *date* format.
Comments	3	Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Display_Date	3	Must be in *date* format.
File_Name	3	Required only for new records. Must be in *string* format.
Document_Category	2	Required for other external documents. Value = other. Contains all elements for a single other external document.
Batch_ID	3	Must be in *string* format.
Delete	3	Must be in *boolean* format.

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Element	Level	Details and Validations
Worker_ID	3	Required; key field. Must be in *string* format.
Organization	3	Required; key field. Must be in *string* format.
Serial_ID	3	Required; key field. Must be in *string* format.
Document_Type	3	Required; key field. Must be in *string* format.
Country	3	Required; key field. Must be in *string* format.
Year	3	Must be in *string* format.
Issued_Date	3	Must be in *date* format.
Issued_By	3	Must be in *string* format.
Received_Date	3	Must be in *date* format.
Comments	3	Must be in *string* format.
Display_Date	3	Must be in *date* format.
File_Name	3	Required only for new records. Must be in *string* format.

This schema applies when the Tax Version integration attribute is set to 1.

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified"
   targetNamespace="urn:com.workday/extpd" xmlns:extpd="urn:com.workday/
extpd">
   <xs:element name="External_Payroll_Documents" nillable="true">
       <xs:annotation>
           <xs:documentation>one or more repetitions</xs:documentation>
       </xs:annotation>
       <xs:complexType>
           <xs:choice maxOccurs="unbounded">
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Payslip"/>
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Tax_Document"/>
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Other_Document"/>
           </xs:choice>
       </xs:complexType>
   </xs:element>
   <xs:element name="External_Payslip">
       <xs:complexType>
           <xs:sequence maxOccurs="unbounded">
               <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
               <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
               <xs:element type="xs:string" name="Worker_ID"/>
               <xs:element type="xs:string" name="Pay_Group"/>
               <xs:element type="xs:string" name="Run_Category" minOccurs="0"/
>
               <xs:element type="xs:date" name="Period_End_Date"/>
               <xs:element type="xs:date" name="Payment_Date"/>
```

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```
                <xs:element type="xs:string" name="Check_Number"/>
                <xs:element type="xs:string" name="Gross_Amount" minOccurs="0"/
>
                <xs:element type="xs:string" name="Net_Amount" minOccurs="0"/>
                <xs:element type="xs:string" name="Currency" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Tax_Document">
        <xs:annotation>
            <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
        </xs:annotation>
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Organization" minOccurs="0"/
>
                <xs:element type="xs:string" name="Year"/>
                <xs:element type="xs:string" name="Tax_Form"/>
                <xs:element type="xs:string" name="Country"/>
                <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Other_Document">
        <xs:annotation>
            <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
        </xs:annotation>
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Organization"/>
                <xs:element type="xs:string" name="Serial_ID"/>
                <xs:element type="xs:string" name="Document_Type"/>
                <xs:element type="xs:string" name="Country"/>
                <xs:element type="xs:string" name="Year" minOccurs="0"/>
                <xs:element type="xs:string" name="Issued_By" minOccurs="0"/>
                <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
                <xs:element type="xs:date" name="Received_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="Comment" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
```

This schema applies when the Tax Version integration attribute is set to 2.

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified"
   targetNamespace="urn:com.workday/extpd" xmlns:extpd="urn:com.workday/
extpd">
   <xs:element name="External_Payroll_Documents" nillable="true">
       <xs:annotation>
           <xs:documentation>one or more repetitions</xs:documentation>
```

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```
        </xs:annotation>
        <xs:complexType>
            <xs:choice maxOccurs="unbounded">
                <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Payslip"/>
                <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Tax_Document"/>
                <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Other_Document"/>
            </xs:choice>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Payslip">
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Pay_Group"/>
                <xs:element type="xs:string" name="Run_Category" minOccurs="0"/
>
                <xs:element type="xs:date" name="Period_End_Date"/>
                <xs:element type="xs:date" name="Payment_Date"/>
                <xs:element type="xs:string" name="Check_Number"/>
                <xs:element type="xs:string" name="Gross_Amount" minOccurs="0"/
>
                <xs:element type="xs:string" name="Net_Amount" minOccurs="0"/>
                <xs:element type="xs:string" name="Currency" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Tax_Document">
        <xs:annotation>
            <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
        </xs:annotation>
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Organization" minOccurs="0"/
>
                <xs:element type="xs:string" name="Serial_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Year"/>
                <xs:element type="xs:string" name="Tax_Form"/>
                <xs:element type="xs:string" name="Country"/>
                <xs:element type="xs:string" name="Region" minOccurs="0"/>
                <xs:element type="xs:string" name="Form_Classification"
 minOccurs="0"/>
                <xs:element type="xs:string" name="Issued_Frequency"
 minOccurs="0"/>
                <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="Comments" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Other_Document">
        <xs:annotation>
            <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
        </xs:annotation>
```

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```
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Organization"/>
                <xs:element type="xs:string" name="Serial_ID"/>
                <xs:element type="xs:string" name="Document_Type"/>
                <xs:element type="xs:string" name="Country"/>
                <xs:element type="xs:string" name="Year" minOccurs="0"/>
                <xs:element type="xs:string" name="Issued_By" minOccurs="0"/>
                <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
                <xs:element type="xs:date" name="Received_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="Comment" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
```

Reference: External Payroll Documents Comparison

Compare these features for importing:

- External payslips.
- External tax documents.
- Other external payroll documents.

	Import External Payslips	REST APIs for Payslips and Tax Documents	External Payroll Documents
Method	Integration template.	External payslip and external tax documents REST APIs.	*External Payroll Documents* integration or the *Import External Payroll Document* web service.
Set up in Workday	Create integration system for importing and retaining payslip files. Configure the file formatting for the imported payslips.	Associate third-party payroll vendor, pay group, and payroll vendor REST APIs with *External Payslips* and *External Tax Documents* features.	Create integration system for importing external payslips, external tax documents, and other external payroll documents.
Requirements for third-party payroll vendor	Provide FTP server endpoint for storing external payslips in the desired format.	Provide REST APIs for accessing payslips.	Provide FTP server endpoint for retrieving external payroll documents or make a web service request to upload external payroll documents.
Storage	In Workday.	In the third-party payroll vendor system.	In Workday.
Availability	Available up to 7 years from the end date of the current pay period.	No availability restrictions in Workday.	Payslips are available up to 7 years from the end date of the current pay period. No current limits for tax documents

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	Import External Payslips	REST APIs for Payslips and Tax Documents	External Payroll Documents
			and other external documents.
File size	Can't exceed 600K.	No limit in Workday.	An attachment can't exceed 1MB. Standard limits for web service.
Maintenance	**Delete External Payslips** task.	Not available in Workday.	• Delete and Update through the web service and integration. • **Delete by Batch ID** task. • **Delete External Payslips** task.

External Payroll Results Inbound Integration

Steps: Set Up External Payroll Results Inbound Integration

Prerequisites

Set up an external FTP server that your external payroll provider and your integration system can access.

Note: Alternatively, you can attach the external payroll results manually when launching the integration.

For the external payroll results you want to upload, create these pay components:

- External Payroll Earnings
- External Payroll Deductions

Context

The external payroll system provides payroll results in CSV or XML format.

The *External Payroll Results Inbound* integration imports the payroll results into Workday.

Steps

1. Create Integration System .
   Select *External Payroll Results Inbound* from the **New Using Template** prompt.
2. From the related actions menu on your *External Payroll Results Inbound* integration, select **Integration System > Configure Integration Attributes**.
   As you complete the task, consider:

Option	Description
Include Web Service Requests in Message Audit	Includes web service requests in the message audit file. Include web service requests to verify that the information sent to the *Import Payroll External Results* web service operation. Use carefully, as this information can significantly increase the size of the message audit file.
Version	1

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Option	Description
CSV Contains Header	Ignore the first line of the CSV file because it contains the column headers.
Input File Format	Incoming file format: CSV, or XML.
Input Date Format	Use Java simple date format (*java.text.SimpleDateFormat*) to specify the format of all the dates in the input file. The default format is *yyyy-MM-dd*.
Input File Tag	Identifies the External Payroll Result data file. Use this attribute when the business process has multiple attachments with different file types. If you enter multiple tags, the matching file must have all the listed tags. If empty, the integration processes files tagged as *Retrieved*.
Document Retention Policy	Days to keep imported files. The default value is 30 days.
Payroll Vendor	Identifies the external payroll vendor. If your payroll vendor isn't listed, select Other and complete the *Payroll Vendor, if Other* attribute.
Payroll Vendor, if Other	Indicates the external payroll vendor if it's not available in the *Payroll Vendor* attribute. Enter the name of your external payroll vendor.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

3. (Optional) Select **Integration System > Configure Integration Maps**.

   Map external earning, deduction, and pay group values to the Workday values.

   Note:

   - You don't need to map earning, deduction, or pay group values if the codes match in Workday and in your external payroll system.
   - The integration doesn't return an external payroll earning or deduction that has different values for the Code and External Payroll Code fields.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

4. (Optional) Select **Integration System > Configure Integration Sequence Generators**. Specify the format of the batch ID that you want Workday to generate for each group of inbound payroll results.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

5. Set Up Integration Retrieval .

6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event* domain in the Integration functional area.
   - *Set Up: Payroll Interface* domain in the Payroll Interface functional area.
   - *View: External Pay Groups* domain in the Payroll Interface functional area.

   With *View: External Pay Groups* domain, the integration only processes data for the pay groups that the ISU has been given access to.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

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7. Assign the ISU to the integration.
    a) From the related actions menu, select **Workday Account > Edit**.
    b) Click **Workday Account**. Select **Integration System Users** and select the ISU you created.
    c) (Optional) In the **Global Preferences** area, select a locale and display language.
    These settings control the language that Workday uses for the integration data. If left blank, Workday uses the default locale and display language.

    Security: *Integration Security* in the Integration functional area.
8. (Optional) Set Up External Pay Component Groups .
    Create groups that you want to use to report on imported external payroll earnings and deductions.
9. Launch an Integration .

Next Steps

Enable self-service for external payroll results so that your employees, their managers, or both, can view the external payroll results.

You can use the **External Payroll Result Lines for Pay Component Segments** report data source to set up segment-based security. This security enables managers and employees to view external payroll earnings and deductions.

You can add these worklets to the **Pay** dashboard so employees can access their third-party payroll information:

- **External Pay Results – Recent Pay**
- **External Pay Results – Compare My Periods**

You can access the **Delete by Batch ID** task to manually remove external payroll results. This task removes all results that are related to the same batch ID.

Related Information
Tasks
Steps: Enable Self-Service for External Payroll Results
Steps: Set Up Dashboards and Landing Pages

Set Up External Pay Component Groups

Prerequisites

Set up the external payroll earnings and deductions you want to assign to external pay component groups.

Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

Context

Create groups of external payroll earnings and deductions to use for reporting purposes. An external pay component group can contain both earnings and deductions.

An external pay component group enables you to display different pay components as a single item in reports. You can drill down on a group to view the individual pay components.

Steps

1. Access the **Create External Pay Component Group** task.
2. As you complete the task, consider:

Option	Description
Code	Enter an alphanumeric identifier.

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Option	Description
Pay Component Usage	Select the types of pay components that the group includes. A group can contain both external payroll earnings and external payroll deductions.

Next Steps

Assign external payroll earnings and deductions to your groups.

Related Information
Tasks
Manage External Payroll Earnings
Manage External Payroll Deductions

Steps: Enable Self-Service for External Payroll Results

Prerequisites

Set up and successfully run an External Payroll Results Inbound Integration in order to have results to display.

Context

Enable self-service for external payroll results so that your employees, their manager, or both, can view the external payroll results that you've imported into your tenant. These results display in the worker profile on the **Pay** tab.

Steps

1. Access the domain *Self-Service: Payroll Interface (External Payroll Results)*. From the related-actions menu access **Domain > Edit Domain Security Policy Permissions**.
2. Add *Employee As Self*, *Manager*, or both, to **Report/Task Permissions**.
3. (Optional) Set up segment-based security groups for workers and managers to view earnings and deductions on workers' external payroll results.

   The *External Payroll Result Lines for Pay Component Segments* report data source supports segment-based security for earnings and deductions.

   See Create Segment-Based Security Groups.
4. Access **Activate Pending Security Policy Changes** to confirm the changes.
5. Access **Configure Profile Group** for the **Profile Group**, *Pay for Worker Profile*, and add the report, *External Results*.

Result

External Results now display on the **Pay** tab on the worker profile.

Concept: External Payroll Results Inbound Integration

You can create an integration based on the *External Payroll Results Inbound* integration template to import data from an external payroll endpoint into Workday. You can then use and report on the imported payroll data.

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File Format for Inbound Payroll Interface Data

The integration imports data in XML or CSV format. Each row represents 1 payroll result line. You can import up to 100 different earnings and deductions for each payroll result. Group all lines for a payroll result together in the file.

Integration Process Flow

You can generate external payroll results files from the payroll results provided by the external payroll vendor and save them in a secure location. You configure this location in the Document Retrieval of the integration.

When you launch the integration, the integration retrieves the files according to the Document Retrieval configuration on the Integration Process Event and processes each row (payroll result line).

When all of the key values in the current row match the values in the previous row, the integration adds the current row to the current payroll result line. Otherwise, the integration saves the current row and creates a new payroll result line.

The integration removes result lines with errors and returns error messages to the integration event. You can correct and resubmit the erroneous result lines manually.

The integration imports valid records and applies a batch ID to the records in the integration run. If you don't provide a batch ID in the CSV or XML file, the integration generates a single batch ID for all records in the integration run using the configured sequence generator.

Key Values for a Payroll Result

The integration identifies a payroll result by comparing these key values for a row:

- Employee_ID
- Position_ID
- Company_ID
- Pay_Group
- Payment_Date
- Period_End_Date
- Check_Number

Derived Values

When you don’t supply values for these optional columns, Workday derives a value:

Empty Value	Derived Value
Position_ID	If the employee has: • A single position, we use that position. • Multiple positions, we use the position in the pay group. • Multiple positions in the pay group, we use the one with the earlier start date.
Company_ID	If the employee has: • A single position, we find the pay group for that position and use the company associated with the pay group. • Multiple positions, we use the given pay group and use the company associated with that pay group.

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Empty Value	Derived Value
Pay_Group_Currency_ID	We use the default currency for the country associated with the pay group.
Company_Currency_ID	We use the default currency for the company.

Errors

When any row has key fields identical to another row, the integration doesn't import either of the external payroll results. The integration displays the duplicate entry on the data audit file and all error lines in the error output file. The error file is in the integration output.

The integration only reports up to 200,000 errors.

Reports for Inbound Payroll Data

Workday provides these standard reports to view uploaded payroll results. You can copy and modify these reports. Unless you provide a date, Workday uses the run date of the report for the currency conversion rate.

- View External Payroll Results
- External Payroll Results for Workers
- External Payroll Results Variant by Worker
- External Payroll Results Variant by Pay Component
- External Payroll Results Average Cost for Pay Component
- External Payroll Results Summary by Pay Component Group

You can use these report data sources to create custom reports.

- External Payroll Result Lines
- External Payroll Result Lines for Organization, Worker, Period, and Date Range
- External Payroll Result Lines for Pay Component Segments

Groups secured to the *View: External Payroll Results - Restricted* domain can have this type of access. Example: Finance team reporting on external payroll pay components.

Removal

Workday provides these options for removing external payroll results:

- Use the **Delete by Batch ID** task. The *Delete External Payroll Result* option removes all external payroll results associated with the selected batch ID.
- Use the integration or web service to delete results that match these key fields:
  - Delete_External_Payroll_Result parameter.
  - *Delete* option set to True for CSV and XML files.

Reference: External Payroll Results Inbound File Schema

Import file is in CSV (Comma-Separated Value) or XML format.

CSV File Description

Configure your external payroll endpoint to generate CSV files with these fields. Supply a value for the required fields; other fields are optional. For a complete description of each field, see the XML Elements section.

- Batch_ID
- Pay_Group
- Period_End_Date

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- Pay_Group_Currency_ID
- Delete_Result
- Employee_ID
- Position_ID
- Company_ID
- Company_Currency_ID
- Payment_Date
- Check_Number
- Gross_Amount
- Net_Amount
- Code
- Earning_or_Deduction
- Recorded_Currency_ID
- Amount
- Hours
- Rate
- Amount_in_Company_Currency
- Amount_in_Pay_Group_Currency

All dates must use the same format. The default format is *yyyy-MM-dd*. To specify a different format, configure the integration attribute **Input Date Format**.

XML Elements

The XML schema for inbound payroll interface data includes these elements.

Column Name	Description and Notes
Batch_ID	
Pay_Group	(Required) Workday Reference ID for the Pay Group, or the external Pay Group code. If you use the external code, you configure the integration to map the external Pay Group code to a Workday Pay Group.
Period_End_Date	(Required) Pay Period end date.
Pay_Group_Currency_ID	
Delete_Result	Set to 1 to delete the uploaded result (YES) or set to 0 (zero) to keep the uploaded result (NO). If empty, keep the result (NO).
Employee_ID	(Required) Employee identifier.
Position_ID	
Company_ID	
Company_Currency_ID	
Payment_Date	(Required)
Check_Number	(Required) Number of the check.
Gross_Amount	
Net_Amount	
Code	(Required) Code from external payroll endpoint. The integration maps the code to a Workday Pay Component worktag.
Earning_or_Deduction	(Required) If the pay component is an earning or deduction, E or D.
Recorded_Currency_ID	
Amount	Pay amount in the Pay Group currency. Ensure that each Pay Group has a *Country* value.
Hours	Number of hours worked.
Rate	
Amount_in_Company_Currency	
Amount_in_Pay_Group_Currency	

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XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema
   xmlns:xsd="http://www.w3.org/2001/XMLSchema"
   xmlns:epr="urn:com.workday/epr"
   targetNamespace="urn:com.workday/epr"
   elementFormDefault="qualified"
   attributeFormDefault="qualified">
   <xsd:element name="External_Payroll_Result_Lines">
       <xsd:complexType>
           <xsd:sequence>
               <xsd:element
                   name="External_Payroll_Result_Line"
                   type="epr:External_Payroll_Result_LineType"
                   maxOccurs="unbounded"/>
           </xsd:sequence>
       </xsd:complexType>
   </xsd:element>
   <xsd:complexType name="External_Payroll_Result_LineType">
       <xsd:sequence>
           <xsd:element name="Batch_ID" type="xsd:string"/>
           <xsd:element name="Pay_Group" type="epr:string"/>
           <xsd:element name="Period_End_Date" type="xsd:date"/>
           <xsd:element name="Company_ID" type="xsd:string"/>
           <xsd:element name="Company_Currency_ID" type="xsd:string"/>
           <xsd:element name="Pay_Group_Currency_ID" type="xsd:string"/>
           <xsd:element name="Delete_Result" type="xsd:string"/>
           <xsd:element name="Employee_ID" type="epr:string"/>
           <xsd:element name="Position_ID" type="xsd:string"/>
           <xsd:element name="Payment_Date" type="xsd:date"/>
           <xsd:element name="Check_Number" type="epr:string"/>
           <xsd:element name="Gross_Amount" type="xsd:decimal"/>
           <xsd:element name="Net_Amount" type="xsd:decimal"/>
           <xsd:element name="Code" type="epr:string"/>
           <xsd:element name="Earning_or_Deduction"
 type="epr:Earning_or_Deduction"/>
           <xsd:element name="Recorded_Currency_ID" type="xsd:string"/>
           <xsd:element name="Amount" type="xsd:decimal"/>
           <xsd:element name="Hours" type="xsd:decimal"/>
           <xsd:element name="Rate" type="xsd:decimal"/>
           <xsd:element name="Amount_in_Company_Currency"
 type="xsd:decimal"/>
           <xsd:element name="Amount_in_Pay_Group_Currency"
 type="xsd:decimal"/>
       </xsd:sequence>
   </xsd:complexType>
   <xsd:simpleType name="Earning_or_Deduction">
       <xsd:restriction base="xsd:string">
           <xsd:enumeration value="E"/>
           <xsd:enumeration value="D"/>
       </xsd:restriction>
   </xsd:simpleType>
   <xsd:simpleType name="string">
       <xsd:restriction base="xsd:string">
           <xsd:minLength value="1"/>
       </xsd:restriction>
   </xsd:simpleType>
</xsd:schema>
```

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Troubleshooting: External Payroll Results Inbound Integration

The External Payroll Results Inbound integration completed with errors.

Cause:

Cause	Solution
The worker in the pay group isn't valid with the selected: • Period end date • Payment date • Check number	Security: These domains in the Staffing functional area: • *Self-Service: Historical Staffing Information* • *Worker Data: Historical Staffing Information* 1. From the worker profile, select the related action**Worker History > View Worker History**. 2. Verify that the worker is in the pay group during the pay period you selected for the integration.
There are invalid or empty pay component codes in one of the external payroll result lines.	Security:*Set Up: Payroll Interface* domain in the Payroll Interface functional area. 1. Access your input file to verify that the correct pay component codes have been added. 2. (Optional) To view and maintain pay component codes in Workday, access 1 of these tasks: • **Maintain External Payroll Earnings** • **Maintain External Payroll Deductions**

The External Payroll Results Inbound integration failed.

Cause: The Integration System User (ISU) can't access these tasks:

- **View External Pay Groups**
- **View External Pay Results**

Solution: Security: These domains in the System functional area:

- *Security Configuration*
- *Security Activation*

Steps

1. Access the **Domain Security Policies for Functional Area** report.
   From the **Functional Area** prompt, select *Payroll Interface* or *Core Payroll*.
   Select the **Set Up: Payroll Interface** or **Set Up: Payroll - Pay Group Specific** security policy.
   Click **Edit Permissions**.
   Select the **Get** or **Put** check box to grant the security groups access to the integration and report or task securable actions.
2. Access the **Activate Pending Security Policy Changes** task.
   Select the **Confirm** check box to activate your changes.

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Global Payroll Results

Steps: Set Up Global Payroll Results

Context

You can include payroll results from both Workday and your third-party payroll vendor in **Global Payroll Results** reports. These reports provide comprehensive payroll data to help you analyze your global payroll costs.

To view data from the **Global Payroll Results** reports, you must tie constrained security groups to a pay component segment.

Steps

1. Set up and launch an *External Payroll Results* integration to import third-party payroll results into Workday for use in the reports.

   See Steps: Set Up External Payroll Results Inbound Integration .
2. Access the **Maintain Global Payroll Reporting Groups** task.

   Create global payroll reporting groups to associate comparable Workday pay earnings or deductions and third-party pay earnings or deductions. These reporting groups enable you to include both Workday and third-party payroll results in **Global Payroll Results** reports.

   - Enter a **Name** for the reporting group. You can also enter an alphanumeric identifier for the group in the **Code** field.
   - Select the Workday and external **Pay Components** and **Pay Component Groups** you want to include in the group.

   Security:

   - *Set Up: Payroll (Calculations - Payroll Specific)* domain in the Core Payroll functional area.
   - *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

Next Steps

Access the **Global Payroll Results** report you want to use and select options for the results you want to include. The reports include Workday and comparable third-party payroll earnings and deductions based on the **Global Payroll Reporting Groups** you select.

Workday converts all payroll amounts in the **Global Payroll Results** reports to the currency you specify. If you don't specify a **Currency Conversion Date**, Workday uses the conversion rate on the date you run the report.

Reference: Global Payroll Results Reports

Workday provides reports that give you different views of your global payroll results. These reports also are enabled as worklets you can add to the **Pay Cycle Command Center** dashboard.

Security:

- *Reports: Pay Calculation Results for Pay Group (Results)* domain in the Core Payroll functional area.
- *View: External Payroll Results* domain in the Payroll Interface functional area.

Report	Description
View Global Payroll Results	Provides a comprehensive view of Workday and external payroll results for the organizations or employees you select.

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Report	Description
Global Payroll Results Number of ~Employees~ by Pay Group	Provides the number of employees who have external or Workday payroll results for a specified period.
Global Payroll Results Average Cost for Pay Component	Calculates the average cost per employee by pay component over time.
Global Payroll Results Variant by Pay Component	Compares the values of pay components for 2 specified pay periods for employees in the selected pay groups.
Global Payroll Results Variant by Worker	Compares the values of pay components for 2 specified pay periods for each employee in the selected pay groups.

Import External Payslips Integration

Steps: Set Up Import External Payslips Integration

Prerequisites

Enable access to the external FTP server where your external payroll vendor endpoint loads payslip files.

Context

You can set up an integration to retrieve external payslip files for selected pay groups and import the files into Workday. Each external payslip must have a unique combination of worker, pay group, pay period end date, payment date, and check number. You can import external payslips up to 5 years before the end date of the current pay period.

Imported external payslips are stored in Workday after you upload them through the:

- *External Payroll Documents* integration or web service.
- *Import External Payslips* integration.

You can import external payslips for employee's current and prior pay groups. Employees in the selected pay groups and administrators can view the imported external payslips in Workday. The external payslips remain available up to 7 years from the end date of the current pay period.

You can't import:

- An individual file attachment greater than 600 KB.
- A manifest file or an archive ZIP file greater than 1 GB.

You can reach out to your third-party payroll vendor to include the appropriate mime type in your attachment file. If the appropriate mime type isn't included, then Workday downloads the attachment automatically.

Steps

1. Create Integration System .

   Select *Import External Payslips* from the **New Using Template** prompt.
2. As a related action on your integration system, select **Integration System > Configure Integration Services**.

   Enable 1 or more of these optional integration services:

Option	Description
Import External Payslips Document Retrieval	Retrieve the external payslip files.

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Option	Description
	Workday recommends that you enable this service Otherwise, the integration won't retrieve the external payslips.
Integration Document Retention	Preserve imported payslip files.
Import External Payslips - Invalid Manifest Records File Name	Use a sequence generator to apply a custom-formatted, unique filename to the manifest file for invalid payslips.
Import External Payslips - Invalid Archive Records File Name	Use a sequence generator to apply a custom-formatted, unique filename to the archive file containing invalid payslip PDFs.

Security: these domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

3. As a related action on your integration, select **Integration System > Configure Integration Attributes**.

   As you complete this task, consider:

   - When you enable *CSV Contains Header*, the first line of a CSV manifest file must be a header row.
   - Select the *Work ID Type* that identifies workers in the manifest file. Example: Employee ID.
   - The *Pay Group Default ID Type* identifies the default value in the manifest files. The integration uses this value when the integration mapping doesn't have a *Pay Group ID Type* value. Example: Organization Reference ID.

Option	Description
CSV Contains Header	Indicates that the first line of a CSV manifest file must be a header row.
Work ID Type	Displays the identifier for workers in the manifest file. Example: Employee ID.
Pay Group Default ID Type	Identifies the default value in the manifest files. The integration uses this value when the integration mapping doesn't have a *Pay Group ID Type* value. Example: Organization Reference ID.
Payroll Vendor	Identifies the external payroll vendor. If your payroll vendor isn't listed, select **Other** and complete the *Payroll Vendor, if Other* selected attribute.
Payroll Vendor, if Other selected	Indicates the external payroll vendor if it's not available in the *Payroll Vendor* attribute. Enter the name of your external payroll vendor.

Security: these domains in the Integration functional area.

- *Integration Build*
- *Integration Configure*

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4. From the related actions menu on your integration, select **Integration System > Configure Integration Maps**.

   Map each external pay group to a corresponding Workday pay group.

   Security: These domains in the Integration functional area.

   - *Integration Build*
   - *Integration Configure*

5. (Optional) Set Up Integration Sequence Generators .

   Configure an integration sequence generator for these services, when enabled.

   - *Import External Payslips - Invalid Manifest Records File Name*
   - *Import External Payslips - Invalid Archive Records File Name*

6. Create Integration Business Process .

   For the **Business Process Type**, select *None of the Above*.

   Add a *Document Retrieval* Service step before the *Fire Integration* step.

7. Set Up Integration Retrieval .

   Enter these values in the **File Name/Pattern** prompt.

   - *XML*
   - *ZIP*

8. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains in the Integration functional area:

   - *Integration Event*.
   - *Set Up: Payroll Interface*.
   - *View: External Pay Groups*.
   - *Payroll Interface*.

   See: Steps: Grant Integration or External Endpoint Access to Workday.

9. Edit Domain Security Policies

   Grant *Get* and *Put* access for the integration to these security domains.

   - *All Background Processes* in the System functional area.
   - *Integration Event* in the Integration functional area.
   - *Set Up: Payroll Interface* in the Payroll Interface functional area.

   Configure security policies for these domains in the Payroll Interface domain.

   - *Self-Service: Payroll Interface* enables workers to view their own payslips.
   - *View: Maintain Payroll Interface* enables payroll administrators to view payslips for workers.

10. Launch an Integration .

Result

If you didn't specify a **Display Date**, Workday immediately displays the external payslips.

Workers can view their payslips on the:

- **My Payslips** task.
- **Pay** profile group of the worker profile on the **Payslips** tab.

Payroll administrators can view worker payslips on the **Payslips for Worker** task.

Related Information

Concepts

Setup Considerations: External Payroll Documents

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Reference

Reference: External Payroll Documents Comparison

Reference: Import External Payslips Files

File Descriptions

Manifest files are CSV or XML files containing employee payslip data. Archive files are PDF files, each containing an image of a payslip. Compressed archive files are ZIP files that can contain multiple PDF files.

CSV File Format

For manifest data in CSV format, ensure that your external payroll endpoint generates a CSV file with these values:

Column Name	Description and Notes
Worker	Worker identifier.
Pay_Group	Either the Workday Reference ID for the Pay Group or the external Pay Group code. If you use the external Pay Group code, you configure the integration to map the external Pay Group code to a Workday Pay Group.
Pay_Period_End_Date	End date of the Pay Period.
Payment_Date	Date of the payment.
Net_Amount	Net pay amount. This column displays only if the external payroll vendor provides a value for the worker. If a worker has multiple net pay amount rows and only 1 row has a value, the other net pay amount rows will be empty.
Gross_Amount	Gross pay amount. This column displays only if the external payroll vendor provides a value for the worker. If a worker has multiple gross pay amount rows and only 1 row has a value, the other gross pay amount rows will be empty.
Currency	Currency code for the pay amounts. Example: USD.
Check_Number	Number of the check.
Display_Date	Date when the worker can view payslip details in Workday. The payslip details become visible at midnight on this date in the worker's time zone.
File_Name	Filename of the payslip PDF archive file.

Note: If the integration attribute *CSV Contains Header* is enabled, ensure the column names in the CSV header row match the column names in the preceding table.

XML File Format

For manifest data in XML format, ensure that your external payroll endpoint generates an XML file with these values:

Element	Description
External_Payslip	Top-level element. Contains all other payslip elements.
Worker	Worker identifier. XSD *string* format.
Pay_Group	Either the Workday Reference ID for the Pay Group or the external Pay Group code. If you use the external Pay Group code, you map the external Pay Group code to a Workday Pay Group. XSD *string* format.
Pay_Period_End_Date	End date of the Pay Period. XSD *date* format.
Payment_Date	Date of the payment. XSD *date* format.
Net_Amount	Net pay amount. XSD *decimal* format.
Gross_Amount	Gross pay amount. XSD *decimal* format.
Currency	Currency code for the pay amounts. Example: USD. XSD *NCName* currency code format.
Check_Number	Number of the check. XSD *string* format.
Display_Date	Date when the worker can view payslip details in Workday. The payslip details become visible at midnight on this date in the worker's time zone. XSD *date* format.

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Element	Description
File_Name	Filename of the payslip PDF archive file. XSD *string* format.

XML Schema

The XML schema for the integration is:

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified" targetNamespace="urn:com.workday/extps"
 xmlns:extps="urn:com.workday/extps">

 <xs:element name="External_Payslips" nillable="true">
   <xs:complexType>
     <xs:sequence>
       <xs:element maxOccurs="unbounded" minOccurs="0"
 ref="extps:External_Payslip" />
     </xs:sequence>
   </xs:complexType>
 </xs:element>

 <xs:element name="External_Payslip">
   <xs:complexType>
     <xs:sequence>
       <xs:element ref="extps:Worker" />
       <xs:element ref="extps:Pay_Group" />
       <xs:element ref="extps:Pay_Period_End_Date" />
       <xs:element ref="extps:Payment_Date" />
       <xs:element ref="extps:Net_Amount" />
       <xs:element ref="extps:Gross_Amount" />
       <xs:element ref="extps:Currency" />
       <xs:element ref="extps:Check_Number"  />
       <xs:element ref="extps:Display_Date"/>
       <xs:element ref="extps:File_Name"/>
     </xs:sequence>
   </xs:complexType>
 </xs:element>

 <xs:element name="Worker" type="extps:nonEmptyString" />
 <xs:element name="Pay_Group" type="extps:nonEmptyString" />
 <xs:element name="Pay_Period_End_Date" type="extps:dateWithTimeZone" />
 <xs:element name="Payment_Date" type="extps:dateWithTimeZone" />
 <xs:element name="Net_Amount" type="xs:decimal" />
 <xs:element name="Gross_Amount" type="xs:decimal" />
 <xs:element name="Currency" type="xs:NCName" />
 <xs:element name="Check_Number" type="extps:nonEmptyString" />
 <xs:element name="Display_Date" type="extps:dateWithTimeZone"
 nillable="true"/>
 <xs:element name="File_Name" type="extps:archiveFileString" />

 <xs:simpleType name="dateWithTimeZone">
   <xs:restriction base="xs:date">
       <xs:pattern value=".+[:Z].*"/>
   </xs:restriction>
 </xs:simpleType>

 <xs:simpleType name="nonEmptyString">
   <xs:restriction base="xs:string">
     <xs:minLength value="1"/>
   </xs:restriction>
 </xs:simpleType>

 <xs:simpleType name="archiveFileString">
```

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```
   <xs:restriction base="extps:nonEmptyString">
     <xs:minLength value="1"/>
     <xs:pattern value=".*\.pdf"/>
   </xs:restriction>
 </xs:simpleType>
</xs:schema>
```

Manifest File Validation

Ensure that your manifest file is valid:

- Display_Date, Net_Amount, and Gross_Amount can be empty.

  Note: Workday doesn't display the Gross_Amount and Net_Amount columns on payslips if all records for a worker have empty or zero values in the column.
- Date fields require time zones. Example time zones: -03:00, Z. Example date with time zone: 2014-11-25-03:00.
- Pay_Group is a valid active Payroll Interface Pay Group.
- File_Name is unique in the manifest file for each integration run. A manifest record is considered invalid from the first manifest record with the same filename.
- File_Name specifies an archive file (a PDF file with the extension .pdf) that exists in the compressed archive file (the ZIP file).
- Any archive file not referenced by a manifest record is sent to the invalid archive file.
- Any archive file referenced by a manifest record that failed a validation test is sent to the invalid archive file.
- CSV files have the extension .csv. The integration only reads .csv manifest files when you configure the integration to read CSV files.
- When using CSV files, and the integration attribute CSV Contains Header is enabled, ensure the column names in the CSV header row are correct. The column names are Worker, Pay_Group, Pay_Period_End_Date, Payment_Date, Net_Amount, Gross_Amount, Currency, Check_Number, Display_Date, and File_Name.
- XML files have the extension .xml. The integration only reads .xml manifest files when you configure the integration to read XML files.
- Compressed archive files are ZIP files and have the extension .zip. The integration only reads .zip files for the compressed archive files.
- Manifest files must be located outside of ZIP files.
- PDF files have the extension .pdf, and are placed in a compressed archive file.
- PDF file size is below the limit for each payslip.
- Combination of Worker, Pay_Group, Pay_Period_End_Date, Payment_Date, and Check_Number uniquely identify an external payslip. The combination is unique for all manifest records for each integration run, and unique for all external payslips per tenant. A manifest record is considered invalid from the first manifest record having the same combination.
- Worker is valid and has a position currently assigned to the specified Pay_Group as of the Pay_Period_End_Date.
- Pay_Period_End_Date is within 1 year of the current year. Example: For 2014, a pay period end date of 2012 or earlier is invalid.
- Pay_Period_End_Date is valid for the Pay Group.

The integration generates a data audit file, which contains details for the imported files. The integration also returns any invalid manifest records and invalid archive records files. You can use these files to correct failed records that couldn't be imported.

After 5 unsuccessful attempts to import a manifest file, Workday considers all records in that file invalid and writes those records to the invalid manifest file. The data audit file differentiates records that have errors from records that exceeded the maximum number of import attempts.

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External Payslips REST API

Setup Considerations: External Payslips REST API

You can use this topic to help make decisions when planning your configuration and use of External Payslips REST API. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

Workday accesses a REST API managed by an external payroll vendor to retrieve external payslips for the pay groups mapped to that vendor for the feature.

Business Benefits

With External Payslips REST API, you can help save time and improve efficiency by reducing the need to sign into your external payroll vendor's system.

Use Cases

You can enable workers or payroll administrators to access payslips from an external payroll vendor within Workday.

Questions to Consider

Question	Consideration
What type of external payroll vendor will you use for this feature?	If your external payroll vendor is: • Provided by Workday, then the vendor is already available to select when you create your mapping. • Customer defined, then you must: • Create the external payroll vendor in Workday. • Collaborate with the external payroll vendor to configure the retrieval endpoint in the **Create External Payroll Vendor Mapping** task.
How does Workday retrieve external payslips through REST API?	After you associate a pay group with your external payroll vendor, Workday calls all REST APIs configured to retrieve external payslips from pay groups for a worker's past and current positions. If a worker has multiple positions in different pay groups, at least 1 of the pay groups must have a REST API configured for that access. The external payroll vendor configuration of the REST API determines if Workday can return any external paytslips for the worker. Example: The external payroll vendor might configure the

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Question	Consideration
	REST API not to return payslips for workers who transferred out of a pay group or terminated workers.
Do you need to view multiple types of payslips?	You can enable historical external payslips if you want to display both external payslips retrieved through REST API and imported payslips retrieved through these integrations: • *External Payroll Documents* • *Import External Payslips*
How can you ensure that workers can access their external payslips?	You can use proxy functionality to verify that a worker has access to external payslips. See Manage Proxy Access.

Recommendations

Test to determine the situations when the REST API returns external payslips.

Requirements

Build REST APIs for Workday to access the payslips in an external payroll system.

Limitations

Workday doesn't store external payslips after retrieving them from external vendors through REST API.

When you enable a pay group for External Payslips REST API access, Workday automatically excludes payslips uploaded for that pay group through these integrations:

- *Import External Payslips*
- *External Payroll Documents*

Tenant Setup

Map your:

- Third-party pay group to the external payroll vendor through the **Maintain Pay Group Vendor Associations** task.
- Tenants to the external payroll vendor through the **Create External Payroll Vendor Mapping** task.

Security

Configure these domains in the Payroll Interface functional area:

Domain	Description
Self-Service: Payroll Interface	Enables workers to view their own payslips.
View: Maintain Payroll Interface	Enables payroll administrators to view payslips for workers.

Business Processes

No impact.

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Reporting

No impact.

Integrations

- *External Payroll Documents*
- *Import External Payslips*

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up External Payslips REST API

Prerequisites

You or your third-party payroll vendor must build the REST APIs for Workday to access the payslips in an external payroll system.

Context

In Workday, you can associate your payroll vendor with REST APIs configured to enable access to external payslips. You can also associate the vendor with pay groups that have payslips in the third-party system. This association enables workers or administrators to view payslips in the external payroll system directly from Workday. Workers and administrators can retrieve payslips without signing in separately to the external payroll system. When retrieving and displaying these payslips, Workday doesn't store or persist the documents in Workday.

Steps

1. (Optional) Access the **Create External Payroll Vendor** task.

   If you're using a third-party payroll vendor that isn't in Workday, create the vendor. From the **Features** prompt, select *REST API External Payslips*.

   Security: *Set Up: Payroll Interface* in the Payroll Interface functional area.
2. Create External Payroll Vendor Mapping .

   Map each Workday environment that you use for external payslips to your external payroll vendor.

   Enter these values:

Option	Description
Public Private Key Pairs	From the **Key Pair** prompt, select the key pair to use for authentication with the third-party vendor.
Feature Configuration	From the **Feature** prompt, select *REST API External Payslips*. From the **Attribute** prompt, select *Retrieval Endpoint* to access payslips in the external payroll system. In the **Value** field, enter the REST APIs you or your payroll vendor built.

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Option	Description
	Example: https://test.endpoint.com/payslips
	Select to access payslips in the external payroll system.

3. Maintain Pay Group Vendor Associations .
   From the **Feature** prompt, select *REST API External Payslips*.
4. Edit Domain Security Policies.
   Configure security policies for these domains in the Payroll Interface functional area:
   - *Self-Service: Payroll Interface*
   - *View: Maintain Payroll Interface*
5. (Optional) Access the **Configure External Payroll Vendor Mapping** task and configure the **Attachment Endpoint** attribute if it doesn't have the same host name as the **Retrieval Endpoint** attribute. Contact your vendor for the **Attachment Endpoint** host name details. If the host names don't match and you don't configure the**Attachment Endpoint** attribute, you may not be able to access external payslip attachments.
6. (Optional) Manage Proxy Access.
   Provide administrators with proxy access so they can verify that workers have access to their external payslips.

Result

Workers can view their payslips on the:

- **My Payslips** task.
- **Pay** profile group of the worker profile on the **Payslips** tab.

Payroll administrators can:

- Access worker payslips on the:
  - **Payslips for Worker** task.
  - **Pay** profile group of the worker profile on the **Payslips** tab.
- Verify a worker has access to payslips by starting a proxy session as the worker.

Related Information
Tasks
Set Up Historical External Payslips
Reference
Workday Community: Expected Vendor Response Documentation for External Payslips
Reference: External Payroll Documents Comparison

Set Up Historical External Payslips

Prerequisites

Enable REST API External Payslips for the pay group that you want to set up historical external payslips for.

Security: *Set Up: Payroll Interface* domain in the Payroll Interface functional area.

Context

You can set up historical external payslips to help maintain historical payslips. When you enable this feature:

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- Workday displays imported external payslips and REST API external payslips in separate grids on the Payslips tab of workers' profiles.
- You can configure the type of payslip that displays in the Historical External Payslips grid.

Workday recommends using this feature if you want to display both imported and REST API external payslips for the same pay group.

Example: You currently use imported external payslips, but your new vendor only supports REST API external payslips. You enable this feature for historical imported payslips when setting up the REST API Payslips feature. From the Payslips tab on their profiles, workers are able to access both the:

- REST API external payslips in the External Payslips grid
- Imported external payslips in the Historical External Payslips grid.

For workers with multiple positions, Workday:

- Uses the pay group of the worker's primary position to configure historical external payslips.
- Doesn't display the Historical Payslips grid if there are no available historical payslips, even if you set up the feature.

Steps

1. Access the **Maintain Pay Group Vendor Associations** task.
2. Click the **Edit** button in the **Edit Pay Group Vendor Association** column for the pay group that you want to enable the feature for.
3. From the **Historical External Payslips** prompt, select the type of payslip you want to display in the Historical External Payslip grid.

Next Steps

You can now review historical payslips on Workday delivered payslip reports.

Reference: External Payslips Access Through REST APIs

Worker access to external payslips in Workday depends on the external payroll vendor configuration for the worker's pay groups.

These comparisons apply to a worker with a single position who transfers from pay group A to pay group B. These comparisons have both pay groups mapped to the same external payroll vendor.

Maintain Pay Group Association Configuration	External Payslip Access in Workday
The customer has configured external payslips access for pay group A. The customer hasn't configured payslips access for pay group B.	Workday makes an API call for external payslips returned by the external payroll vendor. The worker can view external payslips for pay group A if the external payroll vendor returns payslip data for that worker.
The customer previously configured external payslips for pay group A but removed the configuration for that pay group. The customer hasn't configured payslips access for pay group B.	Workday doesn't make an API call for external payslips because there's no configuration for either pay group A or pay group B. The worker can't view external payslips from the external payroll vendor.
The customer removed the previous external payslips configuration for pay group A. The customer has configured external payslips access for pay group B.	Workday makes an API call for external payslips. The worker's access to external payslips for pay group A depends on the external payroll vendor implementation. If the vendor provides the external payslips for pay group A, the worker can

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Maintain Pay Group Association Configuration	External Payslip Access in Workday
	view payslips for both pay group A and pay group B.

Troubleshooting: Accessing External Payslips

An error occurs when workers try to open individual external payslips within Workday.

Cause: The `payslipResourceEndpoint` URL resource tag from the third-party payroll response contains equal characters (=) within the query parameter value.

Example of invalid query parameters:

- `?employeeCode=test12345==&code=1235==`
- `?employeeCode=test=12345&code=1235=`

This would be a valid query parameter: `?employeeCode=test12345&code=1235`

Solution: Update the `payslipResourceEndpoint` URL within the response from the external payroll provider by deleting any equal signs (=) found inside the values of the query parameters.

External Tax Documents REST API

Concept: External Tax Documents REST API

The *REST API External Tax Documents* integration enables your workers and payroll administrators to access external tax documents within Workday.

When a worker or payroll administrator accesses tax documents from a worker profile, Workday:

- Calls an external payroll endpoint in real-time to retrieve the worker's tax documents.
- Invokes the external vendor endpoint to display the worker's tax documents within Workday.

API Response for External Tax Documents

These are the fields that Workday expects to return in the API response for external tax documents:

Field	Field Type	Required or Optional	Description
year	Integer	Required	Displays as **Tax Year** in Workday.
document_type	String	Required	Displays as **Tax Form** in Workday.
organization_name	String	Optional	If available in the external payroll vendor system, displays as **Company Name** in Workday. If an *organization_name* isn't sent in the response, then Workday uses the *organization_id* sent from the vendor as the **Company Name**.

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Field	Field Type	Required or Optional	Description
organization_id	String	Optional	Displays as **Company Name** if Workday finds an *organization_id* that matches the Organization object and there is *no organization_name* value. If Workday can't find an Organization object that matches the *organization_id*, then the exact value in *organization_id* displays in Workday.
date	String	Required	Displays as **Issued Date** in Workday. The accepted form is *yyyy-MM-dd*.
extension	String	Optional	Displays the external tax document as a PDF in Workday. PDF is the only supported value.
url	String	Required	The external payroll vendor system's URL for the PDF. The vendor configures the necessary value to return the tax document attachment to Workday. Displays as the **View/Print** button in Workday. When a user clicks this button, Workday calls out to the configured URL and displays the tax document in a pop-up window as a PDF viewer.

Example Vendor API Response to Workday

```
{
    "documents": [
        {
            "year": 2017,
            "document_type": "Tax",
            "organization_id": "ZUS1",
            "organization_name":  "",
            "date": "2018-01-18",
```

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```
            "extension": "pdf",
            "url": "https://example.com/mydocument2017.pdf"
        },
        {
            "year": 2016,
            "id": 801,
            "document_type": "W-2",
            "organization_id": "ZUS1",
            "organization_name": "",
            "date": "2017-01-23",
            "extension": "pdf",
            "url": "https://example.com/mydocument2016.pdf
"
        }
    ]
}
```

If there are no tax documents for the worker, the vendor returns an empty documents node:

```
{
    "documents": [ ]
}
```

Error Codes for External Tax Documents REST API

Use these standard error codes if there was an error from the external payroll vendor system:

Error	Description
Error 503 - VendorName	Service Unavailable. Our servers are unavailable. This might be due to scheduled maintenance. Please try again later.
Error 500 - VendorName	Internal Service Error. We are experiencing an internal server error with your request.
Error 408 - VendorName	Request Timeout. Your browser took too long to send the request. Please try again.
Error 407 - VendorName	Authentication Required. You must start a proxy session to access this page.
Error 404 - VendorName	Page Not Found. The page you were looking for does not exist.
Error 403 - VendorName	Permission Denied. Sorry, you do not have permission to view this page.
Error 401 - VendorName:	Unauthorized. You're either not authenticated or authentication failed. Please try authenticating again.
Error 400 - VendorName:	Bad Request. This may be due to a problem with the URL you are using. Please check the URL and try again.

Sort Order

Documents sent through the external payroll vendor's API must be sorted in descending order by:

- Year
- Date

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In Workday:

- Year displays as **Tax Year**.
- Date displays as **Issued Date**.

Translations

- Workday sends the language of the Workday user to the external payroll vendor.
- The external payroll vendor sends back the document type and organization name values in the Workday user's language.

Steps: Set Up External Tax Documents REST API

Prerequisites

You or your payroll vendor needs to build the REST endpoint for Workday to access the tax documents in the third-party payroll system.

Context

You can enable workers or payroll administrators to access tax documents in an external payroll system directly in Workday. This access eliminates the need to sign in separately to the external payroll system to retrieve tax documents. When retrieving and displaying these external tax documents, Workday doesn't store or persist the documents in Workday.

You map the Workday environment where you enable access to the tax documents to the external payroll system where you retrieve the tax documents.

Steps

1. Access the **Create External Payroll Vendor** task.

   Set up your third-party payroll system as a vendor in Workday. In the **Features** prompt, select *REST API External Tax Documents*.

   Security: *Set Up: Payroll Interface* in the Payroll Interface functional area.
2. Create External Payroll Vendor Mapping .

   As you complete the task, consider:

Option	Description
External Payroll Vendor	Select the vendor you created using the **Create External Payroll Vendor** task.
Public Private Key Pairs	Select or create the key pair to use for authenticating with the third-party vendor, and select the **Active** check box.
Feature Configuration	Specify the Retrieval Endpoint attribute to access tax documents in the external system. Enter the endpoint you or your payroll vendor created. Example: https://test.endpoint.com/taxdocuments

3. Maintain Pay Group Vendor Associations .

   Associate the pay group with the vendor and External Tax Documents REST API feature.

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4. Edit Domain Security Policies.

   Configure security policies for these domains in the Payroll Interface functional area:

   - *Self-Service: Payroll Interface (External Tax Documents)* enables workers access to their own external tax documents.
   - *Self-Service: Payroll Interface (External Year End Tax Documents)* enables terminated workers access to their external tax documents for the previous year.
   - *Worker Data: Payroll Interface (External Tax Documents)* enables payroll administrators to access external tax documents for workers.

5. (Optional) Access the **Configure External Payroll Vendor Mapping** task and configure the **Attachment Endpoint** attribute if it doesn't have the same host name as the **Retrieval Endpoint** attribute. Contact your vendor for the **Attachment Endpoint** host name. If the host names don't match and you don't configure the**Attachment Endpoint** attribute, you may not be able to access external tax document attachments.
6. (Optional) Manage Proxy Access.

   Provide administrators with proxy access so they can verify that workers have access to their external tax documents.

Result

Workers can access their tax documents:

- On the **External Tax Documents** section on the **Tax Documents** report of the **Pay** profile group of their worker profile.
- In the **External Tax Documents** section on the **My Tax Documents** task.

Payroll administrators can access tax documents:

- On the **External Tax Documents** section on the **Tax Documents** report of the **Pay** profile group of a worker's profile.
- From the related actions menu of a worker profile, select **Payroll > Tax Documents**.

Related Information
Reference
Expected Vendor Response Documentation for External Tax Documents

Troubleshooting: Accessing External Tax Documents

An error occurs when workers try to open individual external tax documents within Workday.

Cause: The URL resource tag from the third-party payroll response contains equal characters (=) within the query parameter value.

Example of invalid query parameters:

- `?employeeCode=test12345==&code=1235==`
- `?employeeCode=test=12345&code=1235=`

This would be a valid query parameter: `?employeeCode=test12345&code=1235`

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Solution: Update the URL within the response from the external payroll provider by deleting any equal signs (=) found inside the values of the query parameters.

Workday Payroll Connectors

Reference: Workday Payroll Connectors Catalog

Connector	Description
ADP Check Print	Exports Workday payroll and payslip data to ADP, enabling you to outsource printing of checks and pay advices.
Australian Taxation Office (ATO) STP Integration	Exports periodic payroll and worker data to the Australian Taxation Office (ATO) via third-party service provider (Ozedi). Regulatory requirement in Australian Payroll.
Ceridian Check Print Service	Exports Workday payroll and payslip data to Ceridian, enabling you to outsource printing of checks and pay advices, or to outsource full banking services.
Check Printing Connector	Connects Workday to regional banks that don't use the Ceridian check printing format. The Check Printing Connector enables you to customize output for the requirements of a specific bank.
DSN Deposit (Machine to Machine)	Sends DSN submissions to the net-entreprises.fr portal.
Set Up Earned Wage Access	Connects Workday to DailyPay to enable workers to access the wages they earn before their scheduled payday.
Electronic Income Withholding Order Integrations	Connects Workday to the Federal Office of Child Support Enforcement (OCSE) web portal for exchange of Electronic Income Withholding Order records and acknowledgments.
Electronic Payments	Connects Workday to your company bank or financial institution for inbound and outbound payment processing.
HM Revenue & Customs Incoming Notifications	Connects Workday to HM Revenue & Customs Data Provisioning Service (DPS) to receive: • P6/P6B and P9 tax notifications • SL1 and SL2 student loan notifications
HM Revenue & Customs RTI Integration	Connects Workday to HM Revenue & Customs Real Time Information (RTI) to send Full Payment Submission (FPS) files.
HM Revenue & Customs RTI Employer Payment Summary Integration	Connects Workday to HM Revenue & Customs Real Time Information (RTI) to send Employer Payment Summary (EPS) files.

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Connector	Description
Irish Incoming Notifications Integration	
Payment Acknowledgment	Imports payment acknowledgments in ISO 20022 format so that you can view payment status, complete successful payments, and cancel or reprocess rejected payments.
Payment Connector	Connects Workday to your company bank or financial institution for outbound payment processing.
Payroll Journal Outbound Connector	Exports journal entries, include payroll accounting details, from Workday to an external endpoint.
Service Canada ROE	Generates ROE (Record of Employment) files for manual upload to Employment and Social Development Canada (ESDC), and imports ROE status files generated by Service Canada into Workday.
SuperStream (Australia)	Transforms SuperStream reports into the SuperStream Alternative File Format (SAFF). You then upload the SAFF file to your Superannuation Clearing House.
Tax Filing (Canada T4, T4A, RL-1, RL-2)	Generates T4, T4A, RL-1, or RL-2 files for manual upload to the Canadian Revenue Agency or the Revenue Quebec Agency.
Tax Filing (USA)	Exports periodic, quarterly, and annual tax data from Workday Payroll to ADP or Ceridian.
Time Off Inbound and Payroll Input Connectors	Connects Workday to external time and attendance tracking applications, such as Kronos Workforce Timekeeper.
UK Civil Service Pension Files	Generates data files for manual upload to the Civil Service pension scheme administrator.
Worker Time Block Inbound Connector	Imports time block data generated by an external time and attendance application into Workday.
Worksite Reporting	Generates MWR (Multiple Worksite Record) files for upload to the Bureau of Labor Statistics, United States Department of Labor.

ADP Check Print Integration

Steps: Set Up ADP Check Print Integration

Prerequisites

- Configure the *Outsourced Payment Release Event* business process.
- Ensure that each Location has a **Usage Type** of *Shipping*.

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Context

You can create an integration to send check printing data to ADP.

Note: If you need to create a new integration system to replace one that uses the ADP Check Print Template (DO NOT USE) template, you can save time by using the **Migrate Check Print Integration Configuration for Data Initialization Service** task.

Steps

1. Maintain Payment Election Rules.

   If you set the **Max Number of Elections** to a number greater than 8, the integration fails. ADP defines this limit.
2. Define Payslips.

   Verify that you've configured the correct **Label** to the corresponding **Payslip Group** in the **Sections** grid:

Payslip Group	Label
Absence Plans	Absence Plans
Earnings	Earnings
Employee Taxes	Employee Taxes
Employer Paid Benefits	Employer Paid Benefits
Earnings or Deductions	Pre-tax Deductions
Deductions	Post Tax Deductions
Subject or Taxable Wages	Taxable Wages

3. Create Integration System .

   Enter *ADP Check Print (Enhanced Performance)* in the **New Using Template** field.
4. (Optional) To enable 1 or more integration services, from the related actions menu of your ADP Check Print integration, select **Integration System > Configure Integration Services**. Workday displays all integration services, including required services that you can't edit.

Option	Description
ADP Check Print - FedEX Label File	Enables you to send a FedEx payer account number, service codes, and Saturday delivery preferences to ADP.
ADP Check Print - UPS Label File	Enables you to send a UPS account number, service type, Saturday delivery preferences, and other configuration data to ADP.
ADP Check Print Label File Field Override Service	Enables you to add field override data to mailing labels generated by ADP.
Enable Message Auditing	Select if you want to enable generation of integration audit files.
DIS - Performance Log	Enables Workday to generate performance logs.
ADP Check Print Bank Name	Select to include the bank name for an outsourced bank account.

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5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Process: Payroll Settlement*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
6. From the related actions menu of your ADP Check Print integration, select **Integration System > Configure Integration Attributes**.

   Security: *Integration Configure* domain in the Integration functional area.
7. From the related actions menu of the integration system, select **Integration System > Configure Integration Maps**.

   The **Location WRAP FedEx Map** must have a unique **External Value** for each location. The **External Value** must correspond to the Wrap Number override.

   Security: *Integration Configure* domain in the Integration functional area.
8. From the related actions menu of your integration system, select **Integration System > Configure Integration Field Overrides**.

   To override a company's name for Minnesota state requirements if the name is different from the company's legal registered name:

   a. Select **Payment Group Data > Payment Data > Outgoing Party and Bank Data > Originating Party Data > ADP Alternate Company Name and Address**.
   b. In the **Field Overrides** section, configure a field override for **DBA Name**.

   Note: The Distribution Code field override must return FX for both locations, or return value ZZ.

   The Wrap Number field override must return a unique value for each location.

   When you configure the same field override differently in both of these ADP Data sections, Workday uses the Payment Group Data configuration in the integration output:

   - Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / ADP Data
   - Payslip_Data / Payment Group Data / ADP Data

   Security: *Integration Configure* domain in the Integration functional area.
9. To configure fields and field overrides to include or exclude from the integration output, select **Integration System > Configure Integration Field Attributes** from the related actions menu of your integration system.

   Note: When you include the YTD Taken field, it replaces the Reduced field on payslips.

   Security: *Integration Configure* domain in the Integration functional area.
10. Set Up Banking for ADP Check Print Integration .
11. Access the *Payment Release Event* business process that launches the integration.

    Add an integration step that refers to the integration system.

Related Information
Reference
Reference: Settlement Business Processes

Set Up Banking for ADP Check Print Integration

Prerequisites
Create an *ADP Check Print* integration. See: Steps: Set Up ADP Check Print Integration .

Security: *Set Up: Bank Entity* domains in the Banking and Settlement functional area.

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Context

The *ADP Check Print* integration uses the Workday banking and settlement infrastructure. To ensure the integration system receives the correct payroll data, configure an outsourced bank provider and a bank account so Workday can route payments to the outsourced provider.

Steps

1. Access the **Create Outsourced Bank Provider** task.
2. As you complete the task, consider:

Option	Description
Outsourced Bank Provider Name	Enter a name to use when referring to the outsourced vendor.
Integration System	Select the *ADP Check Print* integration system that you created.
Cut Off Time	Enter the cutoff time for including payments from this account in an electronic payment file. This field is informational only.
Maximum Payments per Group	Specify the maximum number of payments that you want to include in a single payment group originating from this account. If a file exceeds this number, Workday automatically separates the payments into multiple groups.

3. Access the **Create Bank Account** task.
    a) In the **Bank Account Type** field, select *Bank Account* to have ADP issue checks drawn from your bank account.
4. Enter the details of your bank account. See: ../../../financial-management/cash/banking-setup/dan1370796986851.dita.
5. Add a row on the **Settlement Setup** grid.
    a) Select a **Payment Type**.
    b) In the **Technical Integration** column, enter the **Integration System** and the **Outsourced Provider** that you created.

Concept: ADP Check Print Integration

The ADP Check Print integration enables you to outsource Full Service Direct Deposits (FSDD) and printing of payroll checks, payroll advice slips, and mail label files to ADP. The integration can create checks drawn on your outsourced bank. You can configure the integration to provide additional data to enable ADP to send checks using Federal Express, United Parcel Service (UPS), or postal service

For improved performance, enter the *Payslip Printing Option* integration attribute to filter output to:

- *Checks Only.*
- *Checks and Advices.*
- *Checks and Advices and Payments.*

This integration supports ADP Check Print, FSDD, and ADP Check.

Data Generated by ADP Check Print Integration

The ADP payslip format provides a standard set of sections to display earnings, deductions, gross and net wages, taxes, and other information. ADP checks display these types of information:

- Employee ID, name, and address

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- Company name and address
- Pay period information, check date, and check number
- Employee marital status
- Exemptions and allowances
- Earnings and deductions (including garnishments, if you configure your tenant to track them)
- PTO balance
- Pre- and post-tax deductions
- Employer-paid benefits
- Direct deposit summary

The ADP mail label file format provides data used by Federal Express, United Parcel Service, and domestic and international postal services.

Note: You can override fields for earnings and deductions. The template-level field overrides are applied consistently across all checks that you generate with the template.

Integration Process Flow

When configured, the ADP Check Print integration launches and runs using this process:

1. The Settlement process calls a bank routing rule.
2. The bank routing rule ties payments for a specified pay group to a bank account.
3. The bank account specifies the outsourced bank provider to use to generate checks.
4. The outsourced bank provider specifies the ADP Check Print integration system to use.
5. The ADP Check Print integration produces an output file and posts it to an FTP server controlled by ADP.
6. ADP prints payroll paychecks and payroll advice slips based on your configuration options and mails them to your workers.

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if administrators can't have access to the data.

Mass Prenote Files

You can generate a Mass Prenote file for ADP using this integration:

- Only generate this file immediately after the *first* payroll run.
- Rerun the integration manually for the same payroll run with these launch parameters:
    - **Run Frequency**: *Run Now*
    - **Payment Message ID**: (leave empty)
    - **Outsourced Payment Group Id**: Payment Group ID.
    - **Pre-Note Run**: select this option.

Reference: ADP Check Print Integration Data Sections

Before you build an ADP Check Print integration, familiarize yourself with each data section. Understand which fields are available for output and how the configuration options affect integration behavior.

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Section	Fields	Notes
Payslip_Data	• Payroll Remittance Data • Payroll Remittance Worker Data • Payment Group Data • Run Category Data	
Payslip_Data / Payroll Remittance Data	• Period Start Date • Period End Date • Federal Marital Status Reference • Federal Allowance • Federal Additional Allowance • Work State Marital Status Reference • Work State Allowance • Work State Additional Amount • Federal Total Claim Amount • Province Total Claim Amount • Federal Living Prescribed Zone • Province Living Prescribed Zone • Federal Additional Tax Amounts • Province Additional Tax Amounts • Federal Annual Deductions Credits • Province Annual Deductions Credits • Federal Labour Sponsored Fund • Province Labour Sponsored Fund • Pay Group Detail Reference • Frequency Name • Gross Amount • Total Hours Worked • Total Units • Net Pay • Taxes and Deductions • Print Payslip • Print Check on Payslip • Payslip Distribution Sorting Criteria • Payroll Payslip Message	In payslip reports, these fields use the worker's processing position work state if you set up the processing position override: • Work State Additional Amount. • Work State Marital Status. • Work State Allowance. You can override fields for earning and deductions, which will be applied across the checks you generate.

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Section	Fields	Notes
	• Oregon Business Identification Number • Pay Rate Type • Pay Rate • Payroll Absence Plans Data • Payroll Earnings • Payroll Pre Tax Deductions Data • Payroll Post Tax Deductions Data • Payroll Employee Taxes Data • Payroll Employer Paid Benefits Data • Payroll Gross and Net Data • Payroll Taxable Wages Data • Remittance Total Data	
Payslip_Data / Payroll Remittance Data / Federal Marital Status Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Work State Marital Status Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Pay Group Detail Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Payroll Payslip Message	• Payslip Message	
Payslip_Data / Payroll Remittance Data / Pay Rate Type	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Payroll Absence Plans Data	• Group Box Label Name • Name • Accrued • Reduced • Balance • YTD Taken	
Payslip_Data / Payroll Remittance Data / Payroll Earnings	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktags Reference	

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Section	Fields	Notes
	• Amount • YTD • Units Type Reference • Units Value • Rate Type Reference • Rate • Payroll Code	
Payslip_Data / Payroll Remittance Data / Payroll Pre Tax Deductions Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Post Tax Deductions Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Employee Taxes Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Employer Paid Benefits Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Gross and Net Data	• Type Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Taxable Wages Data	• Group Box Label Name • Name • Amount • YTD	

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Section	Fields	Notes
Payslip_Data / Payroll Remittance Data / Remittance Total Data	• Label • Current Period • YTD	
Payslip_Data / Payroll Remittance Worker Data	• Payroll Worker Data • Position • Worked in State	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data	• Employee ID • Employee Name • Preferred Name • Legal Name • Legal First Name • Legal Last Name • Legal Middle Name • SSN • Company • Phone • Location Reference • Department Name Reference • Supervisory Organization ID • Region Reference • Region ID • Cost Center Reference • Cost Center ID • Manager Reference • Date Of Birth • Home Address • ADP Data	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Location Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Department Name Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Region Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Cost Center Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data /	• Description • WID	

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Section	Fields	Notes
Payroll Worker Data / Manager Reference	• ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Home Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / ADP Data	• Wrap Number • Distribution Code • File Number • Payslip Message • Shipping Date Override • Miscellaneous Field 1 • Miscellaneous Field 2 • Miscellaneous Field 3 • Miscellaneous Field 4 • Miscellaneous Field 5 • Miscellaneous Field 6 • Miscellaneous Field 7 • Miscellaneous Field 8	
Payslip_Data / Payment Group Data	• Payment Date • Payment Data • ADP Data	The *Currency* and *Currency Type* attributes use the applicable ISO-4217 code value.
Payslip_Data / Payment Group Data / Payment Data	• Payment ID • Payment Memo • Payment Amount • Amount as Text • Payment Type • Payment Method • Payment Category • Currency • Check Number • Company • Originating Party and Bank Data • Receiving Party and Bank Data	The *Currency* and attribute uses the applicable ISO-4217 code value.
Payslip_Data / Payment Group Data / Payment Data / Payment Type	• Description • WID • ID	
Payslip_Data / Payment Group Data / Payment Data / Payment Method	• Description • WID	

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Section	Fields	Notes
	• ID	
Payslip_Data / Payment Group Data / Payment Data / Company	• Description • WID • ID	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data	• Originating Party • Originating Bank	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party	• Company Name • Tax ID • Contact Email • Address • Phone Number • Company WID	The *Address Line 1* and *Address Line 2* attributes refer to the originating party.
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party / Contact Email	• Usage Type • Primary • Internet • Email Address	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party / Contact Email / Usage Type	• Use • Primary	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party / Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Bank	• Bank Name • Account • Account Nickname • Account Number • Account Type Code • Bank Account Name • IBAN • Routing Transit Number • Bank Identification Code • Branch Name • Branch ID Number • Currency • Check Digit • Roll Number • Bank Country	

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Section	Fields	Notes
	• Bank Address	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Bank / Bank Name	• Description • WID • ID	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Bank / Bank Country	• Description • WID • ID	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Bank / Bank Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data	• Receiving Party • Receiving Bank	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party	• ID • WID • Name • Contact Email • Address	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party / Contact Email	• Usage Type • Primary • Internet • Email Address	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party / Contact Email / Usage Type	• Use • Primary	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party / Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	

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Section	Fields	Notes
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Bank	• Bank Name • Bank Account Name • Account Nickname • Account Number • Masked Account Number • Account Type • IBAN • Routing Transit Number • Bank Identification Code • Branch Name • Branch ID Number • Country • Check Digit • Roll Number • Bank Instructions	
Payslip_Data / Payment Group Data / Payment Data / ADP Data	• Payslip Message • Shipping Date Override • Miscellaneous Field 1 • Miscellaneous Field 2 • Miscellaneous Field 3 • Miscellaneous Field 4 • Miscellaneous Field 5 • Miscellaneous Field 6 • Miscellaneous Field 7 • Miscellaneous Field 8 • Override Payment Date	
Payslip_Data / Run Category Data	• Run Category • Regular Run Category	
Payslip_Data / Run Category Data / Run Category	• Description • WID • ID	

Australian Superannuation (SuperStream) Integration

Steps: Set Up SuperStream Integration

Prerequisites

Security: *Integration Build* in the Integration functional area.

Context

Set up an integration to pay superannuation guarantee contributions to your employees using the SuperStream system.

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Steps

1. Access the **Create Integration System User** task and create an Integration System User (ISU).
   See: Steps: Grant Integration or External Endpoint Access to Workday
2. Access the **Create Security Group** task. Select the *Integration System Security Group (Unconstrained)* in the **Type of Tenanted Security Group** field. Add the ISU you created in step 1 to the **Integration System Users** field.
3. From the related actions menu on the security group, select **Security Group > Maintain Domain Permissions for Security Group**
4. In the **Integration Permissions** section, add these 2 domains to the **Domain Security Policies permitting Put access**, and the **Domain Security Policies permitting Get access** fields:
   - *Process: SuperStream (Run) - AUS*
   - *Process: SuperStream (Reports) - AUS*

   See: Steps: Grant Integration or External Endpoint Access to Workday
5. Create Integration System
   From the **New Using Template** prompt, select*SuperStream (Australia)*.
6. On the **Integration System > Configure Integration Services** step, set these attributes:
   - **SAFF - Generic No Defined Benefits** to *Enabled*.
7. From the related actions menu of the integration system, select **Workday User > Edit**. Enter the Integration System User you created.
8. Launch an integration.
   Schedule how often the integration runs.

Next Steps

You can set up rules for naming the SuperStream file. See: Set Up Integration Sequence Generators .

Related Information

Steps: Set Up SuperStream Integration

Concept: SuperStream Integration

Concept: SuperStream Integration

The SuperStream integration transforms the SuperStream reports into the SuperStream Alternative File Format (SAFF). You then provide the SAFF file to your Superannuation Clearing House.

Launch Parameters

Select a SuperStream report to launch the integration.

Integration Files and Reports

Every time the integration runs, Workday generates these files:

- *SuperStream Data Transformation Report*, which reports on any data changes or transformations that were done.
- A SAFF CSV file for each SuperStream report that you launch the integration with.

You can find these files in the **Output Files** section of the Integration Event.

Note: Because actual data is included in the *SuperStream Data Transformation Report* file, consider securing this file separately.

Related Information

Steps: Set Up SuperStream Integration

Steps: Set Up SuperStream Integration

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Australian Taxation Office STP Integration

Steps: Set Up ATO STP Integration

Prerequisites

- Security: *Integration Build* in the Integration functional area.
- Contact Workday Support to request your **Ozedi Customer Client ID**. Provide all of the Australian Business Numbers (ABN)s that you use to pay workers.

Context

Set up an integration to send STP data to the Australian Taxation Office (ATO).

Note: The integration will only send data to the ATO when configured in production environments. Configurations in non-production environments won't send data to the ATO due to ATO restrictions.

Steps

1. Access the **Create Integration System User** task and create an Integration System User (ISU).
2. Access the **Create Security Group** task. Select the *Integration System Security Group (Unconstrained)* in the **Type of Tenanted Security Group** field. Add the ISU you created in step 1 to the **Integration System Users** field.
3. From the related actions menu on the security group, select **Security Group > Maintain Domain Permissions for Security Group**
4. In the **Integration Permissions** section, add these 2 domains to the **Domain Security Policies permitting Put access**, and the **Domain Security Policies permitting Get access** fields:
   - *Process: STP (Run) - AUS*
   - *Process: STP (Reports) - AUS*

   See: Steps: Grant Integration or External Endpoint Access to Workday
5. Create Integration System

   From the **New Using Template** prompt, select*Single Touch Payroll (Australia)*.
6. On the **Integration System > Configure Integration Services** step, set these attributes:

   Set these attributes:
   - **STP Generic Service** to *Yes*.
   - **Enable Message Auditing** to *No*.
   - **DIS - Performance Log** to *No*.
7. Select **Integration System > Configure Integration Attributes** as a related action on your integration system. Set these attributes:
   - **Pay Load Delivery Method**: Select the **Override Default Values** checkbox. In the **Value** field, enter *Ozedi*.
   - **Ozedi Customer Client ID**: Add a new row, and in the **Value** field enter your client Id.
8. From the related actions menu of the integration system, select **Workday User > Edit**. Enter the Integration System User you created.
9. Launch an Integration.

   Schedule how often the integration runs.

Example

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Concept: ATO STP Integration

The STP integration enables you to send payroll data to the Australian Taxation Office. The integration records any error messages returned by the STP endpoint in the integration audit files.

Launch Parameters

Select an STP report with the *Approved* status to launch the integration.

Note: You can't select an STP report that has been in the *Received* status more than once.

Integration Files and Reports

Every time the integration runs, Workday generates these files:

- *STP Field Validation Report*, which reports on any data changes or transformations that were done. A single report is generated for all STP reports in the run.
- *STP Pay Event*.
- *ATO Response*, which reports on the response to the submission from the ATO.

You can find these files in the **Output Files** tab of the Integration Event.

Note: Because actual data is included in the *STP Field Validation Report* and *STP Pay Event* files, you might need to secure them separately.

The STP online service sends a response record each time the integration runs. Use the **All STP Reports** task to view the status of all submitted STP reports.

Workday updates the status of the STP report to *Received* when the ATO acknowledges that the report is received.

Canada Annual Tax Filing Integrations

Steps: Set Up Canadian Revenue Agency T4 Integration

Prerequisites

An external server that can receive delivered integration files.

Context

Create an integration system that generates a year-end T4 *Statement of Remuneration Paid* file for reporting payroll tax data for Canadian workers to the Canadian Revenue Agency (CRA). Once generated, you then submit the T4 files manually to the CRA; this integration doesn’t support sending files directly to the CRA.

Steps

1. Access the **Create Integration System** task and enter *Annual Tax Filing - CRA (T4)* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Process: Year End (Run) – CAN*

   See: Steps: Grant Integration or External Endpoint Access to Workday.

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3. As a related action on the integration system, select **Integration System > Configure Integration Maps**.

   Map values for report type codes in Workday to the report type code for the T4 format.

   Security: *Integration Build* and *Integration Configure* security domains.
4. Set Up Integration Sequence Generators .
5. Set Up Integration Delivery .
6. Launch an Integration .

Steps: Set Up Canadian Revenue Agency T4A Integration

Prerequisites

An external server that can receive delivered integration files.

Context

Create an integration system that generates a year-end T4A statement for submission to the Canadian Revenue Agency (CRA). The T4A statement reports payroll tax data for Canadian workers. The statement includes pension, retirement, annuity, and other income data. Once generated, you then submit the T4A files manually to the CRA; this integration doesn't support sending files directly to the CRA.

Steps

1. Access the **Create Integration System** task and enter *Annual Tax Filing - CRA (T4A)* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. As a related action on the integration system, select **Integration System > Configure Integration Maps**.

   Map internal values for report type codes in Workday to the report type code for the T4A format.

   Security: *Integration Build* and *Integration Configure* security domains.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event*
   - *Process: Year End (Run) – CAN*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Set Up Integration Sequence Generators .
5. Set Up Integration Delivery .
6. Launch an Integration .

Steps: Set Up Canadian Revenue Agency NR4 Integration

Prerequisites

An external server that can receive delivered integration files.

Context

Create an integration system that generates a year-end NR4 *Non-Resident Tax Withholding, Remitting, and Reporting* file for reporting payroll tax data for Canadian workers to the Canadian Revenue Agency (CRA). Once generated, you then submit the NR4 files manually to the CRA; this integration doesn't support sending files directly to the CRA.

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Steps

1. Access the **Create Integration System** task and select *Annual Tax Filing - CRA (NR4)* in the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event*
   - *Process: Year End (Run) – CAN*

   See Steps: Grant Integration or External Endpoint Access to Workday.
3. On the related actions menu on the integration system, select **Integration System > Configure Integration Maps**.

   Map values for report type codes in Workday to the report type code for the NR4 format.

   Security: *Integration Build* and *Integration Configure* security domains.
4. Set Up Integration Sequence Generators .
5. Set Up Integration Delivery .
6. Launch an Integration .

Steps: Set Up Revenue Agency Quebec RL-1 Integration

Prerequisites

An external server that can receive delivered integration files.

Context

Create an integration that generates a year-end RL-1 statement of employee taxes file for reporting payroll tax data. You then submit the RL-1 files manually to Revenue Quebec Agency (RQA). This integration doesn't support sending files directly to the RQA.

Steps

1. Access the **Create Integration System** task and enter *Annual Tax Filing - RQA (RL-1)* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Process: Year End (Run) – CAN* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. As a related action on the integration system, select **Integration System > Configure Integration Maps**.

   Map values for report type codes to the report type code for the RL-1 format.

   Security: *Integration Build* and *Integration Configure* security domains.
4. Set Up Integration Sequence Generators .
5. Set Up Integration Delivery .
6. Launch an Integration .

Steps: Set Up Revenue Agency Quebec RL-2 Integration

Prerequisites

An external server that can receive delivered integration files.

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Context

Create an integration that generates a year-end RL-2 statement of employee taxes file for reporting retirement and annuity income. Once generated, you then submit the RL-2 files manually to the Revenue Quebec Agency (RQA). This integration doesn’t support sending files directly to the RQA.

Steps

1. Access the **Create Integration System** task and enter *Annual Tax Filing - RQA (RL-2)* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Process: Year End (Run) – CAN* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. As a related action on the integration system, select **Integration System > Configure Integration Maps**.

   Map values for report type codes in Workday to the report type code for the RL-2 format.

   Security: *Integration Build* and *Integration Configure* security domains.
4. Set Up Integration Sequence Generators .
5. Set Up Integration Delivery .
6. Launch an Integration .

Concept: Canada Annual Tax Filing Integrations

To generate year-end tax forms for your Canadian workers, use the Canada Annual Tax Filing Integrations. The Canada Annual Tax Filing Integrations can generate forms in these formats:

- T4 (statement of pay) for the Canadian Revenue Agency (CRA)
- T4A (statement of pension, retirement, annuity, and other income) for the CRA
- NR4 (statement of amounts paid or credited to non-residents) for the CRA
- RL-1 (employee taxes) for Revenue Quebec (RQA)
- RL-2 (retirement and annuity income) for Revenue Quebec (RQA)

Integration Templates for Canadian Annual Tax Filing

Workday provides a separate integration template for each supported Canadian tax form:

- Annual Tax Filing - CRA (T4)
- Annual Tax Filing - CRA (T4A)
- Annual Tax Filing - CRA (NR4)
- Annual Tax Filing - RQA (RL-1)
- Annual Tax Filing – RQA (RL-2)

Create separate integration systems only for the forms that you must generate. Example: If you don't send RL-1 forms to the RQ, you don't need to create an integration system based on the Annual Tax Filing - RQA (RL-1) template.

Integration Launch Parameters

You can use these launch parameters to control output for each type of integration:

Parameter	Value Type	Notes
Tax Year	*Specify Value*	Don’t leave this field empty.
Company	*Specify Value*	If you select more than 1 company, Workday generates a separate file for each company.

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Parameter	Value Type	Notes
Override BN15 (optional)	*Specify Value*	Available on these Canada Year-End Integrations: • T4 • T4A • NR4 Use to override the existing business number on the XML integration forms in the T619 section if you use MyBA, Web Access Code (WAC), or Represent a Client (RAC) for year end tax filing. The value you enter for **Override BN15 (optional)** needs to match the company you log in with for Canada Revenue Agency, but doesn't need to match the company business number you are filing for that's listed in the integration launch parameters.
Transmitter Rep ID (optional)	*Specify Value*	Available on these Canada Year-End Integrations: • T4 • T4A • NR4 When using Represent a Client (RAC) for year end tax filing, enter your 7-character **Transmitter Rep ID** to display on the XML forms in the T619 section. Only one **Transmitter Rep ID (optional)** entry is required, even when you select multiple companies. If you use **Transmitter Rep ID (optional)** for year end tax filing, you will also need to update the **Override BN15 (optional)** with the BN15 you use to login with Canada Revenue Agency.
Last Successful Run Time	*Specify Value* or *Determine Value at Runtime*	Specify the last time the integration ran. Select a value before the moment that you generated the T4, T4A, RL-1, RL-2, and NR4 Data and Forms.

Integration File Generation and Delivery

Each integration template includes a Delivery Service that exports one or more files to an external server that you specify. The files are all in XML and formatted according to the specifications for each form type (T4, T4A, RL-1, RL-2, or NR4). Send the files on to the required agency (either CRA or RQ) depending on the type of file. These integrations don’t support direct delivery of integration output files to CRA or RQ.

Each integration generates and delivers multiple files, splitting data as required by the CRA and RQ:

- Each file contains data for only a specific tax year.
- Each file contains data for only a specific report type (*Original*, *Canceled*, and *Amended*).
- Each file is for a specific payroll company.
- Workday compresses files in ZIP format depending on file size and type:
    - T4, T4A, and NR4: files larger than 150 MB
    - RL-1 and RL-2: files larger than 300 MB

Integration Audit Files

Every time the integration runs, Workday generates these files:

- The *Messages Audit* includes response messages from the integration system:
    - Launch Integration Event response
    - Integration system response

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- The *Diagnostic Audit* is designed to help you troubleshoot integration errors:
  - The Annual Tax Filing Summary section lists:
    - Tax Year
    - Included Payroll Companies
    - Start and finish time for the integration
  - The Annual Tax Filing Details section includes details for each error, including severity level, error summary, and affected worker.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Ceridian Print Service Integration

Steps: Set Up Ceridian Print Service Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Send employee information, earnings and hours, deductions, taxes, accrual codes, and direct deposit information to Ceridian Payroll Services using the *Ceridian Check Print Service* integration.

Steps

1. Access the **Create Integration System** task and enter *WPN - Ceridian Check Printing* in the **New Using Template** prompt.
2. As a related action on your *Ceridian Check Print Service* integration, select **Integration System > Configure Integration Attributes** and enter attributes required by the integration template.
3. Access the *Outsourced Payment Release Event* business process that launches the integration. Add an Integration step that refers to the integration system that you created in this procedure.
4. Configure the Integration step that you created in Step 3 and set the **Integration Criteria**:

Option	Description
Field	*Outsourced Payment Group ID*
Value Type	*Determine Value at Runtime*
Value	*Outsourced Payment Group ID*

5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
   - *Integration Event*
   - *Process: Payroll Settlement*
   - *Process: Settlement*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
6. Set Up Integration Delivery .
7. Set Up Banking for Ceridian Print Service Integration .
8. Set Up Payslips and Printing for Ceridian Print Service Integration .

Related Information
Reference
Reference: Settlement Business Processes

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Set Up Banking for Ceridian Print Service Integration

Prerequisites

Security: *Set Up: Bank Entity* domain in the Banking and Settlement functional area.

Context

The *Ceridian Print Service* integration uses the Workday banking and settlement infrastructure. To ensure that the integration system receives the correct payroll data, configure:

- Outsourced Bank Provider: Defines the provider (Example: Ceridian) and the integration system used for that provider.
- Bank Account. The bank account defines settlement rules by which Workday routes the payroll payment to an outsourced bank provider.

Steps

1. Access the **Create Outsourced Bank Provider** task and define the check print outsource vendor and related integration system:
    a) In the **Outsourced Bank Provider Name** field, enter a name (such as *Ceridian*) to use when referring to the outside vendor.
    b) From the **Integration System** prompt, select the Ceridian Check Print Service integration system that you created.
    c) (Optional) From the **Cut Off Time** prompt, enter the cut-off time for including payments from this account in an electronic payment file. This field is informational only; Workday doesn't use this field value otherwise.
    d) (Optional) In the **Maximum Payments per Group** field, specify the maximum number of payments that can be included in a single *payment group* originating from this account. If a file exceeds this number, Workday automatically separates the payments into multiple groups.
2. Access the **Create Bank Account** task and create a record for the bank account (either your bank or Ceridian). Set these options for your bank account, depending on the type (your bank or Ceridian bank).

Option	Description
Bank Account Type	If Ceridian will issue checks drawn from a Ceridian bank account, select *Outsourced Account*. If Ceridian will issue checks drawn from your organization bank account, select *Bank Account*.
Account Number	If Ceridian will issue checks drawn from a Ceridian bank account, enter your Ceridian account number. If Ceridian will issue checks drawn from your organization bank account, enter your bank account number.
Outsourced Bank Provider	Select the outsourced bank provider that you created for Ceridian in step 7.

Set Up Payslips and Printing for Ceridian Print Service Integration

Prerequisites

Security: *Integration Build Custom Services*, *Integration Build*, and *Integration Configure* domains in the Integration functional area.

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Context

Configure payslip data and related information in Workday and Ceridian. These configurations define what Ceridian prints on payslips, and how Ceridian sorts and split check output:

- Organization-level field overrides: Ceridian can sort paychecks and pay advice stubs to 4 levels. Example: by level 1, then by level 2, and so on, using any of the Employee Master record data elements. Workday also provides 4 user-defined data fields for use in sorting. Assign the desired data elements to each of the Organization Fields then provide sorting codes to Ceridian. Example: you could sort by:

  1. Cost Center ID (level 1).
  2. Location (level 2).
  3. Company (level 3).
  4. Supervisory organization (level 4).

  You can configure the Ceridian Print Service integration to include this sorting information on the integration file.
- Overflow page limits. The integration provides settings for the number of earnings and deductions that Ceridian prints per page on paychecks and advice stubs. These split-wrap settings match the maximum amounts defined by Ceridian. You can reduce the limits below the automatically populated amounts. Don't increase the limits above the automatically populated limits.
- Marital status maps. Ceridian Print Service integration can map different marital status values from values stored in Workday to values accepted by Ceridian.
- For each payslip group, define which payslip calculations to include and add a descriptive name for the payslip group, if desired.
- Define which workers or groups don’t receive printed payslips, and if workers can override these restrictions for their payslips.
- Sort and split levels. Ceridian can sort and split using any of the Employee Master data elements defined on the header file. Define your sort and split levels in Ceridian.

Map Workday data using field overrides in the Employee Master file to sort on one of the 4 generic Organization level elements.

Steps

1. As a related action on your *Ceridian Check Print Service* integration, complete these tasks:

Option	Description
Integration System > Configure Integration Sequence Generators	Complete this task only if you enabled the **WPN - Payment Name File Generator** service. If a process generates multiple requests for the next sequence number very close together, Workday attempts to generate the sequence numbers. This action can result in skipped, nonconsecutive numbers.
Integration System > Configure Integration Field Overrides	Select up to 4 levels of fields that Workday uses to sort and split-wrap checks. These fields can be report fields or calculated fields. If you use this option, set the sorting and split-wrapping criteria in your Ceridian account.
Integration System > Configure Integration Maps	Map internal Workday values to marital status codes for Federal and Work State marital status codes.

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2. Access the **Maintain Payroll Payslip Configuration** task and create payslip groups, and their related calculations.

   The *Taxable Wages* payslip group is required, but isn't mapped directly to the payslip. The payslip groups *Employer Paid Benefits* and *Absence Plans* are optional. If defined, Ceridian prints these groups on the payslip.
3. (Optional) To suppress check and advice printing for one or more workers in a pay group, access the **Company Payroll Printing Options** task and enter selection criteria.
4. Access your Ceridian account and define your sort and split levels.

Concept: Ceridian Check Print Service

The Ceridian Check Print Service integration enables you to outsource printing of payroll checks and payroll advice slips, or outsource complete banking services, to Ceridian. The integration can create checks drawn on either your bank account, or a bank account managed by Ceridian. You can configure the integration to provide additional data to enable Ceridian to sort and wrap output across multiple pages. The integration uses your existing payslip configuration in Workday to provide additional formatting instructions to Ceridian.

Outsourced Banking and Print-Only Services Compared

The Ceridian Check Print Service integration can support either outsourced check printing only, or complete outsourcing of check printing and banking. This table summarizes the differences and similarities between the 2 options:

Feature	Outsourced Banking	Outsourced Print Services
Run payroll and determine distributions.	Your organization	Your organization
Funding of Payroll Bank Account	Your organization funds a Ceridian account	Your organization funds your own account
Assign Check Numbers	Your organization (Reference) Ceridian (Actual)	Your organization (Actual)
Print Checks	Ceridian	Ceridian
Print Advice Slips	Ceridian	Ceridian
Checks drawn against bank	Ceridian	Your organization
ACH File sent to bank.	Your organization creates and sends ACH file to Ceridian; Ceridian sends ACH file to their bank.	Your organization
Reconciliation	Ceridian reconciles individual employee payments as the payments clear. Your organization reconciles lump sum payments to Ceridian. Your organization can optionally reconcile the lump sum transaction with the individual payments recorded against the Ceridian account in Workday.	Your organization reconciles individual employee payments as the payments clear.

Data Included on Ceridian Payslips

The Ceridian payslip format provides a standard set of sections to display earnings, deductions, gross and net wages, taxes, and other information. Workday automatically populates the label on the Ceridian payslip with the name of the payslip. If you provide a label override, Workday uses the label override as the description label instead.

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This table lists each section of the Ceridian payslip, and the corresponding data elements in Workday used to populate them:

Ceridian Payslip Section	Derived From
Header	Worker name, address, ID, and tax exemption information. **ID Number** value is stored in Ceridian and mapped from the Social Security Number (SSN) for the worker.
Hours and Earnings	Earnings (Payslip Group)
Taxes	Employee Taxes (Payslip Group)
Special Information	Employer Paid Benefits (Payslip Group); Absence Plans (Payslip Group)
Pre-Tax Deductions	Pre Tax Deductions (Payslip Group)
After-Tax Deductions	Post Tax Deductions (Payslip Group).
Net Pay Distribution	Direct deposit payment distribution.
Gross wages	Workday payroll output.
Pre-Tax	Workday payroll output.
FIT Taxable	Workday payroll output.
Taxes	Workday payroll output.
Ded/Other	Workday payroll output.
Net Pay	Workday payroll output.

Integration Process Flow

When configured, the Ceridian Print Service integration launches and runs using this process:

1. The Settlement process calls a bank routing rule.
2. The bank routing rule ties payments for a specified pay group to a bank account.
3. The bank account specifies the outsourced bank provider to use to generate checks.
4. The outsourced bank provider specifies the Ceridian Check Print Service integration system to use.
5. The Ceridian Print Service integration produces an output file and posts it to an FTP server controlled by your organization.

   Note: You can configure the Ceridian Print Service integration to use SSH authentication to access the FTP server.
6. You access your Ceridian account (using a Ceridian web site) and upload the output file to Ceridian.
7. Ceridian prints paychecks and payroll advice slips based on your configuration options and mails them to your workers.

Related Information
Concepts
Concept: Workday Connectors

Check Printing Connector

Steps: Set Up Check Printing Connector Integration

Prerequisites
Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To export payroll data from Workday to an external check printing service, you can create a *Check Printing Connector* integration.

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Note: If you need to create a new integration system to replace one that uses the Core Connector: Payroll Check Printing Connector (DO NOT USE) template, you can save time by using the **Migrate Check Print Integration Configuration for Data Initialization Service** task.

Steps

1. Create Integration System .

   Select *Core Connector: Payroll Check Printing (Enhanced Performance)* at the **New using Template** prompt.
2. (Optional) Enable 1 or more of these integration services.

   Workday displays all integration services, including required services that you can't edit.

Option	Description
Enable Message Auditing	Enables Workday to generate service log files for troubleshooting purposes.
DIS - Performance Log	Enables Workday to generate performance logs.

3. From the related actions menu on your *Core Connector: Payroll Check Printing (Enhanced Performance)* integration, select **Integration System > Configure Integration Attributes**.

   For maximized performance, select a value for the **Payslip Printing Option** attribute, otherwise the integration will pull all payments by default.

Option	Description
Checks and Advices	Returns workers whose payment type is check or advice.
Checks and Advices and Payments	Returns all workers, but only returns payment data for workers receiving electronic payslips.
Checks Only	Returns workers whose payment type is check.

4. From the related actions menu on the integration, select **Integration System > Configure Integration Maps**.
5. From the related actions menu on the integration system, select **Integration System > Configure Integration Field Attributes**. Review and configure any fields you want to include and exclude from the integration output.
6. (Optional) From the related actions menu of the integration, select **Integration System > Configure Integration Field Overrides** to configure custom fields.

   Configure these context levels on the **Extended Fields** grid:

   - Payslip_Data
   - Payroll Worker Data
   - Payment Data
   - Originating Party
   - Originating Bank
   - Receiving Party
   - Receiving Bank
7. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event*
   - *Process: Payroll Settlement*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
8. Set Up Integration Sequence Generators .

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9. Select and Set Up Connector Output Fields .
10. Create Integration Business Process .

    Configure the **Outsourced Payment Release Event** business process to send payments to an outsourced check printing service after settlement. See Reference: Settlement Business Processes.
11. (Optional) Steps: Set Up Document Transformation Connector .
12. Launch an Integration .

Concept: Check Printing Connector

To enable you to send checking data to banks that don't support existing checking integrations, Workday provides the *Core Connector: Payroll Check Printing (Enhanced Performance)* integration template. Using this integration template, you can select from a wide variety of basic data elements that third-party banking endpoints can require. You can configure the connector output to select just the fields that the external bank endpoint requires, and send those fields in simple DIS XML format.

The integration includes a configurable set of payroll check-related data. You can select which fields to include or exclude, which ones you want to require, and which fields to truncate.

For improved performance, configure the *Payslip Printing Option* integration attribute to filter output to:

- *Checks Only.*
- *Checks and Advices.*
- *Checks and Advices and Payments.*

Otherwise the integration pulls all payments by default.

Launch/Schedule Options

Workday provides these launch schedule options for the Check Printing Connector integration:

- **Scheduled Run Frequency**. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule a Core Connector: Check Printing Connector integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**. You can launch the integration manually. Workday prompts you to enter launch parameters.

For each launch schedule option, consider these launch parameters:

Launch Parameter	Description
Outsourced Payment Group Id	The payment ID generated from the settlement run.
Payment Interval Start Date / Payment Interval End Date	The integration returns payments between the selected dates that are within the Outsourced Payment Group ID.

Integration Audit Files

Every time the integration runs, Workday generates the *Diagnostic Audit* file to help you troubleshoot integration errors. You can find the file in the **Reports and Other Output Files** section of the Integration Event.

Reprinting Checks

When you outsource payroll check printing for a payment group, you can't use Workday to reprint those checks. Contact the bank or vendor for reprints.

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Related Information
Concepts
Concept: Workday Connectors

Reference: Check Printing Connector Integration Data Sections

Before you build a Check Printing Connector integration, familiarize yourself with each data section. Understand which fields are available for output and how the configuration options affect integration behavior.

Section	Fields	Notes
Payslip_Data	• Payroll Remittance Data • Payroll Remittance Worker Data • Payment Group Data • Run Category Data	
Payslip_Data / Payroll Remittance Data	• Period Start Date • Period End Date • Federal Marital Status Reference • Federal Allowance • Federal Additional Allowance • Work State Marital Status Reference • Work State Allowance • Work State Additional Amount • Federal Total Claim Amount • Province Total Claim Amount • Federal Living Prescribed Zone • Province Living Prescribed Zone • Federal Additional Tax Amounts • Province Additional Tax Amounts • Federal Annual Deductions Credits • Province Annual Deductions Credits • Federal Labour Sponsored Fund • Province Labour Sponsored Fund • Pay Group Detail Reference • Frequency Name • Gross Amount	In payslip reports, these fields use the worker's processing position work state if you set up the processing position override: • Work State Additional Amount. • Work State Marital Status. • Work State Allowance. Note that you can override fields for earnings and deductions. Your XML output reflects the customized Earnings and Deductions fields you configured in the DIS interface.

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Section	Fields	Notes
	• Total Hours Worked • Total Units • Net Pay • Taxes and Deductions • Print Payslip • Print Check on Payslip • Payslip Distribution Sorting Criteria • Payroll Payslip Message • Oregon Business Identification Number • Pay Rate Type • Pay Rate • Payroll Absence Plans Data • Payroll Earnings • Payroll Pre Tax Deductions Data • Payroll Post Tax Deductions Data • Payroll Employee Taxes Data • Payroll Employer Paid Benefits Data • Payroll Gross and Net Data • Payroll Taxable Wages Data • Remittance Total Data	
Payslip_Data / Payroll Remittance Data / Federal Marital Status Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Work State Marital Status Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Pay Group Detail Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Payroll Payslip Message	Payslip Message	
Payslip_Data / Payroll Remittance Data / Pay Rate Type	• Description • WID • ID	
Payslip_Data / Payroll Remittance Data / Payroll Absence Plans Data	• Group Box Label Name • Name • Accrued	

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Section	Fields	Notes
	• Reduced • Balance • YTD Taken	
Payslip_Data / Payroll Remittance Data / Payroll Earnings	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktags Reference • Amount • YTD • Units Type Reference • Units Value • Rate Type Reference • Rate • Payroll Code	
Payslip_Data / Payroll Remittance Data / Payroll Pre Tax Deductions Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Post Tax Deductions Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Employee Taxes Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Employer Paid Benefits Data	• Group Box Label Name • Pay Component • Start Date • End Date • Payroll Worktag Reference • Amount	

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Section	Fields	Notes
	• YTD	
Payslip_Data / Payroll Remittance Data / Payroll Gross and Net Data	• Type Reference • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Payroll Taxable Wages Data	• Group Box Label Name • Name • Amount • YTD	
Payslip_Data / Payroll Remittance Data / Remittance Total Data	• Label • Current Period • YTD	
Payslip_Data / Payroll Remittance Worker Data	• Payroll Worker Data • Position	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data	• Employee ID • Employee Name • Preferred Name • Legal Name • Legal First Name • Legal Last Name • Legal Middle Name • SSN • Company • Phone • Location Reference • Department Name Reference • Supervisory Organization ID • Region Reference • Region ID • Cost Center Reference • Cost Center ID • Manager Reference • Date Of Birth • Home Address • Additional Overrides for Worker Data	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Location Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Department Name Reference	• Description • WID • ID	

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Section	Fields	Notes
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Region Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Cost Center Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Manager Reference	• Description • WID • ID	
Payslip_Data / Payroll Remittance Worker Data / Payroll Worker Data / Home Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	
Payslip_Data / Payment Group Data	• Payment Date • Payment Data • ADP Data	The *Currency* and *Currency Type* attributes use the applicable ISO-4217 code value.
Payslip_Data / Payment Group Data / Payment Data	• Payment ID • Payment Memo • Payment Amount • Amount as Text • Payment Type • Payment Method • Payment Category • Currency • Check Number • Company • Originating Party and Bank Data • Receiving Party and Bank Data	The *Currency* and attribute uses the applicable ISO-4217 code value.
Payslip_Data / Payment Group Data / Payment Data / Payment Type	• Description • WID • ID	
Payslip_Data / Payment Group Data / Payment Data / Payment Method	• Description • WID • ID	
Payslip_Data / Payment Group Data / Payment Data / Company	• Description • WID	

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Section	Fields	Notes
	• ID	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data	• Originating Party • Originating Bank	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party	• Company Name • Tax ID • Contact Email • Address • Phone Number • Company WID	The *Address Line 1* and *Address Line 2* attributes refer to the originating party.
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party / Contact Email	• Usage Type • Primary • Internet • Email Address	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party / Contact Email / Usage Type	• Use • Primary	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Party / Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Bank	• Bank Name • Account • Account Nickname • Account Number • Account Type Code • Bank Account Name • IBAN • Routing Transit Number • Bank Identification Code • Branch Name • Branch ID Number • Currency • Check Digit • Roll Number • Bank Country • Bank Address	
Payslip_Data / Payment Group Data / Payment Data /	• Description • WID	

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Section	Fields	Notes
Originating Party and Bank Data / Originating Bank / Bank Name	• ID	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Bank / Bank Country	• Description • WID • ID	
Payslip_Data / Payment Group Data / Payment Data / Originating Party and Bank Data / Originating Bank / Bank Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data	• Receiving Party • Receiving Bank	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party	• ID • WID • Name • Contact Email • Address	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party / Contact Email	• Usage Type • Primary • Internet • Email Address	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party / Contact Email / Usage Type	• Use • Primary	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Party / Address	• Line_1 • Line_2 • Line_3 • Line_4 • City • State • Postal_Code • Country • Effective Date	
Payslip_Data / Payment Group Data / Payment Data / Receiving Party and Bank Data / Receiving Bank	• Bank Name • Bank Account Name • Account Nickname • Account Number	

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Section	Fields	Notes
	• Masked Account Number • Account Type • IBAN • Routing Transit Number • Bank Identification Code • Branch Name • Branch ID Number • Country • Check Digit • Roll Number • Bank Instructions	
Payslip_Data / Payment Group Data / Payment Data / ADP Data	• Payslip Message • Shipping Date Override • Miscellaneous Field 1 • Miscellaneous Field 2 • Miscellaneous Field 3 • Miscellaneous Field 4 • Miscellaneous Field 5 • Miscellaneous Field 6 • Miscellaneous Field 7 • Miscellaneous Field 8 • Override Payment Date	
Payslip_Data / Run Category Data	• Run Category • Regular Run Category	
Payslip_Data / Run Category Data / Run Category	• Description • WID • ID	

Déclaration Sociale Nominative Integrations

Set Up DSN Deposit (Machine to Machine) Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create an outbound integration that sends DSN submissions to the net-entreprises.fr portal.

Steps

1. Create Integration System on page 2014.
   Select *DSN Deposit (Machine to Machine)* from the **New using Template** prompt.
2. Select **Integration System > Configure Integration Attributes** from the related actions menu on the integration system, and enter integration service attributes.
   Workday recommends that you use the **Restricted to Environment** integration attribute to restrict the integration system to specific production environments.

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3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
    - *Integration Event*
    - *Process: DSN (Submission) - FRA*

    See ../../../authentication-and-security/security-for-integrations/access-to-workday-data/dan1370797146076.dita.

Next Steps

Add an Integration Step for this integration to the *DSN Submission Event* business process.

Related Information
Tasks
Steps: Set Up DSN Deposits (FRA)
Examples
Example: Set Up the DSN Submission Event Business Process (FRA)

Set Up DSN Polling (Machine to Machine) Integration

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create an integration to retrieve:

- The status of a deposited DSN submission from the net-entreprises.fr portal.
- Income tax withholding rates from the Direction Générale des Finances Publiques (DGFIP) and upload them to worker tax elections.

Steps

1. Create Integration System on page 2014.

    Select *DSN Polling (Machine to Machine)* from the **New using Template** prompt.
2. Select **Integration System > Configure Integration Attributes** as a related action on the integration system, and enter integration service attributes.

    Workday recommends that you use the **Restricted to Environment** integration attribute to restrict the integration system to specific production environments.

    Workday recommends that you set **Polling Retry Interval (ms)** to retrieve messages several times each day to automatically import comptes rendus métiers (CRMs).
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
    - *Integration Event*
    - *Process: DSN (Submission) - FRA*

    See ../../../authentication-and-security/security-for-integrations/access-to-workday-data/dan1370797146076.dita.

Next Steps

Launch the *DSN Polling (Machine to Machine)* integration.

To view income tax withholding rates imported by the integration, view the *DSN Polling (Machine to Machine)* integration event in the **Process Monitor** report. In the **Child Processes** tab, click the number of imported instances in the **Target Instance** column to view the uploaded tax rates.

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Related Information
Tasks
Steps: Set Up DSN Deposits (FRA)
2023R2 What's New Post: DSN Machine to Machine Polling Integration - France

Earned Wage Access

Set Up Earned Wage Access

Prerequisites

If you have an existing integration with DailyPay in your tenant and want to enable this functionality, contact DailyPay for assistance.

Security:

- *Set Up: Tenant Setup - Payroll* domain in the Systems functional area.
- *Set Up: People Experience Configuration* domain in the People Experience functional area.

Context

You can enable Earned Wage Access (EWA) to provide your workers with the opportunity to access DailyPay and withdraw wages that they earn before their scheduled payday.

Steps

1. Access the **Maintain Payroll Services Configuration** task.
2. On the **Earned Wage Access** tab, add a row and complete the grid:
    a) On the **Country** field, select United States of America.
    b) On the **Partner** field, select DailyPay.
    c) On the **Customer Name** field, enter the name of the pay administrator who communicates with DailyPay.
    d) On the **Customer Email** field, enter the email address of the pay administrator.
3. Click **OK**.

    Note: When you select DailyPay as a parter and click the **Enable** toggle on, Workday shares your customer name and email with DailyPay and notifies them that you would like to activate the integration. The **Status** column displays *Onboarding* while DailyPay prepares your integration and then displays *Active* when it is complete.
4. Access the **Home Cards Workspace** task.
5. Click **Add Card**.
6. Search for and add the **Instantly Access Your Pay as You Earn** card.
7. Select the check box next to the card name and click **Publish**.
8. Verify that eligible workers have the *Self-Service: Payroll (My Payment Elections)* domain enabled so they can view the **Instantly Access Your Pay as You Earn** card.

    Note: The **Instantly Access Your Pay as You Earn** card won't appear on your workers' home pages until the status of your DailyPay integration is *Active*.

Result

Once the integration is *Active*, your workers can:

- View and click on the **Instantly Access Your Pay as You Earn** card from their Workday Home page.

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- Enroll in the DailyPay service for EWA.

Workers elect to use EWA by signing up with DailyPay. Their Workday payment elections remain unchanged until they request advanced wages from DailyPay for the first time.

Upon transfer of a worker's first advanced wages, DailyPay notifies Workday, and Workday automatically updates the worker's payment elections to allocate their wages to their DailyPay account. On the worker's scheduled payday, DailyPay sends the worker's net pay to their personal bank account. On subsequent paydays, the worker's wages continue to go to their DailyPay account, and DailyPay continues to forward their net pay to their personal bank account, until the worker cancels their account with DailyPay.

Example

A worker on a monthly pay group has a payment election that allocates 100% of their net pay to their personal bank account.

On 2026-10-05, the worker enrolls in DailyPay and sets up an account but doesn't request an advance on their earned wages yet. On 2026-10-31 and 2026-11-30, Workday deposits the worker's net pay into their personal bank account.

On 2026-12-15, the worker requests a transfer of 1,000 USD from DailyPay to cover an unplanned expense. DailyPay advances the 1,000 USD. Workday updates the worker's payment elections so that their future wages deposit into the worker's DailyPay account.

On 2026-12-31, Workday deposits the worker's net pay for December into their DailyPay account. DailyPay then reconciles their account and pays the worker their net pay minus the 1,000 USD advance. For all subsequent pay periods, Workday deposits the worker's wages into their DailyPay account. DailyPay then transfers the worker's wages into the worker's DailyPay personal account.

Next Steps

To audit partner payment elections connected to DailyPay accounts:

1. Access the **Partner Payment Elections** report.
2. Set **Account Partner** to DailyPay.
3. Specify the desired **Pay Groups**.

To disable EWA, click the **Enable** toggle off. Your status changes to *Offboarding* and DailyPay begins to reconcile all outstanding earned wage access transfers for your workers. Once this is complete, your status changes to *Deactivated*. Once deactivated, Workday updates the worker's payment election to deposit 100% of their wages into their personal account.

Earned Wage Access Security Domain Management

When the Earned Wage Access integration in your tenant changes to *Active* status, Workday automatically configures and manages these security domains for your integration. Workday uses these domains to deliver the EWA integration between DailyPay and your Workday tenant. DailyPay does not have access to these security domains.

Domain	Permission	Functional Area
Access Calculation (Segmented)	Get Only	Core Payroll
Access Payroll Country (Segmented)	Get Only	Core Payroll
HCM All Organizations	Get Only	Organizations and Roles
Manage: Organization Integration	Get Only	Integrations

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Domain	Permission	Functional Area
Manage: Payment Election	Get Only	Expenses
Manage: Supervisory Organization	Get Only	Organizations and Roles
Payee Data: Tax ID	Get Only	Personal Data / Core Payroll
Person Data: Home Address	Get Only	Personal Data
Person Data: Home Email	Get Only	Personal Data
Person Data: Home Phone	Get Only	Personal Data
Person Data: Work Contact Information	Get Only	Personal Data
Process: Export Time Blocks	Get Only	Time Tracking
Reports: Pay Calculation Results for Pay Group (Results)	Get Only	Core Payroll
Reports: Time Tracking	Get Only	Time Tracking
Set Up: Payroll - Pay Group Specific	Get Only	Core Payroll
Worker Data: Active and Terminated Workers	Get Only	Staffing
Worker Data: All Positions	Get Only	Staffing
Worker Data: Assignments and Global Mobility	Get Only	Staffing
Worker Data: Compensation	Get Only	Compensation
Worker Data: Current Staffing Information	Get Only	Staffing
Worker Data: Headcount Reports	Get Only	Staffing
Worker Data: Historical Staffing Information	Get Only	Staffing
Worker Data: Leave of Absence	Get Only	Time Off and Leave
Worker Data: Payroll (Pay Group Specific)	Get Only	Core Payroll
Worker Data: Payroll (Payment Elections)	Get Only	Core Payroll
Worker Data: Payroll Interface (Payment Elections)	Get Only	Payroll Interface
Worker Data: Retirees	Get Only	Staffing
Worker Data: Time Calendar	Get Only	Time Tracking
Worker Data: Time Tracking High Volume Enter Time	Get Only	Time Tracking
Worker Data: Workers	Get Only	Staffing

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Electronic Income Withholding Order Integration

Steps: Set Up Inbound Electronic Income Withholding Order Integration

Prerequisites

- Complete and submit a profile application to the Federal Office of Child Support Enforcement (OCSE). OSCE requires an application for approval to participate in the system-to-system e-IWO program.
- Set up an account with the OCSE.
- Know the SFTP security credentials required to access records for your organization at the OCSE web portal.

Context

Implement an integration to import electronic Income Withholding Orders into Workday from the Federal Office of Child Support Enforcement (OCSE) portal.

Steps

1. Access the **Create Integration System** task and enter *Electronic Income Withholding Order Inbound* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

   The **Configure Integration Services** task displays all integration services, including required services. Required integration services aren't editable.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Process: Payroll (Income Withholding Orders)*security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
4. Set Up Integration Retrieval .

   The Federal Office of Child Support Enforcement (OCSE) web portal requires the SFTP transport protocol.
5. Launch an Integration .

   Schedule how often the integration system runs.

Steps: Set Up Outbound Electronic Income Withholding Order Integration

Prerequisites

- Complete and submit a profile application to the Federal Office of Child Support Enforcement (OCSE). OSCE requires an application for approval to participate in the system-to-system Federal e-IWO program. See Electronic Income Withholding Orders (e-IWO) Enhancement in WD25.
- Set up an account with the OCSE.
- Know the SFTP security credentials required to access records for your organization at the OCSE web portal.

Context

Create an integration system that generates electronic Income Withholding Order acknowledgment records and sends those records to the Federal Office of Child Support Enforcement (OCSE) web portal.

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Steps

1. Access the **Create Integration System** task and enter *Electronic Income Withholding Order Outbound* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Process: Payroll (Income Withholding Orders)*security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on the integration system and enter integration service attributes.

   Security: *Integration Build* and *Integration Configure* security domains.
4. As a related action on the integration system, select **Integration System > Configure Integration Maps**.

   Security: *Integration Build* and *Integration Configure* security domains.
5. Set Up Integration Sequence Generators .

   Specify this format: *[yyyy][MM][dd][h][m][s].xml*
6. Set Up Integration Delivery .

   The Federal Office of Child Support Enforcement (OCSE) web portal requires the SFTP transport protocol.
7. Launch an Integration .

Concept: Electronic Income Withholding Order Integrations

Use the Electronic Income Withholding Order (e-IWO) integrations to exchange data with the Federal Office of Child Support Enforcement (OCSE) web portal:

- Retrieve valid electronic Income Withholding Orders from participating state government agencies from the federal OCSE web portal.
- Update the corresponding income withholding orders in your tenant.
- Send acknowledgments informing State government agencies of accepted or rejected records.

Integration Templates

Workday provides 2 integration templates to support exchanging data with the OCSE portal:

Integration Template	Description
Electronic Income Withholding Order Inbound	Imports electronic Income Withholding Orders into Workday from the Federal Office of Child Support Enforcement (OCSE) portal. Generates a PDF of each record in the file that you can access from the Income Withholding Order in Workday.
Electronic Income Withholding Order Outbound	Generates electronic Income Withholding Order acknowledgment records and sends those records to the Federal Office of Child Support Enforcement (OCSE) web portal.

Launch/Schedule Options

Workday provides these launch schedule options for the e-IWO integrations:

- Launch with an Integration step on a business process.
- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration sends or retrieves any data from the OCSE web portal.
- Launch immediately. You can launch the integration manually.

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Test File Format

When testing your integration in an Implementation tenant, ensure that the sample PDF filenames have the correct name format. See: How do we generate the Test Acknowledgement file that the government is requesting?

External Payroll Documents for Workday Payroll

Steps: Set Up External Payroll Documents Integration for Workday Payroll

Prerequisites

Create external payroll document types for importing these documents into Workday from your external vendor:

- Tax documents.
- Other payroll documents.

Context

You can create an integration based on the *External Payroll Documents* integration template to upload these externally generated Workday payroll documents:

- Payslips.
- Tax documents.
- Other payroll documents.

The integration can import payroll documents in these formats:

- Manifest files in the Workday-defined XML or CSV format.
- Archive files in ZIP format that contain the attachment files.

Steps

1. Create Integration System .

   Select *External Payroll Documents* on the **New Using Template** prompt.
2. From the related actions menu on your *External Payroll Documents* integration, select **Integration System > Configure Integration Services**.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
3. From the related actions menu on your *External Payroll Documents* integration, select **Integration System > Configure Integration Attributes**.

   As you configure the integration attributes, consider:

   - Organization Code is the default value for the *Organization Identifier Type* integration attribute.
   - Document Name is the default value for the *Document Identifier Type* integration attribute.
   - The default *Tax Document Version* is 1. Select 2 to use the CSV manifest file version that has additional fields for tax documents issued outside of the United States.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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4. (Optional) From the related action menu on your *External Payroll Documents* integration, select **Integration System > Configure Integration Maps**.

   As you complete this task, consider:

Option	Description
Organizations	You can map organizations in Workday to organizations in your third-party vendor system.
Run Category	Required if you select Version 2 for the *Payslip Version* integration attribute. You can map run categories in Workday to run categories for third-party payroll systems.

   Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

5. Set Up Integration Sequence Generators .

   Enable and configure the *External Payroll Documents Sequence Generator* service to generate a batch ID for each group of uploaded external payroll documents.

6. Create Integration Business Process .

   As you complete this task, consider:

Option	Description
Business Process Type	Select **None of the above**.
Business Process Steps	Add a step before the *Fire Integration* step: • For **Type**, select *Service*. • For **Specify**, select *Document Retrieval*.

7. Set Up Integration Retrieval .

   Add entries for *XML* and *CSV* in the **File Name/Pattern** prompt.

   - An XML file can contain all document categories.
   - The integration requires a separate CSV file for each document category.

8. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains in the Integration functional area:

   - *Integration Event*.
   - *Payroll Interface*.
   - *Set Up: Payroll - Pay Group Specific*. Access to this domain is necessary only if you import external payslips.

   See Steps: Grant Integration or External Endpoint Access to Workday.

9. Assign the ISU to the integration.
   a) From the related actions menu, select **Workday Account > Edit**.
   b) Click **Workday Account**. Select **Integration System Users** and select the ISU you created.
   c) (Optional) In the **Global Preferences** area, select a locale and display language.

      These settings control the language that Workday uses for the integration data. If left blank, Workday uses the default locale and display language.

   Security: *Integration Security* in the Integration functional area.

10. Define Payslips.

    Select the **Hide Payslips** option.

11. Configure access to externally generated payroll documents you upload into Workday.

    See Steps: Set Up Access to Uploaded External Payroll Documents .

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12. Launch an Integration .

Result

Administrators and employees can view externally generated Workday payroll documents you uploaded.

External Payroll Document	Workers	Administrators
Payslips	From the **My Payslips** task. From the **Pay** profile group of the worker profiles on the **Payslips** tab.	From the **Payslips for Worker** report. From the **Pay** profile group of the worker profiles on the **Payslips** tab.
Tax Documents	From the **My Tax Documents** task. From the **Pay** profile group of the worker profiles on the **Tax Documents** tab.	From the related action **Payroll > Tax Documents** for a worker. From the **Pay** profile group of the worker profiles on the **Tax Documents** tab.
Other External Payroll Documents	From the **My Other External Documents** task. From the **Pay** profile group of the worker profiles on the **Additional Documents** tab.	From the **Other External Payroll Documents for Worker** report. From the **Pay** profile group of the worker profiles on the **Additional Documents** tab.

Steps: Set Up Access to Uploaded External Payroll Documents

Context

You can set up access to these externally generated payroll documents uploaded into Workday:

- Payslips.
- Tax documents.
- Other payroll documents such as garnishment letters.

Steps

1. Access the **Configure Profile Group** task.
   Security: *Set Up: System* domain in the System functional area.
   Select the profile group *Pay for Worker Profile*.
   Add a row in the **Display in Profile** grid for each type of payroll document you import:
   - Payslips.
   - Tax Documents.
   - Additional Documents. Use this type for other payroll documents.
2. Edit Domain Security Policies.
   Configure these security domains to enable employees to view their own externally generated payroll documents.

Self-Service: Payroll (My Payslips) in the Core Payroll functional area.	Enables access to view externally generated payslips.

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Self-Service: Payroll (My Tax Documents - USA) in the USA Payroll functional area.	Enables access to view externally generated tax documents for the U.S.
Self-Service: Payroll (My Tax Documents - CAN) in the CAN Payroll functional area.	Enables access to view externally generated tax documents for Canada.
Self-Service: Payroll (My Tax Documents - UK) in the UK Payroll functional area.	Enables access to view externally generated tax documents for the UK.
Self-Service: Payroll (My Other Payroll Documents) in the Core Payroll functional area.	Enables access to view other externally generated payroll documents.

Configure these security domains to enable payroll administrators to view externally generated payroll documents for employees.

Reports: Pay Calculation Results for Worker (External Payroll Documents) in the Core Payroll functional area.	Enables access to view all externally generated payroll documents.
Reports: Pay Calculation Results for Worker (Payslips) in the Core Payroll functional area.	Enables access to view externally generated payslips.
Reports: Pay Calculation Results for Worker (Tax Filing/W-2s) - USA in the USA Payroll functional area.	Enables access to view externally generated tax documents for the U.S.
Reports: Results for Worker (Pay Calculation) - CAN in the CAN Payroll functional area.	Enables access to view externally generated tax documents for Canada.
Reports: Results for Worker (Pay Calculation) - UK in the UK Payroll functional area.	Enables access to view externally generated tax documents for the UK.
Reports: Pay Calculation Results for Worker (Other Payroll Documents) in the Core Payroll functional area.	Enables access to view other externally generated payroll documents.

Result

The **Pay** tab of the worker profile can now display uploaded external payroll documents.

Set Up External Payroll Document Types for Workday Payroll

Prerequisites

Security: *Set Up: Payroll* domain in the Core Payroll functional area.

Context

You can create document types for tax documents and other payroll documents you want to import into Workday from your external vendor. Example: Create a W-2 tax document type to import externally generated W-2 documents into Workday.

Note: Workday ignores spaces and hyphens when matching imported tax documents and other documents to document types you create. Example: Workday matches both W-2 and W2 to the tax document type W-2 you create.

Workday automatically creates a new document type for external payroll documents imported without a document type. Workday creates the new type for documents imported by an *External Payroll Documents* integration or the *Import External Payroll Document* web service.

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Steps

1. Access the **Maintain External Payroll Document Types** task.
2. As you complete the **Tax Documents Type** section, consider:

Option	Description
Name	You can change the name of a tax document type, but the combination of name and country must be unique. When you change the name of a tax document type, any existing document with the same document type and country combination displays the new name.
Country	Select the country where the tax document type applies.
Show to Employee	Select to enable employees to see tax documents of this type. Workday automatically selects this option for tax document types created by integrations or web services.
Show Comments to Employee	Select to enable employees to see any additional information for the type of document. Workday doesn't automatically select this option for tax document types created by integrations or web services.
In Use	Workday sets this option when an integration or web service imports a document of this type. You can't delete tax document types that are in use.

3. As you complete the **Other Document Types** section, consider:

Option	Description
Name	You can change the names of other document types, but the combination of name and country must be unique.
Country	Select the country where the other document type applies.
Show to Employee	Select to enable employees to see documents of this type. Workday doesn't automatically select this option for other payroll document types created by integrations or web services.
Show Comments to Employee	Select to enable employees to see any additional information for the type of document. Workday doesn't automatically select this option for other payroll document types created by integrations or web services.
In Use	Workday sets this option when an integration or web service imports a document of this type.

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Option	Description
	You can't delete other payroll document types that are in use.

Next Steps

Import external payroll documents into Workday.

Upload Individual External Payroll Documents

Prerequisites

Security:

- For third-party payroll customers: *Worker Data: Payroll Interface (External Payroll Documents)* domain in the Payroll Interface functional area.
- For Workday Payroll customers: *Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.

Context

You can use the **Upload External Payroll Documents for a Worker** task to upload externally generated payroll documents for individual workers into Workday. This task helps you upload external payroll documents outside of your scheduled integration.

Example: You set up you *External Payroll Documents* integration so that the integration automatically uploads payslips. In the latest integration run, 2 payslips failed to upload. You don't want to run your integration again, so you use the **Upload External Payroll Documents for a Worker** task to upload the 2 failed payslips manually.

Steps

1. Access the **Upload External Payroll Documents for a Worker** task.
2. As you complete the task, consider:

Option	Description
~Worker~	Select the worker for whom you want to import external payroll documents.
Document Category	Select the type of document that you want to import. You can select only 1 type.

3. As you complete this task to upload payslips, consider:

Option	Description
Pay Group	Select the Workday Reference ID for the pay group.
Run Category	For a Workday Payroll pay group with multiple run categories, select the run category for determining the pay period for the uploaded payslips.
Period	Select the pay period for attaching the uploaded payslip.
Payment Date	Enter the payment date for the uploaded payslip.

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Option	Description
Check Number	Enter the number of the check for the payment associated with the payslip.
Gross Amount	(Optional) Enter the gross payment amount for the payslip.
Net Amount	(Optional) Enter the net payment amount for the payslip.
Currency	(Optional) Enter the currency code for the pay amounts.
Display Date	Enter the date to display when you view the payslip details in Workday.
File Name	Enter the filename for the uploaded payslip file.

4. As you complete this task to upload tax documents, consider:

Option	Description
Organization	Enter the name of the organization for which the tax document is issued.
Serial ID	Enter the serial ID of the document in string format. Applies only to Tax Document Version 2.
Year	Enter the year for the tax document in date format.
Tax Form	Select the type of tax document or create a new one.
Region	Select the region for which the tax document is issued. Applies only to Tax Document Version 2.
Form Classification	Select the type of form that you're uploading. Applies only to Tax Document Version 2.
Issued Frequency	Select the scheduled release of the tax document. Applies only to Tax Document Version 2.
Issued Date	Enter the date that the tax document was issued.
Comments	Use this field for any additional information that you require for the document. Applies only to Tax Document Version 2.
Display Date	Enter the date to display when you view the tax document details in Workday.
File Name	Enter the filename for the uploaded tax document.

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5. As you complete this task to upload other payroll documents, consider:

Option	Description
Organization	Enter the name of the organization for which the document is issued.
Serial ID	Enter the serial ID of the document in string format.
Document Type	Select the type of document or create a new one.
Year	Enter the year for the document in date format.
Issued Date	Enter the date that the document was issued.
Issued By	Enter the external entity that issued the document. Example: The IRS issues a federal tax levy garnishment.
Received Date	Enter the date that the document was received.
Comment	Use this field for any additional information that you require for the document.
Display Date	Enter the date to display when you view the document details in Workday.
File Name	Enter the filename for the uploaded document.

6. In the **Attachment** section, add the external payroll files you want to upload for the worker.

Concept: External Payroll Documents for Workday Payroll

You can use an *External Payroll Documents* integration to upload these externally generated payroll documents into Workday:

- Externally generated payslips.
- External tax documents. Example: To import Canadian tax documents into Workday, create a T4 external payroll document type.
- Other payroll documents. You can define additional external payroll documents to import and grant access to in Workday. Example: You can upload a garnishment letter you received for an employee.

You also have the flexibility to upload these external payroll documents through the *Import External Payroll Document* web service.

You can upload payslips for pay periods if the period end date is within 7 years from the current date.

You can upload 1000 external tax documents and other payroll documents for each worker. The 1000 maximum applies to the combined number of external tax documents and other external payroll documents. When a worker has 1000 uploaded documents, you need to remove some documents before you can upload new documents.

Uploaded external payroll documents remain in Workday until you remove them. External payslips are available to view up to 7 years from the end date of the current pay period. External tax documents and other external payroll documents are available to view until removed.

You can upload external payroll documents for terminated employees and enable access within Workday. When you purge data for terminated employees, the purge includes any external payroll documents in Workday.

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Pay Periods for External Payroll Documents

The *External Payroll Documents* integration determines the pay period to attach a payslip to based on the *Pay Period End Date* value in the integration manifest file. For Workday Payroll, multiple run categories could be associated with a pay group. These run categories could have pay periods with the same pay period end date. Example: A Workday Payroll pay group has a Regular run category and a Bonus run category. The Regular run category has period 03/01/21 to 03/31/21. The Bonus run category has period 01/01/21 to 03/31/21. For both run categories, the pay periods have the same end date of 03/31/21.

Note: Third-party payroll pay groups can have only 1 run category.

You can use the *Payslip Version* integration attribute to indicate how the integration determines the pay period end date for payslips.

- Version 1 doesn't consider the Run Category. This choice is the default.
- Version 2 considers the Run Category for the pay period end date.

Workday recommends selecting Version 2 for integrations that handle payslips for Workday Payroll pay groups.

For the *Tax Document Version* and *Other Payroll Document Version* integration attributes, Version 1 is the only option.

You can view the *Payslip Version* choice for an integration in the manifest files:

- In the **Run_Category** column in the CSV manifest file.
- In the **Run_Category** parameter in the XML manifest file.

The data audit file for an integration run also includes the *Run Category* value.

Removal

Workday provides these options for removing external payroll documents:

- Use the **Delete by Batch ID** task (secured to the *Process: Delete Payroll Input by Batch ID - batch/ Initialize Reference IDs* domain in the Core Payroll functional area). The *Delete External Payroll Document* option removes all external payroll documents associated with the selected batch ID.
- Use the *External Payroll Documents* integration or the *Import External Payroll Document* web service to delete documents that match these key fields:
    - Delete_External_Payroll_Document parameter.
    - *Delete* option set to True for CSV and XML files.
- Use the **Delete External Payslips** task secured to these domains in the Core Payroll functional area:
    - *Reports: Pay Calculation Results for Worker (External Payroll Documents)*.
    - *Set Up: Payroll*.
- Use the **Delete External Payroll Documents** task (secured to the *Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area) to remove uploaded external payslips, tax documents, and other payroll documents.

To delete a single external payroll document, access the **Find External Payroll Documents** report. Use the **External Payroll Document > Delete** related action on a selected external payroll document.

Reference: External Payroll Documents Reporting

Standard Reports

You can use these reports to view specific external payroll documents in Workday.

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Role	Report	Security
Employees	**My Payslips**	*Self-Service: Payroll (My Payslips)* domain in the Core Payroll functional area.
	My Tax Documents	• *Self-Service: Payroll (My Tax Documents) - USA* domain in the USA Payroll functional area. • *Self-Service: Payroll (My Tax Documents) - CAN* domain in the CAN Payroll functional area. • *Self-Service: Payroll (My Tax Documents) - UK* domain in the UK Payroll functional area.
	My Other External Payroll Documents	*Self-Service: Payroll (My Other Payroll Documents)* domain in the Core Payroll functional area.
Administrators	**Find External Payroll Documents**	*Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.
	Payslips for Worker	*Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.
	Other External Payroll Documents for Worker	*Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.

Report Data Sources

You can use these report data sources to create custom reports on external payroll documents.

External Payroll Documents	Report Data Source	Security
All documents	**All External Payroll Documents**	*Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.
Payslips	**External Payslips**	These domains in the Core Payroll functional area: • *Self-Service Payroll: My Payslips.* • *Reports: Pay Calculation Results for Worker (External Payslips).*

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External Payroll Documents	Report Data Source	Security
		• *Reports: Pay Calculation Results for Worker (External Payroll Documents).*
Tax Documents	**External Tax Documents**	• *Reports: Pay Calculation Results for Worker (Tax Filing/W-2s) - USA* domain in the USA Payroll functional area. • *Reports: Results for Worker (Pay Calculation) - CAN* domain in the CAN Payroll functional area. • *Reports: Results for Worker (Pay Calculation) - UK* domain in the UK Payroll functional area. • *Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.
	Other External Payroll Documents	• *Reports: Pay Calculation Results for Worker (Other Payroll Documents)* domain in the Core Payroll functional area. • *Reports: Pay Calculation Results for Worker (External Payroll Documents)* domain in the Core Payroll functional area.

Reference: External Payroll Documents File Schema

File Descriptions

The *External Payroll Documents* integration supports CSV or XML format for manifest files. Manifest files contain the data for payslips, tax documents, and other external payroll documents.

- You can use 1 CSV manifest file to upload external payroll documents for a single document category. Example: 1 manifest CSV file for external payslips, 1 manifest CSV file for external tax documents, and 1 manifest CSV file for other external payroll documents.

  Note: The header for the CSV file format is case-sensitive.
- A single XML manifest file can contain data for all document categories: external payslips, external tax documents, and other external payroll documents.

Archive ZIP files contain the PDF attachment files for the external payroll documents.

CSV File Format

The CSV file input supports a single Document_Category field value for the type of external payroll documents included. Document_Category values are:

- External payslips = payslip.

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- External tax documents = tax.
- Other external documents = other.

File format for payslips:

- Document_Category
- Batch_ID
- Delete
- Worker_ID
- Pay_Group
- Run_Category
- Period_End_Date
- Payment_Date
- Check_Number
- Gross_Amount
- Net_Amount
- Currency
- Display_Date
- File_Name

File format for tax documents:

- Document_Category
- Batch_ID
- Delete
- Worker_ID
- Organization
- Serial_ID
- Year
- Tax_Form
- Country
- Region
- Form_Classification
- Issued_Frequency
- Issued_Date
- Comments
- Display_Date
- File_Name

File format for other external payroll documents:

- Document_Category
- Batch_ID
- Delete
- Worker_ID
- Organization
- Serial_ID
- Document_Type
- Country
- Year
- Issued_Date
- Issued_By
- Received_Date
- Comments

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- Display_Date
- File_Name

XML Elements and Schema

The XML schema for external payroll documents manifest files includes these elements.

Element	Level	Details and Validations
External_Payroll_Documents	1	Top level of the document.
Document_Category	2	Required for external payslips. Value = payslip. Container for these level 3 elements for a single external payslip.
Batch_ID	3	Must be in *string* format.
Delete	3	Must be in *boolean* format.
Worker_ID	3	Required; key field. Must be in *string* format.
Pay_Group	3	Required; key field. Must be in *string* format.
Run_Category	3	Required if integration attribute Payslip Version = 2; key field. Must be in *string* format.
Period_End_Date	3	Required; key field. Must be in *date* format.
Payment_Date	3	Required; key field. Must be in *date* format.
Check_Number	3	Required; key field. Required; key field. Must be in *string* format.
Gross_Amount	3	Must be in *string* format.
Net_Amount	3	Must be in *string* format.
Currency	3	Must be in *string* format.
Display_Date	3	Must be in *date* format.
File_Name	3	Required only for new records. Must be in *string* format.
Document_Category	2	Required for external tax documents. Value = tax. Contains all elements for a single external tax document.
Batch_ID	3	Must be in *string* format.
Delete	3	Must be in *boolean* format.
Worker_ID	3	Required; key field. Must be in *string* format.

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Element	Level	Details and Validations
Organization	3	Key field. Must be in *string* format.
Serial_ID	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Year	3	Required; key field. Must be in *date* format.
Tax_Form	3	Required; key field. Must be in *string* format.
Country	3	Required; key field. Must be in *string* format.
Region	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Form_Classification	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Issued Frequency	3	Key field. Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Issued_Date	3	Must be in *date* format.
Comments	3	Must be in *string* format. Only applies when the Tax Document Version integration attribute = 2.
Display_Date	3	Must be in *date* format.
File_Name	3	Required only for new records. Must be in *string* format.
Document_Category	2	Required for other external documents. Value = other. Contains all elements for a single other external document.
Batch_ID	3	Must be in *string* format.
Delete	3	Must be in *boolean* format.
Worker_ID	3	Required; key field. Must be in *string* format.
Organization	3	Required; key field. Must be in *string* format.
Serial_ID	3	Required; key field. Must be in *string* format.

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Element	Level	Details and Validations
Document_Type	3	Required; key field. Must be in *string* format.
Country	3	Required; key field. Must be in *string* format.
Year	3	Must be in *string* format.
Issued_Date	3	Must be in *date* format.
Issued_By	3	Must be in *string* format.
Received_Date	3	Must be in *date* format.
Comments	3	Must be in *string* format.
Display_Date	3	Must be in *date* format.
File_Name	3	Required only for new records. Must be in *string* format.

This schema applies when the Tax Version integration attribute is set to 1.

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified"
   targetNamespace="urn:com.workday/extpd" xmlns:extpd="urn:com.workday/
extpd">
   <xs:element name="External_Payroll_Documents" nillable="true">
       <xs:annotation>
           <xs:documentation>one or more repetitions</xs:documentation>
       </xs:annotation>
       <xs:complexType>
           <xs:choice maxOccurs="unbounded">
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Payslip"/>
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Tax_Document"/>
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Other_Document"/>
           </xs:choice>
       </xs:complexType>
   </xs:element>
   <xs:element name="External_Payslip">
       <xs:complexType>
           <xs:sequence maxOccurs="unbounded">
               <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
               <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
               <xs:element type="xs:string" name="Worker_ID"/>
               <xs:element type="xs:string" name="Pay_Group"/>
               <xs:element type="xs:string" name="Run_Category" minOccurs="0"/
>
               <xs:element type="xs:date" name="Period_End_Date"/>
               <xs:element type="xs:date" name="Payment_Date"/>
               <xs:element type="xs:string" name="Check_Number"/>
               <xs:element type="xs:string" name="Gross_Amount" minOccurs="0"/
>
               <xs:element type="xs:string" name="Net_Amount" minOccurs="0"/>
               <xs:element type="xs:string" name="Currency" minOccurs="0"/>
               <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
               <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
           </xs:sequence>
       </xs:complexType>
```

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```
   </xs:element>
   <xs:element name="External_Tax_Document">
       <xs:annotation>
           <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
       </xs:annotation>
       <xs:complexType>
           <xs:sequence maxOccurs="unbounded">
               <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
               <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
               <xs:element type="xs:string" name="Worker_ID"/>
               <xs:element type="xs:string" name="Organization" minOccurs="0"/
>
               <xs:element type="xs:string" name="Year"/>
               <xs:element type="xs:string" name="Tax_Form"/>
               <xs:element type="xs:string" name="Country"/>
               <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
               <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
               <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
           </xs:sequence>
       </xs:complexType>
   </xs:element>
   <xs:element name="External_Other_Document">
       <xs:annotation>
           <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
       </xs:annotation>
       <xs:complexType>
           <xs:sequence maxOccurs="unbounded">
               <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
               <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
               <xs:element type="xs:string" name="Worker_ID"/>
               <xs:element type="xs:string" name="Organization"/>
               <xs:element type="xs:string" name="Serial_ID"/>
               <xs:element type="xs:string" name="Document_Type"/>
               <xs:element type="xs:string" name="Country"/>
               <xs:element type="xs:string" name="Year" minOccurs="0"/>
               <xs:element type="xs:string" name="Issued_By" minOccurs="0"/>
               <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
               <xs:element type="xs:date" name="Received_Date" minOccurs="0"/>
               <xs:element type="xs:string" name="Comment" minOccurs="0"/>
               <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
               <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
           </xs:sequence>
       </xs:complexType>
   </xs:element>
```

This schema applies when the Tax Version integration attribute is set to 2.

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
 elementFormDefault="qualified"
   targetNamespace="urn:com.workday/extpd" xmlns:extpd="urn:com.workday/
extpd">
   <xs:element name="External_Payroll_Documents" nillable="true">
       <xs:annotation>
           <xs:documentation>one or more repetitions</xs:documentation>
       </xs:annotation>
       <xs:complexType>
           <xs:choice maxOccurs="unbounded">
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Payslip"/>
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Tax_Document"/>
               <xs:element minOccurs="0" maxOccurs="unbounded"
 ref="extpd:External_Other_Document"/>
```

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```
            </xs:choice>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Payslip">
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Pay_Group"/>
                <xs:element type="xs:string" name="Run_Category" minOccurs="0"/
>
                <xs:element type="xs:date" name="Period_End_Date"/>
                <xs:element type="xs:date" name="Payment_Date"/>
                <xs:element type="xs:string" name="Check_Number"/>
                <xs:element type="xs:string" name="Gross_Amount" minOccurs="0"/
>
                <xs:element type="xs:string" name="Net_Amount" minOccurs="0"/>
                <xs:element type="xs:string" name="Currency" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Tax_Document">
        <xs:annotation>
            <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
        </xs:annotation>
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Organization" minOccurs="0"/
>
                <xs:element type="xs:string" name="Serial_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Year"/>
                <xs:element type="xs:string" name="Tax_Form"/>
                <xs:element type="xs:string" name="Country"/>
                <xs:element type="xs:string" name="Region" minOccurs="0"/>
                <xs:element type="xs:string" name="Form_Classification"
 minOccurs="0"/>
                <xs:element type="xs:string" name="Issued_Frequency"
 minOccurs="0"/>
                <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="Comments" minOccurs="0"/>
                <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
                <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>
    <xs:element name="External_Other_Document">
        <xs:annotation>
            <xs:documentation>Year must be in 'YYYY' format</xs:documentation>
        </xs:annotation>
        <xs:complexType>
            <xs:sequence maxOccurs="unbounded">
                <xs:element type="xs:boolean" name="Delete" minOccurs="0"/>
                <xs:element type="xs:string" name="Batch_ID" minOccurs="0"/>
                <xs:element type="xs:string" name="Worker_ID"/>
                <xs:element type="xs:string" name="Organization"/>
                <xs:element type="xs:string" name="Serial_ID"/>
                <xs:element type="xs:string" name="Document_Type"/>
                <xs:element type="xs:string" name="Country"/>
```

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```
            <xs:element type="xs:string" name="Year" minOccurs="0"/>
            <xs:element type="xs:string" name="Issued_By" minOccurs="0"/>
            <xs:element type="xs:date" name="Issued_Date" minOccurs="0"/>
            <xs:element type="xs:date" name="Received_Date" minOccurs="0"/>
            <xs:element type="xs:string" name="Comment" minOccurs="0"/>
            <xs:element type="xs:date" name="Display_Date" minOccurs="0"/>
            <xs:element type="xs:string" name="File_Name" minOccurs="0"/>
        </xs:sequence>
    </xs:complexType>
</xs:element>
```

HM Revenue & Customs Incoming Notifications

Steps: Set Up HM Revenue & Customs-Incoming Notifications Integration

Prerequisites

Record your HM Revenue & Customs (HMRC) account ID and password.

Context

Implement an integration based on the *HMRC Incoming Notifications* template to:

- Send these types of tax notifications to HMRC:
  - P6.
  - P9.
  - SL1.
  - SL2.
  - PGL1.
  - PGL2.
- Receive responses from HMRC for each tax and loan notification.

Steps

1. Access the **Create Integration System** task and enter *HMRC Incoming Notifications* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. Set Up HM Revenue & Customs-Incoming Notifications Integration Attributes .
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Process: HMRC Notifications (Run) - UK* and *Integration Event* domains.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Select **Integration System > Configure Integration Maps** as a related action on your integration system.
   - Map Sender ID and Password values for each company using the *HMRC Account Configuration* integration map.
   - Map Student Loan Plan Types 1 and 2 to HMRC values using the *Student Loan Plan Type* integration map.
5. Launch an Integration .

   Set up a separate schedule for each notification type. For each schedule, specify the **Notification Type** in the **Value** field.

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Set Up HM Revenue & Customs-Incoming Notifications Integration Attributes

Prerequisites

Security: *Integration Configure* domain in the Integration functional area.

Context

Configure endpoint access to HM Revenue & Customs for your integration.

Steps

1. Access the **View Integration System** report and find your integration system.
2. Select **Integration System > Configure Integration Attributes** as a related action on your integration system.
3. Configure attributes for your integration:

Option	Description
Version	Overrides the automatically populated HMRC Data Provisioning Service (DPS) web service version.
Gateway Test	Receive tax notifications from the HMRC test endpoint. Always set this attribute to No.
Document Retention Policy	Specify the number of days that Workday retains integration output files.

Concept: HM Revenue & Customs Incoming Notifications Integration

The HM Revenue & Customs Incoming Notifications integration enables you to retrieve these files from HM Revenue & Customs (HMRC) using the Data Provisioning Service (DPS) online service:

- P6 and P9 (tax code notices for employees).
- SL1 and SL2 (student loan notices).
- PGL1 and PGL2 (postgraduate loan notices).

The *HMRC Incoming Notifications* integration template enables you to receive tax and loan notifications directly from the DPS. The integration records any error messages returned by the DPS endpoint in the integration audit files.

Workday uses the sequence number on the notifications file to identify the most recent updates. Notifications are applied in sequence, applying notifications with the highest sequence number for the effective date. This process ignores:

- Duplications for any given effective date.
- Superseded sequence numbers for any subsequent process runs.

Note: If you manually enter a notification, Workday defaults the sequence number to zero. The next time you run the Incoming Notifications integration, the integration notifications will have a higher sequence number which supersedes the manual entries.

It's best practice, when possible, to delete any notifications you don't want to apply.

Integration Services

The *HMRC Incoming Notifications* integration template consists of these integration services:

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Table 3: HMRC Incoming Notifications Integration Services

Integration Service	Required/ Optional	Description
HMRC Incoming Notifications ESB Service	Required	Extracts worker data from your Workday tenant.
HMRC Incoming Notifications Service	Required	Manages configuration of your HMRC Incoming Notifications integration, including attribute values.
Integration Document Retention	Required	Defines how long the integration stores output files for auditing purposes.

Integration Output by Company

You can control integration output by company for integrations based on the *HMRC Incoming Notifications* integration template. To run the integration for specific companies:

- Define Sender ID and Password values for each company in the HMRC Account Configuration integration map.
- Use the Company launch parameter when you schedule or launch the integration.

If you hold a single online account with the HMRC, you can set the Sender ID and Password as the Default Value in the integration map.

Integration Files and Reports

Every time the integration runs, Workday generates these files:

- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because actual data is included in the *Data Changes Audit* file, you might need to secure this file separately.

The DPS online service sends a response record each time the integration runs. Use the **Match HMRC Notifications** task to view and process notifications received from HMRC.

HM Revenue & Customs RTI Employer Payment Summary

Steps: Set Up HM Revenue & Customs RTI Employer Payment Summary Integration

Prerequisites

Record your HM Revenue & Customs (HMRC) Real Time Information (RTI) account ID and password.

Context

Implement an integration based on the *HMRC Real Time Information- Employer Payment Summary* template to send an Employer Payment Summary (EPS) file to RTI for tax purposes.

Steps

1. Access the **Create Integration System** task and enter *HMRC Real Time Information- Employer Payment Summary* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.

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2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Set Up: Payroll (RTI)* and *Process: RTI (Reports) – UK* domains.

   Note: The Integration Security Group requires access to the Integration Permissions and Task Permissions parts of the security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on your integration system.

   Specify the number of days to retain integration output files.

   Security: *Integration Configure* domain in Integration functional area.
4. Select **Integration System > Configure Integration Maps** as a related action on your integration system.

   Map Sender ID and Password values for your company using the *HMRC Credentials for UK Employer Reference* integration map.
5. Launch an Integration .

   Specify how often and when the integration runs.

Concept: HM Revenue & Customs RTI Employer Payment Summary Integration

The HM Revenue & Customs RTI Employer Payment Summary integration enables you to send an Employer Payment Summary (EPS) file to HM Revenue & Customs (HMRC) using the Real Time Information (RTI) online service. The *HMRC Real Time Information- Employer Payment Summary* integration template enables you to extract EPS data for a defined group of workers from your tenant and send it directly to the RTI site. The integration records any error messages returned by the RTI endpoint in the integration audit files.

Launch Parameters for HMRC RTI Employer Payment Summary Integration

Workday provides various options for launching the HMRC RTI Employer Payment Summary integration. After you create an integration, access the **Run UK RTI EPS** or **Launch/Schedule Integration** tasks to see a list.

The de minimis state aid fields aren't shown on the **Run UK RTI EPS** task for tax years 2026/27 onwards as they're no longer required by HMRC. The task displays them for tax years 2021/22 to 2025/26.

Note: To use the EPS business process to submit prior to 2026/27, you must set up the de minimis state aid fields or they won't display on the business process. The de minimis state aid fields will remain on the **Launch/Schedule Integration** task after 2026/27, but they'll no longer be sent to HMRC.

Integration Files and Reports

Every time the integration runs, Workday generates these files:

- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because actual data is included in the *Data Changes Audit* file, you might need to secure this file separately.

The Real Time Information (RTI) online service sends a response record each time the integration runs. Use the **View UK RTI Submission Responses** report to view summary and detail information for the results of each EPS file submission.

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HM Revenue & Customs RTI

Steps: Set Up HM Revenue & Customs RTI Integration

Prerequisites

Use the **Maintain HMRC Gateway Credentials** task to record HMRC gateway credentials for each UK Employer Reference. See: Set Up Employer Reference Tax Details (UK).

Context

Implement an integration based on the *HMRC Real Time Information* template to send a Full Payment Submission (FPS) file with payroll results to RTI for tax purposes.

Steps

1. Access the **Create Integration System** task and enter *HMRC Real Time Information* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Set Up: Payroll (RTI)* and *Process: RTI (Reports) – UK* domains.

   Note: The security group requires access to the Integration Permissions and Task Permissions parts of the security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on your integration system.

   Specify the number of days to retain integration output files.

   Security: *Integration Configure* domain in Integration functional area.
4. Complete the launch parameters for your company's HMRC RTI FPS integration. Workday recommends using the **Run UK RTI FPS** task instead of the **Launch/Schedule Integration** task.

Concept: HM Revenue & Customs Real Time Information (RTI) Integration

The HM Revenue & Customs RTI integration enables you to send a Full Payment Submission (FPS) file with payroll results to HM Revenue & Customs (HMRC). The integration submits data using the Real Time Information (RTI) online service. The *HMRC Real Time Information* integration template enables you to send payroll data for a defined group of workers and pay results directly to the RTI site. The integration records any error messages returned by the RTI endpoint in the integration audit files.

Integration Services

The *HMRC Real Time Information* integration template consists of these integration services:

Integration Service	Required/Optional	Description
HMRC RTI ESB Service	Required	Extracts worker data from your Workday tenant.
HMRC RTI Service	Required	Manages configuration of your HMRC RTI integration, including attribute values.
HMRC RTI FPS Request	Required	Provides launch parameters and attributes for FPS requests.

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Integration Service	Required/Optional	Description
Integration Document Retention	Required	Defines how long the integration stores output files for auditing purposes.

Launch Parameters for HMRC Real-Time Information Integration

Workday provides these options for launching the HMRC Real-Time Information integration:

Launch Parameter	Source report field for Prompt	Description
RTI FPS Calculation Run	RTI FPS Calculation Run	The calculation run from which the integration retrieves data to generate the FPS file.
UK Employer Reference	UK Employer Reference	The UK Employer Reference for which to generate the FPS file.
Pay Period	Period	The pay period for which to generate the FPS file.
Submission Number	N/A	The submission number for the pay period. Start with number 1 and continue with 2 after HMRC accepts the first submission for the pay period. Continue until you reach the maximum number of submissions. To see the maximum number of submissions, use the **View Advanced UK RTI FPS Exceptions** or **View Advanced UK RTI FPS Data** reports.
Workers	Workers	Workers to include or exclude from the FPS file. If you enable **Exclude Workers**, the integration doesn't include workers that you select in this launch parameter.
Exclude Workers	N/A	Excludes workers that you select in the **Workers** launch parameter from the FPS file.
Submission for Off Cycle	N/A	Includes only off-cycle pay results in the FPS file.
After RTI integration event	N/A	For manual launch only. Select the event that you want to use as a starting point for the integration reporting range.
Pay Calculation Status	N/A	For manual launch only. Select a pay calculation status and send test files for incomplete pay periods.

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Launch Parameter	Source report field for Prompt	Description
Test In Live	N/A	Specifies if the integration sends test data to the production endpoint. This check box is selected by default in both the **Run UK RTI EPS** and **Run UK RTI FPS** tasks in all non-production environments.
Final Submission Because Scheme Ceased	N/A	Sends record for Data Item 108.
Final Submission for Year	N/A	Sends record for Data Item 109.
Free of Tax Payments Made to Employee	N/A	Sends record for Data Item 111. Use this parameter only for Final Submissions. Final submissions are for either the last submission of the Tax Year, or for the last submission before the scheme ends.
Expenses Voucher or Benefits from Others	N/A	Sends record for Data Item 112. Use this parameter only for Final Submissions. Final submissions are for either the last submission of the Tax Year, or for the last submission before the scheme ends.
Person Employed Outside UK Worked for 30 Days or More	N/A	Sends record for Data Item 113. Use this parameter only for Final Submissions. Final submissions are for either the last submission of the Tax Year, or for the last submission before the scheme ends.
Pay to Someone Else	N/A	Sends record for Data Item 114. Use this parameter only for Final Submissions. Final submissions are for either the last submission of the Tax Year, or for the last submission before the scheme ends.
P11D Forms Due	N/A	Sends record for Data Item 115. Use this parameter only for Final Submissions. Final submissions are for either the last submission of the Tax Year, or for the last submission before the scheme ends.
Service Company	N/A	Sends record for Data Item 117.

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Launch Parameter	Source report field for Prompt	Description
		Use this parameter only for Final Submissions. Final submissions are for either the last submission of the Tax Year, or for the last submission before the scheme ends.
Late PAYE Reporting Reason	N/A	Use this parameter if you're submitting the FPS late: • For an entire Company. • For a group of workers specified in the launch parameters. If you provide a Reason in this launch parameter, the launch parameter overrides the Reason value provided for each worker in the **Worker UK RTI Details** task.

Integration Files and Reports

Every time the integration runs, Workday generates these files:

- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.

You can find these files in the **Reports and Other Output Files** section of the Integration Event.

Note: Because the *Data Changes Audit* file includes actual data, you might need to secure this file separately.

The RTI online service sends a response record each time the integration runs. Use the **View UK RTI Submission Responses** report to view summary and detail information for the results of each FPS file submission.

Irish Incoming Notifications

Steps: Set Up Irish Incoming Notifications Integration

Prerequisites

- Register your company with the National Automatic Enrolment Savings Authority (NAERSA).
- Ensure this configuration for the *IRL RPN records to apply?* condition rule on the *IRL Incoming Notification* business process definition:
  - An *Or* condition for the **IRL RPN submission event has applicable RPNs** source external field.
  - An *Or* condition for the **Source External Field or Condition Rule** field, select the **IRL AEPN submission event has applicable AEPNs** report field.

  Note: If you don't configure the *IRL Incoming Notification* business process to exchange data with NAERSA, Workday may still receive AEPN data from NAERSA, but you won't be able to use them in off-cycle payroll or on-demand additional payment calculations.

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- To use AEPN data from NAERSA in on-cycle and off-cycle payroll calculations, we recommend that you edit your run categories to add the Workday-delivered **IRL MyFutureFund EE [IRL]** and **IRL MyFutureFund ER [IRL]** deductions as **Pay Components to Calculate** on these tabs:
  - **Nonactive (On Cycle, On Demand Replacement)**

    You must also select:that you edit your run categories to add the Workday-delivered **IRL MyFutureFund EE [IRL]** and **IRL MyFutureFund ER [IRL]** deductions as **Pay Components to Calculate** on these tabs:
    - *IRL Post Tax Deduction [IRL]* as the **Pay Component Group to Calculate**.
    - *Terminated* on the **Status** column.
  - **Off Cycle (On Demand Additional, Manual)**

    You must also select:
    - *IRL Post Tax Deduction [IRL]* as the **Pay Component Group to Calculate**.
    - *Manual Payment* and *On Demand Payment* for **Type of Run**.
    - Both *Active* and *Terminated* on the **Status** column.

Context

Implement an integration based on the *IRL RPN Incoming Notification* template to receive responses from:

- NAERSA for workers' Automatic Enrolment Payroll Notifications.
- Revenue for workers' tax and related notifications.

Steps

1. Access the **Create Integration System** task and enter *IRL RPN Incoming Notification* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Setup: PAYE Modernisation - IRL* and *Integration Event* domains.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on your integration system.

   In **Document Retention Policy**, specify the number of days that Workday retains integration output files.

   Security: *Integration Configure* domain in Integration functional area.
4. Run the *IRL Incoming Notification* business process to retrieve notification details from Revenue and NAERSA.

Related Information
Tasks
Process AEPN Data (IRL)

Concept: Irish Incoming Notifications Integration

The Irish Incoming Notifications integration enables you to retrieve:

- Tax information, for active and non-active workers (such as workers on leave of absence), from Revenue.
- MyFutureFund auto-enrolment pensions information from the National Automatic Enrolment Retirement Savings Authority (NAERSA).

Note: Details are only requested for workers who have both a PPS Number and an employment identifier. We don't request details from NAERSA for workers who aren't eligible for the MyFutureFund auto-enrolment pensions scheme.

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The *IRL RPN Incoming Notification* integration template enables you to create an integration that receives:

- Income tax, universal social charge, and local property tax notifications directly from Revenue.
- Automatic Enrolment Payroll Notifications (AEPNs) directly from NAERSA.

Note: ERR data collection and reporting is handled via the IRL Revenue Payroll Submission integration template rather than incoming notifications.

The integration records any error messages returned in the integration audit files.

Launch Parameters for IRL Revenue Incoming Notifications Integration

You can't use the **Launch / Schedule Integration** task to run the integration. You must use the *IRL Incoming Notification* business process.

Integration Files

There are 6 primary files associated with the integration:

- *ERR_Request.xml*, which contains what Workday sends to Revenue for Enhanced Reporting Requirements.
- *ERR_Response.xml*, which contains what Workday receives from Revenue for Enhanced Reporting Requirements.
- *NAERSA_Request.xml*, which contains what Workday sends to NAERSA.
- *NAERSA_Response.xml*, which contains what Workday receives from NAERSA.
- *Revenue_Request.xml*, which contains what Workday sends to Revenue.
- *Revenue_Response.xml*, which contains what Workday receives from Revenue.

In addition, the integration generates a *MessagesAudit_System* folder containing additional information. Example: This might be useful for troubleshooting any integration issues.

You can find these files in the **Reports and Other Output Files** section of the integration event. Select the integration event from the **Process** column of the **Process and Documents** tab.

Related Information
Concepts
Setup Considerations: MyFutureFund Auto-Enrolment Pensions (IRL)

Irish Payroll Submission

Steps: Set Up Irish Payroll Submission Integration

Prerequisites

- Record your Employer Registration Number and create a P12 certificate.
- Register your company with NAERSA.
- Assign your relevant pay components to the appropriate ERR pay component groups (such as Remote Working Daily Allowance, Small Benefits Exemption, and Travel and Subsistence).

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- Ensure you have this configuration for the *IRL Payroll Submission* business process definition:
    - On the *Integration* step, update the *Submit to Revenue is true* condition rule with:
        - An *Or* condition for the **Submit to Revenue** source external field.
        - An *Or* condition for the **Submit to NAERSA** report field.
        - An *Or* condition for the **Submit ERR to Revenue** report field.
    - Configure the *Integration* step to include a **Value Type** of *Determine Value at Runtime* for these fields:
        - **Submit to Revenue**
        - **Submit to NAERSA**
        - **Submit ERR to Revenue**

Context

Implement an integration based on the *IRL Revenue Payroll Submission* template to send a file with payroll results to:

- Revenue for tax purposes.
- NAERSA for MyFutureFund auto-enrolment pensions purposes.
- Revenue for Enhanced Reporting Requirements (ERR) non-taxable benefit purposes.

Note: When you have previously implemented the *IRL Revenue Payroll Submission* integration to receive data from Revenue alone, you must update it to exchange data with NAERSA. From related actions on your integration system, select **Integration System > Configure Integration Services** . Select the **Enable All Services** check box.

Steps

1. Access the **Create Integration System** task and enter *IRL Revenue Payroll Submission* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Set Up: Payroll - IRL* domain.

   Note: The security group requires access to the Integration Permissions and Task Permissions parts of the security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on your integration system.

   In **Document Retention Policy**, specify the number of days that Workday retains integration output files.

   Security: *Integration Configure* domain in Integration functional area.
4. Run the *IRL Payroll Submission* business process to send details to Revenue or NAERSA.

   Use the new ERR Data tab on the **Run IRL Payroll Submission** task or **View IRL Payroll Submission** report to review non-taxable benefit details before submitting.

   Note: Workday recommends that you run the task separately for Revenue and NAERSA submissions. Don't select both check boxes at once.

   If your organization uses a custom business process definition for the *IRL Payroll Submission* business process, you must update it manually to ensure the NAERSA or ERR integration correctly executes when you select the **Submit to NAERSA** or **Submit ERR to Revenue** check box on the **Run IRL Payroll Submissions** task. Access the business process security policy for the *IRL Payroll Submission* business process. Navigate to the **Definition** section and edit the conditional logic for the *Integration* step to include the *Submit to NAERSA is true* or *Submit ERR to Revenue is true* condition rule.

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Related Information
Tasks
Process AEPN Data (IRL)

Concept: Irish Payroll Submission Integration

The Irish Payroll Submission integration enables you to send a file with payroll results to Revenue and the National Automatic Enrolment Retirement Savings Authority (NAERSA). The integration submits data to Revenue using the Revenue Online Service. The *IRL Revenue Payroll Submission* integration template enables you to send payroll data and non-taxable benefit data (ERR) for a defined group of workers and pay results directly to the Revenue site. The integration records any error messages returned in the integration audit files.

The integration also submits payroll data to NAERSA. When you complete the business process to submit data to NAERSA, Workday confirms whether the file has been successfully sent. To confirm the NAERSA submission status, you need to log on to the MyFutureFund employer portal.

Launch Parameters for IRL Revenue Payroll Submission Integration

You can't use the **Launch / Schedule Integration** task to run the integration. You must use the *IRL Payroll Submission* business process.

Integration Files and Reports

There are 6 primary files associated with the integration:

- *ERR_Request.xml*, which contains what Workday sends to Revenue for Enhanced Reporting Requirements.
- *ERR_Response.xml*, which contains what Workday receives from Revenue for Enhanced Reporting Requirements.
- *NAERSA_Request.xml*, which contains what Workday sends to NAERSA.
- *NAERSA_Response.xml*, which contains what Workday receives from NAERSA.
- *Revenue_Request_Part1_1.xml*, which contains what Workday sends to Revenue (including ERR submission data in Revenue-required XML format). Files are numbered sequentially when split into multiple parts based on worker size.
- *Revenue_Response_Part1_1.xml*, which contains what Workday receives from Revenue. Files are numbered sequentially to correspond with multi-part submission requests.

In addition, the integration generates a *MessagesAudit_System* folder containing additional information. Example: This might be useful for troubleshooting any integration issues.

You can find these files on the **Details** tab of the integration event. Select the integration event from the **Process** column of the **Process History** tab.

Related Information
Concepts
Setup Considerations: MyFutureFund Auto-Enrolment Pensions (IRL)

Irish Revenue Check Payroll Submission

Steps: Set Up Irish Revenue Check Payroll Submission Integration

Prerequisites

- Record your Employer Registration Number and create a P12 certificate.
- Generate and send a payroll submission to the Revenue or NAERSA.

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Context

Implement an integration based on the *IRL Revenue Check Payroll Submission* template to verify a previously submitted payroll results file with the Revenue and NAERSA.

Steps

1. Access the **Create Integration System** task and enter *IRL Revenue Check Payroll Submission* at the **New using Template** prompt.

   Security: *Integration Build* in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Set Up: Payroll - IRL* domain.

   Note: The security group requires access to the Integration Permissions and Task Permissions parts of the security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Select **Integration System > Configure Integration Attributes** as a related action on your integration system.

   In **Document Retention Policy**, specify the number of days that Workday retains integration output files.

   Security: *Integration Configure* domain in Integration functional area.
4. Launch or schedule the integration:

   Use the **Launch / Schedule Integration** task to run the integration manually or configure a recurring schedule.

   Note: The integration automatically identifies and processes recent pending Revenue, ERR, and NAERSA submission instances to retrieve real-time status updates from external endpoints.
5. Workday displays status details on the **View IRL Payroll Submission** report via the new **ERR Submission Status** field (visible when a status has been retrieved), and automatically populates updates on separate dedicated tabs for Revenue, ERR, and NAERSA submissions within the **Find IRL Payroll Submissions** task.

Concept: Irish Revenue Check Payroll Submission Integration

The Irish Revenue Check Payroll Submission integration enables you to verify your payroll results have been processed by the Irish Revenue and NAERSA. The integration submits data using the Revenue online service. The *IRL Revenue Check Payroll Submission* integration template enables you to verify payroll Enhanced Reporting Requirements (ERR), and NAERSA data directly on the Revenue and NAERSA sites and populate submission statuses in Workday. The integration records any error messages returned in the integration audit files.

Note: To use this integration, you must have completed Payroll and successfully submitted it to Revenue or NAERSA.

Launch Parameters for IRL Revenue Check Payroll Submission Integration

Workday provides these options for launching the IRL Revenue Check Payroll Submission integration:

Launch Parameter	Source report field for Prompt	Description
Employer Registration Number	IRL Employer Registration	The employer's Irish Revenue registration number that the integration uses to generate the check submission file. Required for regular submissions.

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Launch Parameter	Source report field for Prompt	Description
IRL Payroll Submission Run	PAYE Modernisation Report Run Instance Submitted	IRL Revenue Payroll Submission Report Run Instance for Check Submission. Required for regular submissions.
Payroll Run Reference	N/A	Identifies the Payroll event that the submission refers to. This enables you to manually add a payroll run reference. Workday recommends you use this during implementation testing to ensure that the link between Workday and Revenue or NAERSA is working.
Submission ID	N/A	A unique submission identifier. This must be unique for submissions under an employer's registration number. This enables you to manually add a submission ID. Workday recommends you use this during implementation testing to ensure that the link between Workday and Revenue is working.

Integration Files

There are 5 primary files associated with the integration:

- *Request.xml*, which contains what Workday sends to Revenue.
- *Response.xml*, which contains what Workday receives from Revenue.
- *NAERSA_Request.xml*, which contains what Workday sends to NAERSA.
- *NAERSA_Response.xml*, which contains submission status details and error files received from NAERSA.
- *NAERSA_ERROR_Details_Request.xml*, which contains imported AEPN submission error details requested from NAERSA.

In addition, the integration generates a *MessagesAudit_System* folder containing additional information. Example: This might be useful for troubleshooting any integration issues.

You can find these files on the **Output Files** tab of the integration event **View Background Process** report.

Service Canada ROE Integration

Steps: Set Up Service Canada ROE Integration

Prerequisites

Have access to a computer (preferably an FTP server) that you can use for:

- Exporting ROE (Record of Employment) data from the integration.

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- Downloading ROE files from the Service Canada web site.

Context

Set up outbound and inbound integrations for exporting and importing Service Canada ROE files. Implement both outbound and inbound integrations to ensure correct original and amended ROEs for each ROE generated in Workday.

Steps

1. Create an outbound integration that generates an ROE file and exports it to a server for upload to Service Canada.

   See: Steps: Set Up Outbound Service Canada ROE Integration .
2. Create an inbound integration that retrieves and imports an ROE file that you previously downloaded from Service Canada.

   See: Steps: Set Up Inbound Service Canada ROE Integration .

Next Steps

Launch the integration to generate ROE files, or import ROE files returned by Service Canada.

For instructions, see Launch Service Canada ROE Integrations .

Steps: Set Up Outbound Service Canada ROE Integration

Prerequisites

You must have a server accessible by any of the transport protocols provided by the Delivery Service for this integration.

Context

Create an integration system that generates an ROE (Record of Employment) file and delivers it to a computer accessible to the integration system. The integration doesn't support direct connection to Service Canada. Once the integration system generates an ROE file, access the Service Canada website and manually upload the ROE file.

Since you generate ROE files for workers as needed, you don't need to schedule this integration.

Steps

1. Access the **Create Integration System** task and enter *Service Canada ROE Outbound* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* in the Integration functional area.
2. Create an Integration System User (ISU) and grant the ISU access to the *Reports: Results for Worker (ROE) - CAN* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. As a related action on the integration system, select **Integration System > Configure Integration Attributes**.

   For the **Document Retention Policy** attribute, set the number of days to retain output documents. If not specified, Workday keeps integration files for 30 days.

   Security: *Integration Build* and *Integration Configure* in the Integration functional area.
4. Set Up Integration Delivery .

   Specify how the integration system delivers integration output files to a server accessible to you. You can't configure the Delivery Service to deliver output files directly to Service Canada; upload the files manually.

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5. Set Up Integration Sequence Generators .

   Configure the integration so that it generates a unique filename and number for each integration output document. Unique filenames and numbers are for your convenience; Service Canada has no file naming requirements.

Steps: Set Up Inbound Service Canada ROE Integration

Prerequisites

You must have a server accessible by any of the transport protocols provided by the Retrieval Service for this integration.

Context

Create an integration system that retrieves an ROE (Record of Employment) file from a computer accessible to the integration. The integration loads the data into Workday. The integration doesn't support direct connection to Service Canada. You retrieve an ROE file from Service Canada website manually. Then you save the file to a computer accessible to the integration, and run the integration to load the ROE file.

Since you retrieve ROE files for workers from Service Canada as needed, you don't need to schedule this integration.

Steps

1. Access the **Create Integration System** task and enter *Service Canada ROE Inbound* at the **New using Template** prompt.

   Security: *Integration Build* and *Integration Configure* in the Integration functional area.
2. As a related action on the integration system, select **Integration System > Configure Integration Attributes**.

   For the **Document Retention Policy** attribute, set the number of days to retain output documents. If not specified, Workday keeps integration files for 30 days.

   Security: *Integration Build* and *Integration Configure* in the Integration functional area.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Reports: Results for Worker (ROE) - CAN* security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. Set Up Integration Retrieval .

   Specify how the integration system retrieves the ROE files from a server accessible to you.

   You can't configure the Retrieval Service to import ROE files directly from Service Canada. You download the ROE files manually.

Launch Service Canada ROE Integrations

Prerequisites

Security: *Integration Event* domain in Integration functional area.

Context

Launch the Service Canada ROE Outbound integration to:

1. Generate the ROE Payroll Extract files and export the files to a computer accessible to you.
2. Upload the files manually to the Service Canada web site.

Steps

1. Access the **Launch / Schedule Integration** task.

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2. Select the outbound ROE integration system from the **Integration** prompt.
3. Select options from **Integration Criteria**:
    - **Pay Group**
    - **Company**
    - **Worker**

    Workday includes all Approved ROEs in the integration file if you don't select any options from **Integration Criteria**.
4. Select **OK** to launch the integration.
5. Check the computer with the integration configured to deliver the ROE file or files. Verify that they arrived.

    The integration generates a separate ROE payroll extract file for groups of 750 records. Each additional file has a unique numerical suffix.
6. Sign in to the *ROE on the Web* Service Canada web site. See: https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-roe/access-roe.html
7. Upload the ROE payroll extract file or files to Service Canada.
8. After Service Canada has processed the files, generate an ROE file to import back into Workday.

    Note: Workday recommends that you only import ROEs from Service Canada that have been updated to a status of *Issued*. If you import ROEs with a status of *Passed*, *Failed*, or *Rejected*, you must delete or recreate the ROE in Workday and set it back to *Approved* status before resubmitting them to Service Canada. For ROEs with a status of *Passed*, continue the submission process until Service Canada changes the status to *Issued*.
9. Download the ROE file from Service Canada to the computer with the configured integration to retrieve the ROE file.
10. Access the **Launch / Schedule Integration** task.
11. Select the inbound ROE integration system from the **Integration** prompt.
12. Select **OK** to launch the integration.

Related Information
Reference
2022R2 What's New Post: Record of Employment Outbound Integration

Concept: Service Canada ROE Integration

Use Workday to integrate with the Service Canada ROE (Record of Employment) website. Using this integration, you can:

- Generate ROE files for manual upload to Employment and Social Development Canada (ESDC).
- Import Record of Employment status files generated by Service Canada into Workday.

Integration Templates

The Service Canada ROE integration includes 2 templates:

- *Service Canada: ROE Outbound* generates and delivers one or more ROE Payroll Extract files in *.blk* format to a computer that you specify.
- *Service Canada ROE Inbound* retrieves and loads an ROE file that you previously downloaded from the Service Canada ROE website.

The Service Canada ROE integration templates don’t support direct upload and download of ROE files to and from the Service Canada ROE website. Both templates require that you have an intermediate computer from which the integrations deliver and retrieve files. You upload and download ROE files manually using the Service Canada ROE website.

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Integration Process

The Service Canada ROE integrations exchange data with the ROEWEB website using this process:

1. You manually launch the ROE Outbound integration to generate the ROE files.
2. You access the Service Canada website and upload the files generated in Step 1.
3. You process the files on the Service Canada website.
4. You download the completed files from Service Canada.
5. You manually launch the ROE inbound integration to import the ROE results into Workday.

FAQ: Service Canada ROE Integration

Does the Service Canada ROE integration interact directly with the Service Canada ROE web site?	No. Manually upload and download ROE files from Service Canada.
What file format does the integration support for ROE files?	The Service Canada ROE integration generates files in .blk format.
Where can I find out more about the Service Canada ***ROE on the Web*** service?	Service Canada provides information at: https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-roe/roe-web.html.

U.S. Tax Filing Integration

Concept: Tax Filing Integration Launch Options

Tax Filing Integration Launch Setup Notes

Before you launch a tax filing integration, verify you have completed the following prerequisites for the type of integration you want to launch:

Prerequisites	Related Information	Periodic Tax Filing	Monthly Tax Filing	Quarterly Tax Filing	Annual Tax Filing
Maintain your tax filing configuration for payroll taxes.	Steps: Set Up Payroll Taxes (USA)	X	X	X	X
Complete the relevant pay period or periods.	Steps: Process Payroll	X	X	X	X
Configure the year-end form boxes for U.S. states and territories.	• Map Earnings and Deductions to W-2 Boxes (USA) • Map Earnings			X	X

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Prerequisites	Related Information	Periodic Tax Filing	Monthly Tax Filing	Quarterly Tax Filing	Annual Tax Filing
	and Deductions to Year-End Forms for U.S. Territories (USA)				
Create data for the: • W-2 or W-2C forms. • U.S. territory year-end forms.	• Steps: Set Up, Audit, and Print Year-End Tax Forms (USA) • Steps: Set Up, Audit, and Print Year End Tax Correction Forms (USA)			X	X

You must have an External ID for:

- Each company that you process with the integrations.
- Each company for each tax filing integration.

See Concept: Integration IDs .

You can send a quarterly or annual tax file to your service provider multiple times. However, after you successfully transmit a periodic tax file, resend it only if processing fails in the external service. When you relaunch a quarterly or annual integration, Workday always sends current quarter-to-date and year-to-date balances for all employees.

If your service provider is Ceridian, you must perform separate integrations for fourth quarter and annual data. Coordinate your Q4 and annual tax filing integrations so that you avoid a timing difference, as a delay between these integrations can cause a balance discrepancy.

Tax Filing Integration Launch Parameter Notes

Integration Type	Integration Parameters
Periodic Tax Filing	• Select one or more companies in the **Company** field. • For ADP, verify the **Sequential Run Number** and the **Prior Sequential Run Number**. Workday resets the **Prior Sequential Run Number** to zero at the beginning of the year. Workday determines

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Integration Type	Integration Parameters
	the numbers by adding 1 to the run number of the last successful integration event. Changing the preconfigured values is unnecessary unless you wish to use a different numbering sequence. • To prevent reconciliation issues with your tax filing service: • If you're new to Workday: Only include pay results in Workday with payroll payment dates as of your Workday implementation date. • If you're changing providers: Only submit pay results with payroll payment dates as of the date you start with your new provider. If your pay results have payroll payment dates before the new provider start date, submit them to your old provider. • To resend a periodic file, or to select individual pay runs to include in a transmission, select **Override Launch Date Range**. Then specify values in the **Include Results Completed After** and **Include Results Completed On or Before** fields. Base the date range on the last successful integration event or the date and time that the desired payroll results completed. Don't base the date range on the pay period. Overriding the launch date range can result in duplicating or omitting a run from your tax filing liability. Review the **Tax Filing Integration Event Summary** report first to verify the status of periodic tax integrations that Workday previously transmitted. When you override the launch date range, the value you use for the **Include Results Completed On or Before** field populates the **Include Results Completed After** field in the next run of the integration system. • To include all related companies within a Single Legal Entity (SLE) relationship, select **Include Related Companies for Legal Entity**. To select whether to report taxes for related companies separately or together, access the **Edit Company Relationship**. Then, use the **Payroll Tax Reporting** option.
Monthly Tax Filing	Workday provides monthly tax filing integrations for ADP and *MasterTax* to report taxes for Illinois State Unemployment Insurance (SUI). Ceridian

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Integration Type	Integration Parameters
	derives monthly data from periodic integrations, and doesn't require a separate monthly file. To report Pennsylvania local taxes for *MasterTax*, select **Include Pennsylvania Local Taxes**.
Quarterly Tax Filing	As you complete these fields for ADP or MasterTax, consider: • Select a **Calendar Quarter**. The Q4 integration includes annual tax data. • Select one or more companies in the **Company** field. • For ADP only, define the **File Subtype**: • *A - Amendment File*. • *E - Exception File (late original filing)*. • *W - W2 Management File (employee W2 printing)*. Don't use this option if you're sending a quarterly file.
Annual Tax Filing (Ceridian Only)	• Specify a **Year**. • Select one or more companies in the **Company** field. The effective date for all data is the last day of the year that you selected. Example: If a worker changes addresses after the end of the tax year, but before Workday generates the integration file, the address on the integration file is out-of-date.

Tax Filing Integration Launch Parameter Example

A periodic tax file integration completes successfully on March 15 at 5:00 PM. The next integration launches successfully from Workday on March 31 at 5:00 P.M., but a failure occurs in the provider service. To resend the March 31 tax file, specify these values for the launch parameters:

1. Select the same company or companies in the **Company** field.
2. Keep the predefined **Sequential Run Number** and **Prior Sequential Run Number**.
3. Select the **Override Launch Date Range** check box.
4. In the **Include Results Completed After** field, specify a value of `March 15, 2011 at 5:00 P.M.`
5. In the **Include Results Completed On or Before** field, specify a value of `March 31, 2011 at 5:05 P.M.` Add a few minutes to the last integration time to ensure that you capture all changes.

Related Information

Concepts

Concept: Workday Scheduled Processes

Tasks

Manage Scheduled Future Processes

Create Integration Notifications

View Integration Events

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Maintain Tax Filing Categories

Prerequisites

Security: *Set Up: Payroll (Tax Filing/W-2s) - USA* domain in the USA Payroll functional area.

Context

Workday automatically maps tax and wage *pay components* or *pay component groups* to most tax filing categories. You are responsible for mapping the additional pay components and pay component groups to other categories that pertain to your organization.

Tax filing categories are relevant to periodic and quarterly integrations.

Steps

1. Access the **Maintain Payroll Tax Filing Configuration** task.
2. Add or remove tax filing categories.
3. For each category, specify which pay components or pay component groups to include for tax filing.

Result

When you run the periodic or quarterly tax filing integration, the integration file pulls in values for the categories and pay components/pay component groups you configure.

Example

To configure a tax filing category for a moving expense earning, add this row on the **Maintain Tax Filing Configuration** task:

Category	**Pay Component Group(s)/Earning(s)/ Deduction(s) to Include**
Moving Expense	*Qualified Moving Expense*

The *Qualified Moving Expense* is reported in the integration as an earning.

Related Information
Tasks
Steps: Set Up, Audit, and Print Year-End Tax Forms (USA)

Concept: Tax Filing Integration

To send periodic, quarterly, and annual tax information from Workday Payroll to a third-party service provider, use a tax filing integration. Workday hosts and maintains tax filing integrations to ADP, *MasterTax*, and Ceridian.

Workday provides templates and maps to configure each tax filing integration to meet your requirements:

- Periodic integrations provide payroll tax information for each pay period that requires tax filing.
- Monthly integrations provide payroll tax information for each month. Workday provides monthly tax filing integrations for ADP and *MasterTax*. Ceridian derives monthly data from periodic integrations, and doesn't require a separate monthly file.
- Quarterly integrations provide quarter-to-date and year-to-date totals for each worker. They supply state unemployment insurance (SUI) and other quarterly information. Third-party service providers might use this information to prepare quarterly tax filings.
- Annual integrations provide year-to-date wages, tax information, and W-2 data for each worker. ADP receives annual tax data in fourth quarter tax filings. Only Ceridian requires a separate integration for annual tax data.

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Note: Tax filing integrations export data from Workday-delivered tax deductions. While you can include some tenant deductions using **Maintain Payroll Tax Filing Configuration**, you can't include tenant *tax* deductions.

To support tax filing of third-party sick pay, Workday separates employer wages and taxes from third-party wages and taxes. Separation is based on whether the employer or third party provides the W-2. ADP tax filing integrations include W-2 recap data, but Ceridian tax filing integrations don't. To find out if the external endpoint requires additional configuration to accommodate third-party sick pay, check with your vendor. Workday assumes that the employer provides the W-2 unless otherwise stated.

For a company configured for the third party to issue the W-2 when Workday sends taxes in the ADP quarterly integration, the integration reports taxes in a separate section under that company. Workday adds a 3 to the External ID for the Company.

ADP and Ceridian tax filing integrations also support W-2 printing. To find out if additional configuration is necessary, check with your vendor.

Specification Updates

ADP, *MasterTax*, and Ceridian send emails for interface specification updates in advance of when they need to be completed. Workday receives the specification updates the same time you do, and modifies the existing templates as needed to comply with specification updates. Example: ADP sends out Q2 specification updates on 04-23. Workday updates the interface version in time for when you submit the integration output file to ADP, after the end of the quarter.

Integration Processing

When launched, the integration sends payroll results to your service provider for remittance to the appropriate tax authorities. Payroll results include tax amounts and wages subject to withholding for each tax authority. The integration creates a data file in the prescribed format and optionally encrypts the data file. Then the integration delivers the file the FTP endpoint of your service provider, where it's ready for import into their tax filing service.

You can send tax filing data for multiple companies in a single run, and you can also create interim runs for the same period or company. Workday gathers the results from any completed payroll calculation or on-demand calculation for the specified companies since the last successful integration event.

Workday uses actual dates rather than pay run dates for on-demand calculations in periodic integrations. To avoid late penalties, send interim tax files to your service provider whenever you make on-demand payments.

The integrations use the **Payroll Result Completion Moment** to determine which payroll results and associated tax information to include in your output files.

Workday doesn't include purged workers in integration outputs. File taxes for purged workers manually. You can view results for multiple workers based on company and year, access the **Purged Workers with Completed Payroll Results** report. The report won't return reversed pay results.

Data Validation

Workday validates tax filing data in the:

- ADP quarterly integrations (includes annual).
- Ceridian periodic, quarterly, and annual integrations.

The validation process checks for:

- Missing required fields.
- Valid Social Security Number and zip code formats.
- Field lengths that exceed provider requirements.

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Workday removes invalid characters from Social Security Numbers and zip codes, and truncates any field values that are too long. Workday reports these changes as warnings but integration processing continues. Data validation messages and output files are optionally attached to integration events so that you can verify the actual submission data.

Address Priority for Tax Filing

For *MasterTax*, ADP, and Ceridian tax filing integrations, Workday selects the mailing address in priority order based on the Communication Usage Type:

1. Payroll Tax Address (Type = Payroll Tax Form) - *only for Q4 and annual*
2. Home Address for Pay check (Type = Home; Use For = Paycheck)
3. Work Address for Pay check (Type = Work; Use For = Paycheck)
4. Home Mailing Primary (Type = Home; Primary = TRUE; Use For = Mailing)
5. Home Mailing (Type = Home; Use For = Mailing)
6. Work Mailing Primary (Type = Work; Primary = TRUE; Use For = Mailing)
7. Work Mailing (Type = Work; Use For = Mailing)
8. Home Primary (Type = Home; Primary = TRUE)
9. Work Primary (Type = Work; Primary = TRUE)

Required Integration IDs

Each Company record in your tenant must have an Integration ID that matches the client ID for your company.

For each integration system in the tenant, select the Company and select **Integration Ids > Edit External Ids**.

For each tax integration: add an External ID row, select the appropriate integration system, and enter the corresponding client ID.

Available Integration Templates

Workday provides these integration templates for tax integrations:

- *ADP Tax Filing - Monthly*
- *ADP Tax Filing - Periodic*
- *ADP Tax Filing - Quarterly*
- *Ceridian Tax Filing - Annual*
- *Ceridian Tax Filing - Periodic*
- *Ceridian Tax Filing - Quarterly*
- *MasterTax Tax Filing - Monthly*
- *MasterTax Tax Filing - Periodic*
- *MasterTax Tax Filing - Quarterly*

Security Domains Required for Integration Access to Workday Data

Tax filing integrations require *Get* and *Put* access to these domains:

- *Manage: Organization Integration*
- *Process: Tax Filing/W-2s (Run) - USA*
- *Worker Data: Compensation by Organization*
- *Worker Data: Current Staffing Information*
- *Worker Data: Public Worker Reports*

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Related Information
Concepts
Concept: Integration IDs

Reference: Tax Filing Reports

Review tax filing data and related events with these reports:

Monthly Data Report

Report	Description
Tax Filing Monthly Data for Workers	View worker tax filing data for a specific month for the selected company and tax authorities. Returns pay results by payment date within the specified month, and political subdivision (PSD) codes for Pennsylvania local taxes. You can use this report to: • Reconcile your monthly Illinois State Unemployment Insurance (SUI) tax liabilities. • Manage and report on monthly tax filing data for Pennsylvania local taxes.

Periodic Data Reports

Report	Description
Tax Filing Periodic Data for Event	View periodic tax data by company for a specific integration event. Details include: • Completion date. • Number of results in the output. • Payment date. • Tax authority. • State. • Pay component. • Tax filing code. • Tax withheld. • Taxable wages.
Tax Filing Periodic Data by Common Pay Agent	View periodic payroll tax data for the common pay agent, including taxable wages, subject wages, and gender count.
Tax Filing Periodic Data by Company	View tax filing data by company for selected periods, pay run groups, and pay groups. Returns all results and pay components mapped to tax filing categories, regardless of payment date. You can use this report to reconcile your periodic tax liabilities.
Tax Filing Periodic Data for Workers	View tax filing data for workers for selected periods, pay run groups, and pay groups. Returns all results, regardless of payment date, for the

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Report	Description
	pay periods selected. You can use this report to reconcile your periodic tax liabilities. See Concept: Intelligent Prompt Recommendations for Payroll for details on intelligent prompt recommendations for this report.

Quarterly Data Reports

When you enter dates on the **Completed within Date Range From / To** prompts, Workday displays the associated data that was completed within the specified range only on the **Data for Quarters/Completion Dates** tab.

Report	Description
Tax Filing Quarterly Data by Common Pay Agent	View quarterly payroll tax data for the common pay agent. Report includes: • QTD Withheld • Taxable Wages • Subject Wages • Gross Amount • YTD for Tax Withheld
Tax Filing Quarterly Data by Company	View company tax filing data for selected companies and calendar quarters. Displays in-progress and completed pay results by payment date within the specified quarters and pay component amounts for each tax filing category. Workday automatically displays completed payroll results, but you can include in progress results or only in progress results. You can use this report to reconcile your quarterly tax liabilities and to validate in-progress payroll results before completing them. You can also use this report for annual tax reporting because it returns year-to-date: • Actual Taxable wages for New York City, New York State, and Yonkers. • Actual Subject wages for New York State and Yonkers. When you select the **Include In Progress Results Only** check box, the report only displays results that are in progress or require recalculation.
Tax Filing Quarterly Data for Workers	View worker tax filing data for selected companies and calendar quarters. Displays in-progress and completed pay results by payment date within the specified quarters. Workday automatically displays completed payroll results, but you can include in progress results or only in progress results. You can use this report to reconcile your quarterly tax liabilities and validate in-progress payroll results before completing them.

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Report	Description
	You can also use this report for annual tax reporting because it returns year-to-date: • Actual Taxable wages for New York City, New York State, and Yonkers. • Actual Subject wages for New York State and Yonkers. When you select the **Include In Progress Results Only** check box, the report only displays results that are in progress or require recalculation.

State Unemployment Insurance (SUI) Audit

Report	Description
Audit - Employee State Unemployment Week Wage Threshold	View workers whose estimated state unemployment insurance (SUI) subject wages might fall below the weekly threshold of the state. You can use this report to identify workers whose number of weeks worked you might want to adjust on the *Get Quarterly Worker Tax Filing Data* web service. You can update weeks worked for multiple workers within multiple companies using the: • **Maintain Quarterly Tax Filing Overrides for Workers** task. • *Put Worker Payroll Tax Filing Override* web service. You can retrieve quarterly tax filing overrides for multiple workers within multiple companies with the *Get Worker Payroll Tax Filing Overrides* web service.

Summary Report

Report	Description
Tax Filing Integration Event Summary	View a summary of integration events for a selected tax filing integration. Event details include: • Companies. • Period or quarter. • Completion date. • Number of results in the output.

Related Information

Concepts

Reconcile Tax Liabilities for Prior Period Adjustments (USA)

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Example: Create Company State and Local Tax Custom Report

This example illustrates 1 way you can create a custom report to view different state and local US tax information for multiple companies.

Context

You have over 50 active companies with multiple states and need to export state and local tax data to filter and validate your SUI deductions and EIN numbers and types with your external payroll tax vendor.

Prerequisites

Security:

- *Custom Report Creation* domain in the System functional area.
- *Process: Tax Filing/W-2s (Run) - USA* domain in the USA Payroll functional area.

Steps

1. Access the **Create Custom Report** task.
2. Enter these values:

Option	Description
Report Name	Enter *Company State and Local Tax Report*.
Report Type	Select *Advanced*.
Optimized for Performance	Clear the check box.
Data Source	Select *Company State and Local Tax Data*.

3. Click **OK**.
4. On the **Columns** tab, add rows with these values:

Business Object	Field
Company Tax Data Reporting	*Company*
Company Tax Data Reporting	*Payroll Tax Authority*
Company Tax Data Reporting	*Payroll State Authority*
Company Tax Data Reporting	*Payroll Local County Authority*
Company Tax Data Reporting	*Payroll Local City Authority*
Company Tax Data Reporting	*Deduction*
Company Tax Data Reporting	*Rate Type*
Company Tax Data Reporting	*Company Reporting Start Date*
Company Tax Data Reporting	*Applicable EIN*
Company Tax Data Reporting	*EIN Type*
Company Tax Data Reporting	*Applicable Rate*
Company Tax Data Reporting	*Rate Type*

5. Click **OK**.
6. Click **Run**.

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7. (Optional) Enter the **Effective Date**.

   Note: When you enter an effective date, the report displays the tax data applicable to the effective date. When you don't specify an effective date, the report displays all configured tax data. You can make the **Effective Date** prompt required when editing the report on the **Prompts** tab.
8. Click **OK**.

Related Information
Tasks
Create Custom Reports
Reference
2021R2: What's New Post: Company State and Local Tax Reporting

Time Off Inbound and Payroll Input Connectors

Steps: Set Up Time Off Inbound and Payroll Input Connectors

Prerequisites

Set up an external FTP server that your time and attendance service and your integration systems can access.

Context

Set up a Time Off Inbound Connector and a Payroll Input Connector to import time card data from an external time and attendance server into Workday:

Steps

1. Implement an integration system that imports time card data into Workday Absence.
   See: Steps: Set Up Integration to Import Worker Time Card Data
2. Implement an integration system that imports time card data into Workday Payroll.
   See: Steps: Set Up Integration for Worker Payroll Data Import

Steps: Set Up Integration to Import Worker Time Card Data

Context

You can create an integration system that imports time card data for your workers into Workday. The file must be in a format defined by Workday.

Steps

1. Access the **Create Integration System** task and enter *Worker Time Off Inbound* at the **New Using Template** prompt.
   Security: *Integration Build* and *Integration Configure* security domains.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these security domains:
   - *Process: Enter or Correct Time Off*
   - *Worker Data: Payroll (Payroll Input)*
   - *Worker Data: Time Off (Adjustment)*
   - *Worker Data: Time Off (Time Off)*

   See: Steps: Grant Integration or External Endpoint Access to Workday.

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3. As a related action on your Worker Time Off Inbound integration, select **Integration System > Configure Integration Attributes**:

Option	Description
Input File Format	Indicates if the inbound file is in XML or CSV format.
Input Date Format	Specify the format for all dates on the time card file. Use Java simple date format.
Document Retention Policy	Specify the location, authentication, and other options that the integration system uses to: • Sign in to an external FTP server. • Retrieve the file containing the time card data. Note: You can use SSH authentication when logging in to an external FTP server. In order to use SSH authentication, use the **Create x509 Private Key Pair** task to configure an X.509 private key pair.

4. As a related action on the integration system, select **Integration System > Configure Integration Maps** and map time off codes to the Workday time off codes name.
5. (Optional) To transform the time card file as part of the integration, add a Document Transformation subintegration.

   See: Steps: Set Up Document Transformation Connector .

   If you don't perform this step, develop an external service to transform the time card file into the format required by Workday.
6. Set Up Integration Retrieval .

   Specify how the integration system retrieves the time card file.
7. Launch an Integration .

   Schedule how often you want Workday to launch the integration.

Steps: Set Up Integration for Worker Payroll Data Import

Context

You can create an integration that imports files with worker payroll data from an external server into Workday. The files must be in a format defined by Workday.

Steps

1. Access the **Create Integration System** task and enter *Worker Payroll Input Async* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these security domains:

   - *Process: Enter or Correct Time Off*
   - *Worker Data: Payroll (Payroll Input)*
   - *Worker Data: Time Off (Adjustment)*
   - *Worker Data: Time Off (Time Off)*

   See: Steps: Grant Integration or External Endpoint Access to Workday.

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3. As a related action on your Worker Payroll Data Import integration, select **Integration System > Configure Integration Attributes**:

Option	Description
Input File Format	Specify the file format of the payroll input file (CSV or XML).
Input Date Format	Specify the format for all dates on the payroll input file. Date must be in Java simple date format.
Document Retention Policy	Specify how many days Workday keeps the imported files. If not specified, the retention period is 30 days.

4. Select **Integration System > Configure Integration Maps** and map required external payroll values to the corresponding Workday values:

Option	Description
Deduction Code	Select a Payroll Deduction Code. The deduction Calculation Details must have the *Input Amount Allowed* option selected, and the deduction Criteria must have the input *Run Category* selected in its Run Category Eligibility. This field is required if **Earning Code** or **Related Calculation** isn't specified; otherwise, it must be left empty.
Earning Code	Select a Payroll Earning Code. The earning Calculation Details must have the *Input Amount Allowed* option selected, and the earning Criteria must have the input *Run Category* selected in its Run Category Eligibility. This field is required if **Deduction Code** or *Related Calculation* isn't specified; otherwise, it must be left empty.
Position	Select a Position ID reference value to map an external Position ID to a Workday position ID reference value. You only need to do this if the Position ID values don't match between the external system and Workday. You can add a default value when there isn't a value from the external system file. There are no restrictions on the external value, meaning it's free form text.
Related Calculation	Select a Payroll Pay Component Related Calculation. The Pay Component Related Calculation must have the *Input Amount Allowed* option selected. This field is required if **Earning Code** or **Deduction Code** isn't specified; otherwise, it must be left empty.
Run Category	Select a Payroll Run Category.

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Option	Description
	When using Earning Code or Deduction Code fields in the Payroll input, the earning or deduction must be eligible for use with the selected Run Category.

The integration template also provides optional mapping between external values and Workday worktags.

5. (Optional) To transform the payroll input file as part of the integration, add a Document Transformation sub integration.

   See: Steps: Set Up Document Transformation Connector .

   If you don't perform this step, develop an external service to transform the payroll input file into the format required by Workday.
6. Set Up Integration Retrieval .

   Specify how the integration system retrieves the payroll input file.
7. Launch an Integration .

   Schedule how often you want Workday to launch the integration.

Concept: Time off Inbound and Payroll Input Connectors

To import worker time and attendance data from an external application (such as Kronos Workforce Timekeeper) into Workday, use the Time Off Inbound Connector and Payroll Input Connector. Using either the Kronos Workforce Timekeeper Outbound integration (for Kronos only) or Core Connector: Worker and Core Connector: Organization Outbound (any other time and attendance application) along with the Time Off Inbound and Payroll Input Connectors, you can build a complete integration solution. Workday can synchronize information about workers and organizations with the external time and attendance application so that your employees can record time and attendance. When employees record their time worked, Workday retrieves timecard data to update Workday Payroll and Absence Management.

The Time Off Inbound and Payroll Input Connectors don't work directly with Payroll Interface. However, Workday can use time and attendance data imported into Workday to generate payroll data.

File Formats for Time Off Inbound and Payroll Input Connectors

The Time Off Inbound Connector and Payroll Input Connector integrations import data in a Workday-defined CSV (Comma-Separated Value) or XML format (Time Off Inbound Connector only). Each Connector has its own file formats.

Integration Process Flow

A Time Off Inbound Connector or Payroll Input Connector integration imports time and attendance data using this process:

1. Your external application generates a time and attendance data file and sends it to a file server known to the integration.
2. You launch the integration, either by schedule or manually.
3. The integration retrieves the file according to the Document Retrieval configuration on the Integration Process Event and applies document tags.

   If the file isn't in the Workday file format, configure a Document Transformation integration to convert the input file.
4. The integration processes the file, then imports the data into Workday:

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Troubleshooting Time Off Inbound and Payroll Input Connector Integrations

When you run each integration, Workday attaches one diagnostic audit report to the integration event for each time off and payroll input file.

Concept: Time off Inbound and Payroll Input Data Mapping Examples

Data Import Maps

When you create integration maps for the time off and payroll input data import files, you're mapping your time and attendance application values to Workday values. In this example, the External Values represent the time and attendance application values and the Internal Values represent the Workday values. If the integration finds an external value in the Integration Map, the integration returns the corresponding Workday value instead. If the integration doesn't find the external value in the Integration Map and the map contains a default value, the integration uses that value. Otherwise, the integration returns the time and attendance application values.

Time Off Inbound Data Import Map Samples

Map	Description	External Value (Time and Attendance System)	Internal Value (Workday)
Time Off Code	Mapping between external time off code and Workday Time Off Type Name.	022	PTO - Vacation Time Off
Absence Category Type	Mapping for combining Absence Category and Absence Category Type to Workday Time Off Type Name.	025	FHO

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	<table><tr><th>Map</th><th>Description</th><th>External Value (Time and Attendance System)</th><th>Internal Value (Workday)</th></tr><tr><td>Absence Category Type</td><td>Mapping for combining Absence Category and Absence Category Type to Workday Time Off Type Name.</td><td>026</td><td>Personal Leave Time Off</td></tr></table>
Payroll Data Import Map Samples	<table><tr><th>Map</th><th>Description</th><th>External Value (Time and Attendance System)</th><th>Internal Value (Workday)</th></tr><tr><td>Custom Worktag</td><td>Maps external custom values to a Workday worktag value</td><td>60200</td><td>Facility A</td></tr><tr><td>Deduction Code</td><td>Maps external deduction code values to a Workday Deduction Name</td><td>401KER</td><td>401K ER Match</td></tr><tr><td>Earnings Code</td><td>Maps external earning code values to a Workday Earnings Name</td><td>CELL</td><td>Cell Phone Allowance</td></tr></table>

Reference: Worker Payroll Input File Schema

This table lists the required and optional fields that comprise the Worker Payroll Input file schema. The schema supports 2 formats:

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- CSV: The inbound file is multiline, with pipe (|) delimited fields. Each row of the file represents a separate worker payroll record. Include separators for all fields, optional or mandatory, in a record. Use an empty string/value to represent an optional field or a field with no value.
- XML: Format the XML file according to the XML schema listed later.

Field Name	Required/Optional	Datatype	Integration Map/ Reference ID
Employee ID	Required	Text	
Position ID	Optional	Text	
Earning Code	Choice with Deduction Code	Text	Earnings / Earning_Code
Deduction Code	Choice with Earning Code	Text	Deductions / Deduction_Code
Related Calculation	Optional	Text	Related Calculation / Related_Calculation_ID Note: Specifies the Related Calculation Reference sent to the Submit Payroll Input Web Service Operation in addition to the Earning/ Deduction Code. The Related Calculation Reference value is placed in the *Additional Input Details Data/Related Calculation Reference/ID*. When the Related Calculation Reference is used, the Input Value is placed in the *Additional Input Details Data/Input Value* element.
Input Value	Required	Decimal (26.6)	Note: When the Earning/ Deduction Code is used on its own, Input Value is passed into the *Payroll Input Data/Input Value* element. When the Earning/Deduction Code is used with a Related Calculation Reference, Input Value is passed into the *Additional Input Details Data/Input Value* element.

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Field Name	Required/Optional	Datatype	Integration Map/ Reference ID
Related Calculation 2	Optional	Text	Related Calculation / Related_Calculation_ID Note: Specifies an additional Related Calculation Reference sent to the Submit Payroll Input Web Service Operation. When specified, a value *must* also be present for the Input Value 2 field.
Input Value 2	Optional	Decimal (26.6)	Note: The additional Input Value associated with Related Calculation 2. When specified, a value *must* also be present for the Related Calculation 2 field.
Related Calculation 3	Optional	Text	Related Calculation / Related_Calculation_ID Note: Specifies an additional Related Calculation Reference sent to the Submit Payroll Input Web Service Operation. When specified, a value *must* also be present for the Input Value 3 field.
Input Value 3	Optional	Decimal (26.6)	Note: The additional Input Value associated with Related Calculation 3. When specified, a value *must* also be present for the Related Calculation 3 field.
Adjustment Indicator	Optional	Boolean	
Start Date	Required	Date (yyyy-mm-dd)	
End Date	Optional	Date (yyyy-mm-dd)	
Run Category	Optional	Text	Run Category
Custom Worktag 1	Optional	Text	Custom Worktag / Custom_Worktag_1
Custom Worktag 2	Optional	Text	Custom Worktag / Custom_Worktag_2
Custom Worktag 3	Optional	Text	Custom Worktag / Custom_Worktag_3
Custom Worktag 4	Optional	Text	Custom Worktag / Custom_Worktag_4
Custom Worktag 5	Optional	Text	Custom Worktag / Custom_Worktag_5
Region Worktag	Optional	Text	Region Worktag / Organization_Reference_ID

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Field Name	Required/Optional	Datatype	Integration Map/ Reference ID
Cost Center Worktag	Optional	Text	Cost Center Worktag / Organization_Reference_ID
Business Site Worktag	Optional	Text	Business Site Worktag / Location_ID
Job Profile Worktag	Optional	Text	Job Profile Code Worktag / Job_Profile_ID
Payroll Withholding Order Worktag	Optional	Text	Payroll Withholding Order Case Worktag / Withholding_Order_Case_ID
Project Worktag	Optional	Text	Project Name Worktag / Project_ID
State Authority Worktag	Optional	Text	State Authority Worktag / Payroll_State_Authority_Tax_Code
Local County Authority Worktag	Optional	Text	Local County Authority Worktag / Payroll_Local_County_Authority_Tax_C
Local City Authority Worktag	Optional	Text	Local City Authority Worktag / Payroll_Local_City_Authority_Tax_Cod
Local School District Authority Worktag	Optional	Text	Local School District Authority Worktag / Payroll_Local_School_District_Authority
Custom Organization Worktag 1	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_1
Custom Organization Worktag 2	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_2
Custom Organization Worktag 3	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_3
Custom Organization Worktag 4	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_4
Custom Organization Worktag 5	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_5
Custom Organization Worktag 6	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_6
Custom Organization Worktag 7	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_7
Custom Organization Worktag 8	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_8
Custom Organization Worktag 9	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_9
Custom Organization Worktag 10	Optional	Text	Custom Organization Worktag / Custom_Organization_Worktag_ID_10

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Field Name	Required/Optional	Datatype	Integration Map/ Reference ID
Custom Worktag 6	Optional	Text	Custom Worktag / Custom_Worktag_06
Custom Worktag 7	Optional	Text	Custom Worktag / Custom_Worktag_07
Custom Worktag 8	Optional	Text	Custom Worktag / Custom_Worktag_08
Custom Worktag 9	Optional	Text	Custom Worktag / Custom_Worktag_09
Custom Worktag 10	Optional	Text	Custom Worktag / Custom_Worktag_10
Custom Worktag 11	Optional	Text	Custom Worktag / Custom_Worktag_11
Custom Worktag 12	Optional	Text	Custom Worktag / Custom_Worktag_12
Custom Worktag 13	Optional	Text	Custom Worktag / Custom_Worktag_13
Custom Worktag 14	Optional	Text	Custom Worktag / Custom_Worktag_14
Custom Worktag 15	Optional	Text	Custom Worktag / Custom_Worktag_15
Fund Worktag	Optional	Text	Fund Worktag / Fund_ID
Program Worktag	Optional	Text	Program Worktag / Program_ID
Gift Worktag	Optional	Text	Gift Worktag / Gift_Reference_ID
Company	Optional	Text	Company / Company_Reference_ID
Grant Worktag	Optional	Text	Grant Worktag / Grant_ID
Business Unit Worktag	Optional	Text	Business Unit Worktag / Business_Unit_ID
Coverage Start Date	Optional	Text	None.
Coverage End Date	Optional	Text	None.
Costing Company	Optional	Text	None.
Ongoing Input	Optional	Boolean	None.
Date Input Value	Required if Related Calculation is date type.	Date (yyyy-mm-dd)	Note: The additional Date Input Value associated with Related Calculation. When specified, a value that returns a date must be present for the Related Calculation field. When you use the Earning/ Deduction Code with a Related Calculation Reference, Workday passes the Date Input Value into the *Additional Input Details Data/Date Input Value* element.

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Field Name	Required/Optional	Datatype	Integration Map/ Reference ID
Boolean Input Value	Required if Related Calculation is boolean type.	Boolean	Note: The additional Boolean Input Value associated with Related Calculation. When specified, a value that returns a boolean must be present for the Related Calculation field. When you use the Earning/Deduction Code with a Related Calculation Reference, Workday passes the Boolean Input Value into the *Additional Input Details Data/Boolean Input Value element*.
Text Input Value	Required if Related Calculation is text type.	Text	Note: The additional Text Input Value associated with Related Calculation. When specified, a value that returns a text must be present for the Related Calculation field. When you use the Earning/ Deduction Code with a Related Calculation Reference, Workday passes the Boolean Input Value into the *Additional Input Details Data/Text Input Value* element.
Date Input Value 2	Required if Related Calculation 2 is date type.	Date (yyyy-mm-dd)	Note: The additional Date Input Value associated with Related Calculation 2. When specified, a value that returns a date must be present for the Related Calculation 2 field.
Boolean Input Value 2	Required if Related Calculation 2 is boolean type.	Boolean	Note: The additional Boolean Input Value associated with Related Calculation 2. When specified, a value that returns a boolean must be present for the Related Calculation 2 field.

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Field Name	Required/Optional	Datatype	Integration Map/ Reference ID
Text Input Value 2	Required if Related Calculation 2 is text type.	Text	Note: The additional Text Input Value associated with Related Calculation 2. When specified, a value that returns a text must also be present for the Related Calculation 2 field.
Date Input Value 3	Required if Related Calculation 3 is date type.	Date (yyyy-mm-dd)	Note: The additional Date Input Value associated with Related Calculation 3. When specified, a value that returns a date must be present for the Related Calculation 3 field.
Boolean Input Value 3	Required if Related Calculation 3 is boolean type.	Boolean	Note: The additional Boolean Input Value associated with Related Calculation 3. When specified, a value that returns a boolean must be present for the Related Calculation 3 field.
Text Input Value 3	Required if Related Calculation 3 is text type.	Text	Note: The additional Text Input Value associated with Related Calculation 3. When specified, a value that returns a text must also be present for the Related Calculation 3 field.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema
    xmlns:xsd="http://www.w3.org/2001/XMLSchema"
    xmlns:tns="http://www.workday.com/timeandlabor/PayrollInbound"
    targetNamespace="http://www.workday.com/timeandlabor/PayrollInbound"
    elementFormDefault="qualified">

    <xsd:element name="PayrollInboundFile">
        <xsd:complexType>
            <xsd:sequence>
                <xsd:element ref="tns:PayrollEntry" maxOccurs="unbounded"/>
            </xsd:sequence>
        </xsd:complexType>
    </xsd:element>

    <xsd:element name="PayrollEntry">
        <xsd:complexType>
            <xsd:sequence>
                <xsd:element name="Employee_ID" type="xsd:string"/>
```

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```
                <xsd:element name="Position_ID" minOccurs="0"
type="xsd:string"/>

                <xsd:choice>
                    <xsd:element name="Earning_Code" type="xsd:string"/>
                    <xsd:element name="Deduction_Code" type="xsd:string"/>
                </xsd:choice>

                <xsd:element name="Related_Calculation" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Input_Value" minOccurs="0"
type="xsd:decimal"/>
                <xsd:element name="Related_Calculation_2" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Input_Value_2" minOccurs="0"
type="tns:decimal-or-empty"/>
                <xsd:element name="Related_Calculation_3" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Input_Value_3" minOccurs="0"
type="tns:decimal-or-empty"/>
                <xsd:element name="Adjustment_Indicator" minOccurs="0"
type="tns:boolean-or-empty"/>
                <xsd:element name="Start_Date" type="xsd:string"/>
                <xsd:element name="End_Date" minOccurs="0" type="xsd:string"/>
                <xsd:element name="Run_Category" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_1" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_2" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_3" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_4" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_5" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Region_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Cost_Center_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Business_Site_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Job_Profile_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Payroll_Withholding_Order_Worktag"
minOccurs="0" type="xsd:string"/>
                <xsd:element name="Project_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="State_Authority_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Local_County_Authority_Worktag"
minOccurs="0" type="xsd:string"/>
                <xsd:element name="Local_City_Authority_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Local_School_District_Authority_Worktag"
minOccurs="0" type="xsd:string"/>
                <xsd:element name="Custom_Organization_1" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_2" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_3" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_4" minOccurs="0"
type="xsd:string"/>
```

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```
                <xsd:element name="Custom_Organization_5" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_6" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_7" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_8" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_9" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Organization_10" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_6" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_7" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_8" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_9" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_10" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_11" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_12" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_13" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_14" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Custom_Worktag_15" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Fund_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Program_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Gift_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Company" minOccurs="0" type="xsd:string"/>
                <xsd:element name="Grant_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Business_Unit_Worktag" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Coverage_Start_Date" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Coverage_End_Date" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Costing_Company" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Ongoing_Input" minOccurs="0"
type="tns:boolean-or-empty"/>
                <xsd:element name="Date_Input_Value" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Boolean_Input_Value" minOccurs="0"
type="tns:boolean-or-empty"/>
                <xsd:element name="Text_Input_Value" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Date_Input_Value_2" minOccurs="0"
type="xsd:string"/>
                <xsd:element name="Boolean_Input_Value_2" minOccurs="0"
type="tns:boolean-or-empty"/>
                <xsd:element name="Text_Input_Value_2" minOccurs="0"
type="xsd:string"/>
```

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```
                <xsd:element name="Date_Input_Value_3" minOccurs="0"
 type="xsd:string"/>
                <xsd:element name="Boolean_Input_Value_3" minOccurs="0"
 type="tns:boolean-or-empty"/>
                <xsd:element name="Text_Input_Value_3" minOccurs="0"
 type="xsd:string"/>
            </xsd:sequence>
        </xsd:complexType>
    </xsd:element>

    <xsd:simpleType name="boolean-or-empty">
        <xsd:union memberTypes="xsd:boolean tns:empty-string"/>
    </xsd:simpleType>

    <xsd:simpleType name="decimal-or-empty">
        <xsd:union memberTypes="xsd:decimal tns:empty-string"/>
    </xsd:simpleType>

    <xsd:simpleType name="empty-string">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value=""/>
        </xsd:restriction>
    </xsd:simpleType>

</xsd:schema>
```

Reference: Worker Time Off Inbound File Schema

To import time off data from an external time and attendance application into Workday, that data must be in either CSV (Comma-Separated Value) or XML format.

CSV File Description

This table lists the required and optional fields that comprise the time off inbound file schema. The time off inbound file is multiline, with comma ',' delimited fields. Each row of the file represents a separate worker time off record. Include separators for all fields, optional or mandatory, in a record. Use an empty string/value to represent an optional field or a field with no value.

Field Name	Required/Optional	Description
Time Off Entry ID	Optional	A unique ID such as a transaction ID that uniquely identifies the record. You can use this ID to look up the Time Off Entry record for corrections.
Employee ID	Required	An employee ID in the external application. This value maps to the Workday Employee WD-EMPLID Internal Integration ID value.
Date Absent	Required	The date the employee time off applies to.
Time Off Code	Required	Type of time off, such as PTO, Floating Holiday, and so on.
Units Requested	Required	Number of units of time off that the worker requested.
Absence Comments	Optional	Comments related to employee time off.
Position ID	Optional	Position ID for the worker position in Workday.

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XML Elements

The XML schema for inbound time off data includes these elements:

Element	Level	Description
TimeOffInboundFile	1	Contains all other elements. Only 1 element permitted per file.
TimeOffEntry	2	Contains 1 instance of all subsequent elements, except as noted. Unlimited number of elements permitted per file.
TimeOffEntryID	3	(Optional) A unique ID such as a transaction ID that uniquely identifies the record. You can use this ID to look up the Time Off Entry record for corrections. Must be in XSD *string* format.
EmployeeID	3	An employee ID in the external application. This value maps to the Workday Employee WD-EMPLID Internal Integration ID value. Must be in XSD *string* format.
DateAbsent	3	The date the employee time off applies to. Must be in XSD *date* format.
TimeOffCode	3	Type of time off, such as PTO, Floating Holiday, and so on. Must be in XSD *string* format.
UnitsRequested	3	Number of units of time off that the worker requested. Must be in XSD *decimal* format.
Comment	3	(Optional) Comments related to employee time off. Must be in XSD *string* format.
PositionID	3	(Optional) Position ID for the worker position in Workday. Must be in XSD *string* format.

XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
         targetNamespace="http://www.workday.com/timeandlabor/TimeOffInbound"
         xmlns:tns="http://www.workday.com/timeandlabor/TimeOffInbound"
         elementFormDefault="qualified">

<xsd:element name="TimeOffInboundFile">
   <xsd:complexType>
      <xsd:sequence>
          <xsd:element ref="tns:TimeOffEntry" maxOccurs="unbounded"/>
      </xsd:sequence>
   </xsd:complexType>
</xsd:element>

<xsd:element name="TimeOffEntry">
   <xsd:complexType>
      <xsd:sequence>
           <xsd:element name="TimeOffEntryID" minOccurs="0" type="xsd:string"/
>
```

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```
            <xsd:element name="EmployeeID" type="xsd:string"/>
            <xsd:element name="DateAbsent" type="xsd:date"/>
            <xsd:element name="TimeOffCode" type="xsd:string"/>
            <xsd:element name="UnitsRequested" type="xsd:decimal"/>
            <xsd:element name="Comment" minOccurs="0" type="xsd:string"/>
            <xsd:element name="PositionID" minOccurs="0"/>
        </xsd:sequence>
    </xsd:complexType>
  </xsd:element>
</xsd:schema>
```

UK Civil Service Pension Files

Steps: Set Up UK Civil Service Pension Files Integration

Prerequisites

Security: *Integration Build* domain in the Integration functional area.

Context

Implement an integration based on the *UK Civil Service Pension Files* template to extract payroll data from Workday to send to the Civil Service pension scheme administrator.

Steps

1. Access the **Create Integration System** task and enter *UK Civil Service Pension Files* at the **New using Template** prompt.
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Set Up: Payroll UK* and *Process: UK Government Civil Service Pension* domains.

   Note: The security group requires access to the Integration Permissions and Task Permissions parts of the security domain.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Add an Integration Step for this integration to the *Generate UK Civil Service Pension Files* business process.

Concept: UK Civil Service Pension Files Integration

The UK Civil Service Pension Files integration enables you to extract payroll data from Workday to send to the Civil Service pension scheme administrator.

Launch Parameters for UK Civil Service Pension Files Integration

After you create an integration, add an Integration Step for the integration to the *Generate UK Civil Service Pension Files* business process.

If you run the integration from the **Launch/Schedule Integration** task, it only returns the previously generated files from the last Generate UK Civil Service Pension Files run.

Integration Files and Reports

Every time the integration runs, Workday generates these files:

- *Data Changes Audit* file, which is a readable version of the integration output file.
- *Diagnostic Audit* file, which helps you troubleshoot integration errors.

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You can find these files in the **Reports and Other Output Files** section of the Integration Event for each integration run.

Note: Because the *Data Changes Audit* file includes actual data, you might need to secure this file separately.

After the integration run finishes, Workday displays the **View UK Civil Service Pension Files** report. Download the individual files generated by the integration from this report.

Worksite Reporting Integration

Steps: Set Up Worksite Reporting Integration

Prerequisites

- Contact the Bureau of Labor Statistics (BLS) to determine:
  - If your organization meets the BLS minimum requirements to use electronic filing.
  - The best file transfer method to send the Multiple Worksite Report.
- If you select SFTP, request the SFTP address and access credentials from the BLS.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Set up an integration to generate a Multiple Worksite Report (MWR) file for delivery to the BLS.

Steps

1. Access the **Create Integration System** task and enter *BLS Electronic Data Reporting - MWR* in the **New Using Template** prompt.
2. If you want to deliver an output file directly from this integration system, enable **BLS Electronic Data Reporting Delivery Service**.
3. As a related action on the integration system, select **Integration System > Configure Integration Attributes** to configure the attributes required by the integration template.
4. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Integration Event* domain.

   Steps: Grant Integration or External Endpoint Access to Workday
5. Set Up Integration Sequence Generators .

   Configure the sequence generator to create output filenames that identify the file to the BLS.
6. Set Up Integration Delivery .
7. Launch an Integration .

Concept: Worksite Reporting Integration

Use Workday to generate a multiple worksite report for quarterly submission to the United States Department of Labor, Bureau of Labor Statistics (BLS).

Multiple Worksite Reports

The BLS requires the Multiple Worksite Report (MWR) form for most multilocation employers. The MWR form provides employment and wage data for all establishments covered under 1 Unemployment Insurance (UI) account in a State. Most multilocation employers with a total of 10 or more employees combined in their secondary locations must complete the MWR.

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The BLS forwards data collected in this report to every state for which you submit data. The MWR enables you to send 1 report for all 50 U.S. states as a single action.

Note: Workday only counts workers active on the 12th of the month if they have State Unemployment Insurance (SUI) subject wages greater than zero for the pay period including the 12th of the month.

Integration Launch Options

You can configure your integration system to filter output by:

- Company. If you have multiple Company organizations, select a group of workers for a single Company for inclusion in the output file.
- Calendar quarter. The BLS requires quarterly submission of the Multiple Worksite Report. You can specify the calendar quarter for which employment and wage data to include on the integration output file.
- Payroll tax authorities. You can specify one or more State tax authorities to include in the integration output file. The BLS can then forward the data for each State tax authority to the relevant State government agency.

In addition, you can add manual comments advising the BLS of any business events that led to significant changes in the current quarter. Example: you can include comments about layoffs, expansions, or other events that can affect the contents of the report.

Although you'll schedule most benefit provider integrations to run on a recurring basis, you can launch an integration manually. This situation occurs when:

- You submit final enrollment data for a new benefit plan year.
- You send the final file for the current benefit plan year.
- You test integrations in your sandbox before moving into production with a new Workday update.

To determine the contents of full files or change files, benefit provider integrations include some or all of these parameters:

Parameter	Description
Effective Date	The date when enrollments are valid. If not specified, Workday uses the current date. In most cases, specify the launch date unless you're sending enrollment data for the next plan year.
Last Update	The launch date. If not specified, Workday uses the current date and time. Always keep the original value to ensure that the integration uses the current snapshot of Workday.
From Effective Date	The effective date for enrollment changes to include in the file. If not specified, Workday uses the current date. Only applies to change files.
From Last Update	The date of the last successful change file integration. If not specified, Workday uses the current date and 1 hour before the current time. Only applies to change files.
Payroll Start Date and **Payroll End Date**	Defines a date range for payroll contributions reported by the integration. Only payroll period *end dates* or check payment dates that occur during this range are included in the integration output file. Only applies to Flexible Spending Account (FSA) and Retirement Savings Account (RSA) plans. The *Use Payment Date* integration attribute

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Parameter	Description
	determines whether amounts are based on pay period dates or payment dates.
Employees	Select one or more employees to include in, or exclude from, the integration output file. Include and exclude behavior depends on the **Exclude Members/Only Include Members** launch parameter value. Workday displays this launch parameter only if you enabled the integration service *CCB - Debug Service*.
Exclude Members/Only Include Members	Specifies if the integration includes or excludes workers that you select in the **Employees** launch parameter. Workday displays this launch parameter only if you enabled the integration service *CCB - Debug Service*.

Integration Business Processes

Concept: Integration Business Processes

Workday supports integration-specific business processes using the Integration Process Event business process type. This business process type enables you to:

- Separate the execution of the integration itself from the act of retrieving or delivering files. Configuring the retrieval or delivery action separately enables you to add additional steps between these actions and the integration execution. Alternately, you can add multiple retrieval or delivery actions before or after the integration execution.
- Chain together several integration systems. This approach enables a subsequent integration system to consume the integration files produced by 1 or more earlier integrations. This approach enables you to create new integrations using Workday Studio that extend existing integrations such as Payroll Interface.

Integration Process Event Default Definition

Workday delivers the default definition for the Integration Process Event with your tenant. The default Integration Process Event consists of 2 steps, *Initiation* and *Service* (*Fire Integration*). If this business process has no default definition in your tenant, create the default definition, including the 2 steps. If this default definition and the Initiation and Fire Integration steps aren't present, you're unable to:

- Create an Integration Process Event for any integration system.
- Run any integration system, including EIBs.

Integration Process Event Elements

The Integration Process Event provides these step types:

- **Initiation**
- **Approval**
- **To Do**
- **Integration**: This step triggers an additional integration process. This process can be of any type, including an EIB, Connector, or Workday Studio integration.

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- **Service**: The Integration Process Event supports 3 service types:
    - *Document Delivery* delivers integration files from outbound integration systems to external endpoints. You can deliver all integration output files (referred to as Documents) produced by the current Integration Process Event. You can also deliver documents that you tag based on your specification.
    - *Document Retrieval* imports integration files either:
        - From an external endpoint (such as an FTP server).
        - By routing a request to a person with a Workday account. That person can manually upload files for use by the integration.
    - *Fire Integration* executes the integration system itself. This step either generates an output file (for outbound integrations) or loads data from a file into Workday (for inbound integrations). This step is always included by default in any Integration Business Process Event.

Support for Multiple Integrations

You can include 2 or more Integration steps in an Integration Process Event. These steps:

- Can share order in the Integration Process Event. Workday executes each step in parallel before continuing to the next step in the parent Integration Process Event.
- Can each be in sequential order. Workday executes each integration to completion before launching the subsequent integration step. This option is useful for configuring 1 integration to consume the output file from one (or more) preceding integrations.

Organizations and Integration Business Processes

Unlike other business process types, the Integration Process Event is associated with an integration system. You can also associate it with an organization. You can associate a single integration system with several business process definitions, 1 per organization. Other business process types can trigger the Integration Process Event as a subprocess. When other business processes trigger the integration, Workday attempts to find an Integration Process Event defined for the same organization as the parent business process. If you haven't defined an Integration Process Event specifically for that organization, Workday navigates up the organization hierarchy to find a business process definition for that integration system. If one doesn't exist, Workday uses the default Integration Process Event.

Note: If you launch the integration using the *Launch Integration* or *Launch EIB* web service operations, you can't specify the organization whose workflow definition you want to trigger.

Alternately, you can associate an integration with 1 business process, with no associated organization.

Troubleshooting Integration Process Events

The Integration Process Event by design separates the generation of an integration file (or multiple files) and the delivery of the file to an external endpoint. If the external endpoint doesn't receive an expected integration file, use these reports to determine what didn’t work as expected:

- The **Process Monitor** lists all integration-related events. Integration Process Events that send an integration file outside of Workday generates at least 2 integration-related events in the Process Monitor:
    - An event for the Integration step.
    - An event for the Deliver Document step.

    Both events must succeed in order for the external endpoint to receive an integration file. Sometimes the Process Monitor displays the integration as completing successfully, but the external endpoint doesn't receive a file. In that case, check for failed Deliver Document events. If you find one, use its related action menu to determine which Integration Process Event it belongs to. Then use the Full Process Record report to determine what happened.

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- The **Full Process Record** displays the results of each step in a business process instance. This option enables you to determine if the external endpoint didn’t receive an integration file due to:
    - Failure of the Document Delivery step.
    - An Integration step failing to produce a file for the Deliver Document step.

Related Information
Reference
Workday 33 What's New Post: Use Existing Transport Support for Amazon Simple Storage Service
Workday 33 What's New Post: Region Support for Amazon Simple Storage Service

Create Integration Business Process

Prerequisites

Your tenant must have a default definition for the *Integration Process Event* business process containing these steps:

- *Initiation*
- *Service (Fire Integration)*

Without this definition, you can't access the **Launch/Schedule Integration** task. This restriction applies to all integration systems.

Create an integration system.

Security:

- *Business Process Administration* in the System functional area.
- *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create an integration business process to customize workflow when you exchange data between Workday and an external endpoint. Examples:

- Add additional approval or processing steps between file retrieval and integration launch.
- Chain integration systems together to allow subsequent integrations to consume the files produced by earlier integrations.

Steps

1. Access the **View Integration System** report and select the primary integration system for this integration business process.
2. Select **Business Process > Create, Copy, or Link Definition** from the related actions menu of the integration system.
3. Enter an **Effective Date**.

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4. (Optional) Select the organization to associate with the business process definition from the **Business Object** prompt.

   Different organizations can have their own business process definition for this integration system. When you launch the integration, you can select the organization whose workflow definition you want to trigger.

   Note: If you launch the integration using the *Launch Integration* or *Launch EIB* web service operations, you can't specify an organization.

   When you leave this field blank, this business process becomes the top-level definition for the integration system. When you launch the integration without selecting an organization, Workday applies this definition.
5. From the **Copy existing Definition** prompt, select **All Definitions for Business Process > Integration Process Event (Default Definition)**.
6. (Optional) Add *Service* steps to the business process:

Option	Description
Document Delivery	Delivers files for outbound integrations.
Document Retrieval	Retrieves files for inbound integrations
Fire Integration	Triggers the integration system associated with this business process definition.

7. (Optional) Add other steps to the business process to customize the workflow.

   Examples:

   - Add an *Approval* step to have someone review the output file for accuracy.
   - Add an *Integration* step to launch an additional integration process.
8. Reorder the integration steps to ensure that steps take place in the order that you want.
9. Click **OK** to view the business process definition.
10. (Optional) To configure document retrieval or delivery, select the button on the corresponding *Service* step.
11. (Optional) To configure *Integration* steps, select **Configure Integration System**.

    Note: You must use a different integration system to the one associated with this business process definition.

Result

The **View Integration System** report displays the integration business process on the **Business Process Definitions** tab.

Related Information
Tasks
Edit Business Processes

Set Up Integration Delivery

Prerequisites

Security: These domains in the System functional area:

- *Business Process Administration*.
- *Manage: Business Process Definitions*.

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Context

Configure a business process that can deliver 1 or more integration files to an external location by configuring a *Document Delivery Service* step. The step describes file selection, transport, and encryption options for the integration file. You can add this step to the *Integration Process Event business process definition* for the integration system. Example: As the delivery method on an outbound EIB. Or, you can add this step to another business process (such as *Payment Release Event*) that includes 1 or more *Integration Process Event* business subprocesses. Which option you select depends on how you use your integration:

- *Integration Process Event*: Add the step here if:
  - The business definition isn't part of a larger business process.
  - The delivery configuration (such as destination file server) is unique for this integration system.
  - You want to have easy access to integration error message for this integration system.
- Parent (nonintegration) business process: Add the step here if the parent business process includes several *Integration Process Events* that share delivery configuration. In this case, the step collects all integration output files produced by the business subprocesses. The step then delivers them to the same destination as a single action.

Steps

1. Access the business process definition where you want to add the step.
2. Add a *Document Delivery* **Service** step to the business process if the business process definition doesn't have one already.
3. Select **Configure Document Delivery**.
4. In the **Document(s)** section, select the source of the document you want to deliver:

Option	Description
From this Integration Process	Delivers document produced by the integration system in this business process.
Derived Using	Select a report field that specifies which combination of files from the integration system or its business process to deliver. Options are: • *Deliverable Documents*: Delivers output documents marked as *deliverable* by the integration system. • *Non-Deliverable Documents*: Delivers supporting files such as reports or log files. • *Output Documents*: Delivers all files produced by the integration.

5. In the **Document Filter(s)** section, specify tags that Workday should filter on when selecting documents to deliver. Available tags are specific to the integration template.
6. In the **Delivery Settings** section, specify the delivery configuration:

Option	Description
Delivery Attempts	(For SFTP transport protocol only) Specify how many times to retry file delivery before stopping. Workday ignores the **Delivery Attempts** value for all other transport protocols. For the HTTPS Transport Protocol, Workday performs up to 5 retries automatically, with

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Option	Description
	back-off periods of 3 seconds each, if the transport encounters a 302 HTTP response code. If the transport encounters a non-302 HTTP response code, the transport doesn't make further retries. For the Google Cloud Storage (GCS) transport: • If the transport encounters a 5xx HTTP response code (Example: 503), Workday attempts an exponential back-off retry mechanism automatically. Workday performs up to 5 retries, with back-off periods of 1, 2, 4, 8, and 16 seconds. • If Workday encounters a non-5xx HTTP response code during exponential back-off retry, it switches to the regular HTTP retry mechanism automatically. This mechanism consists of up to 5 retries with back-off periods of 3 seconds each.
Existing Transport from	Select an existing integration delivery service.
Derive Transport using	Specify a report field that defines which integration delivery service Workday uses.
Define Transport Explicitly	Select to define the transport in the **Transport**, **Payload**, and **Environment Restrictions** sections of this task.

7. In the **Transport** section, select and configure a transport protocol:

Transport Protocol	Notes
Amazon Simple Storage Service (S3)	Note: For S3 transports, add a tag to your IAM user with a key of *workday-type* and a value of *integration*. This tag is case sensitive and doesn't ignore whitespace. • Enter a key alias for AWS KMS client-side encryption. • Pretty Good Privacy (PGP) encryption isn't configurable for EIBs using Amazon Simple Storage. • Select the **Enable Transfer Acceleration** check box to increase transfer speeds. • When you select an option from the **Object Storage Class** prompt, you don't need to update the storage class manually in Amazon Simple Storage Service.
AS2	To specify a port number, add it to the end of the URL in the **AS2 Endpoint** field. When you don't specify a port number, Workday uses the default.

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Transport Protocol	Notes
Email	• Separate multiple email addresses with semicolons. • This transport protocol requires you to encrypt the outbound file by selecting a PGP public key certificate in the **Encrypt Using** prompt. When you don't encrypt the output, you can save the EIB but need approval from your security administrator to run it. When your security administrator overrides this requirement, you can run the EIB an unlimited number of times. If you edit the EIB later, your security administrator must approve the override again.
FTP	• Enter the address using this format (when you don't specify a port number, Workday uses the default): *ftp://x.x.x.x:port-number*. • This transport protocol requires you to encrypt the outbound file by selecting a PGP public key certificate in the **Encrypt Using** prompt. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file, which Workday renames to the correct name when the data transfer is complete. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes.
FTP/SSL	• Use these formats: • Implicit SSL: *ftpsi://x.x.x.x:port-number* • Explicit SSL: *ftpse://x.x.x.x:port-number* • When you don’t specify a port number, Workday uses port 990 for implicit SSL and port 21 for explicit SSL. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file, which Workday renames to the correct name when the data transfer is complete. This option prevents automatic scripts from retrieving the file

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Transport Protocol	Notes
	from the FTP server before the data transfer completes.
Google Cloud Storage	• Connects to a specific Google Cloud Storage bucket. The bucket must already exist in Google Cloud Storage. This transport can't manage buckets. • Requires PEM-encoded Private Key for authentication. Note: The endpoint for this protocol is a cloud-based storage service that isn't part of the Workday service. Your use of Google products and services is subject to the applicable terms provided by Google. Workday recommends that you familiarize yourself with the Service Level Agreement (SLA) and Terms of Service for Google Cloud Storage.
HTTPS	• To specify a port number, add it to the end of the URL in the **HTTP Address** field. When you don't specify a port number, Workday uses the default. • Types of web service invocation: • *Basic Auth*: Basic access authentication that encodes the user name and password. • *No Security*: Indicates that you trust the connection and that the connection doesn't need security. • *OAuth 2.0*: Authorizes access using Bearer tokens. Contact your OAuth service provider to obtain token values. When the **Access Token** expires, Workday uses the **Client ID**, **Client Secret**, and **Refresh Token** values to reach your **Refresh Token URL** and generates a new access token. Workday then uses the new access token to deliver the files. • *WS-Security User Id/Password*: Applies security to web service messages through the Web Services Security protocol. • When you use an Outbound EIB with HTTP and select *WS-Security User Id/Password* or *No Security*, consider: • When you configure an XSLT transformation, the XSLT must

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Transport Protocol	Notes
	wrap the payload using a SOAP envelope. • When you use a custom report and the output isn't XML, add an XSLT transformation to wrap the payload using a SOAP envelope.
SFTP	• Enter the address using this format (when you don't specify a port number, Workday uses the default): *sftp://x.x.x.x:port-number*. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file, which Workday renames to the correct name when the data transfer is complete. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes. You can also specify a **Host Key Fingerprint** to indicate the encryption key that the FTP server uses for SSH communications. • Set the **Block Size** to a block size that the SFTP endpoint supports. If not specified, Workday uses *32K*. Increasing the block size can increase the delivery performance. If the endpoint doesn't support the block size that you select, the integration delivery fails. Workday strongly recommends that you test the block size using the Test Transport feature. After you find the optimal block size, update your Document Delivery configuration to use this block size.

8. (Optional) To deliver the output file in ZIP format, select the **Compressed** check box.
9. (Optional) To encrypt the output file by using Pretty Good Privacy (PGP), select a certificate at the **Encrypt using** prompt and specify encryption details in the **Payload** section:

Option	Description
Ascii Armored	To encrypt the output file in printable ASCII characters, select this check box.
Containing Integrity Check	To verify that the encrypted file didn't become altered or corrupt during transport, select this check box.
Decrypted File Name	Enter a name for the decrypted output file. If you leave this field blank, the name of the decrypted file matches the original filename.

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Option	Description
PGP 26 Compatible	To create an encrypted output file that supports public keys generated with PGP version 2.6 or earlier, select this check box.
Text Mode	To use PGP encryption with text mode, select this check box. PGP encryption with text mode must include the CRLF line endings.

10. (Optional) At the **Restricted To** prompt, select the target environment for this transport protocol.

    If you leave this field empty, Workday applies the transport protocol to each environment in which the integration runs. Each environment can have only 1 transport protocol. To avoid inadvertently sending test data to or from a nontest endpoint, Workday strongly recommends that you:

    - Create a separate transport for each environment.
    - Restrict each transport to its intended environment.

Result

After the integration runs, the *Integration Process Event* will deliver the selected output files to an external server based on these instructions.

Related Information

Reference

2020R2 What's New Post: Explicit FTPS Support

Bucket Restrictions and Limitations

Set Up Outbound EIB

Set Up Integration Retrieval

Prerequisites

Security: *Business Process Administration* and *Manage: Business Process Definitions* domains in the System functional area.

Context

To retrieve an integration document from an external location, add a *Document Retrieval* **Service** step to the integration business process. The step describes file selection, transport, and decryption options for the integration file.

Document Retrieval also enables you to retrieve the output of a custom report. In this case, Document Retrieval:

- Retrieves the data from within Workday.
- Stores the report output in the My Reports repository for use by a subsequent integration step.

Steps

1. Access the *business process definition* where you want to add the step.
2. Add a *Document Retrieval* **Service** step to the business process if the business process definition doesn't have one already.
3. Select **Configure Document Retrieval**.
4. In the **Document Retention Policy** field, enter the number of days that Workday store the files imported by the business process.

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5. In the **Document Tags** section, select any document tags that you want Workday to apply to the inbound files.
6. In the **Retrieval Settings** section, specify the retrieval configuration:

Option	Description
Group to Manually Attach File(s)	To attach 1 or more files manually for import, specify a segment security group that receives a business process request.
Retrieve File(s) from External Location	Select an existing integration delivery service.

7. Select the **File Name Option** for the retrieval:

Option	Description
File Name/Pattern	Enables Workday to search for files with a specific name pattern on a remote endpoint.
Sequence Generator	Enables Workday to search for files with a specific sequential filename pattern on a remote endpoint.

8. (File Name/Pattern only) In the **File(s)** section:
   a) Enter the filename, or filename pattern as a regular expression (regex), for the file that you'll upload into Workday from an external endpoint.

      Note: This field is case-sensitive. Workday doesn't support full regex syntax for file retrieval. Workday only supports (*) and (?) characters as wild cards in the filename pattern.

      For Amazon Simple Storage Service (S3), Workday accepts (*) and (?).

      For S3 transports, you can retrieve files from folders using the format: *folder1/folderN/filename.format*.
   b) In the **File(s)** section, specify the MIME type using the **Common Content Type** prompt, specify a **Custom Content Type**, or select *None of the above*.

      Workday applies the specified MIME type to all files retrieved by the integration system.
9. (Sequence Generator only) Specify filename sequence options.

   If a process generates multiple requests for the next sequence number very close together, Workday attempts to generate the sequence numbers. This process can result in skipped, nonconsecutive numbers.

Option	Description
Increment Sequence ID By	Enter a nonzero value by which the sequence number increases each time Workday generates a new ID.
Padding	Use **Padding** to indicate the number of digits present in the sequence. Enter a large enough padding value so that the sequence doesn't encounter an overflow condition. Workday recommends a padding value of at least 6. If the sequence exceeds the number of digits you enter here, the **Sequence ID Overflow Behavior** setting determines the next number in the sequence. When you enter 0, or don't enter a value in the **Padding** field: • The sequence number increases indefinitely.

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Option	Description
	• Workday populates **Sequence ID Overflow Behavior** with **Automatically Ignore Padding**.
Sequence ID Format	Specify a format for the identifier. You can use any text string with these 4 special variables. The date-related values represent the date when the task generates the ID. • [seq] - The sequence number. It increases by the value specified in the **Increment Sequence ID By** field, with the number of digits specified in the **Padding** field. Workday uses a separate sequence for each ID definition that uses this variable. • [day] - Day of the month in two-digit format, 01 - 31. • [month] - Month in two-digit format, 01 - 12. • [year] - Year in four-digit format. Example: 2020. Note: If you set the **Restart Frequency** interval, ensure that the generated sequence number is unique by including the specific time period in the format. Example: If the **Restart Frequency** time period is *Month*, include `[month]` and `[year]` in the format. Make sure that the padding value is large enough that the sequence generator doesn't encounter an overflow condition during the time period. Example, you can define the filename format by entering: • A string constant. • A pattern for the date and time. • A sequence number pattern. • The file extension. Workday can dynamically generate only date values and a sequence number for use in the filename. Any other values are static; they're identical for all files generated by the integration. Hold your cursor over this field to see the full list of valid sequence generator and date/time patterns.
Restart Frequency	(Optional) To reset the [seq] value to an initial value at regular time intervals, specify how often Workday resets the sequence numbers. The options are *Day*, *Month*, or *Year*; leave the field blank if you want [seq] to be unique within this ID definition. Days start at 12:01 AM.

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Option	Description
	Months start at 12:01 AM on the first of that month. Years start at 12:01 AM on the first of January.
Restart Number	(Optional) To reset the [seq] value to an initial value at regular time intervals, specify the number Workday uses when restarting sequence numbers. You can use this field with the **Restart Frequency** field.
Time Zone Usage	An alternate time zone on which to base the interval specified in the **Restart Frequency** field. This value doesn't indicate when the ID generation actually occurs. Workday uses it only to localize the date to the specified time zone. If you don't specify a time zone, Workday uses Pacific Standard Time/Pacific Daylight Time (PST/PDT).
Sequence ID Overflow Behavior	Configure how you want Workday to handle potential overflow conditions. As you complete the field, consider: • **Allow Overflow with Truncated Sequences** - Workday truncates the most significant digit of the sequence number when an overflow condition occurs. Example: With a **Padding** value of 3, the next sequence number after 999 is 1000, but the 1 gets truncated, so the next value displays as 000. • **Automatically Ignore Padding** - The sequence generator ignores the **Padding** value when an overflow condition occurs. Example: With a **Padding** value of 3, the next sequence number after 999 is 1000. If the **Padding** value is 0, Workday automatically selects this option.
Override Tenant Setup Overflow Notification Group	Specify security groups to override the **Default Tenant Setup Overflow Notification Group**. Workday automatically sends a notification to the overflow notification security groups when the sequence approaches the limit imposed by the **Padding** value. If you don't select security groups in this field, Workday sends these overflow notifications to: • The security groups that you select in the **Default Sequence Generator Notification Group** field on the **Edit Tenant Setup - System** task. • The default security groups that Workday specifies for overflow

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Option	Description
	notifications when you don't select default overflow notification security groups on the **Edit Tenant Setup - System** task.
Default Tenant Setup Overflow Notification Group	Displays the **Default Tenant Setup Overflow Notification Group**. Workday automatically sends a notification to the overflow notification security groups when the sequence approaches the limit imposed by the **Padding** value.
Last Sequence Used	Manually sets the last sequence number. This option is useful if: • You previously used a different ID generation application. • You want to continue from where the ID ended. When you set the number, the initial sequence number will be your number plus the **Increment Sequence ID by** value.
Last Date Used	Specify this date, plus an interval for **Restart Frequency** to determine whether the date is before or after the last restart interval. Workday then sets the sequence number based on the date.
Low Volume	(Optional) Select to ensure that sequences generated by the sequence generator don't have gaps. Use this option when you experience both of these situations: • You aren't using the sequence in high-volume transactions. • You experience unwanted gaps in the generated sequence.

10. In the **Transport** section, select and configure a transport protocol:

Transport	Notes
Amazon Simple Storage Service	Note: For S3 transports, add a tag to your IAM user with a key of *workday-type* and a value of *integration*. This tag is case sensitive and doesn’t ignore whitespace. • Enter your S3 bucket name in the **Bucket** field. You can't specify a folder in this field. • Enter a key alias for AWS KMS client-side encryption. • Pretty Good Privacy (PGP) encryption isn’t configurable for EIBs using Amazon Simple Storage.

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Transport	Notes
	• Select the **Enable Transfer Acceleration** check box to increase transfer speeds. • When you select an option from the **Object Storage Class** prompt, you don't need to update the storage class manually in Amazon Simple Storage Service.
Custom Report	• Any custom reports enabled as a web service display in the **Custom Report** prompt. • **Value Type** and **Value**: • *Specify Value*. Enter the value that you want Workday to use as the integration criteria each time it runs. • *Determine Value at Runtime*. Select the field that you want Workday to use to determine the value each time that it runs. • *Use System Default* uses the value configured in the Enterprise Interface definition.
FTP	• Enter the address using this format (when you don't specify a port number, Workday uses the default): *ftp://x.x.x.x:port-number*. • This transport protocol requires you to encrypt the outbound file by selecting a PGP public key certificate in the **Encrypt Using** prompt. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file. Workday renames the file to the correct name when it completes the data transfer. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes.
FTP/SSL	• Use these formats: • Implicit SSL: *ftpsi://x.x.x.x:port-number* • Explicit SSL: *ftpse://x.x.x.x:port-number* • When you don’t specify a port number, Workday uses port 990 for implicit SSL and port 21 for explicit SSL.

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Transport	Notes
	• Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • Select the **Use Temp File** check box to write the output to a randomly named file. Workday renames the file to the correct name when it completes the data transfer. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes.
REST	Enter the host name or server address in this format: *http://www.example.com/rest/*.
SFTP	• Enter the address using this format (when you don't specify a port number, Workday uses the default): *sftp://x.x.x.x:port-number*. • Directory names are case-sensitive. Include a leading slash (/) only for a full path, not a relative path. • To significantly reduce the total processing time for your inbound integration, select *Yes* in the **Fast File Transfer Mode** drop-down. • Select the **Use Temp File** check box to write the output to a randomly named file. Workday renames the file to the correct name when it completes the data transfer. This option prevents automatic scripts from retrieving the file from the FTP server before the data transfer completes. You can also specify a **Host Key Fingerprint** to indicate the encryption key that the FTP server uses for SSH communications. • Set the **Block Size** to a block size that the SFTP endpoint supports. If not specified, Workday uses *32K*. Increasing the block size can increase the delivery performance. If the endpoint doesn't support the block size that you select, the integration delivery fails. Workday strongly recommends that you test the block size using the Test Transport feature. After you find the optimal block size, update your Document Delivery configuration to use this block size.

11. (Required only for *Custom Report* Transport) In the **Report Options** section, select the user whose credentials Workday uses to run the custom report.

    Workday displays the **Run Report(s) As User** prompt in the **Report Options** section only if you selected Custom Report in the preceding step.

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12. In the **File Utilities** section, specify 1 or more of these options:

Option	Description
Delete After Retrieval	If Workday is unable to delete the file from the source S/FTP/S server, the document retrieval fails.
Decompress	Select to decompress the incoming file.
Decrypt Using	(FTP, FTP/SSL, and SFTP only) If you want to decrypt the uploaded file by using Pretty Good Privacy (PGP), select the PGP private key of the key pair you generated to decrypt the inbound integration file. When you use FTP, FTP/SSL, or SFTP protocols to encrypt an outbound integration file, you can also: • Include an integrity check of the data in the file. • Digitally sign the file.
Force Integrity Check	(FTP, FTP/SSL, and SFTP only) To verify that the encrypted file didn't become altered or corrupt during transport, select this check box.
Digital Signature Validation Using	(FTP, FTP/SSL, and SFTP only) To verify the origin of the encrypted inbound file, select a PGP public key provided by your trading partner.

13. (Optional) In the **Environment Restrictions** section, at the **Restricted To** prompt, select the target environment for this transport protocol.

    If you leave this field empty, Workday applies the transport protocol to each environment in which the integration runs. Each environment (Production, Sandbox, Implementation, and so on) can have only 1 transport protocol. To avoid inadvertently uploading test data to or from a nontest endpoint, Workday strongly recommends that you:

    - Create a separate transport for each environment.
    - Restrict each transport to its intended environment.

Result

After the integration runs, the Integration Process Event will retrieve the selected files from an external server based on these instructions.

Related Information

Reference

2020R2 What's New Post: Explicit FTPS Support

Bucket Restrictions and Limitations

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Test Transport Configuration for an Integration

Prerequisites

- Your integration system must:
  - Have a Delivery Service or Retrieval Service configured with SFTP, FTP, or FTP/SSL.
  - Be an EIB configured with SFTP, FTP, or FTP/SSL.
- Security: *View* access to any of these domains:
  - *Business Process Administration* in the System functional area.
  - *Integration Build* in the Integration functional area.
  - *Integration Event* in the Integration functional area.
  - *Manage: Business Process Definitions* in the System functional area.
- The integration must either have the transport explicitly defined, or use an existing transport. If you selected **Derive Transport using** when defining the transport, you can't test it using this task.

Context

Test the configured Delivery Service, Retrieval Service, Outbound EIB, or Inbound EIB for an integration. Verify and troubleshoot connectivity to the external endpoint using the **Test Transport** task. When testing the configured transport for your integration system, you can either:

- Use a 10 KB test file.
- Select a file from a preceding integration event.

This task stops after 5 minutes. If the endpoint is slow due to network or performance issues, the test can take longer than 5 minutes and not complete.

Steps

1. Select **Integration > Test Transport** as a related action on any of these items:
   - The integration system.
   - The Document Delivery or Document Retrieval Service step of the integration business process.
2. Select the **Transport** from the prompt.

   The prompt selects the first configured EIB, Delivery Service, or Retrieval Service for the current environment automatically. You can select the transport for a different environment, service, or business process definition if more than one configured transport exists for the integration system.
3. Select one of the **Available Actions** for testing connectivity with the external endpoint:

Option	Description
Connect	The integration transport service attempts to connect to the external endpoint.
List Files	The integration transport service attempts to retrieve a list of files that corresponds to a filename pattern from the external endpoint.
Deliver Files (available for Delivery Service and Outbound EIBs only.)	The integration transport service attempts to deliver a file (either a 10 KB test file or a file from a preceding integration event).
Retrieve Files (available for Retrieval Service and Inbound EIBs only.)	The integration transport service attempts to retrieve files that correspond to a filename pattern. The **Test Transport** task deletes the

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Option	Description
	test file after the test completes. If you enabled **Delete After Retrieval** on the integration retrieval configuration, Workday ignores that setting.

4. (Available for **Deliver Files** option) Select the SFTP transfer block size. If you don't select a block size, Workday uses *32K*. The block size must correspond to a block size that the SFTP endpoint supports. If the endpoint doesn't support the block size that you select, the test fails.
5. (Available for **List Files** and Retrieve Files option). Enter a File **Name/Pattern** that you want to search for or retrieve on the external endpoint. This field is case-sensitive.

   Workday doesn't support full regex syntax for file retrieval. Workday only supports (*) or (?) characters as wild cards in the filename pattern.

   For Amazon Simple Storage Service, Workday accepts (*) and (?).
6. (Required for **Deliver Files** option) Select one of the **Deliver Files Options**:

Option	Description
Use Default Test File	The integration transport service sends a 10 KB test file to the external endpoint.
Deliverable Repository Document	The integration transport service sends the selected file (from a preceding integration event) to the external endpoint.

7. Select **Include Debugging Information in Logs** if you want to record information about the transport test.

   As the transport test isn't an integration event, the **Integration Event** report returns no information about the test.
8. Select **OK** to start the test.

   Workday performs the test and displays a report with test results and (optionally) additional debugging information.

Integration Services

Template-Based Integration Management Tasks

Steps: Set Up Template-Based Integration

Prerequisites
Security: these domains in the Integration functional area:

- *Integration Build*
- *Integration Configure*

Context
Create and configure an integration based on a Workday-delivered integration template.

Steps

1. Create Integration System .

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2. Enable 1 or more optional integration services. The **Configure Integration Services** task displays all integration services, including required services. You can't edit required integration services.
3. As a related action on your integration, select **Integration System > Configure Integration Attributes** and enter attributes for integration services that you enabled in Step 2, as well as required attributes.
4. Select **Integration System > Configure Integration Maps** as a related action on your integration system.
5. (Optional) Set up integration field overrides:
    - Set Up Integration Field Overrides for a Connector .
    - Set Up Integration Field Overrides for DIS .
6. Set Up Integration Sequence Generators .
7. (Optional) Select **Integration System > Configure Integration Transaction Log** as a related action on your integration and select the Workday transactions for monitoring.
8. (Optional) Create Integration Notifications .
9. (Optional) As a related action on your integration, select **Integration System > Maintain Integration System Documents**. Attach supporting documentation for design, usage, and change log purposes.

    Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
10. Create Integration Business Process .
11. (Optional) To launch the integration from a business process, add a step to the business process.

    See: Create Integration (Step).
12. Configure the integration to import or export data to or from Workday:
    - Set Up Integration Delivery .
    - Set Up Integration Retrieval .
13. Steps: Grant Integration or External Endpoint Access to Workday.

Create Integration System

Prerequisites

- Access the **Maintain Integration Tags** task (security: *Integration Reports* domain) and define any tags that you want to apply to an integration system.
- Any person that you want to define as a contact for an integration must exist in Workday.
- Security: these domains in the Integration functional area:
    - *Integration Build*.
    - *Integration Configure*.

Context

You can create an integration system based on a Workday-defined template to import and export data between Workday and external endpoints. Optionally, you can apply predefined tags to an integration and include contact information. Example: Consultant or internal project lead. You can then search for these contacts and tags using a custom report based on the *All Integration Systems* report data source.

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Steps

1. Access one of these tasks and reports:
    - **Create Integration System** task.
        - Use this task to create new integrations.
    - (Optional) **View Integration System** report.
        - You can use this report to find and update existing integrations. You can also use the *Create* option in the **Integration System** prompt to create new integrations.
2. As you complete the task, consider:

Option	Description
Integration Tags	Select 1 or more integration tags that you want to apply to the integration system. Workday limits each tag to a maximum length of 256 characters.
Comment	Free-form text description for a contact.
Contacts	Select workers that you want to associate with the integration system from the prompt.

Related Information

Reference

The Next Level: General Overview - Integration Handbook Part 1 of 2

The Next Level: General Overview - Integration Handbook Part 2 of 2

Set Up Integration Subscriptions

Prerequisites

- Create Integration System

  Create an integration system based on an integration template that doesn't include a Transaction Log integration service. If your integration system does have a Transaction Log service available, subscriptions aren't available for your integration.
- Security: *Integration Configure* domain in the Integration functional area.

Context

You can configure your integration to:

- Subscribe to Workday business processes and transaction events.
- Send notifications to external endpoints.
- Launch automatically when the selected business process completes, or when the event lite/re-organization activity transaction occurs.

Steps

1. As a related action on your integration system, select **Integration System > Edit Subscriptions**.
2. In the **Event Subscriptions** section, select the range of business processes and transaction events.

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3. (Optional) Configure external endpoint notifications:
    a) Click **Add** to add new external endpoint rows.
    b) Enter the URL, name, and password that Workday uses to access to the endpoint.
    c) If you've defined an endpoint already, select **Use Deployed Service Endpoint**.
    d) If you want to restrict this notification to a specific environment (Production, Sandbox, and so on), select it from the prompt.

    Note: If you configure external endpoint notifications, ensure that the **Disable Integration Subscriptions** check box is unchecked on the **Edit Tenant Setup - Integrations** task.

    Workday sends 1 notification message to each external endpoint per subscribed event. You can view these background processes in the process monitor by filtering on the Integration Subscription Notification process type. The notification message doesn't contain the actual data of the business process event. You can use the *Get_Event_Detail* WWS API to retrieve data about the business process event. The notifications aren't always directly related to the integration system itself, even though they're attached to a given integration system.

    The reliability of the notifications depends on the availability of the external endpoints. If there are availability issues with your endpoint, it might receive messages out of order, more than once, or not at all. If the delivery of 2 consecutive notification messages fails for an external endpoint, Workday records the error, sends no further messages to that endpoint, and disables the endpoint. Workday doesn't implement the WS-ReliableMessaging standard for integration subscriptions.

    If Workday disabled your endpoint: After you troubleshoot your endpoint, you can re-enable your subscriptions. To re-enable subscriptions, select **Integration System > Edit Subscriptions** as a related action on the integration system and clear **Disable Endpoint**.

    You can run the **Integration Exception Audit** with *Warnings* selected to view all integration systems with disabled subscriptions.

    To receive email notifications when your subscription disables, select **Integration System > Configure Integration Notifications** as a related action on the integration system.
4. (Optional) In the **Conditions and Rules** section, select a rule from the list or configure a new rule.

    Example: You can configure a rule to notify the integration administrator when an event fails, launches, or terminates.
5. (Optional) Select **Add** in the **Launch Integration** section and configure integration launch options:
    a) (Optional) Select **Run As** and select an *Integration System User* account from which you want your integration system to inherit security permissions.

    If you leave this field empty, the integration runs with the permissions granted to its own *Integration System User* account.
    b) In the Request Name section, enter a request name for every integration run in the **Static** field. Or, select a report field or calculated field to use to generate a request name from the **Dynamic Using** prompt.
    c) Set launch parameters for the integration. To configure these launch parameters, you can access report fields starting from the Transaction Log business object.

    Note: A subscription can only have one active set of launch parameters at a time. If you use the **Add** button when a set of parameters already exists, the newly added parameters will overwrite the previous ones. Only the latest set of parameters will be processed.

Set Up Integration Sequence Generators

Prerequisites

- Create Integration System

  Create an integration system based on an integration template.
- Security: *Integration Configure* domain in the Integration functional area.

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Context

Enable integrations to generate a unique, sequenced number each time they run.

If a process generates multiple requests for the next sequence number very close together:

- Workday attempts to generate the sequence numbers.
- Workday can generate skipped, nonconsecutive numbers.

Steps

1. Select **Integration System > Configure Integration Sequence Generators** as a related action on your integration system.
2. As you configure the integration sequence generator, consider:

Option	Description
Increment Sequence ID By	Enter a nonzero value by which the sequence number increases each time Workday generates a new ID.
Padding	Use **Padding** to indicate the number of digits present in the sequence. Enter a large enough padding value so that the sequence doesn't encounter an overflow condition. Workday recommends a padding value of at least 6. If the sequence exceeds the number of digits you enter here, the **Sequence ID Overflow Behavior** setting determines the next number in the sequence. If you enter 0 or don't enter a value in the **Padding** field: • The sequence number increases indefinitely. • Workday populates **Sequence ID Overflow Behavior** with **Automatically Ignore Padding**.
Sequence ID Format	Specify a format for the identifier. You can use any text string with these 4 special variables. The date-related values represent the date when the task generates the ID. • [seq] - The sequence number, increasing by the value specified in the **Increment Sequence ID By** field, with the number of digits specified in the **Padding** field. Workday uses a separate sequence for each ID definition that uses this variable. • [day] - Day of the month in two-digit format, 01 - 31. • [month] - Month in two-digit format, 01 - 12. • [year] - Year in four-digit format. Example: 2020. Note: If you set the **Restart Frequency** interval, ensure that the generated sequence

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Option	Description
	number is unique by including the specific time period in the format. Example: If the **Restart Frequency** time period is *Month*, include `[month]` and `[year]` in the format. Make sure that the padding value is large enough that the sequence generator doesn't encounter an overflow condition during the time period. Example, you can define the filename format by entering: • A string constant. • A pattern for the date and time. • A sequence number pattern. • The file extension. Workday can dynamically generate only date values and a sequence number for use in the filename. Any other values are static; they're identical for all files generated by the integration. Hold your cursor over this field to see the full list of valid sequence generator and date/time patterns.
Restart Frequency	(Optional) To reset the [seq] value to an initial value at regular time intervals, specify how often Workday resets the sequence numbers. The options are *Day*, *Month*, or *Year*; leave the field blank if you want [seq] to be unique within this ID definition. Days start at 12:01 AM. Months start at 12:01 AM on the first of that month. Years start at 12:01 AM on the first of January.
Restart Number	(Optional) To reset the [seq] value to an initial value at regular time intervals, specify the number Workday uses when restarting sequence numbers. You can use this field with the **Restart Frequency** field.
Time Zone Usage	An alternate time zone on which to base the interval specified in the **Restart Frequency** field. This value doesn’t indicate when the ID generation actually occurs. It’s used only to localize the date to the specified time zone. If you don’t specify a time zone, Workday uses Pacific Standard Time/Pacific Daylight Time (PST/PDT).
Sequence ID Overflow Behavior	Configure how you want Workday to handle potential sequence identifier overflow conditions. As you complete the field, consider: • **Allow Overflow with Truncated Sequences** - Workday truncates the most significant digit of the sequence

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Option	Description
	number when an overflow condition occurs. Example: With a **Padding** value of 3, the next sequence number after 999 is 1000, but the 1 gets truncated, so the next value displays as 000. • **Automatically Ignore Padding** - The sequence generator ignores the **Padding** value when an overflow condition occurs. Example: With a **Padding** value of 3, the next sequence number after 999 is 1000. If the **Padding** value is 0, Workday automatically selects this option.
Override Tenant Setup Overflow Notification Group	Specify security groups to override the **Default Tenant Setup Overflow Notification Group**. Workday automatically sends a notification to the overflow notification security groups when the sequence approaches the limit imposed by the **Padding** value. If you don't select security groups in this field, Workday sends these overflow notifications to: • The security groups that you select in the **Default Sequence Generator Notification Group** field on the **Edit Tenant Setup - System** task. • The default security groups that Workday specifies for overflow notifications if you don't select default overflow notification security groups on the **Edit Tenant Setup - System** task.
Default Tenant Setup Overflow Notification Group	Displays the **Default Tenant Setup Overflow Notification Group**. Workday automatically sends a notification to the overflow notification security groups when the sequence approaches the limit imposed by the **Padding** value.
Low Volume	(Optional) Select to ensure that sequences generated by the sequence generator don't have gaps. Use this option when you experience both of these situations: • You aren't using the sequence in high-volume transactions. • You experience unwanted gaps in the generated sequence.

Press TAB to view a sample value in the **Example** area. Verify that the sample meets your requirements.

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3. Specify **Last Sequence ID** values:

Option	Description
Last Sequence Used	Manually sets the last sequence number. This option is useful if: • You previously used a different ID generator. • You want to continue from where the ID ended. When you set the number, the initial sequence number will be your number plus the **Increment Sequence ID By** value.
Last Date Used	Specify this date, plus an interval for **Restart Frequency** to determine whether the date is before or after the last restart interval. Then Workday sets the sequence number based on the date.

4. (Optional) Select 1 or more target environments for this sequence generator from the **Restricted to Environment** prompt.

   If you select more than 1 environment, Workday doesn't synchronize the sequence numbers across environments.

Example

Specify values that define a sequence definition that includes the current date and a string comprised of an external endpoint code and an employer ID:

Increment Sequence ID By	`1`
Restart Frequency	*leave blank*
Restart Number	`0`
Padding	`0`
Sequence ID Format	`[yyyy][MM][dd]_[Seq]_ER-GMS.csv`

Example: the integration first runs on January 1st, 2018, and runs on the 1st and 15th day of each month. The integration events for February 2018 generate output files named 20180201_3_ER-GMS.csv and 20180215_4_ER-GMS.csv.

Related Information

Tasks

Steps: Set Up Payroll Interface Configurable Output

Examples

2023R1 What's New Post: Payroll Interface Configurable Output

Set Up Integration Field Overrides for a Connector

Prerequisites

- Create Integration System

  Create an integration system based on an integration template.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.
- Verify that the calculated field or report field you want to use is based on the Worker *business object*.

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- Run a custom report as an *Integration System User* account against the *All Workers* data source. Confirm that the calculated field returns the value you expect.

Context

Add an Integration Field Override Service to a Connector. The Integration Field Override Service defines the fields that Workday includes on integration output files. You then configure integration field overrides for all integration services; the field overrides define which report fields Workday uses to add data for each field.

Steps

1. As a related action on the Connector, select **Integration System > Configure Integration Services**.
2. Add a row to the **Custom Integration Services** grid and select an Integration Field Override Service from the **Integration Service** prompt. If you haven't already created one, do so now:
    a) Access the **Create Integration Field Override Service** task.
    b) Name your new Integration Field Override Services. Then, select the business object that includes the report fields that you want to map to the integration file.
    c) Add 1 row for each field and provide a name for each field.
3. As a related action on the Connector, select **Integration System > Configure Integration Field Overrides**.
4. In the **Field Configuration** grid for the Eligibility service, add a Boolean report field or Calculated Field that defines which workers to include in the integration.
5. Scroll down to the **Field Configuration** grid for the Integration Field Override Service.
6. For each field, select a corresponding report field from the **Override External Field** prompt.
7. To test user access to the report fields, select **Integration Field Override > Test Security for Document Field Overrides** as a related action on the integration.

Set Up Integration Field Overrides for DIS

Prerequisites

- Create Integration System

  Create an integration system based on an integration template.
- You can use calculated fields and report fields. Verify that fields you want to use are based on the same *business objects* as the object used by the integration.
- Security: *Integration Configure* or *Integration Build* domains in the Integration functional area.

Context

You can use the **Configure Integration Field Overrides** task to customize the output of Workday integrations. You can configure which report fields Workday uses to add data for fields in the integration. You can also create, configure, and use parameters from the Integration Event business object as well as any other business objects supported by the integration.

You can create parameters for integrations that have a Data Initialization Service (DIS), such as:

- *Core Connector: Worker* (if you enable the *Worker Data Initialization Service*).
- *Payroll Effective Change Interface*.
- *Worker Effective Change Interface*.

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Steps

1. As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
2. Select the document where you want to apply field overrides and parameter assignments.
3. (Optional) As you complete the **Parameters** section, consider:

Option	Description
Data Type	Select the return type for the report field or calculated field. This prompt filters the fields available in the **Value** prompt. You can override the datatype returned by the report or calculated field. For instances cast to text, Workday uses the display ID in the integration output.
Value Type	Select how you want to provide values in the **Value** field.
Value	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field based on the business object of the document. This prompt displays only: • Report fields and calculated fields with a data type that matches the **Value Type** value. • All fields if the **Value Type** field is empty. • *Integration Attribute*: Select an integration attribute of the integration system. Available for Global Parameters only. • *Launch Parameter*: Select a launch parameter of the integration system. Available for Global Parameters only. • *Specify a Value*: select or enter a value based on the prompt.
Value Type (External Parameter Assignments(s))	Select how you want to provide values for prompts that the report field or calculated field uses.
Value (External Parameter Assignments(s))	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field. • *Specify a Value*: select or enter a value based on the prompt.

4. As you complete the Field Overrides section, consider:

Option	Description
Override External Field	Select a report field or calculated field based on the business object of the document. To access the value of a document parameter, select a report field or calculated field with a

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Option	Description
	prompt and pass in the document parameter using the prompt.
Value Type (External Parameter Assignment(s))	Select how you want to provide values for prompts that the report field or calculated field uses.
Value (External Parameter Assignment(s))	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field. • *Document Parameter*: select a parameter that you defined in the previous step. Workday requires that you save the document parameter before you can use it here. • *Specify a Value*: select or enter a value based on the prompt.

5. As you complete the Extended Fields section, consider:

Option	Description
Data Type	Select the return type for the report field or calculated field. This prompt filters the fields available in the **Value** prompt. You can override the datatype returned by the report or calculated field. For instances cast to text, Workday uses the display ID in the integration output.
Reference ID Type	Applies only to fields that return Instances (plural). Select a reference ID that you want to include in the integration output. You must select a Reference ID Type. If you don't select a Reference ID Type, Workday won't include any reference IDs in the integration output.
Value	Select a report field or calculated field based on the business object of the document. To access the value of a document parameter, select a report field or calculated field with a prompt and pass in the document parameter using the prompt. This prompt displays only: • Report fields and calculated fields with a data type that matches the **Data Type** value. • All fields if the **Data Type** field is empty.
Value Type (External Parameter Assignment(s))	Select how you want to provide values for prompts that the report field or calculated field uses.
Value (External Parameter Assignment(s))	Enter a value depending on the **Value Type**: • *Determine Value at Runtime*: select a report field or calculated field.

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Option	Description
	• *Document Parameter*: select a parameter that you defined in the previous step. Workday requires that you save the document parameter before you can use it here. • *Specify a Value*: select or enter a value based on the prompt.

6. To test account access to the report fields, select **Integration Field Override > Test Security for Document Field Overrides** as a related action on the integration.

Select Workers to Include in Connector Output

Prerequisites

- Create Integration System

  Create an integration system based on an integration template.
- To use a calculated field for the eligibility criterion, create the calculated field.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Designate a report field or calculated field that identifies if a worker is or isn't eligible for the integration. The report field or calculated field must be available on the Worker *business object*, and it must return a Boolean true or false. A Boolean true includes the worker in the integration. A Boolean false excludes the worker.

Steps

1. As a related action on the Connector, select **Integration System > Configure Integration Field Overrides**.
2. In the **Field Configuration** grid for *Define Eligibility / Eligibility criterion*, select a report field, or calculated field, from the **Override External Field** prompt

Example

If your integration system monitors changes for all of your staff employees, select the *Worker is Employee* field. This field returns true for your employees, and returns false for your contingent workers.

If your integration system monitors changes for your sales staff in your Chicago office, create a calculated field that returns true if:

- The worker is an employee.
- The worker belongs to a sales organization.
- The worker belongs to the Chicago location.

Select and Set Up Connector Output Fields

Prerequisites

- Create Integration System

  Create an integration system based on an integration template.
- Enable the integration service that manages each category of data.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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Context

Select fields to include or exclude from the Connector output file and specify whether the integration requires that the fields have a value or have a maximum length. When the integration runs, Workday:

- Searches for changes to the selected fields
- Validates that the required fields are present in the output file
- Truncates values that exceed the maximum field length
- Reports any errors or warnings in the audit files

Field attributes and integration attributes work together to determine output file contents. Field attributes specify what data to include, and integration attributes specify when to include the data.

Steps

1. Access the **View Integration System** report.
2. As a related action on the integration system, select **Integration System > Configure Integration Field Attributes**.
3. (Optional) To include all fields in the Field Configuration grid in the Connector output file, select **Include All Fields in Output**.

   This option doesn't automatically include all fields in subsections. To exclude all fields, clear this check box. This action also clears any **Required** fields and sets the **Maximum Length** to *0*. You can't exclude some fields from the Connector output file.
4. In the **Field Configuration** grid for each data section, select fields for output and define field attributes. As you complete the task, consider:

Option	Description
Required	Workday returns errors, warnings, or stops the integration, depending on your integration configuration.
Maximum Length	Truncates output values that exceed the specified length. Workday never truncates Boolean values.

Add Custom Fields to Connector Output

Prerequisites

- Create Integration System

  Create an integration system based on an integration template.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

Add an unlimited number of custom fields to a Connector. You can use calculated fields or report fields to incorporate additional data elements into your output files.

Steps

1. If your integration doesn't already support integration field overrides, create an integration field override service and define custom fields:
   a) Access the **Create Integration Field Override Service** task.
   b) Select the **Business Object** prompt to select the data source for the custom fields.
   c) For each custom field that you want to create, add a row to the **Fields** grid, and enter the field **Name**.

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2. Access the **View Integration System** report and access your integration.
3. If your integration doesn't already support integration field overrides, enable the custom integration service:
    a) As a related action on the integration system, select **Integration System > Configure Integration Services**.
    b) In the **Custom Integration Services** grid, add a row.
    c) Select the **Integration Service** prompt, select *Integration Field Override Service (Audited)*, and then select the custom integration service that you created in step 1.
4. As a related action on the integration system, select **Integration System > Configure Integration Field Overrides**.
5. Configure the custom fields:
    a) For each field in the grid, select the **Override External Field** prompt and select the report field or calculated field that provides the value you want.

    You can save your changes only if:

    - Each **Name** value is unique within each section of a document.
    - Each **Name** value is unique within a document. The only exception is if the field override has the same data type as the associated **Override External Field** value.
6. (Optional) To map the custom field values to external values, create, and configure one or more integration maps:
    a) As a related action on the integration system, select **Integration System > Maintain Integration Maps**.
    b) For each field that requires a map, specify a map **Name** in these formats: `ADD-<FieldName>`.

    The ADD prefix indicates that the map pertains to the Additional Data section. The <FieldName> identifies the field that Workday maps.
    c) Specify the **Internal Value Type** and **External Value Type** for each map. You can create an **Enumeration** with a list of valid values or select a report field at the **Data Type** prompt.
    d) As a related action on the integration system, select **Integration System > Configure Integration Maps**, then scroll to the bottom of the grid to find the custom maps.
    e) Add a row for each internal value, select the **Internal Value**, and enter the **External Value** for the output file.

Result

Workday groups all custom fields into a record called ADD that displays on a separate line in the output file. By default, Workday includes custom fields in output files only when field values change.

Reference: Validations on Extended Fields for DIS

	Boolean	Currency	Date	Date Time	Numeric	Text	Instances (Plural)
Report field Type							
Boolean	Allowed	Not allowed	Not allowed	Not allowed	Not allowed	Allowed	Not allowed
Currency	Allowed	Allowed	Not allowed	Not allowed	Allowed	Allowed	Not allowed
Date	Allowed	Not allowed	Allowed	Allowed	Not allowed	Allowed	Not allowed
Date Time	Allowed	Not allowed	Allowed	Allowed	Not allowed	Allowed	Not allowed
Numeric	Allowed	Not allowed	Not allowed	Not allowed	Allowed	Allowed	Not allowed
Text	Allowed	Not allowed	Not allowed	Not allowed	Not allowed	Allowed	Not allowed
Instances (plural)	Allowed	Not allowed	Not allowed	Not allowed	Not allowed	Allowed	Allowed

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General Integration Management

Mass Update Integration Tags

Prerequisites

- Set up your integration systems.
- Create integration tags.
- Security: *Integration Build* domain in the Integration functional area.

Context

You can build reports to see how your organization uses your integrations with integration tags. Mass updating integration tags enable you to search and modify multiple integration systems at once.

Steps

1. Access the **Mass Update Integration Tags** task.
   As you complete the task consider:

Field	Consideration
Integration System Name	Filters the integration systems that you want to apply tags to by name.
Integration Template	Filters the integration systems that you want to apply tags to by integration template.
Integration Tags	Filters the integration systems tags you want to modify based on their existing tags.

2. Select the integration tags in the **Apply To All** sections you want to apply to all of the integration systems you filter.
3. Select the integration systems to apply the integration tags to.
4. (Optional) Select one or more tags in the Integration Tags column for each integration system.
   You can update a maximum of 1000 integration systems at a time.

Related Information
Concepts
Concept: Report Tags
Reference
Workday 33 What's New Post: Mass Update Integration Tags

Set Up Integration Attachment Service

Prerequisites

- (For Studio integrations) Deploy a custom integration from Workday Studio to your tenant.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can use the integration attachment service to configure data-mapping documents, such as XSLT files, on your custom integrations. For Studio integrations, the integration attachment service enables you to update data-mapping documents in Workday without having to redeploy from the Studio application.

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Steps

1. Access the **View Integration System** report and select your custom integration from the **Integration System** prompt.

   You can also access the **Create Integration System** task and select *Cloud Integration Template* on the **New using Template** prompt.
2. On the related actions menu of your custom integration, select **Integration System > Configure Integration Services**.
3. On the **Custom Integration Services** section, add a row and select **Create > Integration Attachment Service**.

   Each integration attachment service only supports 1 attachment. To add multiple attachments on your custom integration, create multiple integration attachment services.
4. On the related actions menu of your custom integration, select **Integration System > Configure Integration Attachment Service**.
5. Select an attachment from the **Attachment** prompt.

Result

Workday attaches the data-mapping documents to your custom integration.

Related Information
Reference
2020R1 What's New Post: Integration Attachment Service

Set Up Integration Custom Objects

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To associate Custom Objects in Workday with Custom Object aliases defined in a Studio integration, configure an Integration Custom Object Service for the Studio integration.

Steps

1. Access your integration system if you haven't already done so.
2. As a related action on your integration system, select **Integration System > Configure Custom Objects**.
3. For each Custom Object alias without a *default* Custom Object, select a **Custom Object** from the prompt.
4. For each Custom Object alias with a *default* Custom Object, you can override the *default* by selecting **Override**.

Attach Supporting Documentation to Integrations

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can use the **Maintain Integration System Documents** related action on your integrations to attach supporting documentation for design, usage, and change log purposes. These documents enable you to provide additional background information on integrations for future maintenance and support.

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Steps

1. Create Integration System.
   You can also access the **View Integration System** report and select an existing integration.
2. On the related actions menu of your integration, select **Integration System > Maintain Integration System Documents**.
3. On the **Maintain Integration System Documents** page, select the documents to attach to your integration.

Result

Workday attaches the documents and displays them on your integration.

Change Transport Protocols

Prerequisites

Security:

- *Integration Configure* in the Integration functional area.
- *Edit* access to the domain where the integration and protocols are secured.

Context

You can view and edit transport configurations for multiple transport protocols as a single action.

Steps

1. Access 1 of these tasks:
   - **Maintain Email Protocols For Integration Systems**
   - **Maintain Transport Protocols for Integration Systems**
   - **Maintain Amazon Simple Storage Service for Integration Systems**
2. Define the range of protocols that you want to change:

Option	Description
Email Protocols	Specify the **Email Address** and **Configuration Location**.
Transport Protocols	Specify the **Transport Protocol**, **Configuration Location**, and (Optional) **Transport Protocol Address**.
Amazon Simple Storage Service	(Optional) Specify the **Configuration Location**, **Bucket**, **Bucket Region**, and **Access Key ID**.

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3. Add, change, and remove transport details.

   For **Maintain Amazon Simple Storage Service Protocols for Integration Systems**:

   - Select protocols of the integration systems you want to update. Provide the details for **Bucket**, **Region**, **Access Key ID**, and **Secret Access Key**.
   - The **Name** field lists the integration systems that share an S3 transport protocol if you use the **Use Existing** configuration option. You must have access to the owning integration system to make changes to a shared transport.
   - You can't update the **KMS Key Alias** and **Region** with this task.

   Note: These tasks only display protocols that you have security access to:

   - **Maintain Email Protocols For Integration Systems**
   - **Maintain Transport Protocols for Integration Systems**
   - **Maintain Amazon Simple Storage Service Protocols for Integration Systems**

Concept: Disable Integration Subscriptions

To disable integration subscriptions for a web service request, you set the *x-disable-subscriptions* header value to 1 in the HTTP request. In Workday Studio, you can use the *set-headers* component to set the header value before performing a web service request.

You can also use various languages to set the property. Example (Java):

```
// Create a new URL object and set the Workday Web Services endpoint
URL url = new URL("https://{Workday Web Services endpoint}");

// Create an HTTP URL connection object and open the connection to the URL
HttpURLConnection httpCon = (HttpURLConnection) url.openConnection();

// Disable the integration subscriptions by setting the x-disable-
subscriptions
// property to 1 in the HTTP URL connection object
httpCon.setRequestProperty("x-disable-subscriptions", "1");
```

When *x-disable-subscriptions* is set to 1, all integration subscriptions are disabled for that request. You can't disable individual integration subscriptions. The default for *x-disable-subscriptions* is zero, which means integration subscriptions are enabled.

Concept: Enumerations

Enumerations restrict an attribute value to a set of literal values, such as cost center codes. You can use enumerations to define a set of constants to use as literal values when you design integrations. This allows you to restrict the range of data your integration uses.

You can create and maintain enumeration definitions in Workday using these tasks:

- **Create Integration Enumeration Definition**
- **Edit Integration Enumeration Definition**
- **Delete Integration Enumeration Definition**
- **View Integration Enumeration Definition**

You can use enumerations in these elements:

- Launch parameters.
- Integration attributes.
- Integration maps.

You can assign enumerations:

- In Studio.

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- Using the **Create Integration Generic Service** task in Workday.

You can assign enumerations in Studio integrations using 1 of these methods:

- Create an enumeration definition in Studio and deploy it to your tenant when you launch the Studio integration.
- Create an enumeration reference to an existing enumeration definition in your tenant.

You can use the same enumeration definition across multiple integrations by selecting 1 integration to provide the definition, and referring to it in the others.

Reference: Preferred SFTP, FTP, and FTPS Endpoint Vendor Software

Workday validates integration transports with each update and patch with these vendors and versions. Using the software listed results in the best integration results and update/patch experience.

Note: Workday doesn't require that you use these vendors and versions. You can use any vendors or versions with your integrations. However, the Workday support policy limits our support to issues or errors under the direct control of Workday. If you experience problems with software not on this list, your cost of supporting it can be greater. This cost can include increased time and resources for additional testing, implementation delays, and use of manual or other non-Workday solutions.

Workday validates integration transports with these vendors and versions:

Table 4: Validated Vendors and Versions

Vendor	Version	SFTP	FTP (Passive)	FTPSI (Passive)	FTPSE (Passive)
GlobalSCAPE EFT Server	Enterprise (1.82)	X	X	n/a	n/a
Microsoft FTP Service	7.5	n/a	X	n/a	n/a
WS_FTP	7.5	X	X	n/a	n/a
Cygwin with SSHD	n/a	X	X	n/a	n/a
OpenSSH	4.3/5.1	X	X	X	X
VSFTPD	2.0.1	X	X	X	X

Recommendations

This list is based on well-known, widely used endpoint vendor software and official Workday-supported transport modes and security policies.

If you use one of our preferred vendors:

- If there is an issue, Workday can internally troubleshoot and reproduce the issue.
- If we find a solution to your issue, we can test and verify against the software provided by your vendor.
- We run automated testing every service update against the software provided by your vendor. This testing reduces your maintenance cost and risk.

If you use an outside vendor:

- Many customers use a vendor outside our preferred list and their integrations work successfully.
- If you encounter an issue with S/FTP/S, you support, maintain, and troubleshoot with your vendor. Workday is unable to help because we don't have the software, tools, or familiarity with the vendor.

Related Information

Concepts

FAQ: Encryption, Certificates, and Ciphers for Integrations

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Reference
2020R2 What's New Post: Explicit FTPS Support

Troubleshooting: SFTP Configuration Issues

Integration displays SFTP errors when launched.

SFTP configuration issues can generate error messages on integrations. You can use the information here to help resolve common SFTP issues.

Cause	Solution
Workday was unable to locate an IP by hostname using DNS.	Ensure that the hostname is correct and the network settings are functional.
Connection reset issues. Example: Your SFTP server is blocking connectivity to your Workday IP address.	• Allow the IP address on your firewall and ensure that the firewall accepts SFTP or SSH connections. • Ensure that your cipher or SSH protocol is fully configured.
Incorrect filename or filepath issues.	Use the full directory path for the file rather than the relative directory path. Add a trailing (/) as needed.
Timeout exception issues.	Ensure that the IP address is correct and that each application is working before you retry.
Directory issues. Example: You have virtual directories on a file server that move once you place files in the directory, or the file doesn't exist.	Verify that the file directory is correct and that the file exists.
Packet size issues. Example: The packet size exceeds the maximum amount permitted.	Ensure that you've configured the SSH protocol properly and reduce the packet size as needed.
Write error issues. Example: You don't have permission to edit/ rename a file on the remote endpoint, or the server is deleting the file before you completely write the file.	Ensure that the **Use Temp File** check box is clear on the delivery/retrieval integration service and that you have edit/rename permissions.
Channel request failure issues. Example: The SFTP server isn't accepting SSH connections because the administrator set the SSH services as disabled.	Save the error from the SSH logs and restart SSH services.

Integration APIs

Set Up Web Service Operations for Studio Integrations

Prerequisites

- Integration must use the integration template *Cloud Integration Template*.

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- Know the web services that the Studio integration uses.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

To more easily determine the security access required to launch a Studio integration, you can associate a Studio integration with the web services that it uses. Workday displays these web services in the *All Integration Systems* report. This association is for record-keeping purposes only. This association doesn't control which Workday Web Services the Studio integration uses.

Steps

1. Access the **View Integration System** report and find the Studio integration.
2. Select **Integration System > Maintain Web Service Operations** as a related action on the Studio integration.
3. Add 1 row for each web service operation and select the **Web Service Operation** from the prompt.

Concept: My Reports API

Use the My Reports API to access integration documents, such as output files, directly. Using the provided REST API, you can retrieve integration documents from the My Reports repository, or retrieve information about a specific document.

My Reports Access

Your inbound web service Get operation must authenticate by including a Workday User ID (<username>@<tenant_name>) and password that corresponds to an existing Workday account. The tenant_name value is the name of the tenant that you're accessing. Workday controls access to My Reports using configurable security. The Workday account you use to access documents in My Reports must have permission to access those documents.

Each tenant has a My Reports repository with its own Uniform Resource Identifier (URI). This is where you direct web service Get requests. A My Reports repository is divided into 1 or more collections, each with a unique name. Each collection includes 1 or more documents, which are the actual data files produced by integrations.

The full address of a specific document takes this form:

- *host_URL*/ccx/cc-blobitory/*tenant_name*/*collection*/*document_ID*

Example: https://wd5-enterprise-services1.myworkday.com/ccx/cc-blobitory/myTenant/myCollection/77441465-0b35-4773-303c-6d4456493462

To access a collection rather than a document, use this form:

- *host_URL*/ccx/cc-blobitory/*tenant_name*/*collection*

This table summarizes the replaceable elements of the address:

Element	Description
host_URL	Specific to your tenant's data center. To find your host URL, download the spreadsheet attached to the Community post for your data center: • US Region - Ashburn Data Center • US Region - Portland Data Center • US Region - WD12 Data Center • EU Region - Dublin Data Center • Canada Region - WD10 Data Center

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Element	Description
	• Asia Pacific Region - WD102 Data Center Example: the My Reports host URL for the Portland data center is https://wd5-enterprise-services1.myworkday.com.
tenant_name	Your tenant name.
collection	Specified by the integration that added the document to My Reports.
document_ID	A unique ID that Workday auto-generates when it creates a document.

You must know the *document_ID* and associated *collection* for each document that you want to access. Use any of these lookup options to find that information:

- **Integration IDs** report.
- *Get_Event_Documents* web service operation.
- Write a custom report.

Include an HTTP Header *X-Tenant: tenant_name* in your API call.

Available Web Service Operations

The My Reports API provides Get operations to retrieve either a document, or information about the document (metadata):

Category	Value
Format	GET *My Reports URI/ CollectionID/EntryID*
Example	GET <*URL*>/ LetterBox/3160291f-404d-4856-3c03-427f2a296a1f
Response	Returns the specified document.

Category	Value
Format	GET *My Reports URI / CollectionID/EntryID*.atom
Example	GET <*URL*>/ LetterBox/3160291f-404d-4856-3c03-427f2a296a1f.atom
Response	Returns an XML document with information about the document. The XML document includes: • Expiration date. • Published date. • Last update date. • Title. • File size. • Whether the file is encrypted and compressed. • File owner.

Concept: Integration Launch API

To launch integrations remotely, use the Integration Launch API. Using the provided REST API, you can launch a Studio integration using a simple URI in a more event-based manner. Using REST eliminates the need to use a SOAP API call.

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Integration Launch API Security

Your inbound web service GET operation must authenticate by 1 of 2 methods:

1. Basic Auth: Include a Workday user ID and password. The Workday user ID takes the form `username@tenant_name`, where `tenant_name` is the name of the tenant that you're accessing.
2. OAuth: Include a bearer access token, which you obtain using a cURL request. During the process, you require these values:
    - From your Workday API client: Client ID, Authorization Endpoint, and Token Endpoint.
    - From a PKCE code generator: Code Verifier and Challenge.
    - From a browser: Authorization Code.

    For detailed steps, see Launch Integrations Using OAuth 2.0 Bearer Tokens.

    Note: Workday recommends that you use OAuth authentication for increased security.

When an ISU is assigned to the Integration System, the user account performing the Listener request must be a member of a security group that grants permission to launch the integration.

When no ISU is assigned, the user account performing the Listener request must be a member of security group or groups that grant permission to:

- Launch the integration.
- Access all data APIs used by the integration.

Each tenant has its own Uniform Resource Identifier (URI) to which you direct the web service Get requests. For the latest endpoints, and for information on how to determine your data center and endpoint URI, see the Workday Data Centers page on the Workday Community.

Include an HTTP Header *X-Tenant: tenant_name* in your API call.

Cloud Repository Structure

You launch Studio integrations that you've deployed to the Workday Cloud Repository. Workday organizes this repository into a hierarchy:

- Cloud Repository: Each tenant has a single Cloud Repository.
- Collection: Each Cloud Repository stores 1 or more Collections. Each Collection has a unique Collection name.
- Integrations: Each Collection includes 1 or more Studio integrations. Each integration has a unique name and *workday_in_id* value.

You specify a Studio integration using the URI:

Tenant_URI/ccx/cc-cloud-repo/
launches/*collection_name*/*integration_name*/*workday_in_id*?*launch_parameter_name*=*value*:

Where:

- *Tenant_URI* is the URL for the tenant.
- *collection_name* identifies the Collection.
- *integration_name* is a specific Studio integration.
- *workday_in_id* is specific to the integration.

Available Web Service Operation

The Integration Launch API provides a single Get operation to launch a Studio integration:

Category	Value
Format	GET *URI*/ccx/cc-cloud-repo/ collections/*collection_name*/*integration_name*/*workday_in_id*?*launch_*

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Category	Value
Example	GET https://enterprise-services1.myworkday.com/ccx/cc-cloud-repo/collections/HelloCloudCollection/HelloCloud/StartHere?name=
Response	Launches the *Hello Cloud* integration. Note: For a sample integration that uses the Listener Service, see the Listener Service post on the Workday Community.

Concept: Listener Service API

To post messages to a Studio integration with an enabled Listener Service, use the Listener Service API. Using the provided REST API, you can post a custom message (defined by you or the external service you're integrating with) to a Studio integration. You can post a message as long as you've built the Studio integration to recognize and act upon the message.

Listener Service API Security

Your inbound web service POST operation must authenticate by 1 of 2 methods:

1. Basic Auth: Include a Workday user ID and password. The Workday user ID takes the form `username@tenant_name`, where `tenant_name` is the name of the tenant that you're accessing.
2. OAuth: Include a bearer access token, which you obtain using a cURL request. During the process, you require these values:
   - From your Workday API client: Client ID, Authorization Endpoint, and Token Endpoint.
   - From a PKCE code generator: Code Verifier and Challenge.
   - From a browser: Authorization Code.

   For detailed steps, see Launch Integrations Using OAuth 2.0 Bearer Tokens.

   Note: Workday recommends that you use OAuth authentication for increased security.

When an ISU is assigned to the Integration System, the user account performing the Listener request must be a member of a security group that grants permission to launch the integration.

When no ISU is assigned, the user account performing the Listener request must be a member of security group or groups that grant permission to:

- Launch the integration.
- Access all data APIs used by the integration.

Each tenant has its own Uniform Resource Identifier (URI) which you direct the web service Post requests to. For the latest endpoints, and for information on how to determine your data center and endpoint URI, see the Workday Data Centers page on the Workday Community.

Include an HTTP Header X-Tenant: tenant_name in your API call.

Cloud Repository Structure

You access Studio integrations that you've deployed to the Workday Cloud Repository using this hierarchy:

- Cloud Repository: Each tenant has a single Cloud Repository.
- Collection: Each Cloud Repository stores 1 or more Collections. Each Collection has a unique Collection name.
- Integrations: Each Collection includes 1 or more Studio integrations. Each integration has a unique name and *workday_in_id* value.

You specify a Studio integration using the URI format:

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Tenant_URI/ccx/cc-cloud-repo/
launches/*collection_name*/*integration_name*/*workday_in_id*?*launch_parameter_name*=*value*:

Variable	Description
Tenant_URI	The URL for the tenant.
collection_name	Identifies the Collection.
integration_name	A specific Studio integration.
workday_in_id	ID specific to the integration.

Available Web Service Operation

The Listener Service API provides a single Post operation to send a message to a Studio integration:

Category	Value
Format	POST *URI*/ccx/cc-cloud-repo/launches/*collection_name*/*integration_name*/*workday_in_id*
Example	POST https://enterprise-services1.myworkday.com/ccx/cc-cloud-repo/collections/HelloCloudCollection/HelloCloud/StartHere
Response	Posts a message to the *Hello Cloud* integration. Note: For a sample integration that uses the Listener Service, see the Listener Service post on the Workday Community.

Concept: Message Queue API

To retrieve and process messages enqueued by Studio integrations on the Message Queue Service, use the Message Queue Service API. Workday retrieves and processes messages in an ordered manner, and delivers them exactly once. Using the provided REST API, you can retrieve and manage messages on a Queue.

The Message Queue Service feature doesn't implement *WS-ReliableMessaging* or a similar standard.

Message Queue API Security

Your inbound web service Get, Post, Put, and Delete operations must authenticate by including a Workday User ID (*username*@*tenant_name*) and password that corresponds to an existing Workday account. The *tenant_name* value is the name of the tenant that you're accessing. Workday controls access to the Queue using configurable security. The Workday account you use to authenticate with the REST API must have access to the *Message Queue (segmented)* domain as well as the Message Queue Segment.

Each tenant has its own Uniform Resource Identifier (URI) to which you direct the web service requests. For the latest endpoints, and for information on how to determine your data center and endpoint URI, see the Workday Data Centers page on the Workday Community.

Include an HTTP Header *X-Tenant: tenant_name* in your API call.

Message Queue API Access

You access the Message Queue for your tenant using the URI format:

URI/ccx/wd-queue/*queue_name*:

Variable	Definition
URI	The URL for the tenant.
queue_name	The name of the Message Queue.

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Available Web Service Operations

The Message Queue API provides Get, Post, Put, and Delete operations to:

- Get information about the API schema and messages that are still in the queue.
- Retrieve a specific message.
- Delete 1 or all messages in a Message Queue.

Message Queues are subject to capacity and data retention limits.

Category	Value
Format	`GET URI/ccx/wd-queue?xsd`
Example	`GET https://queue-services1.myworkday.com/ccx/wd-queue?xsd`
Response	Retrieves the XML schema for the API.

Category	Value
Format	`GET URI/ccx/wd-queue/`
Example	`GET https://queue-services1.myworkday.com/ccx/wd-queue/`
Response	Retrieves information about all queues in the tenant.

Category	Value
Format	`GET URI/ccx/wd-queue/queue_name/fresh?maxMessages=nnn` *maxMessages* is optional; *nnn* is the number of messages. If not specified, Workday returns 100 messages.
Example	GET https://queue-services1.myworkday.com/ccx/wd-queue/queue1/fresh
Response	Retrieves the 100 most recent unretrieved messages from the *queue1* Message Queue. If there are no messages on queue1, Workday returns an empty XML document. If queue1 doesn't exist, Workday returns an HTTP 404 error code.

Category	Value
Format	`GET URI/ccx/wd-queue/queue_name/messages/message_number`
Example	`GET https://queue-services1.myworkday.com/ccx/wd-queue/queue1/messages/1234`
Response	Retrieves message *1234* from the *queue1* Message Queue.

Category	Value
Format	`DELETE URI/ccx/wd-queue/queue_name/messages/message_number`
Example	`DELETE https://queue-services1.myworkday.com/ccx/wd-queue/queue1/messages/1234`
Response	Deletes message *1234* from the *queue1* Message Queue.

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Category	Value
Format	`PUT URI/ccx/wd-queue/queue_name/`
Example	`PUT https://queue-services1.myworkday.com/ccx/wd-queue/queue1/`
Response	Creates a Message Queue called queue1.

Category	Value
Format	`POST URI/ccx/wd-queue/queue_name message`
Example	`POST https://queue-services1.myworkday.com/wd-queue/queue1 message`
Response	Enqueues *message* onto queue1. Returns a URI for the *message*. Example: *URI/wd-queue/queue1/messages/4321*. The newly allocated sequence number of the message is *4321*.

Category	Value
Format	`POST URI/ccx/wd-queue/queue2 message`
Example	`POST https://queue-services1.myworkday.com/wd-queue/queue2 message`
Response	Creates a queue called queue2 and enqueues message onto queue2.

Launch Integrations Using OAuth 2.0 Bearer Tokens

Prerequisites

Context

When you launch an integration programmatically, you can authenticate using OAuth 2.0. To do so, you require a bearer access token, which you obtain using a cURL request to a token endpoint.

Steps

1. Register an API client. As you complete this task, consider:

Client Grant Type	Authorization Code Grant.
Support Proof Key for Code Exchange (PKCE)	Select this checkbox.
Access Token Type	Bearer.
Redirection URI	Example: https://google.com
Grant Administrative Consent	Select this checkbox.
Scope	Select: • Implementation • Integration • System

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	• Tenant Non-Configurable

Take note of these values for later use:

- **Client ID**. Example: `MjEwNGVmNTgtZWFkNS00MTQ2LWAAZjctNWYxMjBlNTEwMmIz`
- **Authorization Endpoint.** Example: `https://<hostname>/super/authorize`
- **Token Endpoint**. Example: `https://<hostname>/ccx/oauth2/super/token`

2. Generate a SHA-256 Code Verifier and a Code Challenge using a PKCE code generator website. Take note of these values for later use:
   - **Code Verifier**. Example: `Ii-HfGHYN01J0EZtToJwg9Wmuqss8mNF7_SE343tjMR7i_00HbsPA8sJAfMxlLksnfPsAtBo4SyOkYaYOv`
   - **Code Challenge**. Example: `x8SJ_t0WfmDB2JKvqwXAE8DxV7W_gP_jTDFVIBVvxYg`
3. To obtain an Authorization Code from a browser, create a URL using values you obtained earlier, in this format:

```
<Authorization Endpoint value>?client_id=<Client ID
 value>&response_type=code&code_challenge=<Code Challenge
 value>&code_challenge_method=S256
```

Example:

```
https://<hostname>/super/authorize?
client_id=MjEwNGVmNTgtZWFkNS00MTQ2LWAAZjctNWYxMjBlNTEwMmIz&response_type=code&code_
```

Enter the URL in a browser and approve access to your tenant. Take note of the **Authorization Code** parameter in the resulting redirect.

Example: the redirect `https://www.google.com/?code=6ru2pkjr9k6jsd4e953fu8lu7` provides the code `6ru2pkjr9k6jsd4e953fu8lu7`.

4. To obtain a bearer access token, create a cURL POST request in this format:

```
curl --location --request POST <Token Endpoint value>
--header "Origin: https:\\www.google.com" \
--header "Content-Type: application/x-www-form-urlencoded" \
-d "grant_type=authorization_code" \-d "code=<Authorization Code value>"
 \
-d "client_id=<Client ID value>" \
-d "code_verifier=<Code Verifier value>" \
-d "redirect_uri=https:\\www.google.com"
```

Example:

```
curl --location --request POST https://<hostname>/ccx/oauth2/super/token
 \
--header "Origin: https:\\www.google.com" \
--header "Content-Type: application/x-www-form-urlencoded" \-d
 "grant_type=authorization_code" \
-d "code=6ru2pkjr9k6jsd4e953fu8lu7" \
-d "client_id=MjEwNGVmNTgtZWFkNS00MTQ2LWAAZjctNWYxMjBlNTEwMmIz" \
-d "code_verifier=Ii-
HfGHYN01J0EZtToJwg9Wmuqss8mNF7_SE343tjMR7i_00HbsPA8sJAfMxlLksnfPsAtBo4SyOkYaYOvn1ne
 \
-d "redirect_uri=https:\\www.google.com"
```

The response returns a bearer access token. Example:`{ "access_token": "eyJ0eXAiOiJhdCtKV1QiLCJhbGciOiJSUzUxMiJ9.eyJzdWIiOiIzNGNkNWZjYTE1ZGQ0MWQ2OThiMDY2Nz`

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```
I2DYaf5s18q43w3gd0ONa93FT7UiJjkJyUgWK393CHa3KyaGLbb95rjLbldLB8W1sWuiWEC3Yh8ez-
XargwVQiUDPaBw5aC65xtmryGGd9Pue6DPtKqQo6fSZPfOR93oc31aBPsxFABGMxoOq6wTkWpIOY9huiah6g
"token_type": "Bearer" }
```

5. To launch the integration, obtain an integration launch URL from Workday.

   Create a cURL POST request in this format:

```
curl -X "POST" https://<launch URL> \
     -H 'Authorization: Bearer <Bearer Access Token value>' \
     -H 'X-Tenant: <tenantname>' \
     -H 'Content-Type: text/plain; charset=utf-8'
```

   Example:

```
curl -X "POST" https://<hostname>/ccx/cc-cloud-repo/launches/
retrieval_sample/RetrieveNStore/ProcessFirstRetrievedDoc \
     -H 'Authorization: Bearer
 eyJ0eXAiOiJhdCtKV1QiLCJhbGciOiJSUzUxMiJ9.eyJzdWIiOiIzNGNkNWZjYTE1ZGQ0MWQ2OThiMDY2N
I2DYaf5s18q43w3gd0ONa93FT7UiJjkJyUgWK393CHa3KyaGLbb95rjLbldLB8W1sWuiWEC3Yh8ez-
XargwVQiUDPaBw5aC65xtmryGGd9Pue6DPtKqQo6fSZPfOR93oc31aBPsxFABGMxoOq6wTkWpIOY9huiah6
 \
     -H 'X-Tenant: super' \
     -H 'Content-Type: text/plain; charset=utf-8'
```

Result

Workday's XML response confirms that the integration has launched.

Orchestration for Integrations

Access Orchestrate for Integrations

Prerequisites

Note: You might need to take additional steps to enable this feature based on your organization's subscription service agreement. Your organization is either on the Main Service Agreement (MSA) or the Universal Main Service Agreement (UMSA). To determine your organization's subscription service agreement:

1. Select your profile avatar on Workday Community.
2. Select **Profile**.
3. On your profile page, select your organization's name, which is beneath your name and next to your job title.
4. View your **Subscription Service Agreement** value.

If the value is:

- *UMSA*, the feature is automatically available. You can skip the **Enable Innovation Services Feature and AI Data Contributions for MSA Customers** step. For more information on Machine Learning data contributions, see Concept: Workday AI for Universal Main Subscription Agreement Customers.
- *MSA*, you must enable this feature through Innovation Services using the **Enable Innovation Services Feature and AI Data Contributions for MSA Customers** step.

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Note: UMSA customers don't have Innovation Services tasks and reports in their tenants as these are for MSA customers only. UMSA customers can ignore all information regarding Innovation Services.

Security: *Manage: Innovation Services* domain in the Innovation Services functional area.

Context

Before you can use Orchestration Builder to create integrations, you must:

- Opt in to Workday's Innovation Service Agreement.
- Create a company in the Workday Developer Site.
- Designate an administrator for the company.

Steps

1. In your Workday Production tenant, access the **Innovation Services and Data Selection Opt-In** report.
2. On the **Available Services** tab, select the **WCP** section.
3. Select the **Workday Orchestrate for Integration** checkbox.
4. Click **Next**, then **Next** again, and finally click **OK**.
5. Access the **Maintain Workday Build Company for Orchestrate for Integration** task to specify administrator role information. The name and email address you enter should reflect who will act as the administrator for the company on the Workday Developer Site.

Result

Your designated company administrator can now access the Workday Developer Site and begin tasks such as creating users. For more information, see: Manage Users in Companies.

Concept: Orchestrate for Integrations

Workday Orchestrate for Integrations enables you to design, build, manage, and share integrations between Workday and external systems.

Orchestrate for Integrations is secure, scalable, and extensible:

- Workday ensures that data is encrypted in transit and at rest, and that integrations comply with industry standards and regulations.
- The platform is designed to handle high volumes of data and complex integration patterns. It can scale to meet the growing needs of your organization without compromising performance.
- You can extend the functionality of your integrations by incorporating custom logic, third-party APIs, and Workday's extensive library of global functions and member functions.

The central Orchestrate for Integrations tool is Orchestration Builder, a drag-and-drop development environment that enables you to create complex workflows without writing code. These workflows, known as orchestrations, can automate business processes, transform data, and facilitate real-time, event-driven API interactions with third-party services.

Orchestration Builder is available on the Workday Developer Site. It's entirely browser-based. You don't need any additional downloads.

The Workday Developer Site also enables you to:

- Iteratively build, test, and verify your integration apps across multiple environments to ensure that they're working properly before you release them to production.
- Access tooling such as API explorers, which provide everything you need to know about the APIs you can use to access and manipulate Workday data.
- Manage users and tenants, and to monitor app performance.

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Integrations powered by Workday Orchestrate for Integrations are called integration apps.

Some sample use cases for integration apps:

- Automate HR processes by integrating Workday with external HR systems for seamless data synchronization.
- Connect Workday to financial systems to facilitate real-time budgeting, expense management, and reporting.
- Integrate Workday with customer relationship management (CRM) systems to align sales, service, and HR data.
- Build integrations that support compliance with regulatory requirements by ensuring accurate data exchange between Workday and external reporting tools.

Concept: Integration Events and Integration Process Events

Integration Event

In Workday, an Integration Event is the top-level container for an integration execution within the Integration Framework. Integration Events are often referenced in the user interface. Each one contains:

- A reference to the job sent to the integration runtime.
- The status of the integration run.
- Messages associated with the integration run.
- Attached documents, also referred to as Output Files.
- Launch parameters.
- Initiated and Completed timestamps for the integration run.

An Integration Event may comprise a Main Orchestration Event and 0 or more Child Integration Events.

Integration Process Event

An Integration Process Event provides a sequential view of the Business Process steps configured by the integration's developer. Think of it as the workflow side of the integration. You may see an Integration Process Event referred to as an Integration Event Business Process.

Typically, an integration's Business Process includes service steps, such as Retrieval and Delivery, and integration steps, such as the invocation of other Integration Systems.

The completion of a child integration, which triggers the callback to the parent orchestration, occurs only when the associated Integration Business Process completes execution of the configured steps.

In essence, an Integration Event is the wrapper for an integration run in Workday, while an Integration Process Event is the actual Business Process execution that defines and performs the steps involved in that run. Every Integration Event has an Integration Process Event.

Workday Extend

Setup Considerations: Workday Extend

You can use this topic to help make decisions when planning your configuration and use of Workday Extend apps. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.

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- Questions and limitations to consider before implementation.

Refer to the Developer Site Documentation for complete information about Workday Extend. For access to the Developer Site, enable Access Orchestrate for Integrations .

What It Is

Workday Extend enables you to build, deploy, and share custom apps that run on Workday and are tailored to your specific business needs. Extend apps can:

- Present familiar Workday user interfaces using presentation components.
- Store and secure custom data using model components such as business objects, security domains, business processes, tasks, reports, and attachments.
- Orchestrate event-driven processes across Workday and third-party systems.

You can also build external Extend apps that use a custom, non-Workday UI to interact with Workday data. External apps can use orchestrations, but they don't use presentation or model components and don't run on a Workday tenant.

Use these Developer Site tools to build and manage Extend apps:

Developer Site tool	Description
Console - Apps	Deploy apps to Development tenants, promote apps through Implementation, Sandbox, and Production, and install apps on non-Development tenants. View build status, build logs, and app components.
Console - Analytics	Monitor app usage, performance, and logs across environments. Use Analytics to troubleshoot errors and understand API and page usage. Workday permanently deletes older log files after a retention period.
Console - Tenants	View and manage WCP Development tenants and other Extend-enabled tenants associated with your account.
Console - API Clients	Create and manage OAuth 2.0 API clients for Workday REST and Graph API access. Generate client IDs and secrets, and configure redirect URIs, CORS domains, and scopes.
Console - Users	Manage Developer Site company membership, roles, and access for people who build, promote, and administer apps.
APIs	Explore and call Workday APIs using the Graph, REST, and SOAP API Explorers and related documentation. Use APIs to read and write Workday data from Extend apps and orchestrations.
App Builder	Author Extend app components on the Developer Site, validate syntax and semantics, view build and debug logs, save apps to App Hub, and deploy apps to Development tenants for testing.
Command Line Interface	Use the Workday Developer Command Line Interface (WDCLI) to authenticate

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Developer Site tool	Description
	programmatically with the Developer Site, write scripts, automate lifecycle processes, and set up Continuous Integration/Continuous Deployment (CI/CD) pipelines. With WDCLI, you can upload and download apps from App Hub, deploy apps to tenants, and promote apps to Implementation, Sandbox, and Production.
Developer Copilot	Available with Extend Professional. Use generative AI to search and summarize Developer Site documentation, chat about platform capabilities, and generate app components, snippets, and scripts in App Builder.
Developer Forum	Engage and collaborate with the Workday developer community, including Personal Account and enterprise customers.
App Catalog	Browse sample, reference, and partner apps to accelerate development and evaluate patterns for your use cases.

Business Benefits

Workday Extend enables your organization to:

- Build upon Workday core functionality to solve unique business requirements.
- Increase user productivity by providing simplified tasks and harmonized user experiences within Workday.
- Reduce IT costs incurred from maintaining a network of applications on separate technology stacks.
- Use existing domain and business process security policies within Workday.

Use Cases

You can build a custom app in:

- Human Capital Management to foster employee engagement in programs that support corporate mission, values, and culture.
- Financials to enable supplier self-service to initiate transactions in the Workday Supplier Portal.
- Student to simplify the provision of student services and encourage student engagement in campus activities.
- Enterprise Frameworks to collect information from employees and managers for analysis, transaction processing, or integrations.

Questions to Consider

Question	Considerations
What development and administration resources do you have to build and manage apps?	Account for these roles and responsibilities: • Company Administrator: Configures tenant settings. Also manages companies, users, tenants, and the custom apps for your organization on the Developer Site. • Business analyst: Defines the use cases and requirements, and understands

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Question	Considerations
	Workday features and configuration options. • Developer: Builds and deploys Extend apps. • Tester: Plans and performs test scripts for the Extend apps during their lifecycle from Development to Production Release.
Who do you want to use the app?	Extend apps currently only support users with Workday accounts, and don't support these external accounts: • Candidates on the External Career Site. • Student applicants on the External Student Site. • Prospective suppliers on the External Supplier Site. In addition to the worker (employee or contingent) and student account types, other user types with Workday accounts can access Extend apps. Examples: In HCM, extended enterprise learner, external committee member, recruiting agency user, retiree, service center representative, terminee, and others. In Financials: customer contact, supplier contact, and others. In Student: academic affiliate, admissions counselor, student proxy, and others.
How do you want users to access the app?	When you want users to access Workday through a custom app that runs in Workday, configure custom tasks. You can also configure worklets and dashboards to provide entry points to custom tasks in Workday. When you want users to access Workday through an external app, create an API client. To access Workday REST APIs, the external app must request access tokens using an OAuth authorization flow. When designing the custom UI of your app, consider the Workday UI styles in the Workday Canvas Design System.
Do you need to create unique objects for data storage in your app?	Workday enables you to create single-instance business objects for Extend apps. Determine the business objects you intend to use for data storage.
Do you need to create event-driven processes?	Workday Orchestration Builder enables you to create real-time, event-driven processes across Workday and other external systems. The processes you create with Orchestration Builder are called orchestrations. Each orchestration comprises a number of components that you link together to manipulate data. You can launch orchestrations from a custom app or an external app.

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Question	Considerations
Do you need the app to connect to non-Workday services?	If your app needs to interact with services outside the Workday tenant, you can: • Enable a custom report as a web service to integrate Workday with external business services. External reporting tools can access Workday data through the custom report URL. • Create an API client for external applications such as Salesforce to access Workday data. Determine the OAuth authentication flow required by the external application.

Recommendations

- Design for interactive, user-initiated workflows rather than high-volume import or export.
- Leverage existing tenant roles and security groups instead of hard-coding authorization checks in the app.
- Secure every page that requires restricted access. By default, any user in the tenant can access all pages in an Extend app. Use unconstrained role-based security groups for page security. Workday doesn't apply contextual security to app pages.
- For long-running work triggered from a page, use asynchronous orchestrations. Synchronous orchestrations triggered by a presentation page are subject to processing time limits.
- Promote apps through Implementation and Sandbox before Production. Install and configure the app on each tenant before promoting to the next level.
- Monitor package usage on the Entitlements dashboard and app behavior on the Analytics dashboard.
- For third-party API calls, ensure external services allow-list the regional Workday outbound IP addresses for your region.

Requirements

- Assign a Developer Support Contact (DSC). The Named Support Contact (NSC) for your organization must assign the first DSC, who automatically becomes your first Company Administrator. DSCs create and manage support cases on the Developer Site.
- Designate at least 2 Company Administrators and user membership on the Developer Site. The first Company Administrator must add Workday Extend users and assign their roles: Company Administrator, Developer, Member. Workday grants role-based access for members of a company to the Developer Site, Development tenants, and Extend apps.
- Network access to Workday Developer Site domains, regional API and authorization endpoints, and any local ports required by the CLI or IntelliJ plugin. See Reference: Workday Extend Basic Setup.
- Ensure that your sandbox tenant is available for testing apps before promoting them to Production Release. Workday Extend enforces sequential promotion levels of custom apps across the tenants:
    1. Development
    2. Implementation
    3. Sandbox
    4. Production
- For non-Development tenants, Named Support Contact enablement of Workday Extend and configuration of required security domains before you migrate apps.

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Limitations

- Workday determines the allotted resources and usage thresholds for your organization based on your Workday Extend contract. You can view the Entitlements dashboard on the Developer Site for usage statistics and thresholds.

  To protect the health of your tenant, Workday limits the number of API calls on a per-second basis. When your tenant exceeds this limit, the apps receive a 429 HTTP response code. When the number of requests per second drops below the limit, calls complete successfully.
- Extend apps are subject to limits on model components, presentation components, cards, orchestrations, and related capacity. Instance capacity for Extend business objects and attachments is shared across the tenant and varies by package.

  For the complete list of current limits, see Reference: Limits on Extend App Components.
- Extend apps are not intended for high-volume import or export of large quantities of data.

Tenant Setup

- Enable the *Workday Extend* security domain and its subdomains on non-Development tenants: Implementation, Sandbox, and Production tenants.
- Create and manage Development tenants on the Developer Site (Company Administrators only).

  Workday determines the maximum number of Development tenants allotted to your organization based on your Workday Extend contract.
- Plan tenant setup across the app lifecycle:
  - Development: Deploy and iterate on WCP Development tenants. Use sample data only.
  - Implementation: Promote, install, configure, and test on Implementation or Implementation Preview.
  - Sandbox: Promote, install, configure, and test on Sandbox or Sandbox Preview. Because Sandbox refreshes weekly with production data, use this stage for regression testing.
  - Production: Promote only after Implementation and Sandbox. Install and configure before users access the app.
- Configure any tenant settings required by the Workday APIs invoked by your app.

Security

Configure these security domains in the System functional area:

Domains	Considerations
Manage: App Manager	Users can install and configure custom apps on the tenant.
Workday Extend	Users can access Workday Extend features. The *Workday Extend* domain is the parent domain.
WQL for Workday Extend	Users can invoke WQL queries.
Graph API Descriptor, *Workday Graph API Applications*	Users can access Workday Graph API.

Security for Extend apps spans several layers:

Security layer	Considerations
Service domain security	Calls to Workday REST, Graph, WQL, and RaaS inherit Workday configurable security. Configure the domain policies required by each API. For REST, grant View for GET and Modify for POST,

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Security layer	Considerations
	PUT, PATCH, and DELETE. For the security domains required by the API endpoints, refer to their corresponding API documentation in the REST API Explorer, SOAP API Explorer, and Graph API Explorer.
Extend app security domains	Extend business objects and business processes require app security domains and tenant domain security policies.
Page security	Pages are open to all tenant users by default. Secure each page that requires restricted access. Prefer unconstrained role-based groups for page security.
Endpoint authentication	SSO is the default. ISU authentication is a security exception and requires additional in-app checks. External endpoints need OAuth authentication.
Orchestration credentials	Configure credentials for API requests from orchestrations, such as API key, basic authentication, OAuth, or ISU.
App Manager access	Managing deployed apps requires access to the *Manage: App Manager* domain in the System functional area.

Collaborate with Workday functional security experts who understand the roles, security groups, and configurations in your tenant.

Business Processes

Extend apps can use both Extend business processes and Workday-delivered business processes:

Business Processes	Considerations
Extend business processes	Created in App Builder, Extend business processes manage custom app workflows and the state of target Extend business objects. Typical workflows include initiation, approval, and action steps. Use App Manager on the tenant to configure security policies for Extend business processes. The generated app-specific Extend Business Process Event REST API can initiate business process events. Orchestrations can start business processes.
Workday-delivered business processes	Configure the business processes initiated by the Workday APIs that the app invokes. Follow the recommended business process configurations for their respective functional areas. Your apps can also call these business process REST APIs: • The Request Framework REST APIs enable your apps to initiate, view, and close requests as part of a Workday business process.

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Business Processes	Considerations
	• The Business Process REST APIs enable you to retrieve events and event steps. You can also call the Business Process REST APIs to approve, deny, or send back a step in the Request business process.

Reporting

You can enable Reports-as-a-Service (RaaS) reports as web services, which provide access to custom reports as REST endpoints. You can display the search results on the faceted search widget.

You can use these reports and dashboards for Extend apps:

Reports or Dashboards	Description
App Manager	Install and configure Extend apps on the tenant. View app identity, metadata, model components, generated REST endpoints, custom tasks, and app attribute values.
Extend Object Instance Count	Displays the instance count for Extend business objects and attachments in a tenant. Secured by the *Manage: App Manager* domain.
Domain Security Policies for Functional Areas	Verifies that the System functional area includes the security policies required for Extend.
View Business Objects Available for Extension	Determines whether a Workday-delivered business object supports the target attribute on `SINGLE_INSTANCE` fields of Extend business objects.
View Security for Extend Related Instance	Displays the security context for related business object instances.
Integration Events	Displays events after you launch an EIB to load data to or extract data from Extend business objects.
WQL Performance logs	View performance logs in your tenant to troubleshoot performance issues in your WQL queries.
Analytics dashboard	Provides usage, performance, and log insights for apps across environments. Workday permanently deletes older log files after a retention period.
Entitlements dashboard	Monitors contract thresholds such as production app count, data transfer usage, company users, support contacts, and development tenants.

For additional tenant reports, see Reference: Workday Tenant Configuration Reports.

Connections and Touchpoints

Workday Extend apps interact with various parts of Workday, depending on the app components and data sources:

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- Presentation components create the UI and can surface tasks, pages, hubs, and cards in Workday. Workday users can access Extend apps as tasks in the Workday UI, such as Extend Cards in Workday Home, Hubs, and Journeys.
- Model components extend the Workday object model, configurable security, and business process framework with custom objects and processes.
- Orchestrations update Workday data, initiate business processes, send notifications, and connect to third-party APIs.
- Data access can use Graph API, REST APIs, WQL, RaaS, SOAP APIs through orchestrations, Extend business objects, and EIBs for loading or extracting Extend object data.
- Built on Workday apps enable partners to distribute apps to customers.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Developer Forum
Workday Marketplace
Workday Community: Workday Extend App Themes & Ideas

Workday REST API

REST API Fundamentals

Concept: Workday REST APIs

Workday REST APIs provide a consistent access to Workday data from website or mobile applications. REST APIs quickly return a small set of frequently used information for user-initiated, self-service transactions. You can integrate Workday REST APIs into your enterprise web portal or mobile applications.

Workday REST APIs exist alongside our public SOAP-based web services. For transferring large sets of data, use the SOAP web services. SOAP web services best support batch transactions for external enterprise applications.

The Workday REST API base path format is:

```
https://{tenantHostname}/api/{serviceName}/{version}/{tenant}
```

Where:

{tenantHostname}	The hostname of the Workday REST web service. You can use the **View API Clients** task to get the hostname. Example: If the **Workday REST API Endpoint** on **View API Clients** displays *https://services1.myworkday.com/ccx/api/v1/gms*, the hostname is *services1.myworkday.com*.
{serviceName}	The name of the Workday REST web service. You can find the service names in the Workday REST Services Directory.
{version}	The version of the Workday REST web service. You can find the service versions in the Workday REST Services Directory.

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{tenant}	The name of the tenant. Example: *gms*.

Example: The URL of the `GET /workers` endpoint in the Staffing v2 REST service on a Global Modern Services (gms) tenant is:

```
https://services1.myworkday.com/api/staffing/v2/gms/workers
```

Note: This base path doesn't apply to Workday Extend apps that call Workday REST APIs through the Extend API Gateway.

You can try Workday REST APIs on the Workday REST Services Directory. The**Try** button enables you to run REST APIs with Global Modern Services (GMS) test data. Note that the **Try** button is available currently only on REST APIs that have test data.

Related Information

Concepts

Concept: Custom Objects in Solutions and Integrations

Workday Community: Resources to Getting Started with REST API

Reference

Workday REST Services Directory

Concept: Workday REST API Date, Time, and Time Zone Handling

Workday REST APIs support dates, datetimes, and datetimes with time zones.

Dates

Request and response `date` fields:

- Don’t have a time component or time zone offset.
- Uses the format yyyy-mm-dd.
- Can use the same format as a datetime but without a time component or time zone offset.

Datetimes

In general, the date request fields in the POST, PATCH, and PUT endpoints of the Workday REST APIs that don't require the time zone are `dateTime` fields.

Request `dateTime` fields:

- Must use the ISO 8601 format.
- Can specify any time zone offset from Coordinated Universal Time (UTC).

  Example: This dateTime is in UTC with -0700 offset. This dateTime value is equivalent to 2023-07-25T16:43:15.000 (PDT).

  ```
  "dateTime" : "2023-07-25T16:43:15.000-0700"
  ```

- Must have minutes and seconds in the time component. Seconds can have an optional fraction.

  Note: The time value `24:00` is not a valid time value for midnight. To represent midnight, use `23:59` instead.

Response `dateTime` fields:

- Use the ISO 8601 format.
- Use the Coordinated Universal Time (UTC) with no offset.

  Example:

  ```
  "dateTime": "2023-07-25T23:43:15.000Z"
  ```

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Datetimes and Time Zones

Some Workday REST APIs that require the time zone use `dateTimeZone` fields.

Request `dateTimeZone` fields:

- Must always contain the `timeZone` and `dateTime` fields. Example:

```
{
  "dateTimeZone": {
        "timeZone": "US/Eastern",
        "dateTime": "2023-11-02T10:00:00.000"
    }
}
```

  The `timeZone` field:

  - Is required.
  - Supports all the Standard Time Zone Names.
  - Defaults to the GMT time zone and applies offset accordingly, if the given `timeZone` is invalid. If you've opted in to the Workday 32 - Time Zones feature and don't use an ISU, then Workday uses the user's local time zone.

  The `dateTime` field:

  - Is required.
  - Must use the ISO 8601 date and time formats.
  - Precision must be in milliseconds of format YYYY-MM-DDTHH:mm:ss.SSSTZD.

    Examples:

```
"2023-11-02T10:00:00.000"
"2023-11-02T10:00:00.000-0700"
"2023-11-02T10:00:00"
```

    Note: The time value `24:00:00` is not a valid time value for midnight. To represent midnight, use `23:59:59` instead.
  - If given, the time zone offset in the `dateTime` field must be in +/- HHmm or HH:mm format.

    Example: -0800 or -08:00

    The request throws an exception if the `timeZone` doesn't match the given offset in `dateTime`. If `dateTime` doesn't include an offset, the request uses the `timeZone` offset.

Response `dateTimeZone` fields:

- Always include the `timeZone` and `dateTime` fields.

  Example:

```
{
  "dateTimeZone": {
        "timeZone": "US/Eastern",
        "dateTime": "2023-11-02T10:00:00.000-0400"
}
```

- The `timeZone` uses the Standard Time Zone Name, as specified in the request.
- The `dateTime` includes the offset using the format +/- HHmm, which matches the `timeZone` in the request.

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Examples: date and dateTime

Datetime or Date Format	Example	Description
YYYY-MM-DDThh:mm:ss.fffZ	2013-02-26T19:06:57.493Z	`dateTime` with zero offset from UTC. • fff represents a fractional second. • T indicates a time. • Z indicates zero offset.
YYYY-MM-DDThh:mm:ss.fff-hh:mm	2014-04-15T19:06:57.493-08:00	`dateTime` with a time zone offset of -08:00 hours from UTC.
YYYY-MM-DDThh:mm:ss.fff+hh:mm	2014-04-15T19:06:57.493+03:30	`dateTime` with a time zone offset of +03:30 hours from UTC.
YYYY-MM-DD	2014-02-26	`date`

Note: For an example REST API call that displays a date and a datetime, see Reference: Inbox Tasks .

Examples: dateTimeZone

Use cases	Request	Response
Non-UTC `dateTimeZone` with offset Example: 02 November 2023 10:00 am US/Eastern	`"dateTimeZone": { "timeZone": "US/Eastern", "dateTime": "2023-11-02T10:00:00.000-` `}`	`"dateTimeZone": { "timeZone": "US/Eastern", "dateTime": "2023-11-02T10:00:00.000-0500" }`
Non-UTC `dateTimeZone` without offset Example: 02 November 2023 10:00 am US/Eastern	`"dateTimeZone": { "timeZone": "US/Eastern", "dateTime": "2023-11-02T10:00:00.000" }`	`"dateTimeZone": { "timeZone": "US/Eastern", "dateTime": "2023-11-02T10:00:00.000-0500" }`
UTC `dateTimeZone` without offset Example: 02 November 2023 10:00 am US/Eastern	`"dateTimeZone": { "timeZone": "UTC", "dateTime": "2023-11-02T10:00:00.000" }`	`"dateTimeZone": { "timeZone": "UTC", "dateTime": "2023-11-02T10:00:00Z" }`

The occurrence of DayLight Savings is a special use case that handles date and time zone where there's an overlap of time. Example: Consider PDT to PST, 5th Nov 2023 1:30 am occurs twice (PDT ends and PST starts.) Both offsets -0800 and -0700 are acceptable during the special hour. When the request includes the offset during the special hour, the response returns the same offset. Otherwise, if the

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request doesn't contain the offset during this hour, the response returns the earlier offset. In this case, the response defaults to -0700. These examples illustrate the Daylight Savings for PDT/PST:

Use cases	Request	Response
`dateTime` includes -0700 offset	`"dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T01:30:00.000-07:00" }`	`dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T01:30:00.000-07:00" }`
`dateTime` includes -0800 offset	`"dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T01:30:00.000-08:00" }`	`"dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T01:30:00.000-0800" }`
`dateTime` without offset	`"dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T01:59:00.000" }`	`"dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T01:59:00.000-07:00" }`
`dateTime` without offset	`"dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T02:00:00.000-08:00" }`	`"dateTimeZone": { "timeZone": "America/Los_Angeles", "dateTime": "2023-11-05T02:00:00.000-08:00" }`

Concept: Workday REST API Pagination

Pagination

Pagination is the mechanism by which an application retrieves a data collection 1 page at a time. The application sends a series of paginated requests until the application receives all of the requested data.

Use pagination to:

- Avoid reaching timeout and resource limits when requesting data collections with large amounts of data.
- Avoid missing data when the full data set might exceed the 100 default, 1000 maximum, or a specified limit.
- Enable quick responses with clients that have scrollable user interfaces. A client can initially load an appropriate number of items into the scrollable list or grid. Then the client can use the returned total to determine how many additional empty rows are necessary. As a user scrolls, the client can send additional paginated requests to fetch and populate the data for additional rows.

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Pagination is available with GET collection endpoints that provide the `limit` and `offset` query parameters. To determine whether a GET collection endpoint supports pagination, see the GET collection endpoint in the REST API documentation.

To request paginated data from a GET collection endpoint, specify the `limit` and `offset` query parameters:

Pagination parameter	Description
`limit`	The maximum number of items to include in a single response. • The default value is 20, and the maximum is 100. • Some REST APIs override this value with a maximum of 1000. • Nested prompt endpoints have a default and maximum of 1000.
`offset`	The index position of the first object in a response collection. The default is 0, which points to the first object in the collection.

Workday sorts the paginated data in ascending instance ID order. The default sort order ensures that applications get consistently ordered data collections across paginated REST API calls. Any sort parameters provided by a REST web service take precedence over the default sort order.

Pagination Example

These examples use pagination with the `GET /workers` endpoint:

```
GET https://{hostname}/staffing/{version}/{tenant}/workers
```

Paginated request	Description
`GET /workers`	The initial request, with default pagination. Returns the first 20 workers in the result set, or all workers if there are fewer than 20. It's equivalent to this request: `GET /workers?limit=20&offset=0` The response includes the total number of items in the entire result set. The `total` helps you to determine the number of subsequent requests.
`GET /workers?limit=20&offset=20`	The second page request. Returns the next 20, which are the 21st through 40th workers.
`GET /workers?limit=20&offset=40`	The third page request. Returns the next 20, which are the 41st through 60th workers.

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Related Information
Reference
Workday REST Services Directory

Concept: Workday REST API File Attachments

Several Workday REST services provide POST endpoints that enable you to attach files to business objects. These POST endpoints support `multipart/form-data` requests containing both file attachment and metadata. The form-data request body depends on whether the POST endpoint creates the file attachment on an existing or new business object.

Endpoints That Create an Attachment on an Existing Business Object

Some Workday REST services provide POST endpoints with the `attachments` subresource on a specific business object. These attachment endpoints attach a file to an existing business object and typically require only the file attachment in the request body.

Examples:

REST Service	Attachments Endpoint
Accounts Payable	POST /supplierInvoiceRequests/{ID}/attachments
Expense	POST /entries/{ID}/attachments
Procurement	POST /requisitions/{ID}/attachments
Recruiting	POST /prospects/{ID}/resumeAttachments

To submit a POST endpoint that creates an attachment to an existing business object:

1. Set the `Content-Type` HTTP header to `multipart/form-data`.
2. Specify the ID of the existing business object as a path parameter.
3. In the request body, specify `form-data`, and add:

Key	Value
`attachmentContent`	The file attachment and location.

Sample request using Postman

POST endpoint:

```
POST https://{hostname}/api/procurement/v3/{tenant}/requisitions/
{requisitionId}/attachments
```

HTTP header:

```
Content-Type: multipart/form-data
```

`form-data` body:

```
Key: attachmentContent
Value: {selectedFile}
```

In Postman, select **File** on the `attachmentContent` key, and select the file attachment on the `attachmentContent` value.

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Sample curl request

```
curl --location --request POST 'https://{hostname}/api/procurement/v3/
{tenant}/requisitions/{requisitionId}/attachments' \
--header 'Authorization: bearer 74hkgmmqb01pqfw7qkjy1lgd1' \
--header 'Content-Type: multipart/form-data' \
--form 'attachmentContent=@"/C:/temp/sampleFile.txt"'
```

Sample response

```
{
    "id": "9c3e89353ef4010023f8b71b1a6c0000",
    "descriptor": "sampleFile.txt",
    "contentType": {
        "descriptor": "text/plain - mime_plain",
        "id": "d9ae6950446c11de98360015c5e6daf6"
    },
    "fileLength": 845,
    "fileName": "sampleFile.txt"
}
```

Endpoints That Create Attachments with a New Business Object

Some Workday REST services provide POST endpoints that create a business object with file attachments.

Examples:

REST Service	Attachments Endpoint
Request	POST /requests
Staffing	POST /workers/{ID}/checkInTopics

In addition to the request fields for the new business object, the request body for these POST endpoints includes file attachments. Example: The request body of the `POST /requests` endpoint includes `questionnaireAttachments`:

```
{
. . .
"questionnaireAnswers": [
  {
    "questionnaireAttachments": [
      {
        "fileName": "string": {
           "id": "string",
          "descriptor": "string",
          "href": "string"
        },
        "fileLength": 0,
        "id": "string",
        "descriptor": "string"
      }
    ],
    . . .
  }
],
. . .
}
```

To submit a POST endpoint that creates a new business object with file attachments:

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1. Set the `Content-Type` HTTP header to `multipart/form-data`.
2. In the request body, specify `form-data`, and add:

Key	Value
file1	The file attachment and location. You can use any name as the *file1* key. If the POST endpoint supports multiple attachments in an array, you can add another file key. Example: *file2*.

`jsonData`	The JSON request body that specifies the request fields for the new business object.
	In the attachment portion of the JSON request body, specify `"file": "cid:file1"`. Example:
	`"questionnaireAttachments": [ { "file": "cid:file1" } ]`
	If you used a different *file1* key name, replace *file1* in `cid:file1` with the appropriate file key.
	If you specified multiple file keys, add the corresponding file items in the array. Example:
	`"questionnaireAttachments": [ { "file": "cid:file1" }, { "file": "cid:file2" } ]`

Sample request using Postman

POST endpoint:

```
POST https://{hostname}/request/v1/{tenant}/requests
```

HTTP header:

```
Content-Type: multipart/form-data
```

`form-data` body:

```
Key: file1
Value: {selectedFile}
```

```
Key: jsonData
Value: {
    "comment": "Please review.",
    "description": "Review request",
    "requestType":{
        "id": "8aae3f174909012f50f2ff5e505f5a09"
    },
    "questionnaireResponses": {
        "questionnaireAnswers": [
            {
```

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```
                "answerNumeric": 10,
                "questionItem": {
                    "id": "8aae3f17490901130175703950 5f4d09"
                },
                "questionnaireAttachments": [
                    {
                        "file": "cid:file1"
                    }
                ]
            }
        ]
    }
}
```

In Postman, select **File** on the *file1* key, and select the file attachment on the *file1* value.

Sample curl request

```
curl --location --request POST 'https://{hostname}/api/request/v1/{tenant}/
requests' \
--header 'Content-Type: multipart/form-data' \
--header 'Authorization: Bearer 74hkgmmqb01pqfw7qkjy1lgd1' \
--form 'file1=@"/C:/temp/sampleDocument.txt"' \
--form 'jsonData="{
    \"comment\": \"Please review.\",
    \"description\": \"Review request\",
    \"requestType\":{
        \"id\": \"8aae3f174909012f50f2ff5e505f5a09\"
    },
    \"questionnaireResponses\": {
        \"questionnaireAnswers\": [
            {
                \"answerNumeric\": 10,
                \"questionItem\": {
                    \"id\": \"8aae3f17490901130175703950 5f4d09\"
                },
                \"questionnaireAttachments\": [
                    {
                        \"file\": \"cid:file1\"
                    }
                ]
            }
        ]
    }
}"'
```

Sample response

```
{
    "id": "9c3e89353ef481002d261f298a220000",
    "descriptor": "Request : Rest API Request Type : Logan McNeil (CHRO,
 HRExe, Mgr 4000, MatMgr, ProMgr,TalMgr,VPRept)",
    "questionnaireResponses": {
        "id": "9c3e89353ef481002d261f298a220002",
        "descriptor": "Response for Request Rest API Questionnaire",
        "questionnaireAnswers": [
            {
                "id": "9c3e89353ef481002d261f298a220003",
                "descriptor": "10",
                "answerNumeric": 10,
                "questionItem": {
                    "descriptor": "How old are you? for Request Rest API
 Questionnaire",
```

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```
                    "id": "8aae3f17490901130175703950 5f4d09"
                },
                "questionnaireAttachments": [
                    {
                        "id": "9c3e89353ef401002d261fc32d010000",
                        "descriptor": "sampleDocument.txt",
                        "fileLength": 4,
                        "contentType": {
                            "descriptor": "text/plain - mime_plain",
                            "id": "d9ae6950446c11de98360015c5e6daf6"
                        },
                        "fileName": "sampleDocument.txt"
                    }
                ]
            }
        ]
    },
    "requestType": {
        "descriptor": "Rest API Request Type",
        "id": "8aae3f174909012f50f2ff5e505f5a09"
    },
    "description": "Review request",
    "comment": "Please review."
}
```


Related Information

Reference

Reference: File Size and Printing Limits

Reference: Edit Tenant Setup - System

Reference: REST API Error Messages

Errors returned by the REST APIs are typically caused by:

- **Authentication issues**: Improper credentials, expired tokens, or missing credentials.
- **Authorization and access issues**: Accessing non-existent resources or lacking required permissions.
- **Invalid request issues**: These issues return the HTTP Status Code: 400 Bad Request. The server cannot process the request due to a client-side error. This typically occurs because the request body contains malformed syntax, missing required parameters, or data that violates business logic validation rules.

Authentication Issues

HTTP Status Code	Error Message	Description/Solution
401	Unauthorized	Valid credentials were not supplied for authorization.
401	Invalid Access Token	OAuth 2.0 token is not valid or has expired. Generate a new token.

Authorization and Access Issues

HTTP Status Code	Error Message	Description/Solution
403	Not Authorized	Ensure that the user has access to the required security domain for the resource or subresource.

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HTTP Status Code	Error Message	Description/Solution
		To access a subresource, the user must have permission on the parent resource. Ensure appropriate and compatible security configuration for both resource and subresource.
404	Not Found: {value}	Verify: • The path and any specified IDs are valid. • The user has correct permissions.
405	Method not Allowed	The request uses an unsupported HTTP method for the resource.

Invalid Request Issues

Invalid POST, PUT, PATCH, and DELETE requests return the HTTP Status Code: 400 Bad Request. Common causes and solutions:

Error Category	Description	Solution
Malformed syntax	The JSON payload is invalid, unreadable, or contains incorrect data types. Example: A boolean field was specified as a string.	Validate that your request body is syntactically correct and matches the expected schema.
Validation error	Essential fields are missing, or values are outside allowable ranges. Example: A start date is after an end date.	Review the API definition to ensure all required fields are present and valid.
Business process violation	The request is syntactically correct, but the proposed change conflicts with a controlling Business Process or configuration rule.	Example: Attempting to transfer a worker into a supervisory organization that is in a hiring freeze. Response: "The proposed supervisory organization is in a Hiring Freeze. It cannot be selected." Fix: Adjust the request to comply with the current business configuration state (e.g., select a different organization or update the freeze status).

You can find a list of validation error codes and messages in the REST API Explorer. In the REST service page, open the endpoint description, and see the list of error codes in the **400** response description.

To ensure data integrity and system efficiency, the REST API framework performs validation checks in a specific sequence. The framework immediately stops processing and returns an error as soon as the

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first critical validation failure occurs. Subsequent validation levels will not be evaluated until the preceding errors are resolved.

When a validation fails, the error response includes the `severity` field, which is either `Critical` or `Warning`. You can apply business logic to handle errors according to their severity level. For warning validations, you can use the `wd-warning-action` HTTP header to persist data if warning-level validations fail. See Concept: Warning Action REST API Header .

System Error Codes

The REST API framework can return these error codes and their corresponding HTTP status codes:

Code	HTTP Status	Description	Solution/Notes
S1	500	Runtime Object Creation Failure The server could not create the necessary internal resources to process the request.	Retry the request. If the issue persists, contact Workday Support.
S2	500	Configuration Error The system encountered an invalid type assignment during processing.	Internal configuration issue. Contact Workday Support.
S3	400	Unsupported Version The service version specified in the URL is not available.	Verify the version number in your URL path (example: `v1`).
S4	500	Internal Server Error An unexpected server error occurred.	Retry the request.
S5	400	Failed To Parse Request The request body could not be parsed.	Ensure your payload is well-formed JSON/XML and matches the schema.
S6	400	Invalid Reference ID The provided reference ID is empty, malformed, or invalid.	Check the format and value of the IDs provided in your payload.
S7	400	Invalid Reference Type The reference type specified cannot be resolved to an existing reference.	Ensure the type definition matches the API documentation.
S8	400	Missing Derived Class A required derived class was not specified for the representation.	Check the payload for missing type discriminators or class definitions.

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Code	HTTP Status	Description	Solution/Notes
S9	400	Unsupported Operation The requested operation is not supported on this resource.	Check if the HTTP method (GET, POST, PUT) is valid for this endpoint.
S10	400	Multiple Processing Options Not Supported The operation does not support multiple concurrent processing options.	Simplify the request to use a single processing flow or update method.
S11	400	Representation Not Found The requested resource representation could not be found.	Verify the content-type and resource identifiers.
S12	405	Method Not Allowed The HTTP method is not allowed for this resource.	This often occurs if the resource is not configured to support data retrieval or updates.
S13	500	Processing Configuration Error The server configuration for this operation is incomplete.	Internal configuration issue. Contact Workday Support.
S14	400	Bulk Limit Exceeded The number of instances to update exceeds the limit specified for this service.	Reduce the number of items in the bulk request.
S15	400	View Not Found The view value specified in the query parameter could not be found.	Verify the view name in your query string.
S16	400	Invalid Service In URL No service or an invalid service was provided in the URL.	Check the URL path for typos in the service name.
S17	400	Operation Not Found The operation specified in the "type" query	Verify the operation type against the documentation.

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Code	HTTP Status	Description	Solution/Notes
		parameter could not be found.	
S18	400	Configuration Error A required class mapping is missing for this operation.	Internal configuration issue.
S19	401	Not Authorized Authentication is required and was either missing or invalid.	Verify your credentials or bearer token.
S20	400	No Result For Processing The processing method returned no results.	Ensure the data being acted upon exists and is valid.
S21	404	Not Found The requested resource or endpoint path was not found.	Check the URL path segments.
S22	403	Permission Denied The request is understood, but cannot be performed due to insufficient permissions.	Verify the user's security policies.
S23	400/500	Application Exception An internal application error occurred.	Contact Workday Support if the issue persists.
S24	500	Server Error An unexpected server error occurred.	Retry the request.
S25	400	Invalid Request The request contains invalid parameters or data.	Review the request against the API definition.
S26	N/A	Client Closed Request The client closed the connection before the server finished processing.	This may occur if a wd-request-timeout header was sent and the limit was reached.
S27	504	Transaction Timeout The server was unable to finish processing	Try reducing the scope of the request.

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Code	HTTP Status	Description	Solution/Notes
		the request within the allocated time limit.	
S28	400	Expired ID The provided ID is expired.	Obtain a new ID and retry the request.
S29	400	Invalid ID Field One or more field values in the ID are invalid.	Ensure the ID has not been tampered with or malformed.
S30	400	Invalid Data Source The processing data source provided in the ID does not match.	Ensure the ID belongs to the current environment/context.
S31	400	Invalid Instance The processing instance from the ID does not belong to the class of the provided business object.	The ID does not match the object being accessed.
S32	400	Unexpected ID Values The number of values provided in the ID is incorrect.	Ensure the ID string is complete and not truncated.
S33	403	ID User Mismatch The processing user does not match the user provided in the ID.	The ID was generated for a different user session.
S34	403	Unauthorized User for ID The processing user does not have access to the data source provided in the ID.	Check user permissions regarding the data referenced in the ID.
S38	504	Post Update Transaction Timeout The update was successful, but the operation timed out while waiting for the response.	Verify the update in the target system before retrying.

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Batch Protocol

Concept: Batch Protocol for Workday REST APIs

Batch Protocol is a mechanism for grouping multiple REST API calls from any of the public Workday REST services within a single request. Batch Protocol enables you to specify multiple REST APIs in the request body of a single REST API call. You can use Batch Protocol when you need multiple REST API requests that:

- Need to process as a single transaction that can roll back in case one of the requests in the group fails.

  Batch Protocol provides transactional support, which enables a batch of subrequests to either succeed as a single transaction or entirely roll back. A failure on any of the subrequests causes the entire batch of subrequests to roll back.
- Depend on data from other requests in the same transaction.

  Batch Protocol supports referential dependencies, which enable you to pass data from 1 REST API call to another in the same batch.
- Require a specific sequence of REST API calls.

  Batch Protocol sequentially executes the REST APIs in the order that you specify them in the batch request.
- Can tolerate some requests failing without aborting the entire transaction.

  Batch Protocol enables you to opt out of transactional support for specific subrequests in a batch.
- Can significantly reduce network traffic when processed in a single transaction.

  Batch Protocol consolidates multiple network connections to multiple Workday REST services into a single connection.

Usage

- Submitting a Batch Request
- Security Considerations
- Referential Dependencies
- Default Variables
- Continuing Batch Processing on Failure
- JsonPath in Referential Dependencies
- Limits and Restrictions
- Error Handling

Submitting a Batch Request

To submit a batch request using Batch Protocol, submit this REST API:

```
POST https://{tenantHostname}/batch/v1/{tenantName}
```

Example: `POST https://yourTenantHostName.com/batch/v1/gms`

Note: The Batch Protocol REST API version is different from the version of the Workday REST APIs in the subrequests. The current Batch Protocol REST API version is `v1`.

In the request body, specify the `batch[]` list of REST API subrequests, each containing a set of request fields:

```
{
    "batch": [
        {
            "name": "subrequestName",
```

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```
            "method": "httpMethod",
            "relativeUri": "subrequestUri",
            "continueOnFailure": true,
            "defaultVars": {
                "variable1": "value1",
                "variableN": "valueN"
            },
            "body": {
                "requestField1": "value1",
                "requestFieldN": "valueN"
            }
        },
        ...
    ]
}
```

For details about the Batch Protocol REST API and the request fields, see Reference: Batch Protocol REST API

Security Considerations

- Ensure that you've configured security policies for each REST API call within the batch request. The REST API documentation lists the required security domains. The REST API documentation in the REST API Explorer on the Developer Site or Workday REST Services Directory specifies the required security domains for each endpoint.
- All subrequests use the same authentication. You can't use different authorization per subrequest.

Referential Dependencies

To pass data from one subrequest to another, use referential dependencies. A referential dependency uses this notation:

```
{subrequestName:$.fieldJsonPath|defaultValue}
```

Enclose the referential dependency in curly braces `{}`, and specify:

`subrequestName:`	(Required) The name of a previous subrequest. Specify the exact name of the subrequest in the same batch. Add a colon `:` after the *subrequestName* (without spaces).
`$.fieldJsonPath`	(Required) The JsonPath reference to a field value in the response body of a previous subrequest. Use JsonPath syntax to reference the field value. Example: `$.id` returns the `id` field value at the root ($) of the JSON response data. Batch Protocol processes a referential dependency based on the specified JsonPath, default value, and `continueOnFailure`. For details, see the *JsonPath in Referential Dependencies* section.
`|defaultValue`	(Optional) The default value if `$.fieldJsonPath` doesn't return a value. Provide the default value after the vertical pipe `|` character.

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	To specify a default value, use either: • A hard-coded value. You can't include these characters: `{}`, `[]` • A default variable in the `defaultVars` of the same subrequest. See the *Default Variables* section.

Use referential dependencies only in these subrequest fields:

- `relativeUri`

  Example: Use a referential dependency in an ID path parameter. The ID can reference a newly created object from a preceding subrequest.
- `body` request fields

  Specify the referential dependency within double quotes, regardless of the type of the referenced value. Batch Protocol resolves the proper type of the referenced value. Examples:

  - `"age": "{get-employee:$.age}"` resolves to `"age": 27`.
  - `"anniversary": "Congrats on {get-employee:$.numberYears} years with the company!"` resolves to `"anniversary": "Congrats on 6 years with the company!"`.

Example: The sample second and third subrequests use referential dependency in the `relativeUri` field. It references the `id` response field from the first subrequest. The *title* field in the second subrequest also has a referential dependency that uses a default value.

```
{
  "batch": [
    {
      "name": "create-prospect",
      "method": "POST",
      "relativeUri": "recruiting/v3/prospects/",
      "body": {
        "candidate": {
          "name": {
            "firstName": "Jane",
            "lastName": "Prospect",
            "country": {
              "id": "bc33aa3152ec42d4995f4791a106ed09"
            }
          },
          "email": "JaneProspect@acme.com",
          "phone": {
            "countryPhoneCode": {
              "id": "db8d3ca6446c11de98360015c5e6daf6"
            },
            "phoneNumber": "1200361755",
            "deviceType": {
              "id": "f51701ef48570198880272fd9728ab03"
            }
          }
        }
      }
    },
    {
      "name": "create-prospect-experience",
      "method": "POST",
      "relativeUri": "recruiting/v3/prospects/{create-prospect:$.id}/
experiences",
      "body": {
        "companyName": "Acme Corporation",
```

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```
        "title": "{create-prospect:$.descriptor|Default Title}",
        "startYear": "2024-01-01"
      }
    },
    {
      "name": "create-prospect-skills",
      "method": "POST",
      "relativeUri": "recruiting/v3/prospects/{create-prospect:$.id}/
skills",
      "body": {
        "name": "Administration"
      },
      "continueOnFailure": true
    }
  ]
}
```

Default Variables

A default value in a referential dependency can use a variable declared in the `defaultVars` field of the same subrequest. Declaring the variables and their default values within `defaultVars` helps with:

- Easier maintenance of default values.
- Reusability of default variables within a subrequest.
- Improves readability of JSON objects and arrays as default values.

The `defaultVars` field in a subrequest is a JSON map containing variable names and their default values. The default variable must match the expected type of default value within the referential dependency. Example: If the referential dependency value expects a list, the default variable must be a list.

To reference a default variable in a referential dependency in the same subrequest, prefix the default value with a dollar sign $.

The `defaultVars` in this sample subrequest defines the *defaultCountry*, *defaultPhoneCode*, and *defaultConsent* variables with sample default values. The corresponding referential dependencies use the default variables as the default values.

```
{
  "name": "create-prospect",
  "method": "POST",
  "relativeUri": "recruiting/v3/prospects/",
  "defaultVars": {
    "defaultCountry": {
      "id": "bc33aa3152ec42d4995f4791a106ed09"
    },
    "defaultPhoneCode": {
      "id": "db8d3ca6446c11de98360015c5e6daf6"
    },
    "defaultConsent": true
  },
  "body": {
    "candidate": {
      "name": {
        "firstName": "Jane",
        "lastName": "Prospect",
        "country": "{get-prospect:$.candidate.name.country|$defaultCountry}"
      },
      "email": "JaneProspect@acme.com",
      "phone": {
        "countryPhoneCode": "{get-prospect:
$.candidate.phone.countryPhoneCode|$defaultPhoneCode}",
        "phoneNumber": "1200361755",
```

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```
        "deviceType": {
          "id": "f51701ef48570198880272fd9728ab03"
        }
      }
    },
    "contactConsent": "{get-prospect:$.contactConsent|$defaultConsent}"
  }
}
```

Continuing Batch Processing on Failure

Batch Protocol provides transactional support by default. That is, if any subrequest in the batch isn't successful, the batch request:

- Rolls back all updates in the transaction.
- Stops processing the subrequests.
- Returns an error.

If your business requirements can tolerate a subrequest failure and you prefer to continue the batch processing, you can opt out of transactional support by setting the `continueOnFailure` flag to `true` in the subrequest.

If a subrequest fails and its `continueOnFailure` is `true`, the batch request:

- Doesn't roll back previous subrequests.
- Continues processing the next subrequests.
- Reports the error in the response data of the subrequest that failed.

When using `continueOnFailure`, consider these guidelines:

- Be careful when combining `continueOnFailure` with referential dependencies.

  A referential dependency can't reference a subrequest whose `continueOnFailure` is true. If so, the subrequest will return an error unless you specified a default value in the referential dependency. If that subrequest fails and the processing continues:

  - Batch Protocol can't resolve referential dependency that depends on that data.
  - A subsequent subrequest might fail if it assumes that the previous subrequest created or updated the data.
- A batch timeout ignores the `continueOnFailure` flag.

  If a batch request runs longer than the transaction timeout (25 seconds), then Batch Protocol rolls back the entire request, regardless of the `continueOnFailure` flag.
- A parse error in the batch request ignores the `continueOnFailure` flag.

  If a general parse error occurs on the required request body format, then Batch Protocol immediately returns an error regardless of the `continueOnFailure` flag. Examples: A subrequest field name is invalid; a required subrequest field is missing.

  Note: Ensure that the service, version, and subresources in the `relativeUri` are valid. If these path parameters are invalid and `continueOnFailure` is true, Batch Protocol continues processing and reports the error in the response.

JsonPath in Referential Dependencies

In a referential dependency, use the JsonPath syntax to fetch a value within the JSON response data of a subrequest. In general, the `$.fieldPath` notation is sufficient to get a specific field value. Ensure that you specify a valid `fieldPath` and that you use correct JsonPath syntax for more complex notations.

Batch Protocol processes a referential dependency based on the JsonPath, default value, and `continueOnFailure`. This table summarizes how these specified request fields affect batch requests containing subrequests with referential dependency:

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JsonPath syntax is valid	JsonPath returns a value	Default value provided	continueOnFailure	Result
x	N/A	N/A	`true`	The batch request reports an error for the subrequest and continues processing.
x	N/A	N/A	`false`	The batch request stops processing and rolls back its transaction.
✓	✓	N/A	N/A	The subrequest uses the value from the JsonPath and the batch request continues processing.
✓	**x**	✓	N/A	The subrequest uses the default value and the batch request continues processing.
✓	**x**	**x**	`true`	The batch request reports an error for the subrequest and continues processing.
✓	**x**	**x**	`false`	The batch request stops processing and rolls back its transaction.

There might be cases when you need to use JsonPath syntax that returns indefinite paths, such as these notations:

- Deep scan operator: `..`
- Expression: `?(<expression>)`
- Multiple array indices: `[<number>, <number> (, <number>)]`

If you need to use indefinite paths, note that an indefinite path always returns a list data type, even if the data at that path doesn't exist. Be mindful when using indefinite paths, which might cause unexpected results if the referential dependency is within a string. Note these sample referential dependencies with indefinite paths and their results:

Example using referential dependency with indefinite path	Result
`"names": "{get-employees:$.name[?(@.age > 21)]}"`	`"names": ["Alice", "Bob", "Carl"]`
`"ceo": "The CEO is {get-employees:$.name[?(@.position == 'CEO')]}"`	`"ceo": "The CEO is [\"Montgomery Burns\"]"`

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Example using referential dependency with indefinite path	Result
This example returns a single employee.	The indefinite path returns a list containing the single employee.
`"seniorExecs": "{get-employees: $.name[?(@.role == 'Executive' && @.aage > 65)]}"` This example contains a typo in the field path `aage`.	`"seniorExecs": []` The invalid path returns an empty list.

If the referenced subrequest returns a list of instances, specify a JsonPath that accounts for the list. Example:

```
{
  "batch": [
    {
      "name": "getWorkers",
      "method": "GET",
      "relativeUri": "staffing/v1/workers?search=logan"
    },
    {
      "name": "getSingleWorker",
      "method": "GET",
      "relativeUri": "staffing/v1/workers/{getWorkers:$.data[1].id}"
    }
  ]
}
```

For more information about indefinite paths, see JsonPath > What is Returned When?.

Limits and Restrictions

- Maximum number of subrequests per batch: 375.

  All batch requests have this limit, regardless of the HTTP methods used by the subrequests.
- Batch request timeout: 25 seconds.

  All batch requests have this limit, regardless of the HTTP methods used by the subrequests.
- All subrequests must share the same authentication.

  The REST APIs in all subrequests act on behalf of the same individual using the client. The security profile of the same user affects all REST API access to Workday resources.
- All subrequests must share the same HTTP headers.

  The specified HTTP headers with the Batch Protocol REST API apply to all subrequests in the batch.
- Batch Protocol supports uploading attachments, but not retrieving attachments. For uploading attachments, Batch Protocol doesn't impose additional limits on top of the REST framework limits. See Reference: File Size and Printing Limits.

Error Handling

By default, if any subrequest in the batch isn't successful, the entire batch request rolls back and returns a non-200 status code and the error message.

Note: For debugging purposes, we highly recommend that you include the `name` in all the subrequests. The name helps you locate the subrequest in the response data.

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However, if you enable the `continueOnFailure` flag on a subrequest and the subrequest fails, Batch Protocol proceeds with the batch request. Upon completion, the batch request returns a 200 status code and includes any encountered error in the response data. Each subrequest returns a status code and a response body containing either the requested data or error messages. Always check the response for errors.

See *Response Codes* in Reference: Batch Protocol REST API .

Related Information
Reference
Reference: Sample Batch Protocol Requests

Reference: Batch Protocol REST API

Batch Protocol provides a REST API endpoint that submits multiple REST API subrequests.

Batch Protocol Endpoint

```
https://{tenantHostname}/batch/v1/{tenantName}
```

Example: `https://yourTenantHostName.com/batch/v1/gms`

Note: The Batch Protocol REST API version is different from the version of the Workday REST APIs in the subrequests. The current Batch Protocol REST API version is `v1`.

HTTP Method

POST

Request Body

A JSON map containing the `batch[]` array. Each item in `batch[]` is a subrequest containing these request fields:

name	Data type: string
	Required: Yes for referential dependencies and debugging with `continueOnFailure`.
	Description: Identifies the subrequest. Specify a unique double-quoted string, which can contain alphanumeric characters, underscores, and dashes.
	Can contain referential dependencies: No
	Examples:
	`"request_1"`
	`"create-employee"`
	`"allWorkers"`

method	Data type: string Required: Yes Description: The HTTP method. Possible values: • GET • POST • PUT • PATCH • DELETE

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<table>
<tr><td></td><td>Can contain referential dependencies: No</td></tr>
<tr><td>relativeUri</td><td>Data type: string
Required: Yes
Description: The relative path of a Workday REST API endpoint. Begin the path with a valid REST service name and version, followed by the resource path. The base path assumes the tenant base path of the Batch Protocol endpoint.
Note that Batch Protocol:
Doesn't support bulk updates in a subrequest. You can't specify the query parameter <code>bulk=true</code>.
Requires URL encoding for special characters and spaces. Example: If a subrequest calls the WQL REST API, all spaces in the <code>query</code> parameter must be encoded as <code>%20</code>.<pre>"relativeUri": "wql/v1/data?query=SELECT%20workdayID%20FROM%20workersForHCMReporting%20(dataSourceFilter%20=%20allActiveWorkers)"</pre>
Uses the same tenant specified in the base URL of the Batch Protocol REST API. Don’t include the tenant path parameter in <code>relativeUri</code>.
Can contain referential dependencies: Yes in these path parameters:<table><tr><th>Path Parameter</th><th>Example</th></tr><tr><td>Resource ID</td><td>"recruiting/v3/prospects/{create-employee:$.id}"</td></tr><tr><td>Subresource ID</td><td>"recruiting/v3/prospects/4ab154d8cbc10180394c703 experiences/{employee-experience:$.id}"</td></tr><tr><td>Reference ID value</td><td>"recruiting/v3/prospects/COMPANY_ID=Company_{create-employee:$.companyId}"
"recruiting/v3/prospects/{get-worker:$.id}"</td></tr><tr><td>Query parameter value</td><td>"staffing/v6/workers?search={create-employee:$.firstName}</td></tr></table></td></tr>
</table>

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	<table><tr><th>Path Parameter</th><th>Example</th></tr><tr><td></td><td>{create-employee: $.lastName}"</td></tr></table> Note: The reference ID and query parameter values can mix regular text and multiple referential dependencies. However, the resource and subresource IDs can only accept a single referential dependency.
continueOnFailure	Data type: boolean Required: No Description: If true, Batch Protocol continues processing when this subrequest encounters an error. For more information, see *Continuing Batch Processing on Failure* in Concept: Batch Protocol for Workday REST APIs . Default: false Can contain referential dependencies: No
defaultVars	Data type: JSON object Required: No Description: Defines variables for default values in referential dependencies. Define `defaultVars` for referential dependencies in the same subrequest. For more information, see *Default Variables* in Concept: Batch Protocol for Workday REST APIs . Can contain referential dependencies: No Examples: `{ "defaultId": 0, "noName": "blank" }`
body	Data type: JSON object Required: Yes for requests that require a request body. If the REST API requires an empty request body, specify `"body": {}`. Description: Contains the data for POST, PUT, and PATCH subrequests. Can contain referential dependencies: Yes in field values. Field names can't contain referential dependencies. Examples: `{ "name": "Joe Cool", "greeting": "Hello {get-employee: $.preferredName}!", "age": "{get-employee:$.age}" }`

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Response Codes

200	Successful or partial response. The response data contains these fields: • `total` - The number of processed subrequests. • `data[]` - An array containing the response data for each subrequest. Each item in `data[]` contains these fields: • `name` - The subrequest name, if given. • `body` - The response data from the subrequest if the subrequest succeeded. Note: If the subrequest failed and the `continueOnFailure` flag is true, the `body` contains the error messages and error code. Always check for errors even if the status code is 200. • `status` - The HTTP status code from the subrequest. Example: `{ "total": 3, "data": [{ "name": "create-prospect", "body": { "id": "6c742b78640290000b951cc4a6890000", "descriptor": "Jane Prospect", "candidate": { "id": "6c742b78640290000b951d5e311c0000", "descriptor": "Jane Prospect", "countryPhoneCode": { "descriptor": "United States of America (+1)", "id": "db8d3ca6446c11de98360015c5e6daf6" }, "email": "JaneProspect@acme.com", "name": { "id": "6c742b78640210000b951d5e311c0002", "descriptor": "Jane Prospect", "country": { "descriptor": "United States of America",`

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<table>
<tr>
<td></td>
<td>
<pre>
                                "id":
 "bc33aa3152ec42d4995f4791a106ed09"
                            },
                            "firstName":
 "Jane",
                            "primary":
 "Prospect"
                        },
                        "phoneNumber":
 "1200361755"
                    },
                    "contactConsent":
 false
                },
                "status": 201
            },
            {
                "name": "create-
prospect-experience",
                "body": {
                    "error": "invalid
 request: validation errors",
                    "errors": [
                        {
                            "error":
 "Enter a start year.",
                            "code":
 "A258"
                        }
                    ]
                },
                "status": 400
            },
            {
                "name": "create-
prospect-skills",
                "body": {
                    "id":
 "6c742b78640290000b9588a2cffe0000",
                    "name":
 "Administration"
                },
                "status": 201
            }
    ]
}
</pre>
</td>
</tr>
<tr>
<td>400</td>
<td>Invalid request.

Possible causes:

• The HTTP method used with the Batch Protocol REST API is invalid. Ensure that the HTTP method is POST.
• Duplicate subrequest names in the batch request.</td>
</tr>
</table>

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	• A subrequest with `"continueOnFailure": false` encountered one of these possible errors: • Invalid `relativeUri`. • Invalid request field name. • Nested referential dependency. • Invalid fields inside `body`. • Application validation error. • A referential dependency in a subrequest references a subrequest that has `"continueOnFailure": true`.
404	Not found. A subrequest with `"continueOnFailure": false` encountered one of these possible errors: • Incorrect `method`. • Invalid resource or subresource in the `relativeUri` field.
Other standard HTTP codes	Batch Protocol can return other standard HTTP status codes, such as: • 408 - Timeout error. • 429 - Too many requests. • 500 - Server error.

Related Information
Reference
Reference: Sample Batch Protocol Requests

Reference: Sample Batch Protocol Requests

Creating a Prospect

The process of creating a prospect is a series of calls that create the prospect and its subresources such as names, experiences, addresses, education, attachments. The REST API calls should be in a single transaction in which everything succeeds or rolls back when any of the calls might fail.

Sample request:

```
POST https://{tenantHostname}/batch/v1/{tenant}
```

```
{
    "batch": [
        {
            "name": "create-prospect",
            "method": "POST",
            "relativeUri": "recruiting/v3/prospects/",
            "body": {
                "candidate": {
                    "name": {
                        "firstName": "Jane",
                        "lastName": "Prospect",
                        "country": {
                            "id": "bc33aa3152ec42d4995f4791a106ed09"
                        }
                    },
```

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```
                    "email": "JaneProspect@acme.com",
                    "phone": {
                        "countryPhoneCode": {
                            "id": "db8d3ca6446c11de98360015c5e6daf6"
                        },
                        "phoneNumber": "1200361755",
                        "deviceType": {
                            "id": "f51701ef48570198880272fd9728ab03"
                        }
                    }
                }
            }
        },
        {
            "name": "create-prospect-experience",
            "method": "POST",
            "relativeUri": "recruiting/v3/prospects/{create-prospect:$.id}/
experiences",
            "body": {
                "companyName": "Acme Corporation",
                "title": "{create-prospect:$.descriptor|Default Title}",
                "startYear": "2024-01-01"
            }
        },
        {
            "name": "create-prospect-skills",
            "method": "POST",
            "relativeUri": "recruiting/v3/prospects/{create-prospect:$.id}/
skills",
            "body": {
                "name": "Administration"
            },
            "continueOnFailure": true
        }
    ]
}
```

Sample response:

```
{
  "total": 3,
  "data": [
    {
      "name": "create-prospect",
      "body": {
        "id": "89c65f66c91190000b9b9b883ec70000",
        "descriptor": "Jane Prospect",
        "contactConsent": false,
        "candidate": {
          "id": "89c65f66c91190000b9b9c21c2ef0000",
          "descriptor": "Jane Prospect",
          "email": "JaneProspect@acme.com",
          "name": {
            "id": "89c65f66c91110000b9bcb5fa6a90000",
            "descriptor": "Jane Prospect",
            "lastName": "Prospect",
            "country": {
              "id": "bc33aa3152ec42d4995f4791a106ed09",
              "descriptor": "United States of America",
              "ISO_3166-1_Alpha-3_Code": "USA"
            },
            "firstName": "Jane"
          },
```

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```
          "phone": {
            "id": "89c65f66c91110000b9ba422109b0000",
            "descriptor": "Jane Prospect - +11200361755",
            "deviceType": {
              "descriptor": "TA_Mobile",
              "id": "f51701ef48570198880272fd9728ab03"
            },
            "phoneNumber": "1200361755",
            "countryPhoneCode": {
              "descriptor": "United States of America (+1)",
              "id": "db8d3ca6446c11de98360015c5e6daf6"
            }
          }
        }
      },
      "status": 201
    },
    {
      "name": "create-prospect-experience",
      "body": {
        "id": "89c65f66c91190000b9bdf184fb60000",
        "currentlyWorkHere": false,
        "startYear": "2024-01-01",
        "title": "Jane Prospect",
        "companyName": "Acme Corporation"
      },
      "status": 201
    },
    {
      "name": "create-prospect-skills",
      "body": {
        "id": "89c65f66c91190000b9be34a50840000",
        "name": "Administration"
      },
      "status": 201
    }
  ]
}
```


Changing a Location in a Change Job Event

The Change Job event requires this series of calls:

- Initiate the Change Job event.
- Update the appropriate subresources such as business title, job classification, job profile, location, position, and others.
- Submit the Change Job event.

The REST API calls should be in a single transaction in which everything succeeds or rolls back when any of the calls might fail.

Sample request:

`POST https://{tenantHostname}/batch/v1/{tenant}`

```
{
  "batch": [
    {
      "name": "startChangeJobEvent",
      "method": "POST",
      "relativeUri": "staffing/v6/workers/Employee_ID=25655/jobChanges",
      "body": {
        "date": "2024-01-31",
```

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```
        "reason": {
          "id": "9a7f47f0d2d14825a2016c76af30b939"
        }
      }
    },
    {
      "name": "startDetails",
      "method": "PATCH",
      "relativeUri": "staffing/v6/jobChanges/{startChangeJobEvent:$.id}/
startDetails/{startChangeJobEvent:$.id}",
      "body": {
        "reason": {
          "descriptor": "Data Change > Data Change > Change Location",
          "id": "9a7f47f0d2d14825a2016c76af30b939"
        },
        "date": "2024-01-31"
      }
    },
    {
      "name": "changeLocation",
      "method": "PATCH",
      "relativeUri": "staffing/v6/jobChanges/{startChangeJobEvent:$.id}/
location/{startChangeJobEvent:$.id}",
      "body": {
        "location": {
          "descriptor": "New York",
          "id": "d951e85593ad4daf88dc1bfabf069732"
        },
        "workShift": {
          "descriptor": "Evening (United States of America)",
          "id": "8693e7fbd7b54c9a85029c89d3022fbe"
        },
        "scheduledHours": "40",
        "workSpace": {
          "descriptor": "1155 Building",
          "id": "7e2d4a8aa313404f8a133c53e4fff7f8"
        }
      }
    },
    {
      "name": "submitChangeJobEvent",
      "method": "POST",
      "relativeUri": "staffing/v6/jobChanges/{startChangeJobEvent:$.id}/
submit",
      "body": {
      }
    }
  ]
}
```

Sample response:

```
{
  "total": 4,
  "data": [
    {
      "name": "startChangeJobEvent",
      "body": {
        "id": "c0d63231391510001836f17fbdde0000",
        "descriptor": "Data Change: Dillon Ryan",
        "job": {
          "descriptor": "P-06566 Accountant - Dillon Ryan",
          "id": "7594bcb88bd410e98b8e17b4eace03f6"
```

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```
        },
        "location": {
          "descriptor": "San Francisco",
          "id": "d13a7c46a06443c4a33c09afbdf72c73"
        },
        "date": "2024-01-31",
        "reason": {
          "descriptor": "Data Change > Data Change > Change Location",
          "id": "9a7f47f0d2d14825a2016c76af30b939"
        },
        "supervisoryOrganization": {
          "descriptor": "PM2 HRCORE WATS (Do not use)",
          "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
        }
      },
      "status": 201
    },
    {
      "name": "startDetails",
      "body": {
        "id": "c0d63231391510001836f17fbdde0000",
        "descriptor": "Data Change: Dillon Ryan",
        "date": "2024-01-31",
        "supervisoryOrganization": {
          "descriptor": "PM2 HRCORE WATS (Do not use)",
          "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
        },
        "reason": {
          "descriptor": "Data Change > Data Change > Change Location",
          "id": "9a7f47f0d2d14825a2016c76af30b939"
        },
        "location": {
          "descriptor": "San Francisco",
          "id": "d13a7c46a06443c4a33c09afbdf72c73"
        },
        "job": {
          "descriptor": "P-06566 Accountant - Dillon Ryan",
          "id": "7594bcb88bd410e98b8e17b4eace03f6"
        },
        "worker": {
          "descriptor": "Dillon Ryan",
          "id": "7594bcb88bd410e98b8e171963e103f1"
        }
      },
      "status": 200
    },
    {
      "name": "changeLocation",
      "body": {
        "scheduledHours": "40",
        "location": {
          "descriptor": "New York",
          "id": "d951e85593ad4daf88dc1bfabf069732"
        },
        "workShift": {
          "descriptor": "Evening (United States of America)",
          "id": "8693e7fbd7b54c9a85029c89d3022fbe"
        },
        "workSpace": {
          "descriptor": "1155 Building",
          "id": "7e2d4a8aa313404f8a133c53e4fff7f8"
        }
      },
      "status": 200
```


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```
    },
    {
      "name": "submitChangeJobEvent",
      "body": {
        "id": "c0d632313915100018 36f17fbdde0000",
        "descriptor": "Data Change: Dillon Ryan",
        "status": {
          "descriptor": "In Progress",
          "id": "e2d08afc53614c37b32b31270bb8bee3"
        },
        "businessProcessParameters": {
          "overallBusinessProcess": {
            "descriptor": "Data Change: Dillon Ryan",
            "id": "c0d63231391510001836f17fbdde0000"
          },
          "overallStatus": "In Progress",
          "for": {
            "descriptor": "PM2 HRCORE WATS (Do not use)",
            "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
          },
          "transactionStatus": {
            "descriptor": "In Progress",
            "id": "e2d08afc53614c37b32b31270bb8bee3"
          }
        }
      },
      "status": 201
    }
  ]
}
```


REST API Headers

Concept: REST API External Integration Headers

External Integration Headers

The external integration headers provide insight about web service transactions for analysis and troubleshooting. You can set these HTTP headers to values that identify the originating account, system, and transaction type of the web service request. Workday accepts these request headers and adds them to the Workday logs. The request headers help with filtering the logs to expedite troubleshooting with Customer Support.

HTTP Header	Description	Header Value
`wd-external-request-id`	Tracks web service requests.	A universally unique identifier (UUID). You can optionally use an alphanumeric string that clearly and uniquely identifies the request.
`wd-external-application-id`	Tracks external systems or applications that send the web service requests.	The name of the external integration, third-party tool, or software component that sends the web service request. Use a name that clearly identifies the initiating application.

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HTTP Header	Description	Header Value
`wd-external-originator-id`	Tracks originators that initiate the web service requests.	The user account or system account that initiated the web service request.

Consider these guidelines when you set the HTTP header values:

- Although Workday doesn't validate the header values, we strongly recommend that you use unique values to track the requests clearly. For API calls made by Workday partners, we recommend using the wd-external-application-id header. Workday might reject requests without this header.
- Limit the length to 50 characters to enable efficient searching, debugging, and tracking in the logs. We truncate header values greater than 50 characters.
- Don't include sensitive information.

We log all external integration headers you send with each web service request. If you don't send any of the external integration headers with a web service request, we don't log the request headers.

Example: You can use the external integration headers to measure performance impact with the Effective Changes REST API in the Global Payroll REST service.
Related Information
Reference
Reference: Data Changes on Demand Request Criteria Parameters

Concept: Request Timeout REST API Header

The `wd-request-timeout` header enables clients to specify a custom timeout value for REST API requests. This header enables clients to inform the server about the maximum amount of time they will wait for a response. The primary purpose of this header is to specify the maximum time the client will wait for the server response.

Note: The `wd-request-timeout` header doesn’t guarantee the server response within the specified timeframe.

The `wd-request-timeout` header provides clients with greater control over their interactions with the server, enabling them to define acceptable wait times for responses. This header can be useful for long-running operations where the default server-side timeout might not be sufficient, or for critical operations where a faster failure is desired.

Request Timeout Header

To define a client request timeout, specify this HTTP header in your REST API request:

```
wd-request-timeout: <time in milliseconds>
```

The `wd-request-timeout` value must be an integer representing the time in milliseconds.

Example: This sample `wd-request-timeout` header specifies a 5-second timeout.

```
wd-request-timeout: 5000
```

Timeout Response

The server responds with these HTTP status codes depending on the nature of the timeout:

499: Client closed request	Along with error code S26, the server returns the 499 status code when the client reaches the timeout before the server could respond. `499 Client Closed Request{`

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	<pre>"error": "Client request timeout occurred before the server could provide a response", "code": "S26" }</pre>
503: Server timeout	Along with error code `S27`, the server returns the 503 status code when a timeout occurs on the server side, and the client request did not include the `wd-request-timeout` header. <pre>503 Service Unavailable { "error": "A timeout has occurred before the server could provide a response", "code": "S27" }</pre>

Guidelines and Considerations

- Unless Workday defines an explicit timeout for a specific REST API endpoint, the default client request timeout is 600000 milliseconds (10 minutes). The default timeout applies to both read and write requests.
- The maximum `wd-request-timeout` value is 1800000 milliseconds (30 minutes).
- Clients can avoid the "499 Client Closed Request" response by increasing the `wd-request-timeout` header value.

Concept: REST Metadata API Header

The Metadata API `wd-metadata-api-version` header for Workday REST APIs enables you to retrieve metadata information about the REST API request and response. To retrieve the REST API metadata information, specify this HTTP header in your request:

```
wd-metadata-api-version: {version}
```

`{version}` is the header value that specifies the version of the REST Metadata API to use. It isn't the version of the requested REST web service. Specify the {version} value:

Value	Description
v1	Returns metadata in OpenAPI 2.0 format. The response contains schema definitions in a `definitions` block and returns a single default representation for the requested operation.
v2	Returns metadata in OpenAPI 3.0.1 format as a complete OpenAPI document. The response includes these top-level elements: • openapi • info • servers • paths • components

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Value	Description
	The POST, PUT, and PATCH operations return separate request and response schema representations.

Note: The header value isn't the version of the requested REST web service.

Security

The REST Metadata API uses the same security access model as the standard REST APIs. If the user has the appropriate security privileges to call an API without the header, the same privileges enable the user to call that API with the `wd-metadata-api-version` header.

Metadata Response

When you specify the `wd-metadata-api-version` header, the request returns the metadata instead of the data from your tenant. The metadata uses the standard Javascript Object Notation (JSON) format.

The metadata enables you to discern the API response fields based on the configured conditions or the security permissions of the current user. The metadata contains information related to display options, textual data, and data types.

Display options include:

Field Attribute	Description
required	A standard request must specify the field.
readOnly	A POST, PUT, or PATCH method can't update the field.
hidden	The field is contextual depending on what type of object you're calling, related object conditions, or security configuration. Example: A standard REST response can hide a field if the current user lacks permission to view the field. If the current user lacks security permission, the metadata returns the field with `"hidden":"true"` (for v1) or `"x-hidden":"true"` (for v2). If the current user can view the field, the `hidden` (or `x-hidden`) field in the metadata returns false.

Textual data:

- Labels
- Help text
- Name

Field data types:

Data Type	Included Information
Array	Nonsingular instance.
Boolean	Indicates that the field is a boolean.
Integer	Multiple of, maximum, minimum.
Number	Multiple of, maximum, minimum.

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Data Type	Included Information
Object	Single instance.
String	Maximum length.
String (date)	Date format and precision.

The metadata response is dynamic. If the required attribute of a field has changed, Workday reflects the change in the metadata response. Similarly, the Metadata API reflects changes based on the security configuration of the user.

Guidelines and Limitations

Consider these guidelines and limitations:

- For an array data type, the metadata specifies `items` and a reference to the schema definition of an array item. This specification is standard JSON schema specification. Example:

  ```
  "items": {
     "$ref": "#/definitions/jobPostingAnchorSummary"
  }
  ```

  For the v1 version, the `definition` section of the metadata includes the referenced schema definitions. Example `items` reference:

  ```
  "items": {
     "$ref": "#/definitions/jobPostingAnchorSummary"
  }
  ```

  Example referenced schema in the `definition` section:

  ```
  "definitions": {
    "jobPostingAnchorSummary": {
      "additionalProperties": false,
      "properties": {
       "endDate": {
        "hidden": false,
        "label": "End Date",
        "readOnly": false,
        "format": "date",
        "precision": "YYYY-MM-DD",
        "type": "string"
       },
       "timeType": {
        "hidden": false,
        "label": "Full/Part-time",
        "readOnly": false,
        "$ref": "#/definitions/positionTimeTypeDetail"
     },
     . . .
  }
  ```

  For the v2 version, the `components/schemas` section contains the referenced schema definitions. Example `items` reference:

  ```
  "items": {
     "$ref": "#/components/schemas/jobPostingAnchorSummary"
  ```

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```
}
```

Example referenced schema in the `components/schemas` section:

```
"components": {
    "schemas": {
      "jobPostingAnchorSummary": {
        "additionalProperties": false,
        "properties": {
          "endDate": {
            "format": "date",
            "type": "string",
            "x-precision": "YYYY-MM-DD",
            "readOnly": false,
            "x-hidden": false,
            "x-label": "End Date"
          },
          "timeType": {
            "allOf": [
              {
                "$ref": "#/components/schemas/positionTimeTypeDetail"
              }
            ],
            "readOnly": false,
            "x-hidden": false,
            "x-label": "Time Type"
          },
   . . .
}
```

Note that the `timeType` field in the `jobPostingAnchorSummary` schema also references another schema, `positionTimeTypeDetail`. The `definition` (for v1) and `components/schemas` (for v2) sections includes all referenced schemas in the metadata.

- When you use the `wd-metadata-api-version` header with a POST, PUT, or PATCH request, specify a request body or an empty request body `{}`. If you specify a non-empty request body, the metadata includes information about the request fields.
- You can't use the `wd-metadata-api-version` header with these requests:
  - DELETE operations.
  - Prompt endpoints. A prompt endpoint is a GET operation that returns Workday ID values for certain resources. Example: `GET /values/jobChangesGroup/jobs/` in the Staffing REST web service.
  - Bulk operations. A bulk operation is an endpoint that specifies the `bulk=true` parameter. Example: `POST /requisitions/{ID}/requisitionLines?bulk=true` in the Procurement REST web service.
  - Reports-as-a-Service requests.

Example: v1

This sample request retrieves information about job postings:

```
GET /jobPostings
```

To retrieve the metadata of the job postings, specify the `wd-metadata-api-version` header. Example:

```
"header": [
   {
      "key": "wd-metadata-api-version",
```

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```
      "value": "v1",
   }
]
```

This snippet shows the sample metadata response:

```
{
    "type": "object",
    "properties": {
        "total": {
            "hidden": false,
            "readOnly": true,
            "multipleOf": 1.0,
            "exclusiveMax": 2147483647,
            "exclusiveMin": 0,
            "type": "integer"
        },
        "data": {
            "hidden": false,
            "readOnly": true,
            "type": "array",
            "items": {
                "$ref": "#/definitions/jobPostingAnchorSummary"
            }
        }
    },
    "definitions": {
        "jobPostingAnchorSummary": {
            "additionalProperties": false,
            "properties": {
                "endDate": {
                    "hidden": false,
                    "label": "End Date",
                    "readOnly": false,
                    "format": "date",
                    "precision": "YYYY-MM-DD",
                    "type": "string"
                },
                "timeType": {
                    "hidden": false,
                    "label": "Full/Part-time",
                    "readOnly": false,
                    "$ref": "#/definitions/positionTimeTypeDetail"
                },
                "title": {
                    "hidden": false,
                    "label": "Job Posting Title",
                    "readOnly": false,
                    "type": "string"
                },
                "jobSite": {
                    "hidden": false,
                    "label": "Job Posting Site",
                    "readOnly": false,
                    "$ref": "#/definitions/jobPostingSiteDetail"
                },
                "url": {
                    "hidden": false,
                    "label": "External URL",
                    "readOnly": false,
                    "type": "string"
                },
                "jobDescription": {
```

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```
                    "hidden": false,
                    "label": "~Job Description~",
                    "readOnly": false,
                    "type": "string"
                },
                "categories": {
                    "hidden": false,
                    "label": "Job Category",
                    "readOnly": false,
                    "type": "array",
                    "items": {
                        "$ref": "#/definitions/jobFamilyGroupDetail"
                    }
                },
                "id": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                },
                "jobType": {
                    "hidden": false,
                    "label": "Job Type",
                    "readOnly": false,
                    "$ref": "#/definitions/positionWorkerTypeDetail"
                },
                "spotlightJob": {
                    "hidden": false,
                    "label": "~Spotlight Job~",
                    "readOnly": false,
                    "type": "boolean"
                },
                "startDate": {
                    "hidden": false,
                    "label": "Start Date",
                    "readOnly": false,
                    "format": "date",
                    "precision": "YYYY-MM-DD",
                    "type": "string"
                }
            },
            "type": "object"
        },
        "jobPostingSiteDetail": {
            "additionalProperties": false,
            "properties": {
                "id": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                },
                "descriptor": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                }
            },
            "type": "object"
        },
        "positionTimeTypeDetail": {
            "additionalProperties": false,
            "properties": {
                "id": {
                    "hidden": false,
                    "readOnly": true,
```


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```
                    "type": "string"
                },
                "descriptor": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                }
            },
            "type": "object"
        },
        "jobFamilyGroupDetail": {
            "additionalProperties": false,
            "properties": {
                "id": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                },
                "descriptor": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                }
            },
            "type": "object"
        },
        "positionWorkerTypeDetail": {
            "additionalProperties": false,
            "properties": {
                "id": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                },
                "descriptor": {
                    "hidden": false,
                    "readOnly": true,
                    "type": "string"
                }
            },
            "type": "object"
        },
        . . .
    },
    "additionalProperties": false
}
```

Example: v2

This sample request retrieves information about job postings:

```
GET /jobPostings
```

To retrieve the metadata of the job postings, specify the `wd-metadata-api-version` header. Example:

```
"header": [
   {
      "key": "wd-metadata-api-version",
      "value": "v2",
   }
]
```

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This snippet shows the sample metadata response:

```
{
  "openapi": "3.0.1",
  "info": {
    "title": "recruiting",
    "version": "v1"
  },
  "servers": [
    {
      "url": "https://myhost.workday.com/api/recruiting/v1/gms"
    }
  ],
  "paths": {
    "/jobPostings": {
      "get": {
        "responses": {
          "200": {
            "description": "Default successful response",
            "content": {
              "application/json": {
                "schema": {
                  "additionalProperties": false,
                  "properties": {
                    "total": {
                      "type": "integer",
                      "multipleOf": 1.0,
                      "maximum": 2147483647,
                      "exclusiveMaximum": true,
                      "minimum": 0,
                      "exclusiveMinimum": false,
                      "readOnly": true,
                      "x-hidden": false
                    },
                    "data": {
                      "type": "array",
                      "items": {
                        "$ref": "#/components/schemas/
jobPostingAnchorSummary"
                      },
                      "readOnly": true,
                      "x-hidden": false
                    }
                  },
                  "type": "object"
                }
              }
            }
          }
        }
      }
    }
  },
  "components": {
    "schemas": {
      "jobPostingAnchorSummary": {
        "additionalProperties": false,
        "properties": {
          "candidateAvailabilityTemplateVersion": {
            "additionalProperties": false,
            "properties": {
              "descriptor": {
                "type": "string",
```

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```
            "readOnly": true,
            "x-hidden": false
          },
          "id": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          },
          "href": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          }
        },
        "type": "object",
        "readOnly": false,
        "x-hidden": false,
        "x-label": "Candidate Availability Template Version"
      },
      "endDate": {
        "format": "date",
        "type": "string",
        "x-precision": "YYYY-MM-DD",
        "readOnly": false,
        "x-hidden": false,
        "x-label": "End Date"
      },
      "timeType": {
        "allOf": [
          {
            "$ref": "#/components/schemas/positionTimeTypeDetail"
          }
        ],
        "readOnly": false,
        "x-hidden": false,
        "x-label": "Time Type"
      },
      "title": {
        "type": "string",
        "readOnly": false,
        "x-hidden": false,
        "x-label": "Job Posting Title"
      },
      "url": {
        "type": "string",
        "readOnly": false,
        "x-hidden": false,
        "x-label": "External URL"
      },
      "jobSite": {
        "allOf": [
          {
            "$ref": "#/components/schemas/jobPostingSiteDetail"
          }
        ],
        "readOnly": false,
        "x-hidden": false,
        "x-label": "Job Posting Site"
      },
      "jobDescription": {
        "type": "string",
        "readOnly": false,
        "x-hidden": false,
        "x-label": "~Job Description~"
```


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```
        },
        "id": {
          "type": "string",
          "readOnly": true,
          "x-hidden": false
        },
        "categories": {
          "type": "array",
          "items": {
            "$ref": "#/components/schemas/jobFamilyGroupDetail"
          },
          "readOnly": false,
          "x-hidden": false,
          "x-label": "Job Category"
        },
        "spotlightJob": {
          "type": "boolean",
          "readOnly": false,
          "x-hidden": false,
          "x-label": "~Spotlight Job~"
        },
        "jobType": {
          "allOf": [
            {
              "$ref": "#/components/schemas/positionWorkerTypeDetail"
            }
          ],
          "readOnly": false,
          "x-hidden": false,
          "x-label": "Job Type"
        },
        "startDate": {
          "format": "date",
          "type": "string",
          "x-precision": "YYYY-MM-DD",
          "readOnly": false,
          "x-hidden": false,
          "x-label": "Start Date"
        }
      },
      "type": "object"
    },
    "positionTimeTypeDetail": {
      "additionalProperties": false,
      "properties": {
        "descriptor": {
          "type": "string",
          "readOnly": true,
          "x-hidden": false
        },
        "id": {
          "type": "string",
          "readOnly": true,
          "x-hidden": false
        }
      },
      "type": "object"
    },
    "jobPostingSiteDetail": {
      "additionalProperties": false,
      "properties": {
        "descriptor": {
          "type": "string",
          "readOnly": true,
```


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```
            "x-hidden": false
          },
          "id": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          }
        },
        "type": "object"
      },
      "positionWorkerTypeDetail": {
        "additionalProperties": false,
        "properties": {
          "descriptor": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          },
          "id": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          }
        },
        "type": "object"
      },
      "jobFamilyGroupDetail": {
        "additionalProperties": false,
        "properties": {
          "descriptor": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          },
          "id": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          }
        },
        "type": "object"
      },
      . . .
    }
  }
}
```

This next v2 example retrieves the metadata for a POST request:

```
POST /workers/ad3b6e21b21b100301e6c888e90816da/jobChanges
```

To retrieve the metadata of the job postings, specify the `wd-metadata-api-version` header. Example:

```
"header": [
   {
      "key": "wd-metadata-api-version",
      "value": "v2",
   }
]
```

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Request body:

```
{}
```

This snippet shows the sample metadata response:

```
{
  "openapi": "3.0.1",
  "info": {
    "title": "staffing",
    "version": "v1"
  },
  "servers": [
    {
      "url": "https://myhost.workday.com/api/staffing/v1/gms"
    }
  ],
  "paths": {
    "/workers/ad3b6e21b21b100301e6c888e90816da/jobChanges": {
      "post": {
        "requestBody": {
          "required": true,
          "content": {
            "application/json": {
              "schema": {
                "$ref": "#/components/schemas/
jobChangesStartDetailsPOSTData"
              }
            }
          }
        },
        "responses": {
          "201": {
            "description": "Default successful response",
            "content": {
              "application/json": {
                "schema": {
                  "$ref": "#/components/schemas/
jobChangesStartDetailsPOSTData"
                }
              }
            }
          }
        }
      }
    }
  },
  "components": {
    "schemas": {
      "jobChangesStartDetailsPOSTData": {
        "required": [
          "date",
          "reason"
        ],
        "additionalProperties": false,
        "properties": {
          "date": {
            "format": "date",
            "type": "string",
            "x-precision": "YYYY-MM-DD",
            "readOnly": false,
            "x-hidden": false,
            "x-label": "Effective Date"
```

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```
        },
        "reason": {
          "additionalProperties": false,
          "properties": {
            "descriptor": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            },
            "id": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            },
            "href": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            }
          },
          "type": "object",
          "readOnly": false,
          "x-hidden": false,
          "x-label": "Business Process Reason"
        },
        "supervisoryOrganization": {
          "additionalProperties": false,
          "properties": {
            "descriptor": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            },
            "id": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            },
            "href": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            }
          },
          "type": "object",
          "readOnly": false,
          "x-hidden": false,
          "x-label": "~Supervisory Organization~ - Proposed (REST)"
        },
        "location": {
          "additionalProperties": false,
          "properties": {
            "descriptor": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            },
            "id": {
              "type": "string",
              "readOnly": true,
              "x-hidden": false
            },
            "href": {
              "type": "string",
```


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```
                "readOnly": true,
                "x-hidden": false
              }
            },
            "type": "object",
            "readOnly": false,
            "x-hidden": false,
            "x-label": "Location - Proposed (REST)"
          },
          "descriptor": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          },
          "id": {
            "type": "string",
            "readOnly": true,
            "x-hidden": false
          },
          "job": {
            "additionalProperties": false,
            "properties": {
              "descriptor": {
                "type": "string",
                "readOnly": true,
                "x-hidden": false
              },
              "id": {
                "type": "string",
                "readOnly": true,
                "x-hidden": false
              },
              "href": {
                "type": "string",
                "readOnly": true,
                "x-hidden": false
              }
            },
            "type": "object",
            "readOnly": false,
            "x-hidden": false,
            "x-label": "Position - Current (REST)"
          }
        },
        "type": "object"
      }
    }
  }
}
```

Related Information

Reference

FAQ: REST Metadata API

Community: Workday API Headers

2020R1 What's New Post: REST API Metadata

Concept: Validate Only Mode for REST APIs

The validate-only mode enables you to validate a REST API request without taking any action or persisting any data in the tenant. The validate-only mode applies to these methods:

- POST

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- PUT
- PATCH
- DELETE

To enable the validate-only mode, specify this HTTP header in your REST API request:

```
x-validate-only: 1
```

The validate-only mode performs these validations:

- Operation security.
- Display option violations.
- Field-level security.
- Instance set constraints.
- Prompt resource constraints.
- Currency constraints.
- Optional field configuration constraints.
- Processing options, representation content, and header validations.

When the request encounters validation errors, the request returns a non-successful HTTP response code (Example: 400) and the error messages. Correct the errors in the request and resend it.

When the request passes all validations, the request returns the 200 HTTP response code. To process the updates and persist the data in the tenant, resend the request without the `x-validate-only` header or set it to zero. Example:

```
x-validate-only: 0
```

Example

This example submits a PUT request with the `x-validate-only` header set to `1`. The response displays a sample validation error.

Sample request:

```
PUT https://api.workday.com/expense/v1/
entries/4d718d459cce01000c6fb285efa20000
```

Header:

Name	Value
x-validate-only	1

Sample request body:

```
{
   "amount": {
      "currency": "USD",
      "value": "1000"
   }
}
```

Sample response:

```
{
  "error": "invalid request: validation errors",
  "errors": [
    {
```

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```
      "code": "A6",
      "error": "Value required in field",
      "field": "date",
      "path": "date"
    }
  ]
}
```

Related Information
Reference
Community: Workday API Headers

Concept: Warning Action REST API Header

The `wd-warning-action` HTTP header enables developers to control whether data should be persisted when a REST API request returns warning-level validation errors. By default, any validation error prevents data from being saved.

The `wd-warning-action` header enables applications to:

- Save data even if warning-level validations fail.
- Add business logic to bypass non-critical warnings while still enforcing strict requirements for critical errors, enabling applications to differentiate between critical blockers and informative warnings.

  Example: Display a message to users, preventing them from being blocked by a warning about minor data issues that do not violate core business integrity.

To persist the data when a REST API validation fails with a warning, set the `wd-warning-action` header value to `updateonwarning`.

Example:

```
wd-warning-action: updateonwarning
```

In this example, a `POST /workers/{ID}/correctTimeOffEntry` request includes the `wd-warning-action: updateonwarning` header value and encounters a validation warning. This sample response includes updated data and error with the warning severity:

```
{
  "id": "a3831b16b11b0100165fb6bb5fc40000",
  "descriptor": "Absence Correction: Abs_Emp1_ 5911107",
  "businessProcessParameters": {
    "overallBusinessProcess": {
      "descriptor": "Absence Correction: Abs_Emp1_ 5911107",
      "id": "a3831b16b11b0100165fb6bb5fc40000"
    },
    "for": {
      "descriptor": "Abs_Emp1_ 5911107",
      "id": "a3831b16b11b0100162d92be3a610000"
    },
    "transactionStatus": {
      "descriptor": "Successfully Completed",
      "id": "b90bc51be01d4ae99b603b02b073714d"
    },
    "overallStatus": "Successfully Completed"
  },
  "days": [
    {
      "id": "a3831b16b11b0100165fb6bb5fc40001",
      "descriptor": "01/07/2025 - -7 Hours (Abs_Emp1_ 5911107)",
      "correctedEntry": {
        "descriptor": "01/07/2025 - -7 Hours (Abs_Emp1_ 5911107)",
        "id": "a3831b16b11b0100165fb6bb5fc40001"
```

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```
      },
      "comment": "minimum and increments warning of 2",
      "dailyQuantity": "-7"
    }
  ],
  "errors": [
    {
      "error": "For 01/07/2025, the Daily Quantity for Time Off Type
 Name-597792026-03-11T10:09:57.976 should be in increments of 2 Hours.",
      "code": "A1023",
      "severity": "Warning"
    }
  ]
}
```


Usage Guidelines

Consider these guidelines when using the header:

- You can use the `wd-warning-action` header with endpoints that have warning validations for methods that update data: `POST`, `PATCH`, `PUT`, and `DELETE`.
- The only valid header value is `updateonwarning`. An invalid or null value returns an error.
- A misspelled header name results in the default behavior (a warning returns an error response without data persistence).
- A critical validation failure is a critical error that stops processing and blocks data persistence, regardless of warning validations and the `wd-warning-action` setting.
- To ensure data integrity and system efficiency, the REST API framework performs validation checks in a specific sequence. The framework immediately stops processing and returns an error as soon as the first critical validation failure occurs. Subsequent validation levels will not be evaluated until the preceding errors are resolved.
- Warnings themselves do not persist as part of the business object. If you need an audit trail of warnings, capture them from the error response.
- The `wd-warning-action` and `x-validate-only` REST API headers are mutually exclusive. You cannot use both headers in the same REST API request, even if `x-validate-only:0`.

FAQ: REST Metadata API

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- FAQ: REST Metadata API

What security access model does the Metadata API use?	The Workday REST Metadata API uses the same security access model as a standard Workday REST API to get a metadata response. If the user has the appropriate security privileges to call an API in the standard way, then they can also call that same API with the `wd-metadata-api-version` header and receive a metadata response.
In what format is the metadata response?	The metadata **v1** response is an extension of the OpenAPI 2.0 Specification.

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	The metadata **v2** response follows the OpenAPI 3.0.1 Specification.

How do the metadata tags relate to the standard API call? What does it mean that a field is hidden or not?	The Metadata API allows the calling user to discern which fields the standard API response would return. The Metadata API response depends on the configured conditions or the current security permissions of the user.
	
	If a field has a value for `hidden`, then the response depends on what type of object you're calling and the conditions or security configuration related to it. If the standard REST response would hide the field due to insufficient user permissions, then the metadata response for that user indicates the field as hidden. Example:
	
	`"hidden":"true"`
	
	The corresponding standard REST response (without the Metadata API header) doesn't return the value of that field from the calling user.
	
	Conversely, assume that the calling user has the requisite security or meets the required conditions to view the value of that field. If the standard REST response would return the field to the user, then the metadata response for that user indicates the field as not hidden. Example:
	
	`"hidden":"false"`
	
	The corresponding standard REST response (without the Metadata API header) returns the value of that field to the calling user.
	
	Example: A REST API returns fields based on whether the calling user is a salaried worker or a temporary worker. Those fields would include the `hidden` property in the Metadata API response.
	
	In this example, if the processing user is a salaried worker, the Metadata API would return `"hidden" : "false"` for those fields. However, if the processing user is a temporary worker, then the Metadata API would return `"hidden" : "true"` for the same fields. The Metadata API returns the field with the `hidden` property for the temporary worker, but the standard REST response doesn't return the field.

Does “readOnly” mean that a standard REST “PUT” method can't write data to that field?	Yes. If a field is readOnly, data can't be written with a PUT, POST, or PATCH HTTP method.
Can I use Metadata API calls with RaaS?	No. The Metadata API isn't supported with RaaS requests.
How does it work if no version is specified?	If you specify the `wd-metadata-api-version` header with your REST API request, you must

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	specify the version as the header value. See Concept: Validate Only Mode for REST APIs for the list of versions. If you don't specify the `wd-metadata-api-version` header, the REST API request returns the normal response and doesn't return the metadata.
Is the wd-metadata-api-version header backwards compatible?	If you continue to use Metadata API v1 by setting `wd-metadata-api-version` to v1, your existing integrations continue to receive the OpenAPI 2.0 response format with a single default representation.

Related Information

Concepts

Concept: REST Metadata API Header

Reference

Community: Workday API Headers

REST API Security and Authentication

Concept: Workday REST API Security

Workday REST APIs use OAuth and the Workday configurable security model to secure interactive transactions in end-user applications. REST APIs act on behalf of the individual using the client. The user's security profile affects the REST API access to Workday resources.

Security Policies

Workday secures each REST API endpoint to a domain or business process security policy. Each endpoint can access only the domains and business processes that the current user can access.

The domain security policies control who can view and modify Workday data through the REST APIs. For each Workday REST API invoked by your application, configure the appropriate domain security policies. When you edit the security policy permissions for the domain that secures the REST API, add a **Report/Task** permission for the security groups. Select the proper permission for each security group:

- **View** for the GET method.
- **Modify** for the POST, PUT, PATCH, DELETE methods.

Note: Workday REST APIs require the **Report/Task Permissions** in the security policy, whether the user is an ISU or an individual user. The **Integration Permissions** only apply to Workday SOAP web services.

The business process security policies control which security groups have permission to perform business process actions.

If the current user can't access the domain or business process, the REST API returns an error. Example: The `GET /supervisoryOrganizations` REST API returns only the organizations that the user has authorization to access.

If your app calls a REST API sub-resource, ensure that the user has access to the parent resource. Example: If the app calls the `POST /workers/employee_123/requestTimeOff` sub-resource in the Absence Management REST service, ensure that the user has permissions to access *workers/employee_123*.

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The endpoint descriptions in the REST API Explorer on the Developer Site or Workday REST Services Directory include the domains that secure the endpoints. The endpoint descriptions also include the scope, which is the corresponding Workday functional area.

Related Information

Concepts

Concept: OAuth Authentication for Tenant-Based REST APIs

Concept: Configurable Security

Setup Considerations: Security Policies

Reference

Community: API Authentication Methods

Concept: OAuth Authentication for Tenant-Based REST APIs

OAuth enables Workday users to authorize third-party clients to access their Workday data securely on their behalf. When you register your REST API client with Workday, you must specify the functional area that the client should have access to. If the client isn't secured to a scope functional area, then the client can't use the REST APIs secured to that functional area, regardless of the current user's security profile.

To authenticate a REST API request using OAuth, specify the Bearer access token in the Authorization header of the REST API request. The way that the access token is retrieved depends on the OAuth grant type.

Note: Workday recommends that your web service client not use the refresh token to retrieve access tokens frequently, such as with each web service call or at a frequent scheduled interval. Access tokens expire by default in 4 hours if you don't explicitly configure them to expire in 60 minutes. Access tokens for the Implicit grant type remain valid for 24 hours unless the session idles out or times out, at which time they invalidate.

Workday REST APIs also support SAML and JWT. For details, see REST API Authentication Methods in API Authentication Methods on Workday Community.

Concept: Cross Origin Resource Sharing (CORS)

Cross Origin Resource Sharing (CORS) is a standard mechanism that enables browsers to make cross-domain requests. A cross origin request occurs when an application on a host domain initiates a request for resources located on another domain. The browser enables the request only if the target domain specifies that it accepts a cross origin request from the initiating domain.

When you develop a browser-based application that requires access to Workday REST APIs, register your application with Workday using the **Register API Client** task. Workday supports cross-origin requests for the OAuth Authorization Code flow with Proof Key for Code Exchange (PKCE). To configure CORS support, specify the domain or domains that will be requesting resources from your tenant. Add each CORS domain to the **Allowed Origins** table on the **Register API Client** task. The API Client will then accept cross origin requests from those domains for the Authorization Code with PKCE grant type.

Note: Workday supports CORS on Workday REST API requests only. Workday doesn't support CORS on other types of API requests, such as SOAP and Reports as a Service (RaaS).

Related Information

Tasks

Register API Clients

Reference

Cross-Origin Resource Sharing (CORS)

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Steps: Configuring OAuth 2.0 for Your REST API Client

Context

The Workday REST API works with OAuth 2.0 to authorize access to resources in a Workday tenant. To use OAuth 2.0, enter information into Workday before your client uses the REST API. Use the information that you obtain from the tenant to create your client.

Steps

1. Register API Clients.

   Supply information to Workday before your client uses the REST API. Use the results of this step for the next step.
2. Use the information from Workday to create your client:

Option	Description
Client ID	A unique identifier for your client.
Client Secret	Required for authorization code grant only. Use to obtain an access token.
Workday REST API Endpoint	Use to access resources in your tenant.
Token Endpoint	Required for authorization code grant only. Use to exchange an authorization code for a token.
Authorization Endpoint	For client authorization requests.

Next Steps

Create your client.

Related Information
Reference
Community: OAuth 2.0 Using Authorization Tab in Postman

Steps: Authenticate REST API with SAML

Prerequisites

Set up Security Assertion Markup Language (SAML) 2.0 Authentication in Workday and with your Identity Provider (IdP) before using it to authenticate Workday REST API requests.

Context

Supply an OAuth 2.0 access token to send requests to the Workday REST API. You can use SAML to retrieve the required OAuth token.

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Steps

1. Register API Clients.

   Register your API client with these options:

   - **Client Grant Type**: **SAML Bearer Grant**
   - **x509 Certificate**: select the certificate for your IdP.
   - **Access Token Type**: **Bearer**
   - **Grant Administrative Consent**: select the check box.
   - **Scope (Functional Areas)**: select all the areas that apply to the REST resources you use. If you use REST resources that Workday secures to core Workday domains that aren't in any functional areas, select the **Include Workday Owned Scope** check box.

   Copy the **Token Endpoint** and **Client ID** values.
2. Call the IDP API to request a SAML assertion.

   - Retrieve the SAML Response using the API provided by your IdP.
   - Decode the SAML Response, extract the SAML Assertion from within the response, and then base64url-encode the SAML Assertion. The SAML Assertion must be signed by your IdP.
   - Consult the IdP for details about how to request the SAML assertion.
3. Send an HTTPS POST request to the token endpoint, with this request message body:

   ```
   grant_type=urn:ietf:params:oauth:grant-type:saml2-
   bearer&assertion={base64url-encoded SAML Assertion}&client_id={API
    Client ID}
   ```

   The request returns a response body similar to:

   ```
   {
      "access_token":"myAccessToken",
      "token_type":"Bearer"
   }
   ```
4. Set the HTTP Authorization header to `Bearer {myAccessToken}` for your request to the REST resource URL.

   Example: Send the access token in the Authorization header to the resource REST URL:

   ```
   curl -H "Authorization: Bearer {myAccessToken}" https://{Workday REST
    API Endpoint}/{resource}
   ```

   Note: Workday recommends that your web service client not use the refresh token to retrieve access tokens frequently, such as with each web service call or at a frequent scheduled interval. Access tokens expire by default in 4 hours if you don't explicitly configure them to expire in 60 minutes. Access tokens for the Implicit grant type remain valid for 24 hours unless the session idles out or times out, at which time they invalidate.

Result

The response body contains the JSON data for the response from the resource.

Next Steps

Continue to use the access token to send requests to the resource. Use the refresh token to retrieve a new access token only when the access token expires.

Related Information

Concepts

Concept: SAML Authentication

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Reference

Security Assertion Markup Language (SAML) 2.0 Profile for OAuth 2.0 Client Authentication and Authorization Grants

Workday Community: API Authentication Methods > REST API Authentication Methods

Prism Analytics REST APIs

Steps: Load Data into a Table Using Data Change with the REST API

Prerequisites

Security:

- *Prism: Manage File Containers* domain in the Prism Analytics functional area when uploading a file.
- Any of these security requirements:
  - *Prism: Tables Owner Manage* domain in the Prism Analytics functional area.
  - *Prism: Tables Manage* domain in the Prism Analytics functional area.
  - *Table Owner* permission on the table.
  - *Table Editor* permission on the table.
  - *Can Delete Table Data* permission on the table.
  - *Can Insert Table Data* permission on the table.
  - *Can Truncate Table Data* permission on the table.
  - *Can Update Table Data* permission on the table.

Context

The Prism Analytics REST API enables you to programmatically run data change activities created through the UI to change the data in a Prism Analytics table. You can change the data in a table once or on a regular basis. To change the table data, both the table and data change task must already exist in the Data Catalog.

When you create a data change task in the UI, you can run it as a data change activity using the REST API at any time. Use the POST /dataChanges/{id}/activities resource endpoint to run a data change task.

However, when the data change task specifies file upload as the source type, then you also need to create a file container and upload files to it before you run the data change task. These steps describe how to run a data change task that specifies file upload as the source type using the Prism Analytics REST API.

Use this URL when you use the REST API to access the REST resources using version 3:

```
https://{hostname}/api/prismAnalytics/v3/{tenantname}
```

Note:

Specify v3 as the version with the tables, fileContainers, and dataChanges resources.

Integration system users can’t create a table.

See the Workday REST Services Directory on Workday Community for details on the version 3 REST resources.

Steps

1. Register your API client in your tenant using the **Register API Client for Integrations** task.

   Select **Include Workday Owned Scope** when you register. For more information, see Register API Clients for Integrations.

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2. Create a file container.

   Use the POST /fileContainers REST resource. Workday returns the ID of the file container.
3. Upload 1 or more files to the file container. Specify the file container ID in the URL of the POST request.

   Use the POST /fileContainers/{id}/files REST resource.

   Consider these rules:

   - You can upload 1 file in each POST request. To upload multiple files into the file container, create multiple POST requests either sequentially or concurrently.
   - Files must be gzip compressed.
   - Each filename in a file container must be unique.
   - The maximum number of concurrent uploads is 10.

   Note: You should retry the request if Workday returns HTTP response status code of 429 Too Many Requests.
4. Get the ID of the data change task that you want to run.

   Use the GET /dataChanges REST resource.
5. Run the data change task while specifying the file container that you created.

   Use the POST /dataChanges/{id}/activities REST resource. In the body of the POST request JSON, specify the file container ID:

   ```
   {
     "fileContainerWid": "string"
   }
   ```

Result

Workday:

- Runs the data change task and starts a data change activity.
- Returns the ID of the data change activity.
- Changes the data in the target table based on the data in the file container source.

Next Steps

You can view the data change activity progress and history on:

- The **Activities** tab of the **View Table** report.
- The **Data Change Activities** tab of the **Data Catalog** report.
- The **Prism Management Console** report.

Related Information

Concepts

Concept: Prism Analytics REST API

Concept: wBuckets, Buckets, and File Containers

Reference

Workday REST Services Directory

Reference: Naming Guidelines

Steps: Load Data into a Table Using the REST API

Prerequisites

Security:

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- *Prism: Tables Create* domain in the Prism Analytics functional area.
- *Prism: Tables Manage* domain in the Prism Analytics functional area.

Context

The Prism Analytics REST API enables you to programmatically create and push external data into a Prism Analytics table. You can load data into a table once or on a regular basis. You can load data into a table you just created, or an existing table.

Use this URL when you use the REST API version 2 to access the Datasets and wBuckets resources:

```
https://{hostname}/ccx/api/prismAnalytics/{version}/{tenantname}
```

Use this URL when you use the REST API version 3 to access the Tables and Buckets resources:

```
https://{hostname}/api/prismAnalytics/{version}/{tenantname}
```

Note:

To create and load data into a Prism Analytics table with the REST API, you must specify v2 or v3 as the version.

Integration system users can’t create a table.

These instructions include links to the REST resources for version 2. You can find the resources for version 3 online in the Workday REST Services Directory.

Steps

1. Register your API client in your tenant using the **Register API Client for Integrations** task.

   Select **Include Workday Owned Scope** when you register. For more information, see Register API Clients for Integrations.
2. Get the ID of an existing or new table.
   a) (Optional) Get a list of existing tables to retrieve the ID of the table you want to load data into.

      Use the Tables resource for v3, and the Datasets resource for v2. See Reference: Datasets .
   b) (Optional) Create a table while specifying the table name and fields in the body of the POST request. Note the table ID in the response.

      The table name you specify is the table API name. Optionally, you can also specify a display name. API names and display names must conform to name validation rules.

      Use the Tables resource for v3, and the Datasets resource for v2. See Reference: Datasets .
3. Create a bucket for the table from the previous step.

   In the body of the POST request JSON:

   - Specify a unique name for the bucket. Bucket names must conform to name validation rules.
   - Specify the table ID in the targetDataset parameter.
   - Describe the schema of the data files you'll upload to the bucket. The schema must be the same or a subset of the table schema.

   Use the Buckets resource for v3, and the wBuckets resource for v2. See:

   - Reference: wBuckets
   - Reference: Table and Dataset Field Attributes
   - Reference: File Parse Options

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4. Upload 1 or more files into the bucket. Specify the bucket ID in the URL of the POST request.

   Consider these rules:

   - You can upload 1 file in each POST request. To upload multiple files into the bucket, create multiple POST requests either sequentially or concurrently.
   - Files must be gzip compressed.
   - Each filename in a bucket must be unique.
   - The schema of the files you upload must match the schema defined in the bucket.
   - The maximum number of concurrent uploads is 10.

   Use the Buckets/Files resource for v3, and the wBuckets/Files resource for v2. See:

   - Reference: wBuckets/Files
   - Reference: Source File Format Requirements

   Note: You should retry the request if Workday returns HTTP response status code of 429 Too Many Requests.
5. After you've successfully uploaded all files to the bucket, load the data into the table. You do this by running the complete call on the bucket.

   This call starts a background process that moves the data from its temporary location into the table. This call either replaces or appends the table depending on the operation parameter in the body of the POST Buckets or wBuckets call. You can only call this resource on a bucket once and only when the state of the bucket is New. When this call succeeds, Workday changes the bucket state to Processing and immediately returns a success response. Then in the background, Workday starts the process to commit the data into the table.

   Use the Buckets/Complete resource for v3, and the wBuckets/Complete resource for v2. See Reference: wBuckets/Complete .
6. Get the status of the bucket. You might want to get the bucket status to find out what state it's in, such as Processing, Success, or Failed.

   Use the Buckets resource for v3, and the wBuckets resource for v2. See Reference: wBuckets .

   You can view the status of the bucket loading data into the table on the **Activities** tab of the **View Table** report for the table associated with the bucket.
7. In the Workday UI, create a derived dataset using this table as the base.

Related Information
Reference
Reference: Naming Guidelines

Steps: Load Data into a Dataset Using the REST API

Prerequisites

Security:

- *Prism Datasets: Create* domain in the Prism Analytics functional area.
- *Prism Datasets: Manage* domain in the Prism Analytics functional area.

Context

The Prism Analytics REST API enables you to programmatically create and push external data into a Prism Analytics dataset. When you use the REST API, you create and load into an API dataset. An API dataset is a specific type of base dataset.

API base datasets are similar to base datasets created in the UI, except you can't edit or publish an API dataset. Create a derived dataset using the API dataset as its base if you want to make any edits.

Note: If you're new to Workday, you don't have access to version 1 to create or edit base datasets.

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You can load data into an API dataset once or on a regular basis. You can load data into an API dataset you just created, or an existing API dataset.

Use this URL when you use the REST API to access the Datasets and wBuckets resources:

```
https://{hostname}/ccx/api/prismAnalytics/{version}/{tenantname}
```

Note:

To create and load data into a dataset with the REST API, you must specify v1 as the version.

Integration system users can't create a dataset.

Steps

1. Register your API client in your tenant using the **Register API Client for Integrations** task.
   Select **Include Workday Owned Scope** when you register.
2. Get the ID of an existing or new API dataset.
   a) (Optional) Get a list of existing API datasets to retrieve the ID of the dataset you want to load data into.
   b) (Optional) Create an empty dataset while specifying the dataset name in the body of the post request. Note the dataset ID in the response.
      The dataset name you specify is the dataset API name. Optionally, you can also specify a display name. API names and display names must conform to name validation rules.
3. Create a wBucket for the dataset from the previous step. In the body of the post request, enter JSON that specifies a unique name for the wBucket and describes the structure of the data files you'll upload to the wBucket. Use the dataset ID in the targetDataset parameter.
   wBucket names must conform to name validation rules.
4. Upload 1 or more files into the wBucket. Specify the wBucket ID in the URL of the post request.
   Consider these rules:
   - You can upload 1 file in each post request. To upload multiple files into the wBucket, create multiple post requests either sequentially or concurrently.
   - Files must be gzip compressed.
   - Each filename in a wBucket must be unique.
   - The schema of the file you upload must match the schema defined in the wBucket.
5. After you've successfully uploaded all files to the wBucket, commit the data to the dataset. You do this by running the complete call on the wBucket.
   This call starts a background process that moves the data from its temporary location to the dataset. This call either replaces or appends the dataset depending on the operation parameter in the body of the POST wBuckets call. You can only call this resource on a wBucket once and only when the state of the wBucket is New. When this call succeeds, Workday changes the wBucket state to Processing and immediately returns a success response. Then in the background, Workday starts the process to commit the data into the dataset.
6. Get the status of the wBucket. You might want to get the wBucket status to find out what state it's in, such as Processing, Success, or Failed.
   You can use the **WBucket Monitor** task in the Workday UI to view the current information on all wBuckets, such as the associated dataset, state, and the user who modified it most recently.
7. In the Workday UI, create a derived dataset using this dataset as the base.

Related Information
Tasks
Register API Clients for Integrations

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Reference

Reference: File Parse Options
Reference: Source File Format Requirements
Reference: Table and Dataset Field Attributes
Reference: wBuckets
Reference: wBuckets/Complete
Reference: wBuckets/Files

Concept: Prism Analytics REST API

Workday provides the Prism Analytics REST API web service that works with Prism Analytics tables, data change tasks, and datasets. You can develop a software program that uses the different resource endpoints to programmatically create Prism Analytics tables and datasets and modify data in them.

Workday provides these versions of the Prism Analytics REST APIs:

Version	Description	REST Resources
3	You can use version 3 to: • Create tables. • Edit tables. • Load data into datasets using buckets. • Change the data in tables by running a data change task that you create in the web interface. Example: You can insert new data, or update or delete existing data in a table. • Download error files for data change activities. Workday recommends using version 3.	• /tables • /buckets • /fileContainers • /dataChanges • /dataActivities Version 3 includes multiple approaches for changing data in a table: • Use the fileContainers and dataChanges resources together. We recommend using this approach. • Use the buckets resource. We don't recommend using this approach.
2	Workday doesn't recommend using version 2. You can use version 2 to: • Create tables. • Edit tables. • Load data into datasets using wBuckets.	• /datasets • /wBuckets When you use v2 with the datasets resource, Workday creates a table instead of a dataset.
1	Workday doesn't recommend using version 1. You can use version 1 to: • Create API base datasets. • Edit API base datasets. • Load data into API base datasets using wBuckets.	• /datasets • /wBuckets

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See the Workday REST Services Directory on Workday Community for details on the version 3 REST resources. This Administrator Guide includes the documentation for the version 1 and version 2 resources.

Note: If you're new to Workday, you don't have access to version 1 to create or edit base datasets.

Related Information
Reference
Workday REST Services Directory

Concept: wBuckets, Buckets, and File Containers

You can use the Prism Analytics REST APIs to upload 1 or more files destined for a table or base dataset. To upload the files to Workday, you need to store them in a temporary container that Workday accesses when loading data to a table or base dataset. Workday provides different temporary containers, and each temporary container corresponds to a different API resource.

The type of temporary container you use depends on the API version:

- Version 3: Use either the buckets resource with a table or the fileContainers resource with a data change activity. We recommend using version 3 with the fileContainers resource.
- Version 2: Use the wBuckets resource with a table.
- Version 1: Use the wBuckets resource with an API base dataset.

Note: If you're new to Workday, you don't have access to version 1 to create or edit base datasets.

This table describes file containers and buckets, and explains how they're different:

File Containers	Buckets and wBuckets
A file container is a temporary container that stores delimited files that a data change activity can access as source data.	A bucket or wBucket is a temporary container that stores delimited files that you'll load into a table or an API base dataset.
Use the fileContainers resource with version 3.	Use the buckets resource with version 3. Use the wBuckets resource with versions 1 or 2.
Supports gzip compressed delimited files only.	Supports gzip compressed delimited files only.
You can use a file container only once.	You can use a bucket only once.
A file container doesn't describe the schema of the files it stores.	A bucket describes the schema of the files that it stores.
You create file containers independently of any data change task, data change activity, or table.	You create a bucket for a specific table or dataset. Specify an associated table or dataset when you create the bucket.
To use a file container with the REST API, you: 1. Create a file container. 2. Load files into it. 3. Run a data change activity for a data change task that uses file upload as the source type. Specify the file container in the body of the API call. Workday creates the data change activity that loads data from the file container into the table.	To use a bucket with the REST API, you: 1. Create a bucket for a specific table or dataset. 2. Load files into the bucket. 3. Commit (complete) the bucket. Workday starts a process in the background to load data from the bucket into the table or dataset.
Functions as storage only. You don't run any call on the file container itself.	Functions as both storage (when you upload files to it) and an activity (when you complete it).

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File Containers	Buckets and wBuckets
Files in file containers have states that represent whether or not the files were successfully uploaded to the file container. File containers don't have states.	Bucket states represent the status of the data load activity into the table or dataset.
You can use the file container with any data change task that specifies file upload as the source type.	You can use the bucket with a table or dataset that has schema that matches the bucket schema.
File containers have no name, only an ID.	Each bucket name must be unique.
Unused file containers never expire. Workday deletes all file containers older than 8 days.	A bucket can only be in the New state for a maximum of 24 hours. If you don't run the complete call within 24 hours, Workday aborts the bucket and removes any files you uploaded. Workday deletes all used buckets.
You can upload 1 or more files to a file container, but each file must conform to the same schema.	You can upload 1 or more files to a bucket, but each file must conform to the same schema.
Use a new file container for each data change activity that you run.	Use a new bucket for each attempt to load data into a table or dataset.
You can create multiple data change tasks per target table, but only 1 data change activity for a target table can be running at any given time.	You can create multiple buckets for the same table or dataset, but only 1 bucket per table or dataset can be in the Processing state at any given time.
Workday loads data from the file containers into the table in the order you run the data change activities, not the order you create the file containers.	Workday loads data from the buckets into the table or dataset in the order you run the complete calls, not the order you create the buckets.

File States in File Containers

Files in file containers have these states:

State	Description
Success	When Workday successfully loads all files to the file container.
Failed	When Workday isn't able to load the files to the file container for any reason. This might happen if a file is corrupt.
Uploading	When Workday is in process of uploading the files to the file container.
Timed Out	When Workday fails to upload the file to the file container because it failed to connect to an internal server in less than 30 minutes.

Bucket and wBucket States

Buckets and wBuckets have these states:

State	Description
New	(Versions 1, 2, and 3) When you first create a bucket or wBucket, the state is New. You can load files into a bucket or wBucket in the New state.

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State	Description
Queued	(Versions 2 and 3 only) Workday changes the state to Queued after you run the complete call on a bucket or wBucket, but Workday is busy processing other buckets or wBuckets. When a processing slot becomes available, Workday changes the state back to Processing.
Processing	(Versions 1, 2, and 3) Workday changes the state to Processing immediately after you run the complete call on a bucket or wBucket. If a processing slot is available, then the state remains as Processing, and Workday starts running the background processes to move the data into the table or dataset. When Workday finishes these background processes, it changes the state to either Success, Warning, or Failed, depending on the status.
Success	(Version 1) When Workday successfully moves the data to the dataset, the state is Success. (Versions 2 and 3) When Workday successfully loads all rows into the table, the state is Success.
Warning	(Versions 2 and 3 only) When Workday successfully loads rows into the table, but encounters some invalid rows, the state is Warning.
Failed	(Versions 1, 2, and 3) When Workday isn't able to move the data to the table or dataset for any reason, the state is Failed.
Cancelled	(Versions 1, 2, and 3) When a bucket or wBucket is in the Processing state for 1 or more hours, you can force Workday to stop trying to move data into the table or dataset. You stop this process using the **Cleanup WBucket State** task. After running this task on the bucket or wBucket, the state is Cancelled.

Concept: Delimited File Example

This example shows how to create an API dataset from a delimited file using version 1 of the REST API.

Note: If you're new to Workday, you don't have access to version 1 to create or edit base datasets.

In this example, suppose that you have this CSV file:

```
Employee_Name,ID,Total_Sold,Date
"McNeil, Logan",35,5590.00,2018-05-31 23:00:00
"Serrano, Teresa",99,11900.00,2018-05-31 23:00:00
"Myers, Dawn",144,700.50,2018-05-31 23:00:00
```

The first row in the file is a header row that lists the field names. Each subsequent row corresponds to a record.

For this CSV file, you could use this JSON in the body of the call to create the wBucket:

```
{
  "name": "MyBucketName",
   "operation": {
    "id": "Operation_Type=Replace"
  },
  "schema": {
      "fields": [
        {
          "ordinal": 1,
          "name": "Employee_Name",
          "description": "Name of employee",
          "type": {
```

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```
          "id": "Schema_Field_Type=Text"
        }
        },
        {
          "ordinal": 2,
          "name": "ID",
          "description": "Unique identifier for the policy",
          "precision": 18,
          "scale": 0,
          "type": {
          "id": "Schema_Field_Type=Numeric"
        }
        },
        {
          "ordinal": 3,
          "name": "Total_Sold",
          "description": "Total value of policies sold",
          "precision": 38,
          "scale": 2,
          "type": {
          "id": "Schema_Field_Type=Numeric"
        }
        },
        {
          "ordinal": 4,
          "name": "Date",
          "description": "Date policy completed",
          "parseFormat": "yyyy-MM-dd HH:mm:ss",
          "type": {
          "id": "Schema_Field_Type=Date"
        }
        }
      ],
      "parseOptions": {
       "charset": {
        "id": "Encoding=UTF-8"
      },
        "fieldsDelimitedBy": ",",
        "fieldsEnclosedBy": "\"",
        "headerLinesToIgnore": 1,
        "type": {
         "id": "Schema_File_Type=Delimited"
      }
      },
      "schemaVersion": {
        "id": "Schema_Version=1.0"
      }
  },
  "targetDataset": {
    "id": "WID"
  }
}
```

Reference: File Parse Options

This section describes the JSON `parseOptions` parameter when using the REST API for creating tables and base datasets. You define the parse options when creating a bucket or wBucket. Use version 2 or 3 with tables, and use version 1 with datasets.

Note: If you're new to Workday, you don't have access to version 1 to create or edit base datasets.

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Parameter Name	Type	Required?	Description
charset	Object	Yes	Applies to versions 1, 2 and 3. The character set of the file. Currently, the only character set supported is UTF-8 (case sensitive). Use this format: `"charset": { "id": "Encoding=charset" }`
type	Object	Yes	Applies to versions 1, 2 and 3. The type of file that you'll upload to the wBucket. Currently, the only file type supported is Delimited (case sensitive). Use this format: `"type": { "id": "Schema_File_Type=filetype" }`
fieldsDelimitedBy	String	Yes	Applies to versions 1, 2 and 3. The single character, such as a comma, that separates the fields of a record in the data files.
fieldsEnclosedBy	String	No	Applies to versions 1, 2 and 3. The character that encloses a single field value, if any. This is also known as the quote character. If you don't include this parameter, Workday automatically uses the double quote character. Some delimited files use the quote character to enclose individual data values. The quote character is typically the double quote character. If a field value contains a field delimiter or new line character as data, then the field value must be enclosed in the quote character. Otherwise, Workday assumes that the field delimiter denotes a new field, and that the new line character denotes a new record. If a field value contains the quote character as data, then the field value must be enclosed in the quote

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Parameter Name	Type	Required?	Description
			character and it must be escaped by another quote character.
fieldsEnclosingCharacterEscapedBy	String	No	Applies to versions 2 and 3 only. The character used to escape the enclosing characters inside a field value. If you don't include this parameter, Workday uses a double quote character. Use this format: `"fieldsEnclosingCharacterEscapedBy": "\""`
recordsDelimitedBy	String	No	Applies to versions 2 and 3 only. The character that separates records in your source data files. If you don't include this parameter, Workday recognizes any of these characters to separate records: • \r • \n • \r\n
commentCharacter	String	No	Applies to versions 2 and 3 only. The character that represents a comment at the beginning of a line of text. Workday ignores every line in the external file that starts with the comment character. Example: Select # as the commentCharacter to ignore lines that start with #. If you don't include this parameter, Workday reads all lines as rows of data.
ignoreLeadingWhitespaces	Boolean	No	Applies to versions 2 and 3 only. When set to true, Workday removes whitespace characters outside the quotes of Text fields before the quote character. If you don't include this parameter, Workday trims leading whitespace characters (sets to true).
ignoreTrailingWhitespaces	Boolean	No	Applies to versions 2 and 3 only. When set to true, Workday removes whitespace characters outside the quotes of Text fields after the quote character.

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Parameter Name	Type	Required?	Description
			If you don't include this parameter, Workday trims trailing whitespace characters (sets to true).
ignoreLeadingWhitespacesInQuotes	Boolean	No	Applies to versions 2 and 3 only. When set to true, Workday removes whitespace characters inside the quotes of Text fields at the beginning of the field value. If you don't include this parameter, Workday doesn't trim leading whitespace characters (sets to false).
ignoreTrailingWhitespacesInQuotes	Boolean	No	Applies to versions 2 and 3 only. When set to true, Workday removes whitespace characters inside the quotes of Text fields at the end of the field value. If you don't include this parameter, Workday doesn't trim leading whitespace characters (sets to false).
headerLinesToIgnore	Number	No	Applies to versions 1, 2 and 3. The number of lines at the beginning of the data files to ignore when reading the source file. This enables the data files to include header information separate from the data. When the data files have no header, set to 0. When data files have a header, set to a value of 1 or greater as required. If you don't include this parameter, Workday automatically uses the value of 0.
ignoreTrailingExtraFields	Boolean	No	Applies to versions 2 and 3 only. When set to true, Workday ignores any extra fields at the end of the wBucket schema that don't exist in the target table. Set to true when the schema of the source file isn't an exact match of the table schema, and you want Workday to ignore any extra fields at the end of the wBucket schema. If you don't include this parameter, Workday sets it to False.
ignoreTrailingMissingFields	Boolean	No	Applies to versions 2 and 3 only.

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Parameter Name	Type	Required?	Description
			When set to true, Workday ignores any missing fields at the end of the wBucket schema that exist in the target table. Set to true when the schema of the source file isn't an exact match of the table schema, and you want Workday to ignore any missing fields at the end of the wBucket schema. If you don't include this parameter, Workday sets it to False.

Reference: Table and Dataset Field Attributes

This section describes the JSON parameters used in the `fields` parameter when using the REST API for creating tables or base datasets. Use version 2 or 3 with tables, and use version 1 with base datasets.

Note: If you're new to Workday, you don't have access to version 1 to create or edit base datasets.

When you use version 2 or 3 of the REST API to create tables, you use or see the `fields` parameter:

- In the body of the request to create (POST) or edit (PUT) a table.
- In the body of the request to create a bucket.
- In the response to some REST API requests, such as a request to list all tables or list all buckets.

When you use version 1 of the REST API to create datasets, you use or see the `fields` parameter:

- In the body of the request to create a wBucket.
- In the response to some REST API requests, such as a request to list all datasets or list all wBuckets.

Parameter Name	Type	Required?	Description
ordinal	Number	Yes	The order of the field in the file (index). The ordinal values: • Must start with 1. • Must be contiguous. • Can't skip any number. • Have a maximum of 1,000.
name	String	Yes	The name of the field. When you use version 2 or 3, this is the field API name. You can’t change the API name after you save the table or dataset. Field API names must conform to name validation rules.
displayName	String	No	Applies to versions 2 and 3 only. The display name of the table field. If you don't include this parameter, Workday sets it to the same value in the name parameter. You can change this name at any time. Field display names must conform to name validation rules.

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Parameter Name	Type	Required?	Description
description	String	No	The description of the field. The description must contain less than 1,000 characters.
type	Object	Yes	The field type of the field (case sensitive). Valid values are: • Boolean • Currency • Date • Double • Instance • Integer • Long • Multi-Instance • Numeric • Text (Version 1 only) When the schema includes Numeric fields, Workday uses the type parameter with the precision and scale parameters to convert the field type to the appropriate dataset field type. Example: if a Numeric field has a precision of 9 and a scale of 0, the field type in the dataset will be Integer. Use this format: `"type": { "id": "Schema_Field_Type=type" }`
parseFormat	String	Depends	Required for Date fields. The Date format that the values in this field must match to be recognized as a Date field.
precision	Number	Depends	Required for Numeric fields. The maximum number of digits in a Numeric field. This value includes all digits to the left and right of the decimal point. The maximum value is 38.
scale	Number	Depends	Required for Numeric fields. The maximum number of digits to the right of the decimal point in a Numeric field. This value must be less than the precision value.
businessObject	Object	Depends	Required for Instance and Multi-Instance fields.

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Parameter Name	Type	Required?	Description
			The Workday ID (WID) of the business object to associate with an Instance or Multi-Instance field. Use this format: `"businessObject": { "id": "WID" }`
contextObject	Object	Depends	Optional for Instance and Multi-Instance fields. The Workday ID (WID) of the report field to associate with an Instance or Multi-Instance field. Use this format: `"contextObject": { "id": "WID" }`
externalId	Boolean	Depends	Applies to versions 2 and 3 only. Required when the target operation is update, upsert, or delete. Specifies the field in a table to use as a key. Specify a field as the external ID when the values in the field uniquely identify each row from its source. Set a field as the external ID if you want to update or delete data in the table based on data in an external file. This parameter is similar to a primary key in a relational database. When using this parameter, consider: • You can only define 1 field in a table as the external ID field. • Ensure that each field value in the external ID field is unique. If the field values aren't unique, you'll get unexpected results. Workday doesn't enforce the uniqueness. • You can't define a default value for fields used as an external ID. The field value must come from the external source and can't be NULL. • You must set the external ID field as required.
required	Boolean	Depends	Applies to versions 2 and 3 only. Required when field is set as the external ID (primary key).

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Parameter Name	Type	Required?	Description
			Specifies that the field must contain data. Make a field required to ensure it doesn't contain a NULL value when you insert or update data in the table. When you insert or update data in a table and this field is NULL, Workday rejects the row, and instead includes it in the error file.
defaultValue	String	No	Applies to versions 2 and 3 only. Specifies a value for a field if the uploaded source file schema doesn't include that field. When the source file schema doesn't include a field, Workday uses the default value for all rows in the source file. Note: The Default Value is only used when the source file schema is missing a field, not when a particular field value is NULL.
useAsOperationKey	Boolean	Depends	Applies to versions 2 and 3 only. Required when the target operation is update, upsert, or delete. Specifies the field to use as the operation key. You can specify 1 of these fields: • The field that has externalID set to True • WPA_LoadID • WPA_RowID When the operation type is upsert, you can only specify the field that has externalID set to True.

This table describes when you can use each field parameter:

Parameter Name	Creating a table (v2, v3)?	Creating a wBucket v1?	Creating a wBucket v2 or bucket v3?
ordinal	Yes	Yes	Yes
name	Yes	Yes	Yes
displayName	Yes	No	No
description	Yes	Yes	Yes
type	Yes	Yes	Yes
parseFormat	Yes	Yes	Yes
precision	Yes	Yes	Yes
scale	Yes	Yes	Yes
businessObject	Yes	Yes	Yes
contextObject	Yes	Yes	Yes

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Parameter Name	Creating a table (v2, v3)?	Creating a wBucket v1?	Creating a wBucket v2 or bucket v3?
externalId	Yes	No	No
required	Yes	No	No
defaultValue	Yes	No	No
useAsOperationKey	No	No	Yes

Related Information
Reference
Reference: Naming Guidelines

Reference: Source File Format Requirements

When you use the REST API to create tables or base datasets, you upload 1 or more data source files to Workday. Workday uses the data in these files to populate the table or base dataset. Workday supports delimited files that are RFC 4180-compliant. For more information, see RFC 4180.

Consider these guidelines and requirements:

- The files must be delimited, such as a comma-delimited file.
- If the file contains any empty lines, Workday:
  - (Versions 2 and 3) Ignores the empty lines.
  - (Version 1) Inserts NULL values into the record.
- The files must be gzip compressed.
- Each record must be delimited by a newline character, and must be either CR (\r), LF (\n), or CRLF (\r\n).
- If a field value contains the field delimiter, new line character, or double quotes, then the field value must be enclosed in a quote character, such as double quotes.
- If the field value contains a quote character, then it must be escaped by:
  - (Versions 2 and 3) The escape character (`fieldsEnclosingCharacterEscapedBy` parameter).
  - (Version 1) Another quote character (`fieldsEnclosedBy` parameter).
- Workday doesn't trim leading or trailing spaces in field values. Any spaces before or after the field delimiter or inside the quote characters are part of the field value. Example: This text includes a leading space in the second field: `Tom Smith, Marge Smith`
- Numeric field values can only contain numerals and a period as the decimal point in order to be recognized as a numeric value.
- Date field values must match a supported date format in order to be recognized as a date value.
- The number of fields in the files must match the number of fields in the wBucket fields parameter.
- The maximum number of fields is 1,000.
- The maximum length of a field value is 32,000 characters.
- The maximum length of a row in the data source file is 500,000 characters.

Note: If you're new to Workday, you don't have access to version 1 to create or edit base datasets.

Related Information
Concepts
Concept: Delimited File Example

Reference: External Data Limits

Workday enforces limits when you create a table or base dataset using the REST API or the UI. The limits apply when you:

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- Create a table or base dataset in the UI by uploading a file. Workday creates and uses a bucket.
- Create a data change task in the UI by uploading a file. Workday creates and uses a file container.
- Run a data change task in the UI by uploading a file. Workday creates and uses a file container.
- Upload a file to a file container using the REST API.
- Create a bucket using the REST API.
- Upload a file to a bucket using the REST API.
- Publish a dataset.

Note: If you're new to Workday, you don't have access to create or edit base datasets.

Workday enforces these limits:

Limit	Value
Maximum size of a single file	256 MB compressed
Maximum number of buckets that can be created or edited in a 24-hour rolling period	24,000
Maximum number of data change activities and bucket completions that can be run in a 24-hour rolling period	24,000
Maximum number of concurrent uploads using any method	10
Maximum number of files in all file containers and buckets in a 24-hour rolling period	50,000
Maximum size of all files in all file containers and buckets in a 24-hour rolling period	125 GB compressed
Maximum number of fields in a table.	1,000
Maximum number of fields in a dataset, including Prism calculated fields, when you publish.	1,000

Example: Create a Table Using the Prism Analytics REST API

This example illustrates how to create a Prism Analytics table using version 3 of the REST API.

Context

Your company sells lemonade from lemonade stands at different locations. You track the sales data in an external system, but you want to bring that data into Workday so you can join it with Workday data. You want to create a program that uses the REST API to bring in the data to a Prism Analytics table.

Your lemonade sales data is in a delimited file, `lemonade_sales.csv`, with this data:

```
Sales Key,Stand Location,Hot Day?,Date,Total Sales,Cost Center
1000,123 Main St,FALSE,06/26/2022,41.5,3b122818d7934d1c8c663ddbe1937819
1001,driveway,FALSE,06/27/2022,33,3b122818d7934d1c8c663ddbe1937819
1002,friend's house,TRUE,06/28/2022,86.5,3b122818d7934d1c8c663ddbe1937819
1003,123 Main St,FALSE,06/26/2022,41.5,3b122818d7934d1c8c663ddbe1937819
1004,driveway,FALSE,06/27/2022,33,3b122818d7934d1c8c663ddbe1937819
1005,friend's house,TRUE,06/28/2022,77.25,3b122818d7934d1c8c663ddbe1937819
1006,123 Main St,FALSE,07/02/2022,45.5,3b122818d7934d1c8c663ddbe1937819
1007,driveway,FALSE,07/03/2022,39,3b122818d7934d1c8c663ddbe1937819
1008,friend's house,TRUE,07/05/2022,76.5,3b122818d7934d1c8c663ddbe1937819
1009,123 Main St,FALSE,07/06/2022,21.5,3b122818d7934d1c8c663ddbe1937819
1010,driveway,FALSE,07/31/2022,28,3b122818d7934d1c8c663ddbe1937819
1011,friend's house,TRUE,08/01/2022,66.5,3b122818d7934d1c8c663ddbe1937819
1012,123 Main St,FALSE,08/02/2022,44.5,3b122818d7934d1c8c663ddbe1937819
1013,driveway,FALSE,08/03/2022,10,3b122818d7934d1c8c663ddbe1937819
```

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```
1014,friend's house,TRUE,08/04/2022,96.5,3b122818d7934d1c8c663ddbe1937819
```

The first row in the file is a header row that lists the field names. Each subsequent row corresponds to a record. The Sales Key field uniquely identifies each row in the file, so we'll use that as the key field.

This example includes:

- The URLs to use in the API calls.
- The request Body content to provide when applicable for a call.
- The response Body content to each call.

This example doesn't cover how to create a program or how to use any third-party program for running API calls, such as Postman.

The URLs in this example use this as the base URL:

```
https://myhost/api/prismAnalytics/v3/mytenant
```

Prerequisites

Review the Prism Analytics version 3 REST resources in the Workday REST Services Directory on Workday Community.

Register your API client in your tenant using the **Register API Client for Integrations** task. When you register the API client:

- Select **Include Workday Owned Scope**.
- When you manage the refresh token, specify a user in **Workday Account** who has access to create and edit Prism tables. The API calls will use this user account.
- Save the bearer access token. Use it in the authentication header in every REST API call.

For more information, see Register API Clients for Integrations.

Compress the source file using gzip compression so you have `lemonade_sales.csv.gz`.

Security:

- *Prism: Tables Create* domain in the Prism Analytics functional area.
- *Prism: Tables Manage* domain in the Prism Analytics functional area.
- *Prism: Manage File Containers* domain in the Prism Analytics functional area.

Steps

1. Create a table called Lemonade Stand Sales.

   When you create the table, you define each field and their attributes, such as field type and any field constraints. In this example, define the Sales Key field as the external ID. Because Sales Key is the external ID, you must also mark it as required.

   Use this URL:

   ```
   POST https://myhost/api/prismAnalytics/v3/mytenant/tables
   ```

   Use this JSON in the Body of the POST request.

   ```
   {
     "name": "lemonade_stand_sales",
     "displayName": "Lemonade Stand Sales",
     "description": "This table contains the lemonade stand sales in the
    neighborhood.",
     "tags":[
         {"name":"lemonade sales"},
         {"name":"citrus sales"}
   ```

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```
  ],
  "fields": [
    {
      "ordinal": 1,
      "name": "Sales_Key",
      "displayName": "Sales Key",
      "description": "The unique identifier for this sales
transaction.",
      "externalId": true,
      "required": true,
      "precision": 19,
      "scale": 0,
      "type": {
        "id": "Schema_Field_Type=Numeric"
      }
    },
    {
      "ordinal": 2,
      "name": "Stand_Location",
      "displayName": "Stand Location",
      "description": "The location of the lemonade stand.",
      "externalId": false,
      "required": false,
      "type": {
        "id": "Schema_Field_Type=Text"
    }
    },
    {
      "ordinal": 3,
      "name": "Hot_Day",
      "displayName": "Hot Day?",
      "description": "This is True when the outside temp was over 85F.",
      "defaultValue": false,
      "externalId": false,
      "required": false,
      "type": {
        "id": "Schema_Field_Type=Boolean"
      }
    },
    {
      "ordinal": 4,
      "name": "Date",
      "displayName": "Date",
      "description": "The date the lemonade was sold.",
      "externalId": false,
      "required": true,
      "defaultValue": "2000-01-01T08:08:08Z",
      "parseFormat": "MM/dd/yyyy",
      "type": {
        "id": "Schema_Field_Type=Date"
      }
    },
    {
      "ordinal": 5,
      "name": "Total_Sales",
      "displayName": "Total Sales",
      "description": "The total sale price of this transaction.",
      "externalId": false,
      "required": true,
      "precision": 26,
      "scale": 6,
      "type": {
        "id": "Schema_Field_Type=Numeric"
      }
```


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```
    },
    {
      "ordinal": 6,
      "name": "Cost_Center",
      "displayName": "Cost Center",
      "description": "The cost center assigned to this transaction.",
      "externalId": false,
      "required": false,
      "defaultValue": " ",
      "businessObject": {
        "id": "89b94d1da24d4346997fdb640e465894"
      },
      "type": {
        "id": "Schema_Field_Type=Instance"
      }
    }
  ]
}
```

Workday creates the table, assigns it an ID, and provides the ID in the response Body. In this example, the table ID is `162399b4217110000feb4288d3680000`. This is the response Body:

```
{
    "name": "lemonade_stand_sales",
    "displayName": "Lemonade Stand Sales",
    "description": "This table contains the lemonade stand sales in the
 neighborhood.",
    "tags": [
        {
            "id": "162399b4217190000feb47ef87fc0002",
            "name": "lemonade sales"
        },
        {
            "id": "162399b4217190000feb47ef87fc0001",
            "name": "citrus sales"
        }
    ],
    "enableForAnalysis": false,
    "createdBy": {
        "id": "64700e15a04847f6ac13343b007478e3",
        "fullName": "Workday Implementer"
    },
    "createdMoment": "2022-06-21T02:39:19.850Z",
    "id": "162399b4217110000feb4288d3680000",
    "fields": [
        {
            "ordinal": 1,
            "description": "The unique identifier for this sales
 transaction.",
            "type": {
                "id": "32e3fa0dd9ea1000072bac410415127a",
                "descriptor": "Numeric"
            },
            "precision": 19,
            "name": "Sales_Key",
            "displayName": "Sales Key",
            "fieldId":
 "NzAyMTI2MDctMzZkOS00ZTM4LThjMzUtOWI4OTUxYzFiOGI3",
            "required": true,
            "externalId": true,
            "id": "162399b4217190000feb43228bbb0005"
        },
        {
```

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```
            "ordinal": 2,
            "description": "The location of the lemonade stand.",
            "type": {
                "id": "fdd7dd26156610006a12d4fd1ea300ce",
                "descriptor": "Text"
            },
            "name": "Stand_Location",
            "displayName": "Stand Location",
            "fieldId":
"ZDdlMmI0NDctY2VhZC00MWUxLTgzOGItOTMwOGI2ZjE3NGMz",
            "required": false,
            "externalId": false,
            "id": "162399b4217190000feb43228bbb0000"
        },
        {
            "ordinal": 3,
            "description": "This is True when the outside temp was over
85F.",
            "defaultValue": "false",
            "type": {
                "id": "fdd7dd26156610006a205a3d137900d3",
                "descriptor": "Boolean"
            },
            "name": "Hot_Day",
            "displayName": "Hot Day?",
            "fieldId":
"MjZkNzkwYWUtYjkwMi00ZGY0LTkwODQtZDBhMjYyNmViNWMy",
            "required": false,
            "externalId": false,
            "id": "162399b4217190000feb43228bbb0002"
        },
        {
            "ordinal": 4,
            "description": "The date the lemonade was sold.",
            "defaultValue": "2000-01-01T08:08:08Z",
            "parseFormat": "MM/dd/yyyy",
            "type": {
                "id": "fdd7dd26156610006a71e070b08200d6",
                "descriptor": "Date"
            },
            "name": "Date",
            "displayName": "Date",
            "fieldId":
"NzA2OWZjZDktM2M1Zi00YmQ1LTk4MmYtM2ViNzMwMThjMGYw",
            "required": true,
            "externalId": false,
            "id": "162399b4217190000feb43228bbb0004"
        },
        {
            "ordinal": 5,
            "description": "The total sale price of this transaction.",
            "type": {
                "id": "32e3fa0dd9ea1000072bac410415127a",
                "descriptor": "Numeric"
            },
            "precision": 26,
            "scale": 6,
            "name": "Total_Sales",
            "displayName": "Total Sales",
            "fieldId":
"YWQ0OTBiYWMtMzY3OC00OTFkLWFjMDItMDM4NWM2ZDI3MGI0",
            "required": true,
            "externalId": false,
            "id": "162399b4217190000feb43228bbb0003"
```


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```
        },
        {
            "ordinal": 6,
            "description": "The cost center assigned to this
transaction.",
            "type": {
                "id": "db9cd1dbf95010000e8fc7c78cd012a9",
                "descriptor": "Instance"
            },
            "businessObject": {
                "descriptor": "Cost Center",
                "id": "89b94d1da24d4346997fdb640e465894"
            },
            "name": "Cost_Center",
            "displayName": "Cost Center",
            "fieldId":
"OTBmMzk0YjUtMzZhYy00MmRmLWFmMjYtNmEwYzc2MWYyMDQ4",
            "required": false,
            "externalId": false,
            "id": "162399b4217190000feb43228bbb0001"
        },
        {
            "ordinal": 7,
            "description": "WPA_LoadID",
            "type": {
                "id": "fdd7dd26156610006a12d4fd1ea300ce",
                "descriptor": "Text"
            },
            "name": "WPA_LoadID",
            "displayName": "WPA_LoadID",
            "fieldId":
"ODcyMWVlODgtOTc2NS00ZGZmLTkyZTQtMTQ5ZDZhYmU3YTU1",
            "required": false,
            "externalId": false,
            "id": "162399b4217190000feb44efb03a0000"
        },
        {
            "ordinal": 8,
            "description": "WPA_LoadTimestamp",
            "type": {
                "id": "fdd7dd26156610006a71e070b08200d6",
                "descriptor": "Date"
            },
            "name": "WPA_LoadTimestamp",
            "displayName": "WPA_LoadTimestamp",
            "fieldId":
"YmYwYzJkODAtMjNhMS00ZGI5LTk0MDItMjQ4YzY2NmIwYTEw",
            "required": false,
            "externalId": false,
            "id": "162399b4217190000feb44efb03a0001"
        },
        {
            "ordinal": 9,
            "description": "WPA_RowID",
            "type": {
                "id": "fdd7dd26156610006a12d4fd1ea300ce",
                "descriptor": "Text"
            },
            "name": "WPA_RowID",
            "displayName": "WPA_RowID",
            "fieldId":
"M2U5ZDc0OTctOTFlMS00MjNiLThmYjQtY2Q2MWZiMzY5OTQ0",
            "required": false,
            "externalId": false,
```


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```
            "id": "162399b4217190000feb44efb03a0002"
        },
        {
            "ordinal": 10,
            "description": "WPA_UpdateID",
            "type": {
                "id": "fdd7dd26156610006a12d4fd1ea300ce",
                "descriptor": "Text"
            },
            "name": "WPA_UpdateID",
            "displayName": "WPA_UpdateID",
            "fieldId":
 "ZTk1NWY0N2QtNWRiNy00Y2E3LWEyYjctM2E0ZTA1ZDk0MmI5",
            "required": false,
            "externalId": false,
            "id": "162399b4217190000feb44efb03a0003"
        },
        {
            "ordinal": 11,
            "description": "WPA_UpdateTimestamp",
            "type": {
                "id": "fdd7dd26156610006a71e070b08200d6",
                "descriptor": "Date"
            },
            "name": "WPA_UpdateTimestamp",
            "displayName": "WPA_UpdateTimestamp",
            "fieldId":
 "ZWI1ZDYzYjMtOTc5MC00M2U3LWE2OGUtYWM5MmVhMzgwZmIy",
            "required": false,
            "externalId": false,
            "id": "162399b4217190000feb44efb03a0004"
        }
    ]
}
```


2. Navigate to the **Data Catalog** report, and create a data change task using the Lemonade Stand Sales table as the target.

   When you create the data change task:

   - Use this as the name for the data change task: DCT Lemonade Stand Sales - insert from API
   - Specify File Upload as the source type.
   - Use the `lemonade_sales.csv` file to define the source schema.
   - On the Source Options step, change the field type for the Cost Center field to Instance, and specify Cost Center as the business object.
   - Verify all field types that Workday automatically assigned to each field are correct. Example: Verify that the Date field is assigned the Date field type. Example: Verify the digits before and after the decimal for each Numeric source field is compatible with the digits before and after the decimal for each target field.
   - Specify Insert as the operation type.
   - Save the data change task, but don't run it.

   Workday creates the data change task and assigns an ID.

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3. Get the ID of the data change task.

   Use this URL:

   ```
   GET https://myhost/api/prismAnalytics/v3/mytenant/dataChanges
   ```

   Don't include anything in the Body of the request.

   This is the response Body:

   ```
   [
       {
           "name": "DCT_Lemonade_Stand_Sales_insert_from_API",
           "displayName": "DCT Lemonade Stand Sales - insert from API",
           "id": "162399b4217110001023687b7e9f0000"
       },
   ...
   ]
   ```

   In this example, the ID of the data change task is `162399b4217110001023687b7e9f0000`.
4. Make sure that the data change task is valid.

   Use this URL:

   ```
   GET https://myhost/api/prismAnalytics/v3/mytenant/
   dataChanges/162399b4217110001023687b7e9f0000/validate
   ```

   Don't include anything in the Body of the request.

   When the data change task is valid, Workday returns a 200 HTTP response. This is the response Body of a valid data change task:

   ```
   {
       "descriptor": "DCT Lemonade Stand Sales - insert from API",
       "id": "162399b4217110001023687b7e9f0000"
   }
   ```
5. Create a file container.

   A file container is a temporary container that stores delimited files that a data change activity can access as source data.

   Use this URL:

   ```
   POST https://myhost/api/prismAnalytics/v3/mytenant/fileContainers
   ```

   Don't include anything in the Body of the request.

   This is the response Body:

   ```
   {
       "id": "a6bd2bdcc9b8100007694c634f530000"
   }
   ```

   Workday creates the file container, assigns it an ID, and provides the ID in the response Body. In this example, the file container ID is `a6bd2bdcc9b8100007694c634f530000`.

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6. Upload the source file to the file container.

   When you make this call, you must attach the gzip compressed delimited file. How you do this depends on your program. Example: If you use `curl` to make your API calls, you would include the `-F` parameter:

   ```
   -F file=@/Users/kathy.smith/Downloads/lemonade_sales.csv.gz
   ```

   Use this URL:

   ```
   POST https://myhost/api/prismAnalytics/v3/mytenant/fileContainers/
   a6bd2bdcc9b8100007694c634f530000/files
   ```

   Don't include any text in the Body of the request.

   Workday adds the `lemonade_sales.csv.gz` file to the file container and provides a checksum in the body response. This is the response Body:

   ```
   {
       "id": "a6bd2bdcc9b810000a1590b5b5b70000",
       "descriptor": "lemonade_sales.csv.gz",
       "name": "lemonade_sales.csv.gz",
       "checksum": "549EC0B1660A9BDE84CD84B98270DE4B",
       "length": 311,
       "state": {
           "id": "8b9a8d64149c100012d99f7ff7c4006e",
           "descriptor": "Success"
       },
       "allowedFileSize": 268435456
   }
   ```

   If you have lemonade sales data in multiple CSV files, you can make this call multiple times, once for each attached file.

7. Run the data change task.

   Use `162399b4217110001023687b7e9f0000` as the ID of the data change task.

   Use this URL:

   ```
   POST https://myhost/api/prismAnalytics/v3/mytenant/
   dataChanges/162399b4217110001023687b7e9f0000/activities
   ```

   Include the ID of the file container in the Body request. Use this JSON in the Body of the POST request.

   ```
   {
       "fileContainerWid": "a6bd2bdcc9b8100007694c634f530000"
   }
   ```

   Workday starts a data change activity and uses the data in the specified file container to change the data in the table. Workday includes the ID of the data change activity in the response Body:

   ```
   {
       "id": "a6bd2bdcc9b890000a7b72291d930000"
   }
   ```

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8. Check the status of the data change activity to find out if it finished successfully.

   Use this URL:

   ```
   GET https://myhost/api/prismAnalytics/v3/mytenant/
   dataChanges/162399b4217110001023687b7e9f0000/activities/
   a6bd2bdcc9b890000a7b72291d930000
   ```

   Don't include anything in the Body of the request.

   Workday retrieves the state of the data change activity and describes what happened in the message parameter of the response Body.

   This is the Body of the response when the data change activity was successful, and all rows were loaded into the table:


   ```
   {
       "id": "a6bd2bdcc9b890000a7b72291d930000",
       "name": "lemonade_stand_sales_Insert_2022 06 21 11 42 11 751 -0700",
       "displayName": "Lemonade Stand Sales Insert 2022 06 21 11 42 11 751
    -0700",
       "dataChangeWid": "162399b4217110001023687b7e9f0000",
       "dataChangeName": "DCT_Lemonade_Stand_Sales_insert_from_API",
       "dataChangeDisplayName": "DCT Lemonade Stand Sales - insert from
    API",
       "dataChange": {
           "id": "162399b4217110001023687b7e9f0000",
           "name": "DCT_Lemonade_Stand_Sales_insert_from_API",
           "displayName": "DCT Lemonade Stand Sales - insert from API"
       },
       "message": "Load completed successfully to Table
    lemonade_stand_sales (162399b4217110000feb4288d3680000). Total rows
    processed: 15",
       "state": {
           "id": "5afbc3cacb9810001c3bb3815a4600c1",
           "descriptor": "Success"
       },
       "operation": {
           "id": "c6db770e22ab100006326e7a31370002",
           "descriptor": "Insert"
       },
       "startTime": 1655836931751,
       "endTime": 1655836954681,
       "target": {
           "descriptor": "Lemonade Stand Sales",
           "id": "162399b4217110000feb4288d3680000"
       },
       "stats": {
           "processedFiles": 1,
           "wBucketSize": 311,
           "totalRowCount": 15
       },
       "createdBy": {
           "id": "64700e15a04847f6ac13343b007478e3",
           "descriptor": "wd-implementer / Workday Implementer",
           "fullName": "wd-implementer / Workday Implementer"
       },
       "fileContainer": {
           "descriptor": "33077$41",
           "id": "a6bd2bdcc9b8100007694c634f530000"
       },
       "activityType": "DataChange"
   }
   ```


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Next Steps

- Access the **View Table Details** report to view the table that you created. Click the Activities tab to view the data change activity progress and history.
- You can cancel a running data change activity. You need the data change task ID and data change activity ID. Use this URL:

```
POST https://myhost/api/prismAnalytics/v3/mytenant/
dataChanges/162399b4217110001023687b7e9f0000/cancel/
a6bd2bdcc9b890000a7b72291d930000
```

Related Information
Reference
Workday REST Services Directory

REST API Resources

Reference: Budget Check

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/budgets/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/budgets/v1/gms
```

Description

Performs a budget check against input details for a transaction before or after the transaction happens. Returns the budget check status.

POST Budget Check

```
POST /runBudgetCheck
```

Secured by: *Budgets REST APIs* security domain.

Use this method to submit transaction input details, perform a budget check, and retrieve the budget check status.

This method doesn't persist data into Workday. It's a read-only POST.

You supply a JSON format body with your request. In the request body, supply values for these fields:

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Field	Type	Description
company	ID	Workday ID or Reference ID that represents the company for the budget check.
date	Date	Date that Workday initiates the budget check.
currency	ID	Workday ID or Reference ID that represents the currency for the transaction amount of the budget check.
transactionLines	*checkBudgetLines*	Container element for budget lines.
ledgerAccount	ID	Workday ID that represents the ledger account for the budget check.
accountingWorktags	ID	Workday IDs that represent a set of transaction accounting worktags.
transactionAmount	Number	Transaction amount for the budget check.

The response body is in JSON format.

Field	Type	Description
company	ID	Workday ID or Reference ID that represents the company for the budget check.
date	Date	Date that Workday initiates the budget check.
currency	ID	Workday ID or Reference ID that represents the currency for the transaction amount of the budget check.
overallStatus	ID	Workday ID and descriptor of overall budget check status.
transactionLines	*checkBudgetLines*	Container element for budget lines.
ledgerAccount	ID	Workday ID that represents the ledger account for the budget check.
accountingWorktags	ID	Workday IDs that represent a set of transaction accounting worktags.
transactionAmount	Number	Transaction amount for the budget check.

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Field	Type	Description
currency	ID	Currency for amounts that the budget check returns.
planLedgerAccountOrSummary	ID	Workday ID of the plan ledger Account or ledger account summary that is subject to budget check.
planAccountingWorktags	ID	Workday IDs for a set of plan accounting worktags that are subject to budget check.
planAmount	Number	Plan amount that Workday checks the transaction against for budget check.
spendAmount	Number	Total amount of spend that already exists against this budget.
availableAmount	Number	Available budget amount after existing spend and the current transaction amount.
plan	ID	Workday ID and descriptor for plan that is subject to budget check.
lineStatus	ID	Workday ID and descriptor for status of the line-level budget check.

Reference: Currencies

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Note: We plan to retire the Currencies APIs in the Common v1 REST service in March 2023. Workday recommends that you use the Currencies APIs in the new Core Accounting v1 REST service instead.

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A collection of currencies:

```
/currencies
```

An individual currency:

`/currencies/{id}`

URI Parameter	Description
id	Reference to a currency. Example: Currency WID.

Description

Currencies resource represents currencies in Workday. You can only view the currencies and currency information allowed by the security profile of the current user.

Currencies support these methods:

- Reference: Currencies

GET Currencies

Secured by:	Core Navigation

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection.	0	

Response body is in JSON format.

GET Currencies Examples

This GET request retrieves all the currencies available to the current user:

`GET /currencies`

The response is a collection of currencies, in JSON format (Workday displays only 1 currency in the response):

```
  "total": 210,
   "data":    [
            {
         "descriptor": "ADF",
         "id": "0e63f0db520c4d99b2f734fdb257dad5",
         "href": "https://{Workday REST API Endpoint}/
currencies/0e63f0db520c4d99b2f734fdb257dad5",
         "code": "ADF",
         "precision": 2
      },
    ...
  ]
}
```

This request retrieves information about the Euro (id=eae312fc5152410cb4c8b452c26320a6).

`GET /currencies/eae312fc5152410cb4c8b452c26320a6`

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The response body:

```
{
   "descriptor": "EUR",
   "id": "eae312fc5152410cb4c8b452c26320a6",
   "href": "https://{Workday REST API Endpoint}/currencies/
eae312fc5152410cb4c8b452c26320a6",
   "code": "EUR",
   "precision": 2
}
```

Reference: Custom Object Definitions

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Note: Workday recommends that you don't use the Custom Object Definition APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Object Definition v1 REST service instead. See Custom Object Definition REST APIs for more information.

Collection of custom object definitions:

`/customObjectDefinitions`

Single custom object definition:

`/customObjectDefinitions/{id}`

URI Parameter	Description
id	Reference to a custom object definition. Example: Definition WID.

Description

The Custom Object Definitions resource represents information about the custom objects defined in your particular implementation of Workday. You can only view the custom object definition information permitted by the security profile of the current user.

Custom Objects are extensions of Workday *business objects*.

Example: A Worker object can be extended to have a custom object named Parking Space that has information about a worker parking space. If a worker can only have 1 assigned parking space, it is a single-instance custom object.

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Example: A custom object named Apparel extends Worker objects to contain information about articles of clothing. If a single worker can have more than 1 assigned item of clothing, it is a multi-instance custom object.

Custom Object Definitions supports these methods:

- Reference: Custom Object Definitions

GET Custom Object Definitions

Secured by:	Custom Object Management

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

Use this method to obtain:

- customObjectAlias - constructs a resource URL to represent the custom object.
- multiInstance - true for multi-instance and false for single-instance custom objects.
- businessObject - business object that the custom object extends.

GET Custom Object Definitions Examples

This GET request retrieves all the custom object definitions available to the current user:

```
GET /customObjectDefinitions
```

The response is a collection of custom object definitions, in JSON format.

In this example response, there are 2 multi-instance custom object definitions, Apparel and Shoes, and 1 single-instance, Worker Shoes. An individual worker can have more that 1 item of Apparel, more than 1 item of Shoes, and only 1 item of Worker Shoes:


```
{
   "total": 3,
   "data":    [
           {
         "descriptor": "Apparel",
         "id": "8da46c229b0842ec89f0860cba174da0",
         "customObjectName": "Apparel",
         "multiInstance": true,
         "customObjectAlias": "apparel",
         "businessObject":          {
            "descriptor": "Worker",
            "id": "766f3df40606431e8229445f1fe283c3"
         }
      },
           {
         "descriptor": "Shoes",
         "id": "e2b6ebfab5da412ea518f1a684cf730f",
         "customObjectName": "Shoes",
         "multiInstance": true,
         "customObjectAlias": "shoes",
```


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```
            "businessObject":          {
               "descriptor": "Worker",
               "id": "766f3df40606431e8229445f1fe283c3"
            }
         },
            {
            "descriptor": "Worker Shoes",
            "id": "bae237b94ae9421daaa3799df6f6e3c5",
            "customObjectName": "Worker Shoes",
            "multiInstance": false,
            "customObjectAlias": "workerShoes",
            "businessObject":          {
               "descriptor": "Worker",
               "id": "766f3df40606431e8229445f1fe283c3"
            }
         }
   ]
}
```


This GET request retrieves the specified custom object definition from the previous example:

```
GET /customObjectDefinitions/e2b6ebfab5da412ea518f1a684cf730f
```

The response is a single custom object definition, in JSON format:


```
{
   "descriptor": "Shoes",
   "id": "e2b6ebfab5da412ea518f1a684cf730f",
   "customObjectName": "Shoes",
   "multiInstance": true,
   "customObjectAlias": "shoes",
   "businessObject":    {
      "descriptor": "Worker",
      "id": "766f3df40606431e8229445f1fe283c3"
   }
}
```


Related Information
Tasks
Create and Edit Custom Object Definitions

Reference: Custom Objects (Single-Instance)

Reference: Custom Objects (Single-Instance)

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

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URI

Note: Workday recommends that you don't use the Custom Objects (Single-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Single-Instance) v2 REST service instead. See Custom Object (Single-Instance) REST APIs for more information.

Single-instance Custom Object in Workday:

`/customObjects/{customObjectAlias}/{customObjectID}`

URI Parameter	Description
customObjectAlias	Web service alias for the custom object. Object creator supplies the alias when you create the custom object.
customObjectId	Reference to the custom object.

Security

You can only view the Custom Objects and Custom Objects information permitted by the security profile of the current user.

Description

Custom objects accessible through the Workday REST API are extensions of existing Workday objects.

Example: Worker object can extend to include a custom object named Parking Space. If a worker can only have 1 assigned parking space, it's an example of a single-instance custom object. This topic describes single-instance custom objects.

To view information about custom objects, use the **Custom Object Definitions** resource. To examine how the custom object is defined, use the **View Custom Object** task.

To add or change existing data, don't specify an inactive custom list value when using the Workday REST API. If you do, then an error returns stating that your request is invalid and the web service alias for the inactive custom list value. If you retrieve data containing an inactive custom list value, then the returned data includes the inactive custom list value. You can inactivate and reactivate a custom list value in the custom list definition using the Workday user interface.

To retrieve the WID and the formatting of other fields in the payload for a particular object, use the GET operation.

Custom Objects IDs (Single-Instance)

For single-instance custom objects, the custom object ID is any valid ID for the custom object, or any valid ID for the extended Workday object. You can use the custom object ID or the extended Workday object ID because there's a single instance of that custom object.

Example: You can use the ID of the Parking Space or the ID of that Worker interchangeably for that Parking Space.

Related Information

Concepts

Concept: Security for Custom Objects

Concept: Cross Origin Resource Sharing (CORS)

Tasks

Create and Edit Custom Object Definitions

Reference

Reference: Custom Object Definitions

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Reference: GET Custom Objects (Single-Instance)
Reference: PUT Custom Objects (Single-Instance)
Reference: POST Custom Objects (Single-Instance)
Reference: DELETE Custom Objects (Single-Instance)
Reference: Custom Object Limits and Field Limits

Reference: GET Custom Objects (Single-Instance)

Note: Workday recommends that you don't use the Custom Objects (Single-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Single-Instance) v2 REST service instead. See Custom Object (Single-Instance) REST APIs for more information.

Secured by:	Use **View Custom Object** in your tenant to obtain this information.

No request body required or available for this method.

The response body is in JSON format.

To retrieve the custom object, you can use the custom object ID or the extended Workday object ID.

Custom Object (Singe-Instance) Used in Examples

The examples are based on the single-instance custom object Parking Spaces, an extension of the Worker object. Parking Spaces has a web service alias of *parkingSpaces*, and has these fields:

- Space Number (*spaceNumber*), an integer.
- Space Size (*spaceSize*), a value from a custom list.
- Maintenance Cost (*maintenanceCost*), a currency and an integer.

This GET request retrieves the Parking Space object using the Parking Space ID (id=26e7475e009d30000fa0d7926d60000b):

```
GET /customObjects/parkingSpaces/26e7475e009d30000fa0d7926d60000b
```

The response body is:

```
{
   "id": "26e7475e009d30000fa0d7926d60000b",
   "worker": {"id": "3aa5550b7fe348b98d7b5741afc65534"},
   "spaceNumber": 76,
   "spaceSize": {"id": "compact"},
   "maintenanceCost": {"currency": "USD", "value": "45.36"}
}
```

This GET request retrieves the Parking Space object using the Worker ID (id=3aa5550b7fe348b98d7b5741afc65534):

```
GET /customObjects/parkingSpaces/3aa5550b7fe348b98d7b5741afc65534
```

The response body is:

```
{
   "id": "26e7475e009d30000fa0d7926d60000b",
   "worker": {"id": "3aa5550b7fe348b98d7b5741afc65534"},
   "spaceNumber": 76,
   "spaceSize": {"id": "compact"},
   "maintenanceCost": {"currency": "USD", "value": "45.36"}
}
```

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Reference: PUT Custom Objects (Single-Instance)

Note: Workday recommends that you don't use the Custom Objects (Single-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Single-Instance) v2 REST service instead. See Custom Object (Single-Instance) REST APIs for more information.

Secured by:	Use **View Custom Object** in your tenant to obtain this information.

This method requires a request body. This method updates only the fields you include in the request body. To determine which fields you can specify in the request body, access the **View Custom Object** task. Use the field names in the **Custom Field Web Service Alias** column on the **Field Definitions** table.

The response body is in JSON format.

PUT updates existing instances of custom objects. For single-instance custom objects, you can use either the custom object ID or the extended Workday object ID.

If the object doesn't exist, you receive an error message.

Custom Object (Singe-Instance) Used in Examples

The examples are based on the single-instance custom object Parking Spaces, an extension of the Worker object. Parking Spaces has a web service alias of *parkingSpaces*, and has these fields:

- Space Number (*spaceNumber*), an integer.
- Space Size (*spaceSize*), a value from a custom list.
- Maintenance Cost (*maintenanceCost*), a currency and an integer.

This PUT request updates the Parking Space object using the Parking Space ID (id=26e7475e009d30000fa0d7926d60000b):

```
PUT /customObjects/parkingSpaces/26e7475e009d30000fa0d7926d60000b
```

Use this request body:

```
{

   "spaceSize": { "id" : "fullSize"},
   "spaceNumber": 27,
   "maintenanceCost": {"currency": "USD", "value": "56.56"}
}
```

The response body is:

```
{"ok": "OK"}
```

Reference: POST Custom Objects (Single-Instance)

Note: Workday recommends that you don't use the Custom Objects (Single-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Single-Instance) v2 REST service instead. See Custom Object (Single-Instance) REST APIs for more information.

Secured by:	Use **View Custom Object** in your tenant to obtain this information.

This method requires a request body. To determine which fields you can specify in the request body, access the **View Custom Object** task. Use the field names in the **Custom Field Web Service Alias** column on the **Field Definitions** table.

Use this query parameter:

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Query Parameter	Description
`updateIfExists`	When true, updates the object if it exists. When false, return an error if the object exists. Default is false. If the object doesn't exist, this method creates regardless of this setting.

In each of these POST examples, we specify a particular worker, because the example custom object extends the Worker object. If your custom object extends a different Workday object, you specify that Workday object in place of the Worker object.

To create custom objects, supply an extended Workday object and a value for the reference ID, if defined, in the request body. The example specifies the worker ID.

A successful POST request that creates an object returns the HTTP status code: 201 Created.

Custom Object (Singe-Instance) Used in Examples

The examples are based on the single-instance custom object Parking Spaces, an extension of the Worker object. Parking Spaces has a web service alias of *parkingSpaces*, and has these fields:

- Space Number (*spaceNumber*), an integer.
- Space Size (*spaceSize*), a value from a custom list.
- Maintenance Cost (*maintenanceCost*), a currency and an integer.

If the worker doesn't have a Parking Space object, this POST request creates a Parking Space object for the specified worker (id=3aa5550b7fe348b98d7b5741afc6553):

```
POST /customObjects/parkingSpaces
```

Use this request body:

```
{
   "worker": {"id": "3aa5550b7fe348b98d7b5741afc65534"},
   "spaceSize": {"id": "fullSize"},
   "spaceNumber": 76,
   "maintenanceCost": {"currency": "USD", "value": "37.25"}
}
```

The response body returned:

```
{"ok": "Created"}
```

If the worker already has a Parking Space object, you receive an error message. However, you can update an existing Parking Space object with this POST request:

```
POST /customObjects/parkingSpaces?updateIfExists=true
```

Use this request body:

```
{
   "worker": {"id": "3aa5550b7fe348b98d7b5741afc65534" },
   "spaceSize": {"id" : "compact"},
   "spaceNumber": 76,
   "maintenanceCost": {"currency": "USD", "value": "45.36"}
}
```

The response body returned is the same, even though the POST updated the object:

```
{"ok": "Created"}
```

Reference: DELETE Custom Objects (Single-Instance)

Note: Workday recommends that you don't use the Custom Objects (Single-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Single-Instance) v2 REST service instead. See Custom Object (Single-Instance) REST APIs for more information.

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Secured by:	Use **View Custom Object** in your tenant to obtain this information.

There is no request body required or available for this method.

The response body is in JSON format.

The DELETE operation removes a single custom object.

This DELETE request deletes a Parking Space object using the Parking Space ID (id=26e7475e009d30000fa0d7926d60000b):

```
DELETE /customObjects/parkingSpaces/26e7475e009d30000fa0d7926d60000b
```

The response body is:

```
{"ok": "OK"}
```

Reference: Custom Objects (Multi-Instance)

Reference: Custom Objects (Multi-Instance)

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Note: Workday recommends that you don't use the Custom Objects (Multi-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Multi-Instance) v2 REST service instead. See Custom Object (Multi-Instance) REST APIs for more information.

Multi-instance Custom Object in Workday:

```
/customObjects/{customObjectAlias}/{customObjectID}
```

Collection of multi-instance custom objects of a specific Workday object:

```
/{extendedWorkdayObjectResource}/{extendedWorkdayObjectID}/customObjects/
{customObjectAlias}
```

URI Parameter	Description
customObjectAlias	Web service alias for the custom object. The object creator supplies the alias when you create the custom object. Example: A custom object named Stock Grants might use the web service alias stockGrants.

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URI Parameter	Description
customObjectId	A reference to the custom object. Example: Custom object WID.
extendedWorkdayObjectResource	The resource for the Workday object extended to create the custom object. See the table later. Example: Resource for the Workday object Bank Account is bankAccounts. This URI parameter is only used when retrieving a collection of custom objects.
extendedWorkdayObjectID	Reference to the extended Workday object. Example: Bank Account WID.

Security

You can only view the Custom Objects and Custom Objects information permitted by the security profile of the current user.

Description

Custom objects accessible through the Workday REST API are extensions of existing Workday objects.

Example: Worker object can extend to include a custom object named Stock Grants. If a single worker can have more than 1 stock grant, it's an example of a multi-instance custom object.

To view information about custom objects, use the **Custom Object Definitions** resource. To examine how the custom object is defined, use the **View Custom Object** task.

To add or change existing data, don't specify an inactive custom list value when using the Workday REST API. If you do, an error returns stating that your request is invalid and the web service alias for the inactive custom list value. If you retrieve data containing an inactive custom list value, then the returned data includes the inactive custom list value. You can inactivate and reactivate a custom list value in the custom list definition using the Workday user interface.

Workday objects that can extend into custom objects listed below.

To retrieve the WID and the formatting of other fields in the payload for a particular object, use the GET operation.

Custom Objects IDs (Multi-Instance)

For multi-instance custom objects, the custom object ID is any valid ID for that custom object. There might be more than 1 multi-instance custom object associated with the Workday object. You specify the custom object ID, or the custom object compound ID, but not the Workday object ID alone.

The Workday object ID and the custom object reference ID, separated by a semicolon (;) comprises the compound ID.

Example: If the object has these IDs:

- Extended Workday object WID (a worker object): 3aa5550b7fe348b98d7b5741afc6553
- Reference ID (the reference ID field of the custom object is grantName): New_Hire

Then a compound ID for the custom object is:

- 3aa5550b7fe348b98d7b5741afc6553;grantName=New_Hire

Related Information
Concepts
Concept: Security for Custom Objects

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Concept: Cross Origin Resource Sharing (CORS)
Tasks
Create and Edit Custom Object Definitions
Reference
Reference: Custom Object Definitions
Reference: GET Collection of Custom Objects (Multi-Instance)
Reference: PUT Custom Objects (Multi-Instance)
Reference: POST Custom Objects (Multi-Instance)
Reference: DELETE Custom Objects (Multi-Instance)
Reference: Custom Object Limits and Field Limits

Reference: GET Single Custom Object (Multi-Instance)

Note: Workday recommends that you don't use the Custom Objects (Multi-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Multi-Instance) v2 REST service instead. See Custom Object (Multi-Instance) REST APIs for more information.

Secured by:	Use **View Custom Object** in your tenant to obtain this information.

No request body required or available for this method.

The response body is in JSON format.

For a custom object that is multi-instance, you can retrieve a single instance associated with a particular extended Workday object. To get the instance, use the custom object ID.

Custom Object (Multi-Instance) Used in Examples

The examples are based on the multi-instance custom object Stock Grants, an extension of the Worker object. Stock Grants has a web services alias of *stockGrants*, and has these fields:

- Grant Date (*grantDate*), a Date.
- Type of Shares (*typeOfShares*), a custom list that can take on the values ISO, NQO, and RSU (iso, nqo, rsu).
- Number of Shares (*numberOfShares*), an integer.
- Grant Name (*grantName*), a text string.
- Strike Price (*strikePrice*), a currency value.

For this example, the reference ID for the custom object is the Grant Name.

This GET request retrieves a specific custom object, using the custom object ID (id=0314e3d563f5300023ac063a90880002):

```
GET /customObjects/stockGrants/0314e3d563f5300023ac063a90880002
```

The response is a single custom object, in JSON format:

```
{
   "id": "0314e3d563f5300023ac063a90880002",
   "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
   "grantDate": "2011-03-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 5000,
   "grantName": "Merit_1Q2011",
   "strikePrice": {"currency": "USD", "value": "375.25"}
}
```

This GET request retrieves a specific custom object, using the compound ID. The Worker ID (id=66faa65677834f0a9b586dd5645e900) links with the reference ID (grantName=Merit_4Q2011), separated by a semicolon (;):

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```
GET /customObjects/
stockGrants/66faa65677834f0a9b586dd5645e9004;grantName=Merit_4Q2011
```

The response is a single custom object, in JSON format:

```
{
   "id": "0314e3d563f530001f5df84013cb0001",
   "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
   "grantDate": "2012-01-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 500,
   "grantName": "Merit_4Q2011",
   "strikePrice": {"currency": "USD", "value": "355.17"}
}
```

Reference: GET Collection of Custom Objects (Multi-Instance)

Note: Workday recommends that you don't use the Custom Objects (Multi-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Multi-Instance) v2 REST service instead. See Custom Object (Multi-Instance) REST APIs for more information.

Secured by:	Use **View Custom Object** in your tenant to obtain this information.

No request body required or available for this method.

The response body is in JSON format.

For a custom object that is multi-instance, you can retrieve a collection of all the instances associated with a particular extended Workday object, or a single specific instance. To get the collection, select the resource alias associated with Workday object.

REST API Resource Names for Workday Objects

This table lists the:

- Workday objects that you can extend with custom objects.
- Resource name (plural form) of the Workday object. Use the appropriate resource name in the request URL of the GET endpoint that retrieves a collection of multi-instance custom objects.

Extended Workday Object	Resource Name in the Request URL
Academic Affiliate	academicAffiliates
Academic Unit	academicUnits
Academic Unit Hierarchy	academicUnitHierarchies
Bank Account	bankAccounts
Business Asset	businessAssets
Company	companies
Cost Center	costCenters
Customer	customers
Customer Contract	customerContracts
Customer Contract Line	customerContractLines
Customer Invoice	customerInvoices
Customer Invoice Adjustment	customerInvoiceAdjustments

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Extended Workday Object	Resource Name in the Request URL
Donor	(not supported)
Employee Contracts	employeeContracts
Former Worker	formerWorkers
Gift	(not supported)
Job Profile	jobProfiles
Job Requisition	(not supported)
Ledger Account	ledgerAccounts
Loan	loans
Location	locations
Position Restrictions	positionRestrictions
Project	projects
Pre-Hire	applicants
Purchase Order	purchaseOrders
Purchase Order Lines	purchaseOrderLines
Region	regions
Supervisory Organization	supervisoryOrganizations
Supplier	suppliers
Supplier Contract	supplierContracts
Supplier Invoice	supplierInvoices
Supplier Invoice Adjustment	supplierInvoiceAdjustments
Supplier Invoice Lines	supplierInvoiceLines
Worker	workers
Worktag, custom 01	customWorktag01
Worktag, custom 02	customWorktag02
Worktag, custom 03	customWorktag03
Worktag, custom 04	customWorktag04
Worktag, custom 05	customWorktag05
Worktag, custom 06	customWorktag06
Worktag, custom 07	customWorktag07
Worktag, custom 08	customWorktag08
Worktag, custom 09	customWorktag09
Worktag, custom 10	customWorktag10
Worktag, custom 11	customWorktag11
Worktag, custom 12	customWorktag12

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Extended Workday Object	Resource Name in the Request URL
Worktag, custom 13	customWorktag13
Worktag, custom 14	customWorktag14
Worktag, custom 15	customWorktag15

Custom Object (Multi-Instance) Used in Examples

The examples are based on the multi-instance custom object Stock Grants, an extension of the Worker object. Stock Grants has a web services alias of *stockGrants*, and has these fields:

- Grant Date (*grantDate*), a Date.
- Type of Shares (*typeOfShares*), a custom list that can take on the values ISO, NQO, and RSU (iso, nqo, rsu).
- Number of Shares (*numberOfShares*), an integer.
- Grant Name (*grantName*), a text string.
- Strike Price (*strikePrice*), a currency value.

For this example, the reference ID for the custom object is the Grant Name.

This GET request retrieves all the Stock Grants of the specified worker (id=66faa65677834f0a9b586dd5645e9004):

```
GET /workers/66faa65677834f0a9b586dd5645e900/customObjects/stockGrants
```

The response is a collection of Stock Grants, in JSON format:


```
{
   "total": 3,
   "data":    [
            {
         "id": "0314e3d563f5300023ac063d40080003",
         "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
         "grantDate": "2011-10-15",
         "typeOfShares": {"id": "iso"},
         "numberOfShares": 500,
         "grantName": "Merit_3Q2011",
         "strikePrice": {"currency": "USD", "value": "385.78"}
      },
            {
         "id": "0314e3d563f5300023ac063a90880002",
         "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
         "grantDate": "2011-03-15",
         "typeOfShares": {"id": "iso"},
         "numberOfShares": 500,
         "grantName": "Merit_1Q2011",
         "strikePrice": {"currency": "USD", "value": "375.25"}
      },
            {
         "id": "0314e3d563f530001f5df84013cb0001",
         "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
         "grantDate": "2012-01-15",
         "typeOfShares": {"id": "iso"},
         "numberOfShares": 500,
         "grantName": "Merit_4Q2011",
         "strikePrice": {"currency": "USD", "value": "355.17"}
      }
   ]
}
```


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Reference: PUT Custom Objects (Multi-Instance)

Note: Workday recommends that you don't use the Custom Objects (Multi-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Multi-Instance) v2 REST service instead. See Custom Object (Multi-Instance) REST APIs for more information.

Secured by:	Use **View Custom Object** in your tenant to obtain this information.

PUT updates existing instances of custom objects.

This method requires a request body. This method updates only the fields you include in the request body. To determine which fields you can specify in the request body, access the **View Custom Object** task. Use the field names in the **Custom Field Web Service Alias** column on the **Field Definitions** table.

The response body is in JSON format.

Custom Object (Multi-Instance) Used in Examples

The examples are based on the multi-instance custom object Stock Grants, an extension of the Worker object. Stock Grants has a web services alias of *stockGrants*, and has these fields:

- Grant Date (*grantDate*), a Date.
- Type of Shares (*typeOfShares*), a custom list that can take on the values ISO, NQO, and RSU (iso, nqo, rsu).
- Number of Shares (*numberOfShares*), an integer.
- Grant Name (*grantName*), a text string.
- Strike Price (*strikePrice*), a currency value.

For this example, the reference ID for the custom object is the Grant Name.

This PUT request updates a Stock Grants object, using the custom object ID (id=0314e3d563f5300023ac063a90880002):

```
PUT /customObjects/stockGrants/0314e3d563f5300023ac063a90880002
```

Use this request body:

```
{
   "grantDate": "2011-07-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 510,
   "grantName": "Merit_2Q2011",
   "strikePrice": {"currency": "USD", "value": "325.68"}
}
```

The response body is:

```
{"ok": "OK"}
```

This PUT request updates a Stock Grants object, using the compound ID: Worker ID (id=66faa65677834f0a9b586dd5645e900) concatenated with the reference ID (grantName=Merit_2Q2011), separated by a semicolon (;):

```
PUT /customObjects/
stockGrants/66faa65677834f0a9b586dd5645e9004;grantName=Merit_2Q2011
```

Use this request body:

```
{
   "grantDate": "2011-07-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 510,
   "grantName": "Merit_2Q2011",
   "strikePrice": {"currency": "USD", "value": "335.48"}
```

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```
}
```

The response body is:

```
{"ok": "OK"}
```

Reference: POST Custom Objects (Multi-Instance)

Note: Workday recommends that you don't use the Custom Objects (Multi-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Multi-Instance) v2 REST service instead. See Custom Object (Multi-Instance) REST APIs for more information.

Secured by:	Use **View Custom Object** in your tenant to obtain this information.

This method requires a request body. To determine which fields you can specify in the request body, access the **View Custom Object** task. Use the field names in the **Custom Field Web Service Alias** column on the **Field Definitions** table.

Use these query parameters to indicate how to treat existing objects, and whether you're creating a single object or a collection:

Query Parameter	Description
`updateIfExists`	When set to true, update the object if it exists. When set to false, return an error if the object exists. The default is false. If the object doesn't exist, 1 is created regardless of this setting. Multi-instance custom objects without a reference ID don't support this parameter. Each POST request creates an object.
`bulk`	When set to true, your JSON request body contains a collection of custom objects to create (or update if updateIfExists is true). The default is false. A POST request has a limit of 100 items.

The response body is in JSON format.

To create custom objects, specify an extended Workday object and a value for the reference ID, if defined, in the request body. These examples specify the Worker ID and the Grant Name.

POST creates new instances of custom objects.

A successful POST request that creates an object returns the HTTP status code: 201 Created.

Custom Object (Multi-Instance) Used in Examples

The examples are based on the multi-instance custom object Stock Grants, an extension of the Worker object. Stock Grants has a web services alias of *stockGrants*, and has these fields:

- Grant Date (*grantDate*), a Date.
- Type of Shares (*typeOfShares*), a custom list that can take on the values ISO, NQO, and RSU (iso, nqo, rsu).
- Number of Shares (*numberOfShares*), an integer.
- Grant Name (*grantName*), a text string.
- Strike Price (*strikePrice*), a currency value.

For this example, the reference ID for the custom object is the Grant Name.

This POST request creates an instance of Stock Grants for the specified worker (ID=66faa65677834f0a9b586dd5645e9004):

```
POST /customObjects/stockGrants
```

Use this request body:

```
{
```

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```
   "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
   "grantDate": "2012-01-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 500,
   "grantName": "Merit_4Q2011",
   "strikePrice": {"currency": "USD", "value": "360.12"}
}
```

The response body is:

```
{"ok": "Created"}
```

This POST request creates instances of Stock Grants for the specified worker:

```
POST /customObjects/stockGrants?bulk=true
```

Use this request body:

```
[
{
   "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
   "grantDate": "2011-03-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 500,
   "grantName": "Merit_1Q2011",
   "strikePrice": {"currency": "USD", "value": "375.25"}
},
{
   "worker": {"id": "66faa65677834f0a9b586dd5645e9004"},
   "grantDate": "2011-10-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 500,
   "grantName": "Merit_3Q2011",
   "strikePrice": {"currency": "USD", "value": "385.78"}
}
]
```

The response body is:

```
{"ok": "OK"}
```

In this example, if you attempt to POST to an object that exists, you receive an error message. However, you can update an existing object using this POST request:

```
POST /customObjects/stockGrants?updateIfExists=true
```

using this request body:

```
{
   "worker": {"id" : "66faa65677834f0a9b586dd5645e9004"},
   "grantDate": "2012-01-15",
   "typeOfShares": {"id": "iso"},
   "numberOfShares": 500,
   "grantName": "Merit_4Q2011",
   "strikePrice": {"currency": "USD", "value": "355.17"}
}
```

The response body returned is:

```
{"ok": "Created"}
```

Reference: DELETE Custom Objects (Multi-Instance)

Note: Workday recommends that you don't use the Custom Objects (Multi-Instance) APIs in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Custom Objects (Multi-Instance) v2 REST service instead. See Custom Object (Multi-Instance) REST APIs for more information.

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Secured by:	Use **View Custom Object** in your tenant to obtain this information.

No request body required or available for this method.

The response body is in JSON format.

The DELETE operation removes a single custom object.

This DELETE request removes a single Stock Grants object using the object ID (id=805aee624fb5300017ed3d099b6e000f):

```
DELETE /customObjects/stockGrants/805aee624fb5300017ed3d099b6e000f
```

The response body is:

```
{"ok": "OK"}
```

This DELETE request removes a single Stock Grants object, using the compound ID. The Worker ID (id=66faa65677834f0a9b586dd5645e900) is concatenated with the reference ID (grantName=Merit_2Q2011), separated by a semicolon (;):

```
DELETE /customObjects/
stockGrants/66faa65677834f0a9b586dd5645e900;grantName=Merit_2Q2011
```

The response body is:

```
{"ok": "OK"}
```

Reference: Datasets

URI

A collection of tables (version 2) or datasets (version 1):

```
/datasets
```

An individual table (version 2) or dataset (version 1):

```
/datasets/{id}
```

URI Parameter	Description
id	A reference to a Prism Analytics table (version 2) or dataset (version 1). Example: The WID of the table.

Description

The Datasets resource represents a collection of tables or datasets created by the Workday REST API. Version 2 of the REST API works with tables, and version 1 works with datasets. You can only view the tables or datasets permitted by the security profile of the current user.

Datasets supports these methods:

- Reference: Datasets
- Reference: Datasets
- Reference: Datasets (Version 2 only)

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GET Datasets

(Version 2) Secured by any of these security requirements:	• *Prism: Tables Manage* domain in the Prism Analytics functional area. • *Table Viewer* permission on the table. • *Table Editor* permission on the table. • *Table Owner* permission on the table.
(Version 1) Secured by any of these security requirements:	• *Prism Datasets: Manage* domain in the Prism Analytics functional area. • *Dataset Viewer* permission on the dataset. • *Dataset Editor* permission on the dataset. • *Dataset Owner* permission on the dataset.

This resource exposes the tables or datasets that the current user has permission on.

There's no request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	The limit of object data entries included in a single response.	20	100
offset	The offset to the first object in a collection to include in the response.	0	
name	The API name of the table to retrieve a single table. You can only use the query parameter with version 2.		

The response body is in JSON format.

The response body is a JSON collection of tables or datasets including their ID values.

GET Datasets Examples (version 1)

Using version 1, this GET request retrieves all datasets available to the current user, Betty Liu:

```
GET /datasets
```

The response is a collection of datasets, in JSON format (we display only one dataset in the response):

```
{
    "total": 5,
    "data": [
        {
            "id": "942fb35ce25301483a2af59303000e00",
            "updatedMoment": "2018-07-06T20:37:11.540Z",
            "isEmpty": true,
            "createdMoment": "2018-07-06T20:37:11.540Z",
            "updatedBy": {
                "id": "274555853a4446cf8809325243534f34",
                "fullName": "Betty Liu (manager 4300, CostCtrMgr 30.3,
 41200, PayIntPartner; PayPartner, PayAdmin)"
            },
            "isPublished": false,
            "createdBy": {
                "id": "274555853a4446cf8809325243534f34",
```

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```
                "fullName": "Betty Liu (manager 4300, CostCtrMgr 30.3,
 41200, PayIntPartner; PayPartner, PayAdmin)"
            },
            "name": "External_Policies",
            "sourceType": {
                "descriptor": "API",
                "id": "ebb9f67077f510001a2d1c2985031293"
            }
        },
        ...
    ]
}
```

This request retrieves information about the dataset named External_Policies (ID = 942fb35ce25301483a2af59303000e00):

```
GET /datasets/942fb35ce25301483a2af59303000e00
```

The response body:

```
{
    "id": "942fb35ce25301483a2af59303000e00",
    "updatedBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Betty Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    },
    "createdBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Betty Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    },
    "isEmpty": true,
    "name": "External_Policies",
    "createdMoment": "2018-07-06T20:37:11.540Z",
    "isPublished": false,
    "sourceType": {
        "descriptor": "API",
        "id": "ebb9f67077f510001a2d1c2985031293"
    },
    "updatedMoment": "2018-07-06T20:37:11.540Z"
}
```

GET Datasets Examples (version 2)

Using version 2, this GET request retrieves all tables available to the current user, Betty Liu:

```
GET /datasets
```

The response is a collection of tables, in JSON format (we display only 1 table in the response):

```
{
    "total": 71,
    "data": [
        {
            "id": "1eb80593fedb0142b468133e015f9603",
            "updatedMoment": "2019-08-29T01:00:11.102Z",
            "displayName": "Written_Premiums",
            "empty": false,
            "permissions": {
                "canTruncateTableData": true,
```

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```
                "canDeleteTableData": true,
                "canEditDataSourceSecurity": true,
                "canEdit": true,
                "canPublish": false,
                "canAppendTableData": true,
                "canReplaceTableData": true,
                "canView": true,
                "canSelectTableData": true,
                "canDelete": false,
                "canShare": true
            },
            "createdBy": {
                "id": "8503e6ffc9e71087bfef081063b30280",
                "fullName": "Workday Implementer"
            },
            "name": "Written_Premiums",
            "createdMoment": "2019-08-28T20:54:08.241Z",
            "published": false,
            "stats": {
                "rows": "117",
                "size": "22985"
            },
            "updatedBy": {
                "id": "a002a0bc7e5b10000dbb7051e4b011fa"
            },
            "description": "Table of Written_Premiums"
        },
        ...
    ]
}
```

This request retrieves information about the dataset named lemonade_stand_sales (ID = c90ca356894d01882ffcb6d40900d300):

```
GET /datasets/c90ca356894d01882ffcb6d40900d300
```

The response body:

```
{
    "id": "c90ca356894d01882ffcb6d40900d300",
    "updatedMoment": "2020-11-04T04:42:39.641Z",
    "permissions": {
        "canTruncateTableData": true,
        "canShare": true,
        "canReplaceTableData": true,
        "canDeleteTableData": true,
        "canEdit": true,
        "canAppendTableData": true,
        "canPublish": false,
        "canDelete": true,
        "canEditDataSourceSecurity": true,
        "canSelectTableData": true,
        "canView": true
    },
    "updatedBy": {
        "id": "a002a0bc7e5b10000dbb7051e4b011fa"
    },
    "description": "This table contains the lemonade stand sales in the
 neighborhood.",
    "displayName": "Lemonade Stand Sales",
    "createdBy": {
        "id": "34cd5fca15dd41d698b0667011e4c9bd",
        "fullName": "Developer Generic User"
```

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```
    },
    "stats": {
        "size": "5046",
        "rows": "17"
    },
    "createdMoment": "2020-11-04T04:31:52.991Z",
    "name": "lemonade_stand_sales",
    "published": false,
    "empty": false
}
```

POST Datasets

(Version 2) Secured by:	*Prism: Tables Create* domain in the Prism Analytics functional area.
(Version 1) Secured by:	*Prism Datasets: Create* domain in the Prism Analytics functional area.

Use this method to create a new table or dataset with the specified name. Version 2 of the REST API creates a table, and version 1 creates a dataset.

When you create a dataset using version 1, this method creates an empty API dataset. You must supply a JSON format body with your request.

In the request body, supply a value for these parameters:

Body Parameter	Type	Description
name	String	(Version 1) Dataset name. You can't change this name after you create the dataset. (Version 2) Table name. This is the table API name. You can't change this name after you create the table. API names must conform to name validation rules.
displayName	String	(Version 2 only) The display name for the table. You can change this name at any time. Display names must conform to name validation rules.
description	String	(Version 2 only) The description of the table. The description must contain less than 1,000 characters.
documentation	String	(Version 2 only) A long string field you can use to include more detailed information about this table for internal documentation purposes. The documentation must contain less than 32,000 characters.
fields	Object	(Version 2 only) The fields to create in the table. See: Reference: Table and Dataset Field Attributes .

The response body is in JSON format and has the ID of the table or dataset.

POST Datasets Examples (version 1)

Using version 1, this POST request creates a new dataset named External_Policies:

```
POST /datasets
```

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Using this request body:

```
{
   "name":"External_Policies"
}
```

The response body is a listing of the dataset in JSON format:

```
{
    "id": "942fb35ce25301483a2af59303000e00",
    "createdMoment": "2018-07-06T20:37:11.540Z",
    "createdBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Betty Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    },
    "name": "External_Policies"
}
```

POST Datasets Examples (version 2)

Using version 2, this POST request creates a new table named lemonade_stand_sales:

```
POST /datasets
```

Using this request body. The table schema defines these fields:

- Sales Key
- Stand Location
- Hot Day?
- Date
- Total Sales
- Cost Center

```
{
  "name": "lemonade_stand_sales",
  "displayName": "Lemonade Stand Sales",
  "description": "This table contains the lemonade stand sales in the
 neighborhood.",
  "fields": [
    {
      "ordinal": 1,
      "name": "Sales_Key",
      "displayName": "Sales Key",
      "externalId": true,
      "required": true,
      "precision": 18,
      "scale": 0,
      "type": {
        "id": "Schema_Field_Type=Numeric"
      }
    },
    {
      "ordinal": 2,
      "name": "Stand_Location",
      "displayName": "Stand Location",
      "description": "The location of the lemonade stand.",
      "externalId": false,
      "required": false,
      "type": {
```

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```
        "id": "Schema_Field_Type=Text"
    }
    },
    {
      "ordinal": 3,
      "name": "Hot_Day",
      "displayName": "Hot Day?",
      "description": "This is True when the outside temp was over 85F.",
      "externalId": false,
      "required": false,
      "type": {
        "id": "Schema_Field_Type=Boolean"
      }
    },
    {
      "ordinal": 4,
      "name": "Date",
      "displayName": "Date",
      "description": "The date the lemonade was sold.",
      "externalId": false,
      "required": true,
      "parseFormat": "MM/dd/yyyy",
      "type": {
        "id": "Schema_Field_Type=Date"
      }
    },
    {
      "ordinal": 5,
      "name": "Total_Sales",
      "displayName": "Total Sales",
      "externalId": false,
      "required": true,
      "precision": 18,
      "scale": 2,
      "type": {
        "id": "Schema_Field_Type=Numeric"
      }
    },
    {
      "ordinal": 6,
      "name": "Cost_Center",
      "displayName": "Cost Center",
      "externalId": false,
      "required": false,
      "businessObject": {
        "id": "89b94d1da24d4346997fdb640e465894"
      },
      "type": {
        "id": "Schema_Field_Type=Instance"
      }
    }
  ]
}
```


The response body is a listing of the table in JSON format:


```
{
    "id": "c90ca356894d01882ffcb6d40900d300",
    "fields": [
        {
            "id": "c90ca356894d8177ef27b7d40900d600",
            "required": true,
            "externalId": true,
```


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```
            "fieldId": "NGNjOTgwN2UtZGQ5OS00NTE0LWIxMmMtZDBhNzg3MzZkZGRi",
            "precision": 18,
            "name": "Sales_Key",
            "ordinal": 1,
            "displayName": "Sales Key",
            "type": {
                "descriptor": "Numeric",
                "id": "32e3fa0dd9ea1000072bac410415127a"
            }
        },
        {
            "id": "c90ca356894d81782452b7d40900d900",
            "fieldId": "MWJlNzA4MGMtOGNjNi00MTFkLWIzNWEtNzgxYzBhOWY3ZDlm",
            "displayName": "Stand Location",
            "description": "The location of the lemonade stand.",
            "required": false,
            "ordinal": 2,
            "name": "Stand_Location",
            "type": {
                "descriptor": "Text",
                "id": "fdd7dd26156610006a12d4fd1ea300ce"
            },
            "externalId": false
        },
        {
            "id": "c90ca356894d813f9d37b7d40900d700",
            "externalId": false,
            "type": {
                "descriptor": "Boolean",
                "id": "fdd7dd26156610006a205a3d137900d3"
            },
            "description": "This is True when the outside temp was over
85F.",
            "fieldId": "NDVkNzMyMWUtOTI0ZS00MDViLTkyN2MtZTBkZjUwYzlkOTRj",
            "ordinal": 3,
            "displayName": "Hot Day?",
            "name": "Hot_Day",
            "required": false
        },
        {
            "id": "c90ca356894d817b3745b7d40900d800",
            "required": true,
            "type": {
                "descriptor": "Date",
                "id": "fdd7dd26156610006a71e070b08200d6"
            },
            "displayName": "Date",
            "name": "Date",
            "parseFormat": "MM/dd/yyyy",
            "ordinal": 4,
            "fieldId": "YTQzMmIxZDEtMDMxOC00N2M5LTg5M2MtYzA4YjU4MmFlYzJk",
            "description": "The date the lemonade was sold.",
            "externalId": false
        },
        {
            "id": "c90ca356894d811d8973b7d40900da00",
            "precision": 18,
            "externalId": false,
            "fieldId": "Y2FiYzkwOGMtYmQ0YS00ODM2LWFhNDMtZTc4MmZjNjdmMmM0",
            "name": "Total_Sales",
            "required": true,
            "ordinal": 5,
            "type": {
                "descriptor": "Numeric",
```


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```
                "id": "32e3fa0dd9ea1000072bac410415127a"
            },
            "displayName": "Total Sales",
            "scale": 2
        },
        {
            "id": "c90ca356894d81b6f618b7d40900d500",
            "name": "Cost_Center",
            "ordinal": 6,
            "required": false,
            "fieldId": "ZGU1Y2U3ZTAtZWY4NC00YzY5LTlkMDMtOGU4MGQ1YTU0OTdk",
            "displayName": "Cost Center",
            "externalId": false,
            "businessObject": {
                "descriptor": "Cost Center",
                "id": "89b94d1da24d4346997fdb640e465894"
            },
            "type": {
                "descriptor": "Instance",
                "id": "db9cd1dbf95010000e8fc7c78cd012a9"
            }
        },
        {
            "id": "c90ca356894d81509c9bb7d40900db00",
            "required": false,
            "type": {
                "descriptor": "Text",
                "id": "fdd7dd26156610006a12d4fd1ea300ce"
            },
            "displayName": "WPA_LoadID",
            "externalId": false,
            "name": "WPA_LoadID",
            "ordinal": 7,
            "fieldId": "ZjhiMzU1NTMtNjk4ZS00ODgxLWFkNGUtOWI2ZDI0MTcxYjk2",
            "description": "WPA_LoadID"
        },
        {
            "id": "c90ca356894d81c931a9b7d40900dc00",
            "name": "WPA_LoadTimestamp",
            "fieldId": "ZGQxNDcwMjMtYzU4Yy00MTEyLWExOTctN2UwZWFlYmIxZWM2",
            "required": false,
            "description": "WPA_LoadTimestamp",
            "displayName": "WPA_LoadTimestamp",
            "type": {
                "descriptor": "Date",
                "id": "fdd7dd26156610006a71e070b08200d6"
            },
            "externalId": false,
            "ordinal": 8
        },
        {
            "id": "c90ca356894d81dda6b5b7d40900dd00",
            "name": "WPA_RowID",
            "description": "WPA_RowID",
            "fieldId": "NTM1YmE5OGMtNjFlOC00NjlmLWFhNzctODhjNmEyZWQwMDg5",
            "externalId": false,
            "ordinal": 9,
            "type": {
                "descriptor": "Text",
                "id": "fdd7dd26156610006a12d4fd1ea300ce"
            },
            "displayName": "WPA_RowID",
            "required": false
        },
```


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```
        {
            "id": "c90ca356894d815e03c2b7d40900de00",
            "fieldId": "YzM4NDliZDUtOTA3YS00ZGViLWFiYTktYTE1YjBiNGY4MTQ3",
            "displayName": "WPA_UpdateID",
            "externalId": false,
            "type": {
                "descriptor": "Text",
                "id": "fdd7dd26156610006a12d4fd1ea300ce"
            },
            "description": "WPA_UpdateID",
            "name": "WPA_UpdateID",
            "ordinal": 10,
            "required": false
        },
        {
            "id": "c90ca356894d815f70ceb7d40900df00",
            "type": {
                "descriptor": "Date",
                "id": "fdd7dd26156610006a71e070b08200d6"
            },
            "displayName": "WPA_UpdateTimestamp",
            "required": false,
            "description": "WPA_UpdateTimestamp",
            "name": "WPA_UpdateTimestamp",
            "ordinal": 11,
            "fieldId": "Njk4OTA3ZjgtNzFkNy00MmVmLThiMDgtMmEyNjhmYmQwNmUw",
            "externalId": false
        }
    ],
    "displayName": "Lemonade Stand Sales",
    "createdBy": {
        "id": "34cd5fca15dd41d698b0667011e4c9bd",
        "fullName": "Developer Generic User"
    },
    "description": "This table contains the lemonade stand sales in the
 neighborhood. It contains total sales and information on how hot it was on
 each day.",
    "createdMoment": "2020-11-04T04:31:52.991Z",
    "name": "lemonade_stand_sales"
}
```


PUT Datasets

Secured by any of these security requirements:	• *Prism: Tables Manage* domain in the Prism Analytics functional area. • *Prism: Tables Owner Manage* domain in the Prism Analytics functional area. • *Prism: Tables Manage Schema* domain in the Prism Analytics functional area.

You can only use the PUT method with version 2. Use this method to edit an existing table with the specified name. You must supply a JSON format body with your request.

In the request body, supply values for these parameters:

Body Parameter	Type	Description
name	String	Table name. This is the table API name. You can't change this name after you create the table. API names must conform to name validation rules.

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Body Parameter	Type	Description
displayName	String	The display name for the table. You can change this name at any time. Display names must conform to name validation rules.
description	String	The description of the table. The description must contain less than 1,000 characters.
fields	Object	The fields to modify in the table.

The response body is in JSON format and has the ID of the table.

Related Information
Reference
Reference: wBuckets
Reference: wBuckets/Complete
Reference: wBuckets/Files
Reference: Naming Guidelines

Reference: Datasets/Describe

URI

The description of an individual table (version 2) or dataset (version 1):

```
/datasets/{id}/describe
```

URI Parameter	Description
id	A reference to a Prism Analytics table (version 2) or dataset (version 1). Example: The WID of the table.

Description

The Datasets/Describe resource represents the description of a table or dataset. Version 2 of the REST API works with tables, and version 1 works with datasets. You can only describe a table or dataset permitted by the security profile of the current user.

Datasets/Describe supports this method:

- Reference: Datasets/Describe

GET Datasets/Describe

(Version 2) Secured by any of these security requirements:	• *Prism: Tables Manage* domain in the Prism Analytics functional area. • *Prism: Tables Owner Manage* domain in the Prism Analytics functional area. • *Prism: Tables Manage Schema* domain in the Prism Analytics functional area. • *Table Viewer* permission on the table. • *Table Editor* permission on the table. • *Table Owner* permission on the table.

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(Version 1) Secured by any of these security requirements:	• *Prism Datasets: Manage* domain in the Prism Analytics functional area. • *Dataset Viewer* permission on the dataset. • *Dataset Editor* permission on the dataset. • *Dataset Owner* permission on the dataset.

This resource exposes the description of a table or dataset that the current user has permission on.

There's no request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	The limit of object data entries included in a single response.	20	100
offset	The offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

The response body is a JSON representation of a table or dataset including its ID value and field information.

GET Datasets/Describe Example (version 1)

Using version 1, this request retrieves the description about the dataset named External_Policies (ID = e2db164babc70190cdcca27e6d0011cc):

```
GET /datasets/e2db164babc70190cdcca27e6d0011cc/describe
```

The response body:


```
{
    "total": 1,
    "data": [
        {
            "id": "e2db164babc70190cdcca27e6d0011cc",
            "permissions": {
                "isOwner": true,
                "canDelete": true,
                "canPublish": false,
                "canView": true,
                "canEdit": true
            },
            "isAPIWritable": true,
            "name": "External_Policies",
            "isEmpty": false,
            "isPublished": false,
            "fields": [
                {
                    "id": "e2db164babc78120557479156e0030cc",
                    "description": "Name of employee",
                    "type": {
                        "id": "fdd7dd26156610006a12d4fd1ea300ce",
                        "descriptor": "Text"
                    },
                    "ordinal": 1,
                    "name": "Employee_Name"
```


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```
                },
                {
                    "id": "e2db164babc781a5a57979156e0032cc",
                    "description": "Unique identifier for the policy",
                    "type": {
                        "id": "32e3fa0dd9ea1000072bac410415127a",
                        "descriptor": "Numeric"
                    },
                    "ordinal": 2,
                    "precision": 20,
                    "name": "ID"
                },
                {
                    "id": "e2db164babc781d5fa9279156e0036cc",
                    "scale": 2,
                    "name": "Total_Sold",
                    "precision": 20,
                    "ordinal": 3,
                    "description": "Total value of policies sold",
                    "type": {
                        "id": "32e3fa0dd9ea1000072bac410415127a",
                        "descriptor": "Numeric"
                    }
                },
                {
                    "id": "e2db164babc78133fe8f79156e0035cc",
                    "description": "Date policy completed",
                    "name": "Date",
                    "parseFormat": "yyyy-MM-dd HH:mm:ss",
                    "ordinal": 4,
                    "type": {
                        "id": "fdd7dd26156610006a71e070b08200d6",
                        "descriptor": "Date"
                    }
                },
                {
                    "id": "e2db164babc78197167779156e0031cc",
                    "description": "This describes each record",
                    "name": "Description",
                    "ordinal": 5,
                    "type": {
                        "id": "fdd7dd26156610006a12d4fd1ea300ce",
                        "descriptor": "Text"
                    }
                }
            ]
        }
    ]
}
```


GET Datasets/Describe Example (version 2)

Using version 2, this request retrieves the description about the table named lemonade_stand_sales (ID = c90ca356894d01882ffcb6d40900d300):

```
GET /datasets/c90ca356894d01882ffcb6d40900d300/describe
```

The response body:


```
{
    "total": 1,
    "data": [
```


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```
        {
            "id": "c90ca356894d01882ffcb6d40900d300",
            "createdBy": {
                "id": "34cd5fca15dd41d698b0667011e4c9bd",
                "fullName": "Developer Generic User"
            },
            "updatedBy": {
                "id": "a002a0bc7e5b10000dbb7051e4b011fa"
            },
            "stats": {
                "rows": "17",
                "size": "5046"
            },
            "name": "lemonade_stand_sales",
            "fields": [
                {
                    "id": "c90ca356894d8122fee1466b0a001401",
                    "displayName": "Sales Key",
                    "required": true,
                    "externalId": true,
                    "precision": 18,
                    "fieldId":
"NGNjOTgwN2UtZGQ5OS00NTE0LWIxMmMtZDBhNzg3MzZkZGRi",
                    "name": "Sales_Key",
                    "type": {
                        "descriptor": "Numeric",
                        "id": "32e3fa0dd9ea1000072bac410415127a"
                    },
                    "ordinal": 1
                },
                {
                    "id": "c90ca356894d817300742b100a000301",
                    "fieldId":
"MWJlNzA4MGMtOGNjNi00MTFkLWIzNWEtNzgxYzBhOWY3ZDlm",
                    "displayName": "Stand Location",
                    "ordinal": 2,
                    "description": "The location of the lemonade stand.",
                    "type": {
                        "descriptor": "Text",
                        "id": "fdd7dd26156610006a12d4fd1ea300ce"
                    },
                    "name": "Stand_Location",
                    "required": false,
                    "externalId": false
                },
                {
                    "id": "c90ca356894d810b56692b100a000201",
                    "fieldId":
"NDVkNzMyMWUtOTI0ZS00MDViLTkyN2MtZTBkZjUwYzlkOTRj",
                    "type": {
                        "descriptor": "Boolean",
                        "id": "fdd7dd26156610006a205a3d137900d3"
                    },
                    "displayName": "Hot Day?",
                    "description": "This is True when the outside temp was
over 85F.",
                    "externalId": false,
                    "ordinal": 3,
                    "required": false,
                    "name": "Hot_Day"
                },
                {
                    "id": "c90ca356894d811c2c5d2b100a000101",
                    "required": true,
```


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```
                    "parseFormat": "MM/dd/yyyy",
                    "fieldId":
"YTQzMmIxZDEtMDMxOC00N2M5LTg5M2MtYzA4YjU4MmFlYzJk",
                    "description": "The date the lemonade was sold.",
                    "name": "Date",
                    "ordinal": 4,
                    "externalId": false,
                    "displayName": "Date",
                    "type": {
                        "descriptor": "Date",
                        "id": "fdd7dd26156610006a71e070b08200d6"
                    }
                },
                {
                    "id": "c90ca356894d812e4f4e2b100a000001",
                    "fieldId":
"Y2FiYzkwOGMtYmQ0YS00ODM2LWFhNDMtZTc4MmZjNjdmMmM0",
                    "ordinal": 5,
                    "precision": 18,
                    "scale": 2,
                    "displayName": "Total Sales",
                    "name": "Total_Sales",
                    "required": true,
                    "externalId": false,
                    "type": {
                        "descriptor": "Numeric",
                        "id": "32e3fa0dd9ea1000072bac410415127a"
                    }
                },
                {
                    "id": "c90ca356894d8189a45827100a00ff00",
                    "externalId": false,
                    "businessObject": {
                        "descriptor": "Cost Center",
                        "id": "89b94d1da24d4346997fdb640e465894"
                    },
                    "fieldId":
"ZGU1Y2U3ZTAtZWY4NC00YzY5LTlkMDMtOGU4MGQ1YTU0OTdk",
                    "displayName": "Cost Center",
                    "type": {
                        "descriptor": "Instance",
                        "id": "db9cd1dbf95010000e8fc7c78cd012a9"
                    },
                    "ordinal": 6,
                    "required": false,
                    "name": "Cost_Center"
                },
                {
                    "id": "c90ca356894d8103224c27100a00fe00",
                    "required": false,
                    "fieldId":
"ZjhiMzU1NTMtNjk4ZS00ODgxLWFkNGUtOWI2ZDI0MTcxYjk2",
                    "externalId": false,
                    "name": "WPA_LoadID",
                    "description": "WPA_LoadID",
                    "type": {
                        "descriptor": "Text",
                        "id": "fdd7dd26156610006a12d4fd1ea300ce"
                    },
                    "displayName": "WPA_LoadID",
                    "ordinal": 7
                },
                {
                    "id": "c90ca356894d8184432727100a00fd00",
```


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```
                    "type": {
                        "descriptor": "Date",
                        "id": "fdd7dd26156610006a71e070b08200d6"
                    },
                    "displayName": "WPA_LoadTimestamp",
                    "description": "WPA_LoadTimestamp",
                    "fieldId":
"ZGQxNDcwMjMtYzU4Yy00MTEyLWExOTctN2UwZWFlYmIxZWM2",
                    "name": "WPA_LoadTimestamp",
                    "externalId": false,
                    "required": false,
                    "ordinal": 8
                },
                {
                    "id": "c90ca356894d811f0c1727100a00fc00",
                    "fieldId":
"NTM1YmE5OGMtNjFlOC00NjlmLWFhNzctODhjNmEyZWQwMDg5",
                    "externalId": false,
                    "displayName": "WPA_RowID",
                    "name": "WPA_RowID",
                    "required": false,
                    "ordinal": 9,
                    "type": {
                        "descriptor": "Text",
                        "id": "fdd7dd26156610006a12d4fd1ea300ce"
                    },
                    "description": "WPA_RowID"
                },
                {
                    "id": "c90ca356894d8102480427100a00fb00",
                    "description": "WPA_UpdateID",
                    "externalId": false,
                    "fieldId":
"YzM4NDliZDUtOTA3YS00ZGViLWFiYTktYTE1YjBiNGY4MTQ3",
                    "ordinal": 10,
                    "name": "WPA_UpdateID",
                    "displayName": "WPA_UpdateID",
                    "type": {
                        "descriptor": "Text",
                        "id": "fdd7dd26156610006a12d4fd1ea300ce"
                    },
                    "required": false
                },
                {
                    "id": "c90ca356894d81a168c026100a00fa00",
                    "name": "WPA_UpdateTimestamp",
                    "displayName": "WPA_UpdateTimestamp",
                    "required": false,
                    "ordinal": 11,
                    "fieldId":
"Njk4OTA3ZjgtNzFkNy00MmVmLThiMDgtMmEyNjhmYmQwNmUw",
                    "externalId": false,
                    "type": {
                        "descriptor": "Date",
                        "id": "fdd7dd26156610006a71e070b08200d6"
                    },
                    "description": "WPA_UpdateTimestamp"
                }
            ],
            "empty": false,
            "published": false,
            "createdMoment": "2020-11-04T04:31:52.991Z",
            "updatedMoment": "2020-11-04T04:42:39.641Z",
            "permissions": {
```


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```
                "canSelectTableData": true,
                "canReplaceTableData": true,
                "canEditDataSourceSecurity": true,
                "canEdit": true,
                "canTruncateTableData": true,
                "canDelete": true,
                "canShare": true,
                "canDeleteTableData": true,
                "canAppendTableData": true,
                "canPublish": false,
                "canView": true
            },
            "displayName": "Lemonade Stand Sales",
            "description": "This table contains the lemonade stand sales in
 the neighborhood. It contains total sales and information on how hot it was
 on each day."
        }
    ]
}
```

Reference: Inbox Tasks

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Single task in **My Tasks** of the current user:

`/inboxTasks/{id}`

URI Parameter	Description
id	Reference to the task in **My Tasks**. Example: task Workday ID.

Description

The Inbox Tasks resource represents a task in **My Tasks** that the specified user can approve or deny. To see all tasks in **My Tasks** for a specific worker, use the Workers/Inbox Task resource.

The Inbox Tasks resource supports this method:

- Reference: Inbox Tasks

To use the Inbox Task REST APIs:

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1. Get the tasks in **My Tasks** for a specific worker.
    a. Call the `GET /workers/{id}/inboxTasks` method, where `{id}` is the Workday ID of a worker.
    b. From the response data, save the Workday ID of the task for approval or denial.
2. Approve or deny the task in **My Tasks**.
    a. Call the `PUT /inboxTasks/{id}?type={type}` method, where:
        - `{ID}` is the Workday ID of the task that you saved from the `GET /workers/{id}/inboxTasks` method response.
        - `{type}` is either `approval` or `denial`.
    b. Specify the request body when you call the `PUT /inboxTasks/{id}` method. Specify either:
        - An empty request body. Example: `{}`
        - A comment. Example: `{ "comment": "Requirements are satisfied." }`

PUT My Inbox Task

Secured by:	Core Navigation

The PUT My Inbox Task method approves or denies an approval-type task in **My Tasks**. An approval-type task has a `stepType` descriptor of `Approval`. Specify the `type` query parameter.

Query Parameter	Value	Description
`type`	`approval` `denial`	Approves the approval task. Denies the approval task.

The response body is in JSON format.

PUT Inbox Task Examples

This `GET /workers/{id}/inboxTasks` example returns the tasks in **My Tasks** for the manager of Betty Liu:

```
GET /workers/3aa5550b7fe348b98d7b5741afc65534/inboxTasks
```

The `GET /workers/{id}/inboxTasks` method returns this task, which is a time off request from Betty Liu:

```
{
"total": 1,
"data": [   {
   "descriptor": "Approval by Manager",
   "id": "90ef2b58c8e3cf15b879a848aed69219",
   "href": "https://{Workday REST API Endpoint}/
inboxTasks/90ef2b58c8e3cf15b879a848aed69219",
   "subject":       {
      "descriptor": "Betty Liu",
      "id": "3bcc416214054db6911612ef25d51e9f",
      "href": "https://{Workday REST API Endpoint}/
workers/3bcc416214054db6911612ef25d51e9f"
   },
   "overallProcess":       {
      "descriptor": "Time Off Request: Betty Liu",
      "id": "dc930ab57b114b6694edf9eb92621281",
      "href": "https://{Workday REST API Endpoint}/businessProcesses/
dc930ab57b114b6694edf9eb92621281"
   },
```

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```
   "status":       {
      "descriptor": "Awaiting Action",
      "id": "d9e4108c446c11de98360015c5e6daf6"
   },
   "stepType":       {
      "descriptor": "Approval",
      "id": "d8c8920e446c11de98360015c5e6daf6"
   },
   "assigned": "2013-02-26T19:06:57.493Z",
   "due": "2013-02-28"
}]
}
```

Using the task `id` value from the preceding response, this PUT request approves the time off request:

```
PUT /inboxTasks/90ef2b58c8e3cf15b879a848aed69219?type=approval
```

The sample PUT method submits this empty request body:

```
{}
```

The response body is the task in JSON format. The descriptor indicates that the task you modified is an `Approval by Manager` task:

```
{
"descriptor": "Approval by Manager",
"id": "90ef2b58c8e3cf15b879a848aed69219",
"href": "https://{Workday REST API Endpoint}/
inboxTasks/90ef2b58c8e3cf15b879a848aed69219"
}
```

This PUT request approves the time off request with a comment:

```
PUT /inboxTasks/90ef2b58c8e3cf15b879a848aed69219?type=approval
```

The sample PUT method submits the comment in this request body:

```
{
"comment": "Requirements are satisfied."
}
```

Related Information
Reference
Reference: Workers/Inbox Tasks

Reference: Job Change Reasons

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

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Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Job Change Reasons:

`/jobChangeReasons`

Individual Job Change Reasons:

`/jobChangeReasons/{id}`

URI Parameter	Description
id	Reference to a job change reason. Example: Job change reason WID.

Description

The Job Change Reasons resource represents job change reasons in Workday. You can only view the Job Change Reasons and information allowed by the security profile of the current user.

Job Change Reasons supports this method:

- Reference: Job Change Reasons

GET Job Change Reasons

Secured by:	Staffing Actions: Change Job Date and Reason

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Job Change Reasons returns the job change reasons in Workday. You typically use this in conjunction with the Workers/Job Change resource to initiate job changes. Because the job change business process requires a reason, use this resource to return the job change reasons defined in your tenant.

GET Job Change Reasons Examples

This GET request retrieves all the job change reasons available to the current user:

`GET /jobChangeReasons`

The response is a collection of job change reasons, in JSON format (only 1 job change reason in the response is shown):

```
{
   "total": 7,
   "data":    [
```

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```
            {
         "descriptor": "Transfer > Transfer > Move to another Manager",
         "id": "b7187dceedb34c8db3a8e15adf02a620",
         "href": "https://{Workday REST API Endpoint}/jobChangeReasons/
b7187dceedb34c8db3a8e15adf02a620",
         "managerReason": true,
         "isForEmployee": true,
         "isForContingentWorker": true
      },
     ...
   ]
}
```

This request retrieves information about the Transfer job change reason (id=b7187dceedb34c8db3a8e15adf02a620):

```
GET /jobChangeReason/b7187dceedb34c8db3a8e15adf02a620
```

The response body:

```
{
   "descriptor": "Transfer > Transfer > Move to another Manager",
   "id": "b7187dceedb34c8db3a8e15adf02a620",
   "href": "https://{Workday REST API Endpoint}/jobChangeReasons/
b7187dceedb34c8db3a8e15adf02a620",
   "managerReason": true,
   "isForEmployee": true,
   "isForContingentWorker": true
}
```

Related Information
Reference
Reference: Workers/Job Changes

Reference: Organizations

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

A collection of Organizations:

```
/organizations?organizationType={organizationTypeId}
```

An individual Organization:

```
/organizations/{organizationId}?organizationType={organizationTypeId}
```

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URI Parameter	Description
organizationTypeId	Reference to an Organization Type. Example: Organization Type WID. Requests must provide an Organization Type.
organizationId	Reference to an Organization. Example: Organization WID.

Description

The Organizations resource represents the organizations in Workday. You can only view the Organization information permitted by the security profile of the current user.

Organizations supports this method:

- Reference: Organizations

GET Organizations

Secured by:	Reports: Organization

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Organizations Examples

This GET request retrieves all the Organizations available to the current user where the Organization Type ID is bf2d8218d2c34cc5aca1148580a88374:

```
GET /organizations?organizationType=bf2d8218d2c34cc5aca1148580a88374
```

The response is a collection of Organizations, in JSON format (only 1 Organization in the response is shown):

```
{
   "total": 756,
   "data":    [
            {
         "descriptor": "Trans SWE Complex",
         "id": "46cd406ea858103b094a61f864b500b0"
       }
    },
    ...
  ]
}
```

This request retrieves information about the Organization whose Organization ID is ee8a05ace22e4a39a9ba6a2f168b713b and Organization Type ID is bf2d8218d2c34cc5aca1148580a88374.

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```
GET /organizations/ee8a05ace22e4a39a9ba6a2f168b713b?
organizationType=bf2d8218d2c34cc5aca1148580a88374
```

The response body:

```
{
   "descriptor": "FUND-16 HREG Fund for Named Professorship",
   "id": "ee8a05ace22e4a39a9ba6a2f168b713b"
}
```

This request retrieves information about the Supervisory Organization whose Organization ID is ab7a15abd31e4a21a9de6a3f168c215d and Organization Type ID is df3b25adc33e5a26a7db6a6f178a327b.

```
GET /organizations/ab7a15abd31e4a21a9de6a3f168c215d?
organizationType=df3b25adc33e5a26a7db6a6f178a327b
```

Because a Supervisory Organization is returned, the response body contains the href for that Supervisory Organization:

```
{
   "descriptor": "Payroll Commitments Fund 3",
   "id": "ab7a15abd31e4a21a9de6a3f168c215d",
   "href": "https://{Workday REST API Endpoint}/supervisoryOrganizations/
ab7a15abd31e4a21a9de6a3f168c215d"
}
```

A Supervisory Organization is a subtype of Organization, and contains an href.

Reference: Organization Types

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Organization Types:

`/organizationTypes`

Individual Organization Type:

`/organizationTypes/{id}`

URI Parameter	Description
id	A reference to an Organization Type. Example: Organization Type WID.

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Description

The Organization Types resource represents the organization types in Workday. You can only view the Organization Types information permitted by the security profile of the current user.

Organization Types supports this method:

- Reference: Organization Types

GET Organization Types

Secured by:	Reports: Organization

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Organization Types Examples

This GET request retrieves all the Organization Types available to the current user:

```
GET /organizationTypes
```

The response is a collection of Organization Types, in JSON format (only 1 Organization Type in the response is shown):

```
{
   "total": 41,
   "data":    [
          {
        "descriptor": "Academic Unit",
        "id": "dcda13dfb0e44cddbd5696278872ddc7"
     },
    ...
  ]
}
```

This request retrieves information about the Organization Type whose ID is dcda13dfb0e44cddbd5696278872ddc7:

```
GET /organizationTypes/dcda13dfb0e44cddbd5696278872ddc7
```

The response body:

```
{
   "descriptor": "Academic Unit",
   "id": "dcda13dfb0e44cddbd5696278872ddc7"
}
```

Reference: Supervisory Organizations

URL Base Path

Workday API Gateway Base Path

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For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Supervisory Organizations:

`/supervisoryOrganizations`

Individual Supervisory Organization:

`/supervisoryOrganizations/{id}`

URI Parameter	Description
id	Reference to a Supervisory Organization. Example: Supervisory Organization WID.

Description

The Supervisory Organizations resource represents the supervisory organizations in Workday. You can only view the Supervisory Organizations information permitted by the security profile of the current user.

Supervisory Organizations supports this method:

- Reference: Supervisory Organizations

GET Supervisory Organizations

Secured by:	Reports: Organization

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Supervisory Organizations Examples

This GET request retrieves all the Supervisory Organizations available to the current user:

`GET /supervisoryOrganizations`

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The response is a collection of Supervisory Organizations, in JSON format (only 1 Supervisory Organization in the response is shown):

```
{
   "total": 81,
   "data":    [
            {
         "descriptor": "Accounts Payable Department",
         "id": "97c57c8cc22f43ccbb77bdb5a19ab49d",
         "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/97c57c8cc22f43ccbb77bdb5a19ab49d",
         "name": "Accounts Payable",
         "workers": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/97c57c8cc22f43ccbb77bdb5a19ab49d/workers",
         "manager":          {
            "descriptor": "James Walker",
            "id": "bba6d8ec44e9476aab2902478f2d1a66",
            "href": "https://{Workday REST API Endpoint}/workers/
bba6d8ec44e9476aab2902478f2d1a66"
         }
      },
    ...
  ]
}
```

This request retrieves information about the Supervisory Organization, Benefits Department (id=1223ba8478644aa4bd3df3a749792fcf):

```
GET /supervisoryOrganizations/1223ba8478644aa4bd3df3a749792fcf
```

The response body:

```
{
   "descriptor": "Benefits Department",
   "id": "1223ba8478644aa4bd3df3a749792fcf",
   "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/1223ba8478644aa4bd3df3a749792fcf",
   "name": "Benefits",
   "workers": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/1223ba8478644aa4bd3df3a749792fcf/workers",
   "manager":    {
      "descriptor": "Maria Cardoza",
      "id": "cc7fb31eecd544e9ae8e03653c63bfab",
      "href": "https://{Workday REST API Endpoint}/workers/
cc7fb31eecd544e9ae8e03653c63bfab"
   }
}
```

Reference: Supervisory Organizations/Workers

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

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For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Workers that are members of a Supervisory Organization:

`/supervisoryOrganizations/{id}/workers`

URI Parameter	Description
id	Reference to a Supervisory Organization. Example: Supervisory Organization WID.

Description

The Supervisory Organizations/Workers subresource represents Workers that are members of a supervisory organization. You can only view the workers and information permitted by the security profile of the current user.

Supervisory Organizations/Workers supports this method:

- Reference: Supervisory Organizations/Workers

GET Supervisory Organizations/Workers

Secured by:	Worker Data: Public Worker Reports

No request body required or available for this method. Use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Supervisory Organizations/Workers Examples

This GET request retrieves all the workers in the specified supervisory organization, Accounts Payable Department (id=97c57c8cc22f43ccbb77bdb5a19ab49d), available to the current user:

`GET /supervisoryOrganizations/97c57c8cc22f43ccbb77bdb5a19ab49d/workers`

The response is a collection of workers, in JSON format (only 1 worker in the response is shown):

```
{
   "total": 2,
   "data":    [
           {
         "descriptor": "Nathan Moore",
         "id": "3dcb259a412746e88d330f2ad0c0ec28",
```

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```
         "href": "https://{Workday REST API Endpoint}/
workers/3dcb259a412746e88d330f2ad0c0ec28",
         "primarySupervisoryOrganization":          {
            "descriptor": "Accounts Payable Department",
            "id": "97c57c8cc22f43ccbb77bdb5a19ab49d",
            "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/97c57c8cc22f43ccbb77bdb5a19ab49d"
         },
         "businessTitle": "Accounting Specialist - AP",
         "primaryWorkEmail": "nmoore@workday.net",
         "isManager": false,
      },
    ...
   ]
}
```

Reference: System Health Dashboard

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/systemMetrics/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/systemMetrics/v1/gms
```

Description

The System Health Dashboard API enables you to extract basic information about the current state of your tenant. This API includes these resources:

- `activeTasks` - The running and queued tasks, including all background and UI tasks.
- `activeUserSessions` - The active Workday sessions in your tenant.
- `systemMetricsOverview` - The number of active tasks (both running and queued) and the number of active Workday sessions.

GET /activeTasks

Retrieves a list of running and queued tasks, including all background and UI tasks.

Secured by: *Resource Scheduling Administrator* and *System Monitor Administrator* domains in the System Health Dashboard functional area.

There are no input parameters. `GET /activeTasks` returns these values:

Field	Description
total	Integer representing the total number of running and queued tasks in your tenant.

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Field	Description
data	Container for subelements. Workday returns 1 *data* element for each task.
queueName	Text value for name of the queue where the task resides.
bytesAllocated	Integer representing the amount of memory, in bytes, that Workday allocated to the task.
status	Current status of the task (*Running* or *Queued*.
account	Container with Workday ID (*id*) and description text (*descriptor*) of the Workday account that owns the task.
startTime	Timestamp of when Workday started the task.
task	Container with Workday ID (*id*) and description text (*descriptor*) of the task in Workday.
taskDurationMillis	Integer representing the amount of total time, in milliseconds, for the task.
cpuTimeMillis	Integer representing the amount of CPU time, in milliseconds, for the task.
origin	Text field representing the entity that requested the task.
instancesAccessed	Integer representing number of objects in Workday that the task accessed.
queuedSubtaskCount	Integer representing the number of subtasks currently in the queue for this task.

Sample `GET /activeTasks` response:


```
{
    "total": 2,
    "data": [
        {
            "task": {
                "descriptor": "systemMetrics/activeTasks/view (GET) (v1 -  )",
                "id": "f87f05c3d17110000c0e66712e660010"
            },
            "bytesAllocated": 5,
            "status": "Running",
            "account": {
                "descriptor": "SuperUser / Developer Generic User",
                "id": "34cd5fca15dd41d698b0667011e4c9bd"
            },
            "origin": "Web Services",
            "cpuTimeMillis": 65,
            "queuedSubtaskCount": 1,
            "startTime": "2019-04-22T19:03:00.032Z",
            "taskDurationMillis": 71,
            "queueName": "Read",
            "instancesAccessed": 11
        },
        {
            "task": {
                "descriptor": "TrickleDocTask"
```


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```
            },
            "status": "Queued",
            "account": {
                "descriptor": "oms",
                "id": "1c07ac59faa110000931d3d397ea0080"
            },
            "origin": "System",
            "queueMillis": 47578,
            "queuedSubtaskCount": 1,
            "taskDurationMillis": 47578,
            "queueName": "Single Background"
        }
    ]
}
```

GET /activeUserSessions

Retrieves a list of all active Workday sessions in your tenant.

Secured by: *Resource Scheduling Administrator* and *System Monitor Administrator* domains in the System Health Dashboard functional area.

There are no input parameters. `GET /activeUserSessions` returns these values:

Field	Description
total	Integer representing the total number of active Workday sessions in your tenant.
data	Container for subelements. Workday returns 1 *data* element for each active Workday session.
id	Workday ID (WID) for the Workday session.
descriptor	Text description of the Workday session.
role	Workday ID (*id*) and description (*descriptor*) of the Workday role of the account that started the Workday session.
signonTime	Timestamp of when the Workday session started.
authenticationType	Workday ID (*id*) and description (*descriptor*) of the authentication method used for the Workday session.
deviceType	Workday ID (*id*) and description (*descriptor*) of the device type (Example: Desktop) used for the Workday session.
systemAccount	Workday ID (*id*) and description (*descriptor*) of the Workday account that started the Workday session.
elapsedMinutes	Integer representing number of elapsed minutes for the Workday session.

Sample `GET /activeUserSessions` response:

```
{
    "total": 2,
    "data": [
        {
            "id": "",
```

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```
            "descriptor": "SuperUser / Developer Generic User: 2019 04 23 15
 00 54 422 -0700",
            "role": {
                "descriptor": "Super User",
                "id": "989eafee6aa449679fe58caeead36b31"
            },
            "signonTime": "2019-04-23T22:00:54.000Z",
            "authenticationType": {
                "descriptor": "User Name Password",
                "id": "88bff566a25b45b0b633159af1a2f916"
            },
            "deviceType": {
                "descriptor": "Desktop",
                "id": "8db2fef0f1914d37867231f33a9f8f82"
            },
            "systemAccount": {
                "descriptor": "SuperUser / Developer Generic User",
                "id": "34cd5fca15dd41d698b0667011e4c9bd"
            }
        },
        {
            "id": "",
            "descriptor": "SuperUser / Developer Generic User: 2019 04 23 15
 00 16 621 -0700",
            "role": {
                "descriptor": "Super User",
                "id": "989eafee6aa449679fe58caeead36b31"
            },
            "signonTime": "2019-04-23T22:00:16.000Z",
            "authenticationType": {
                "descriptor": "User Name Password",
                "id": "88bff566a25b45b0b633159af1a2f916"
            },
            "systemAccount": {
                "descriptor": "SuperUser / Developer Generic User",
                "id": "34cd5fca15dd41d698b0667011e4c9bd"
            }
        }
    ]
}
```


GET /systemMetricsOverview

Retrieves the number of active tasks (both running and queued) and the number of active Workday sessions.

Secured by: *Resource Scheduling Administrator* and *System Monitor Administrator* domains in the System Health Dashboard functional area.

There are no input parameters. `GET /systemMetricsOverview` returns these values:

Field	Description
total	Always returns 1.
data	Always returns 1 array containing *queuedTasks*, *activeUserSessions*, and *runningTasks*.
queuedTasks	Integer representing the number of queued tasks in your tenant.
activeUserSessions	Integer representing the number of current Workday sessions in your tenant.

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Field	Description
runningTasks	Integer representing the number of running tasks in your tenant.

Sample `GET /systemMetricsOverview` response:

```
{
    "total": 1,
    "data": [
        {
            "queuedTasks": 1,
            "activeUserSessions": 1,
            "runningTasks": 1
        }
    ]
}
```

Reference: Validate Worktags

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Note: Workday recommends that you don't use the Validate Worktags API in the Common v1 REST service. We no longer support them, and plan to retire them. Use the Worktag v1 REST service instead. See Validate Worktags REST API for more information.

Validate allowed and required worktag types and worktag combinations for a transaction.

```
/validateWorktags
```

URI Parameter
The resource supports no URI parameters.

Description

Validate the allowed and required worktag types and worktag combinations so that you can correct errors before you submit transactions by web service. Validate Worktags supports the POST Validate Worktags method.

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POST Validate Worktags

Secured by:	• *Manage: Related Worktags* domain with **View** and **Modify** access. • *Worktag REST API* domain with **View** and **Modify** access.

Use this method to validate a set of worktags for a transaction based on:

- Transaction type worktag settings on the **Maintain Worktag Usage** report.
- Web service default worktag types on the **Maintain Worktag Type Precedences** task.
- Related worktags set up on the **Maintain Related Worktag Usage** report.
- Company restrictions.

This method doesn't persist data into Workday. It's a read-only POST.

You supply a JSON format body with your request. In the request body, supply values for these parameters:

Body Parameter	Type	Description
taggableConfiguration	ID	Required. The worktag configuration used on the **Maintain Worktag Usage** report. Usually it's a worktag type ID. Example: *Expense_report*. Some worktag types support more granular configuration. Example: You can use the *budget_structure_id* of a plan structure as the budget worktag type.
restrictions	ID	Restrictions entered on the request. Example: Use the transaction company as a restriction to validate that the cost center is valid for use with the company.
worktags	ID	Set of worktags for the transaction used to determine validation issues. The response validates all worktags on the transaction for: • Missing required worktag types. • Invalid worktag combinations. The parameter doesn't support aggregation worktag values. Example: Job family or cost center hierarchy.
allowBuiltInWorktags	Boolean	Worktag types that can't be configured as allowed worktag types on the **Maintain Worktag Usage** report for the **taggableConfiguration**. Set to `True` to include built-in worktag types in the request. Example: Spend category worktag for a supplier invoice.
validationTypes	ID	Set of validation types you want returned in the response. Leave the request parameter empty to return all validation types. Use the **Worktags REST Validation Types** report to view the reference IDs of the supported validation types.

Response

The response body indicates worktag validation issues for the transaction upon submission. Here's a list of the JSON name/value pairs returned in the response body for validateWorktags.

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Validation Type - Key Name	Description
invalidRestrictionsForWorktags • invalidRestrictedToValues • worktagWithRestrictedToValues	The worktag value combination is invalid because of restrictions. Example: The *Cost Center* in **worktagWithRestrictedToValues** isn't restricted to the *Company* in **invalidRestrictedToValues**.
invalidWorktagCombinations • worktagWithAllowedValues • invalidWorktagValues	The worktag value combination has invalid allowed worktags. Example: The *Cost Center* in **worktagWithAllowedValues** has allowed values for region, but the *Region* in **invalidWorktagValues** isn't an allowed value.
missingRequiredWorktagTypesForTaggableConfig	Required worktag types aren't sent in the request for **taggableConfiguration**, excluding defaults set up on the **Maintain Worktag Usage** report.
missingRequiredWorktagTypesForWorktags • worktagWithRequiredWorktags • missingWorktagTypes	Required worktag types for a worktag are missing. Applies to requested worktags that have related worktag types set up as required. Example: The *Cost Center* in **worktagWithRequiredWorktags** requires *Region*, and *Region* is in **missingWorktagTypes** because it isn't in the request.
missingRequiredWorktagTypesAfterDefaulting	Required worktag types aren't sent in the request for **taggableConfiguration** after applying defaults set up on the **Maintain Worktag Type Precedences** task.
nonAllowedInactiveWorktagValues	The request includes inactive worktag values, but the worktag type set up doesn't allow inactive worktag values.
nonAllowedWorktagTypesForTaggableConfig	Worktag types sent in the request aren't allowed for the **taggableConfiguration**.
onlyOneProjectOrPhaseOrTaskAllowed	The set of worktags can't contain more than 1 of these worktag types on the request: • *~Project~* • *~Project Phase~* • *~Project Task~*
status	• *Success* indicates that the set of worktags is valid for the request. • *Error* indicates the set of worktags for the request is invalid.

Validating worktags has restrictions and requirements. You might receive an error message when you attempt to validate worktags:

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HTTP Response Code	Error Message	Description/Solution
400	Taggable Configuration is required.	Supply a value for taggableConfiguration.
400	Duplicate worktag types aren’t allowed.	Sending more than 1 value for the same worktag type isn't allowed.

POST Validate Worktags Examples

On expense report, this POST request validates:

- Cost Center *10000 Office of CEO*.
- Region *Trans AA - Central Africa (inactive)*.

The configuration for expense report:

- Doesn't allow inactive *Region*.
- Has required *Business Unit*.
- Doesn't allow worktag types *Cost Center* and *Fund*.

Worktag type precedence isn't enabled.

`POST /validateWorktags`

Using this request body:

```
{
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "worktags": [
        {"id":"Cost_Center_Reference_ID=10000"},
        { "id":"Organization_Reference_ID=REGION-4-132"}
    ]
}
```

The response body is the worktag validation in JSON format:

```
{
  "missingRequiredWorktagTypesAfterDefaulting": [
    {
      "descriptor": "Business Unit",
      "id": "babec3e40ccf4a27b5b771d138289bbb"
    }
  ],
  "missingRequiredWorktagTypesForTaggableConfig": [
    {
      "descriptor": "Business Unit",
      "id": "babec3e40ccf4a27b5b771d138289bbb"
    }
  ],
  "nonAllowedWorktagTypesForTaggableConfig": [
    {
      "descriptor": "Cost Center",
      "id": "dc123302446c11de98360015c5e6daf6"
    }
  ],
  "nonAllowedInactiveWorktagValues": [
    {
      "descriptor": "Trans AA - Central Africa (inactive)",
      "id": "5b8348a2df5448b0bafea0563dc42eb5"
```

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```
    }
  ],
  "status": "error"
}
```

On expense report, this POST request validates:

- Cost Center *10000 Office of CEO*.
- Fund *AMU Cost Share*.
- Project *Transform Reinventing Mobility*.
- Division *CPG*.
- Company *Global Modern Services, Inc (Indonesia)*.

The configuration for expense report allows the worktag types of the worktags sent in the request.

Cost Center *10000 Office of CEO*:

- Is restricted to company *200.1 Global Modern Services K.K. (Japan)*.
- Has **Required on Transactions** *Gift* and *Campaign*.
- Allows only Fund *FH01 AMU Funds* and Project: *ACME Projects*.

Division *CPG*:

- Allows only Fund *F03.1 AMU General Plant Fund*.
- Has **Required on Transactions** *Grant*.

Worktag type precedence isn't enabled.

`POST /validateWorktags`

Using this request body:

```
{
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "restrictions":[
        {"id":"Company_Reference_ID=COMPANY-10-209"}
    ],
    "worktags": [
        {"id":"Cost_Center_Reference_ID=10000"},
        { "id":"Fund_ID=AMU Cost Share Fund"},
        { "id":"Project_ID=TRANSFORM_Reinventing_Mobility"},
        { "id":"Organization_Reference_ID=CPG"}
    ]
}
}
```

The response body is the worktag validation in JSON format:

```
{
  "invalidRestrictionsForWorktags": [
    {
      "invalidRestrictedToValues": [
        {
          "descriptor": "200.10 PT Global Modern Services, Inc (Indonesia)",
          "id": "cfdefbbb550e4b37ae88ef0f6518041b"
        }
      ],
      "worktagWithRestrictedToValues": {
        "descriptor": "10000 Office of CEO",
        "id": "3b122818d7934d1c8c663ddbe1937819"
      }
    }
  ],
  "missingRequiredWorktagTypesForWorktags": [
```

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```
    {
      "missingWorktagTypes": [
        {
          "descriptor": "Campaign",
          "id": "dc1234e2446c11de98360015c5e6daf6"
        },
        {
          "descriptor": "Gift",
          "id": "d2e0bdb657da45edadd7cd371d24a13e"
        }
      ],
      "worktagWithRequiredWorktags": {
        "descriptor": "10000 Office of CEO",
        "id": "3b122818d7934d1c8c663ddbe1937819"
      }
    },
    {
      "missingWorktagTypes": [
        {
          "descriptor": "Grant",
          "id": "ea50fe2ba95b453086f8c9616473a1e5"
        }
      ],
      "worktagWithRequiredWorktags": {
        "descriptor": "CPG",
        "id": "1fcf0b79747a43d1a4de334e0c214b1b"
      }
    }
  ],
  "status": "error",
  "invalidWorktagCombinations": [
    {
      "worktagWithAllowedValues": {
        "descriptor": "10000 Office of CEO",
        "id": "3b122818d7934d1c8c663ddbe1937819"
      },
      "invalidWorktagValues": [
        {
          "descriptor": "AMU Cost Share Fund",
          "id": "32b25c2287a6101bebc1a79b7c8a034d"
        },
        {
          "descriptor": "Mobilizing the Enterprise",
          "id": "4fba36e75dce4cf9bf0c386f15dc18b2"
        }
      ]
    },
    {
      "worktagWithAllowedValues": {
        "descriptor": "CPG",
        "id": "1fcf0b79747a43d1a4de334e0c214b1b"
      },
      "invalidWorktagValues": [
        {
          "descriptor": "AMU Cost Share Fund",
          "id": "32b25c2287a6101bebc1a79b7c8a034d"
        }
      ]
    }
  ]
}
```


On expense report, this POST request validates:

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- Project *Mobilizing*.
- Project Plan Phase 2 *Define Structure the Enterprise*.

```
POST /validateWorktags
```

Using this request body:

```
{
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "worktags": [
        {"id":"Project_ID=TRANSFORM_Reinventing_Mobility"},
        {"id":"Project_Plan_ID=PROJECT_PLAN_PHASE-4-8"}
    ]
}
```

The response body is the worktag validation in JSON format:

```
{
  "onlyOneProjectOrPhaseOrTaskAllowed": "Only one of ~Project~, ~Project
 Phase~ or ~Project Task~ worktag value can be specified.",
  "status": "error"
}
```

Indicate a specific returned validation type.

On expense report, this POST request validates:

- Cost Center *10000 Office of CEO*.
- Region *Trans AA - Central Africa (inactive)*.

The expense report configuration doesn't allow:

- Inactive *Region*.
- *Cost Center* and *Fund* worktag types.

```
POST /validateWorktags
```

Using this request body:

```
{
    "validationTypes":[
        {"id":"Worktags_REST_Validation_Type_ID=INACTIVE_WORKTAG_TYPES"}
    ],
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "worktags": [
        { "id":"Cost_Center_Reference_ID=10000"},
        { "id":"Organization_Reference_ID=REGION-4-132"}
    ]
}
```

Even though the worktags in the request have other validation errors (Example: *Cost Center* isn't allowed on expense reports), the response only contains the requested worktag validation of **nonAllowedInactiveWorktagValues**.

```
{
  "nonAllowedInactiveWorktagValues": [
    {
      "descriptor": "Trans AA - Central Africa (inactive)",
      "id": "5b8348a2df5448b0bafea0563dc42eb5"
    }
  ],
```

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```
  "status": "error"
}
```

On supplier invoice, this POST request validates:

Plant Research Grant 1

The configuration for supplier invoice requires:

- *Grant*.
- *Cost Center*.

The *Plant Research Grant 1* has default Cost Center *10000 Office of the CEO*.

Worktag type precedence is enabled, and *Grant* is one of the worktag types.

`POST /validateWorktags`

Using this request body:

```
{
    "validationTypes":[

 {"id":"Worktags_REST_Validation_Type_ID=REQUIRED_WORKTAG_TYPES_AFTER_DEFAULTING"}
    ],
    "taggableConfiguration":{"id":"Taggable_Type_ID=SUPPLIER_INVOICE"},
    "worktags": [
        { "id":"Grant_ID=AGRT-0021"}
    ]
}
```

The response body is the worktag validation in JSON format:

```
{
  "status": "success"
}
```

Cost Center isn't sent in the request, but it defaults from the grant. Per the supplier invoice configuration, the worktags are valid.

Related Information
Tasks
Configure Worktags for Transactions
Configure Worktag Defaulting
Configure Related Worktags

Reference: wBuckets

URI

A collection of wBuckets:

```
/wBuckets
```

An individual wBucket:

```
/wBuckets/{id}
```

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URI Parameter	Description
id	A reference to a wBucket. Example, the WID of the wBucket.

Description

The wBuckets resource represents a collection of wBuckets created by the Workday REST API. Use version 2 of the REST API to associate the wBucket with a table, and use version 1 of the REST API to associate the wBucket with a dataset. You can only view the wBuckets permitted by the security profile of the current user.

(Version 2) The current user must have either *Table Editor* or *Table Owner* permission on the table associated with a wBucket.

(Version 1) The current user must have either *Dataset Editor* or *Dataset Owner* permission on the dataset associated with a wBucket.

wBuckets supports these methods:

- Reference: wBuckets
- Reference: wBuckets
- Reference: wBuckets (Version 2 only)

GET wBuckets

(Version 2) Secured by any of these security requirements:	• *Prism: Tables Manage* domain in the Prism Analytics functional area. • *Prism: Tables Owner Manage* domain in the Prism Analytics functional area. • *Table Editor* permission on the table. • *Table Owner* permission on the table. • *Can Insert Table Data* permission on the table. • *Can Update Table Data* permission on the table.
(Version 1) Secured by any of these security requirements:	• *Prism Datasets: Manage* domain in the Prism Analytics functional area. • *Dataset Editor* permission on the dataset. • *Dataset Owner* permission on the dataset.

There's no request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	The limit of object data entries included in a single response.	20	100
offset	The offset to the first object in a collection to include in the response.	0	
name	The name of the wBucket to retrieve a single wBucket. You can only use the query parameter with version 2.		

The response body is in JSON format.

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The response body is a JSON collection of wBuckets including their ID values and the IDs of their associated tables or datasets.

GET wBuckets Examples (version 1)

Using version 1, this GET request retrieves all wBuckets available to the current user, Beth Liu:

```
GET /wBuckets
```

The response is a collection of wBuckets, in JSON format (we display only 1 wBucket in the response):


```
{
    "total": 7,
    "data": [
        {
            "id": "942fb35ce253019d713a3acc03001c00",
            "state": {
                "descriptor": "New",
                "id": "5afbc3cacb9810001c324b2c97a900bb"
            },
            "createdMoment": "2018-07-06T20:41:13.351Z",
            "updatedBy": {
                "id": "274555853a4446cf8809325243534f34",
                "fullName": "Beth Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
            },
            "name": "Policies_bucket_2",
            "updatedMoment": "2018-07-06T20:41:13.351Z",
            "operation": {
                "descriptor": "Replace",
                "id": "7454ac79855d10000d7a155e1b4c0063"
            },
            "createdBy": {
                "id": "274555853a4446cf8809325243534f34",
                "fullName": "Beth Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
            },
            "targetDataset": {
                "descriptor": "External_Policies",
                "id": "942fb35ce25301483a2af59303000e00"
            }
        },
        ...
    ]
}
```


This request retrieves information about the wBucket named Policies_bucket_1 (ID = 942fb35ce2530191066a68c103001400):

```
GET /wBuckets/942fb35ce2530191066a68c103001400
```

The response body:


```
{
    "id": "942fb35ce2530191066a68c103001400",
    "operation": {
        "descriptor": "Replace",
        "id": "7454ac79855d10000d7a155e1b4c0063"
    },
    "createdMoment": "2018-07-06T20:40:26.502Z",
    "updatedMoment": "2018-07-06T20:40:26.502Z",
    "state": {
```


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```
        "descriptor": "New",
        "id": "5afbc3cacb9810001c324b2c97a900bb"
    },
    "name": "Policies_bucket_1",
    "targetDataset": {
        "descriptor": "External_Policies",
        "id": "942fb35ce25301483a2af59303000e00"
    },
    "updatedBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Beth Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    },
    "createdBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Beth Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    }
}
```

GET wBuckets Examples (version 2)

Using version 2, this GET request retrieves all wBuckets available to the current user, Beth Liu:

```
GET /wBuckets
```

The response is a collection of wBuckets, in JSON format (we display only 1 wBucket in the response):

```
{
    "total": 142,
    "data": [
        {
            "id": "6dfd766416b3014e02c70fa2e8311112",
            "name": "Written_Premiums_2019_04_03_15_56_48_242_0700",
            "operation": {
                "descriptor": "TruncateAndInsert",
                "id": "7454ac79855d10000d7a155e1b4c0063"
            },
            "createdBy": {
                "id": "8503e6ffc9e71087bfef081063b30280",
                "fullName": "Workday Implementer"
            },
            "updatedMoment": "2019-04-03T22:56:57.755Z",
            "createdMoment": "2019-04-03T22:56:55.888Z",
            "targetDataset": {
                "descriptor": "Written_Premiums",
                "id": "6dfd766416b301e8a2ebcf5ae831cd10"
            },
            "state": {
                "descriptor": "Success",
                "id": "5afbc3cacb9810001c3bb3815a4600c1"
            },
            "stats": {
                "wBucketSize": "2533",
                "processedFiles": 1
            },
            "updatedBy": {
                "id": "8503e6ffc9e71087bfef081063b30280",
                "fullName": "Workday Implementer"
            }
        },
        ...
```

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```
    ]
}
```

This request retrieves information about the wBucket named Policies_bucket_1 (ID = 942fb35ce2530191066a68c103001400):

```
GET /wBuckets/942fb35ce2530191066a68c103001400
```

The response body:

```
{
    "id": "942fb35ce2530191066a68c103001400",
    "operation": {
        "descriptor": "TruncateAndInsert",
        "id": "7454ac79855d10000d7a155e1b4c0063"
    },
    "createdMoment": "2018-07-06T20:40:26.502Z",
    "updatedMoment": "2018-07-06T20:40:26.502Z",
    "state": {
        "descriptor": "New",
        "id": "5afbc3cacb9810001c324b2c97a900bb"
    },
    "name": "Policies_bucket_1",
    "targetDataset": {
        "descriptor": "External_Policies",
        "id": "942fb35ce25301483a2af59303000e00"
    },
    "updatedBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Beth Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    },
    "createdBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Beth Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    }
}
```

POST wBuckets

(Version 2) Secured by:	• *Prism: Tables Manage* domain in the Prism Analytics functional area. • *Prism: Tables Owner Manage* domain in the Prism Analytics functional area. • *Table Editor* permission on the table. • *Table Owner* permission on the table. • *Can Delete Table Data* permission on the table. • *Can Truncate Table Data* permission on the table. • *Can Insert Table Data* permission on the table. • *Can Update Table Data* permission on the table.
(Version 1) Secured by:	• *Prism Datasets: Manage* domain in the Prism Analytics functional area. • *Dataset Owner* permission on the dataset.

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	• *Dataset Editor* permission on the dataset.

Use this method to create a new wBucket for a particular table or dataset. Use version 2 of the REST API to associate the wBucket with a table, and use version 1 of the REST API to associate the wBucket with a dataset. You must supply a JSON format body with your request.

When you create a wBucket for a particular table or dataset, you must describe the structure of the data files you'll upload to the wBucket. The file structure:

- Specifies a particular table (version 2) or dataset (version 1) to associate with the wBucket.
- Describes the file schema in the form of parsing options and field information.

The schema you specify must match the schema of the files you upload to the wBucket.

In the request body, supply a value for these required parameters:

Body Parameter	Type	Description
name	String	The name of the wBucket. wBucket names must conform to name validation rules.
displayName	String	(Version 2 only) The display name for the wBucket. You can change this name at any time.
operation	Object	The operation to perform on the dataset or table with the files in the wBucket. Workday supports these operations for version 2: • `Insert` • `TruncateAndInsert` • `Update` • `Upsert` • `Delete` Workday supports these operations for version 1: • `Append` • `Replace` Use this format: `"operation": { "id": "Operation_Type=mode" }`
schema	Object	The schema of the associated files. The schema described here must match the schema of the files you upload to the wBucket. Use this format: `"schema": { "fields": [{field1},{fieldn}], "parseOptions": {parse_option_parameters}, "schemaVersion": {"id": "Schema_Version=1.0"} }` See: • Reference: Table and Dataset Field Attributes

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Body Parameter	Type	Description
		• Reference: File Parse Options
targetDataset	Object	The table (version 2) or dataset (version 1) to associate with this wBucket. When using version 1, the dataset must be created using this REST API. Use this format: `"targetDataset": { "id": "Workday_ID_string" }`

The response body is in JSON format.

POST wBuckets Examples (version 1)

Using version 1, this POST request creates a new wBucket named Policies_bucket_2 for the External_Policies dataset (ID = 942fb35ce25301483a2af59303000e00).

```
POST /wBuckets
```

Using this request body. The schema describes these fields:

- Employee_Name
- ID
- Total_Sold
- Date

```
{
  "name": "Policies_bucket_2",
   "operation": {
    "id": "Operation_Type=Replace"
  },
  "schema": {
      "fields": [
        {
          "ordinal": 1,
          "name": "Employee_Name",
          "description": "Name of employee",
          "type": {
          "id": "Schema_Field_Type=Text"
        }
        },
        {
          "ordinal": 2,
          "name": "ID",
          "description": "Unique identifier for the policy",
          "precision": 8,
          "scale": 0,
          "type": {
          "id": "Schema_Field_Type=Numeric"
        }
        },
        {
          "ordinal": 3,
          "name": "Total_Sold",
          "description": "Total value of policies sold",
          "precision": 38,
          "scale": 2,
```

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```
          "type": {
          "id": "Schema_Field_Type=Numeric"
        }
        },
        {
          "ordinal": 4,
          "name": "Date",
          "description": "Date policy completed",
          "parseFormat": "yyyy-MM-dd HH:mm:ss",
          "type": {
          "id": "Schema_Field_Type=Date"
        }
        },
        {
          "ordinal": 5,
          "name": "Description",
          "description": "This describes each record",
          "type": {
          "id": "Schema_Field_Type=Text"
        }
        }
      ],
      "parseOptions": {
       "charset": {
        "id": "Encoding=UTF-8"
      },
        "fieldsDelimitedBy": ",",
        "fieldsEnclosedBy": "\"",
        "headerLinesToIgnore": 1,
        "type": {
         "id": "Schema_File_Type=Delimited"
      }
      },
      "schemaVersion": {
        "id": "Schema_Version=1.0"
      }
  },
  "targetDataset": {
    "id": "942fb35ce25301483a2af59303000e00"
  }
}
```

The response body is in JSON format:

```
{
    "id": "942fb35ce253019d713a3acc03001c00",
    "createdBy": {
        "id": "274555853a4446cf8809325243534f34",
        "fullName": "Beth Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    },
    "operation": {
        "descriptor": "Replace",
        "id": "7454ac79855d10000d7a155e1b4c0063"
    },
    "targetDataset": {
        "descriptor": "External_Policies",
        "id": "942fb35ce25301483a2af59303000e00"
    },
    "name": "Policies_bucket_2",
    "state": {
        "descriptor": "New",
        "id": "5afbc3cacb9810001c324b2c97a900bb"
```

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```
    },
    "createdMoment": "2018-07-06T20:41:13.351Z",
    "schema": {
        "id": "942fb35ce25301de865e3acc03001d00",
        "schemaVersion": {
            "descriptor": "1.0",
            "id": "fdd7dd26156610001d386a53b1430035"
        },
        "parseOptions": {
            "id": "942fb35ce25301f3e0c23acc03002300",
            "fieldsEnclosedBy": "\"",
            "headerLinesToIgnore": 1,
            "charset": {
                "descriptor": "UTF-8",
                "id": "fdd7dd26156610006705272af5200093"
            },
            "fieldsDelimitedBy": ",",
            "type": {
                "descriptor": "Delimited",
                "id": "fdd7dd261566100066331afdbc060074"
            }
        },
        "fields": [
            {
                "id": "942fb35ce253018144793acc03001e00",
                "ordinal": 1,
                "name": "Employee_Name",
                "description": "Name of employee",
                "type": {
                    "descriptor": "Text",
                    "id": "fdd7dd26156610006a12d4fd1ea300ce"
                }
            },
            {
                "id": "942fb35ce25301b9e69b3acc03002100",
                "name": "ID",
                "type": {
                    "descriptor": "Numeric",
                    "id": "32e3fa0dd9ea1000072bac410415127a"
                },
                "ordinal": 2,
                "precision": 8,
                "description": "Unique identifier for the policy"
            },
            {
                "id": "942fb35ce253013bb08f3acc03002000",
                "type": {
                    "descriptor": "Numeric",
                    "id": "32e3fa0dd9ea1000072bac410415127a"
                },
                "precision": 38,
                "scale": 2,
                "name": "Total_Sold",
                "ordinal": 3,
                "description": "Total value of policies sold"
            },
            {
                "id": "942fb35ce25301c71ca73acc03002200",
                "parseFormat": "yyyy-MM-dd HH:mm:ss",
                "description": "Date policy completed",
                "ordinal": 4,
                "type": {
                    "descriptor": "Date",
                    "id": "fdd7dd26156610006a71e070b08200d6"
```


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```
                },
                "name": "Date"
            },
            {
                "id": "942fb35ce253014b3b853acc03001f00",
                "ordinal": 5,
                "name": "Description",
                "description": "This describes each record",
                "type": {
                    "descriptor": "Text",
                    "id": "fdd7dd26156610006a12d4fd1ea300ce"
                }
            }
        ]
    }
}
```

POST wBuckets Examples (version 2)

Using version 2, this POST request creates a new wBucket named insert_lemonade_stand_02 for the lemonade_stand_sales table (ID = c90ca356894d01882ffcb6d40900d300).

```
POST /wBuckets
```

Using this request body. The schema describes these fields:

- Sales Key
- Stand Location
- Hot Day?
- Date
- Total Sales
- Cost Center

```
{
  "name": "insert_lemonade_stand_02",
  "displayName": "Insert Lemonade Stand",
  "operation": {
    "id": "Operation_Type=Insert"
  },
  "targetDataset": {
    "id": "c90ca356894d01882ffcb6d40900d300"
  },
  "schema": {
    "fields": [
      {
        "ordinal": 1,
        "name": "Sales_Key",
        "precision": 18,
        "scale": 0,
        "type": {
          "id": "Schema_Field_Type=Numeric"
        }
      },
      {
        "ordinal": 2,
        "name": "Stand_Location",
        "description": "The location of the lemonade stand.",
        "type": {
          "id": "Schema_Field_Type=Text"
      }
      },
```

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```
      {
        "ordinal": 3,
        "name": "Hot_Day",
        "description": "This is True when the outside temp was over 85F.",
        "type": {
          "id": "Schema_Field_Type=Boolean"
        }
      },
      {
        "ordinal": 4,
        "name": "Date",
        "description": "The date the lemonade was sold.",
        "parseFormat": "MM/dd/yyyy",
        "type": {
          "id": "Schema_Field_Type=Date"
        }
      },
      {
        "ordinal": 5,
        "name": "Total_Sales",
        "precision": 18,
        "scale": 2,
        "type": {
          "id": "Schema_Field_Type=Numeric"
        }
      },
      {
        "ordinal": 6,
        "name": "Cost_Center",
        "businessObject": {
          "id": "89b94d1da24d4346997fdb640e465894"
        },
        "type": {
          "id": "Schema_Field_Type=Instance"
        }
      }
    ],
    "parseOptions": {
      "charset": {
        "id": "Encoding=UTF-8"
      },
      "fieldsDelimitedBy": ",",
      "fieldsEnclosedBy": "\"",
      "fieldsEnclosingCharacterEscapedBy": "\"",
      "ignoreTrailingWhitespaces": true,
      "ignoreLeadingWhitespaces": true,
      "headerLinesToIgnore": 1,
      "ignoreTrailingExtraFields": false,
      "ignoreTrailingMissingFields": false,
      "type": {
        "id": "Schema_File_Type=Delimited"
      }
    },
    "schemaVersion": {
      "id": "Schema_Version=1.0"
    }
  }
}
```

The response body is in JSON format:

```
{
    "id": "c90ca356894d011c0a6cda050a00ef00",
```

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```
    "schema": {
        "id": "c90ca356894d01a6d79ada050a00f000",
        "parseOptions": {
            "id": "c90ca356894d01540a3adb050a00f700",
            "type": {
                "descriptor": "Delimited",
                "id": "fdd7dd261566100066331afdbc060074"
            },
            "ignoreTrailingWhitespaces": true,
            "fieldsEnclosingCharacterEscapedBy": "\"",
            "charset": {
                "descriptor": "UTF-8",
                "id": "fdd7dd26156610006705272af5200093"
            },
            "fieldsEnclosedBy": "\"",
            "ignoreLeadingWhitespaces": true,
            "ignoreTrailingMissingFields": false,
            "ignoreTrailingExtraFields": false,
            "headerLinesToIgnore": 1,
            "fieldsDelimitedBy": ","
        },
        "schemaVersion": {
            "descriptor": "1.0",
            "id": "fdd7dd26156610001d386a53b1430035"
        },
        "fields": [
            {
                "id": "c90ca356894d0163c9e4da050a00f400",
                "precision": 18,
                "ordinal": 1,
                "useAsOperationKey": false,
                "type": {
                    "descriptor": "Numeric",
                    "id": "32e3fa0dd9ea1000072bac410415127a"
                },
                "name": "Sales_Key"
            },
            {
                "id": "c90ca356894d0162d10fdb050a00f600",
                "ordinal": 2,
                "description": "The location of the lemonade stand.",
                "name": "Stand_Location",
                "useAsOperationKey": false,
                "type": {
                    "descriptor": "Text",
                    "id": "fdd7dd26156610006a12d4fd1ea300ce"
                }
            },
            {
                "id": "c90ca356894d01039b04db050a00f500",
                "ordinal": 3,
                "useAsOperationKey": false,
                "type": {
                    "descriptor": "Boolean",
                    "id": "fdd7dd26156610006a205a3d137900d3"
                },
                "name": "Hot_Day",
                "description": "This is True when the outside temp was over
85F."
            },
            {
                "id": "c90ca356894d017d92cfda050a00f200",
                "name": "Date",
                "ordinal": 4,
```


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```
                "parseFormat": "MM/dd/yyyy",
                "description": "The date the lemonade was sold.",
                "useAsOperationKey": false,
                "type": {
                    "descriptor": "Date",
                    "id": "fdd7dd26156610006a71e070b08200d6"
                }
            },
            {
                "id": "c90ca356894d017769dada050a00f300",
                "scale": 2,
                "type": {
                    "descriptor": "Numeric",
                    "id": "32e3fa0dd9ea1000072bac410415127a"
                },
                "name": "Total_Sales",
                "precision": 18,
                "ordinal": 5,
                "useAsOperationKey": false
            },
            {
                "id": "c90ca356894d0161bcc0da050a00f100",
                "useAsOperationKey": false,
                "name": "Cost_Center",
                "type": {
                    "descriptor": "Instance",
                    "id": "db9cd1dbf95010000e8fc7c78cd012a9"
                },
                "businessObject": {
                    "descriptor": "Cost Center",
                    "id": "89b94d1da24d4346997fdb640e465894"
                },
                "ordinal": 6
            }
        ]
    },
    "name": "insert_lemonade_stand_02",
    "targetDataset": {
        "descriptor": "lemonade_stand_sales",
        "id": "c90ca356894d01882ffcb6d40900d300"
    },
    "state": {
        "descriptor": "New",
        "id": "5afbc3cacb9810001c324b2c97a900bb"
    },
    "displayName": "Insert Lemonade Stand",
    "createdBy": {
        "id": "34cd5fca15dd41d698b0667011e4c9bd",
        "fullName": "Developer Generic User"
    },
    "createdMoment": "2020-11-04T04:35:24.013Z",
    "operation": {
        "descriptor": "Insert",
        "id": "7454ac79855d10000d7c5fd384a90065"
    }
}
```


PUT wBuckets

(Version 2) Secured by:	• *Prism: Tables Manage* domain in the Prism Analytics functional area.

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	• *Prism: Tables Owner Manage* domain in the Prism Analytics functional area. • *Table Editor* permission on the table. • *Table Owner* permission on the table. • *Can Delete Table Data* permission on the table. • *Can Truncate Table Data* permission on the table. • *Can Insert Table Data* permission on the table. • *Can Update Table Data* permission on the table.

You can only use the PUT method with version 2. Use this method to edit an existing wBucket with the specified name. You must supply a JSON format body with your request. The wBucket state must be New.

In the request body, supply values for these parameters:

Body Parameter	Type	Description
name	String	The name of the wBucket. wBucket names must conform to name validation rules.
displayName	String	The display name for the wBucket. You can change this name at any time.
operation	Object	The operation to perform on the table with the files in the wBucket. Workday supports these operations for version 2: • `Insert` • `TruncateAndInsert` • `Update` • `Upsert` • `Delete` Use this format: `"operation": { "id": "Operation_Type=mode" }`
schema	Object	The schema of the associated files. The schema described here must match the schema of the files you upload to the wBucket. Use this format: `"schema": { "fields": [{field1},{fieldn}], "parseOptions": {parse_option_parameters}, "schemaVersion": {"id": "Schema_Version=1.0"} }` See: • Reference: Table and Dataset Field Attributes • Reference: File Parse Options

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Body Parameter	Type	Description
targetDataset	Object	The table to associate with this wBucket. Use this format: `"targetDataset": { "id": "Workday_ID_string" }`

The response body is in JSON format.

Related Information
Reference
Reference: Datasets
Reference: wBuckets/Files
Reference: Naming Guidelines

Reference: wBuckets/Complete

URI

To commit the wBucket data to the associated table (version 2) or dataset (version 1):

```
/wBuckets/{id}/complete
```

URI Parameter	Description
id	A reference to a wBucket. Example: The WID of the wBucket.

Description

The wBuckets/Complete resource represents your intention to commit the data contained in the wBucket into the associated table or dataset. Use version 2 of the REST API to associate the wBucket with a table, and use version 1 of the REST API to associate the wBucket with a dataset. You can only commit data to a table or dataset permitted by the security profile of the current user.

wBuckets/Complete supports this method:

- Reference: wBuckets/Complete

POST wBuckets/Complete

(Version 2) Secured by:	• *Prism: Tables Manage* domain in the Prism Analytics functional area. • *Table Owner* permission on the table. • *Table Owner* permission on the table. • *Table Editor* permission on the table.
(Version 1) Secured by:	• *Prism Datasets: Manage* domain in the Prism Analytics functional area. • *Dataset Owner* permission on the dataset. • *Dataset Editor* permission on the dataset.

Use this method after you upload all files to a wBucket in order to commit the data in those files into the table or dataset. The wBucket state must be New.

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You must include an empty JSON string {} in the request body for this method.

The response body is in JSON format.

POST wBuckets/Complete Examples (version 1)

Using version 1, this POST request commits the data in the wBucket with an ID = 942fb35ce253019d713a3acc03001c00:

```
POST /wBuckets/942fb35ce253019d713a3acc03001c00/complete
```

The response contains the wBucket including its current state (Processing in this example) in JSON format:

```
{
    "id": "942fb35ce253019d713a3acc03001c00",
    "state": {
        "descriptor": "Processing",
        "id": "5afbc3cacb9810001c3673d03ea200bf"
    }
}
```

POST wBuckets/Complete Examples (version 2)

Using version 2, this POST request commits the data in the wBucket with an ID = c90ca356894d011c0a6cda050a00ef00:

```
POST /wBuckets/c90ca356894d011c0a6cda050a00ef00/complete
```

The response contains the wBucket including its current state (Processing in this example) in JSON format:

```
{
    "id": "c90ca356894d0164ef54d35b0a000901",
    "state": {
        "descriptor": "Processing",
        "id": "5afbc3cacb9810001c3673d03ea200bf"
    }
}
```

Reference: wBuckets/Files

URI

An individual file to upload to a wBucket:

```
wBuckets/{ID}/files
```

URI Parameter	Description
id	A reference to a wBucket. Example: The WID of the wBucket.

Description

The wBuckets/Files resource represents a single file you can upload to the wBucket. Use version 2 of the REST API to associate the wBucket with a table, and use version 1 of the REST API to associate the

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wBucket with a dataset. You can only upload files to a wBucket permitted by the security profile of the current user.

wBuckets/Files supports this method:

- Reference: wBuckets/Files

POST wBuckets/Files

(Version 2) Secured by:	• *Prism: Tables Manage* domain in the Prism Analytics functional area. • *Table Owner* permission on the table. • *Table Editor* permission on the table.
(Version 1) Secured by:	• *Prism Datasets: Manage* domain in the Prism Analytics functional area. • *Dataset Editor* or *Dataset Owner* permission on the dataset associated with the wBucket.

Use this method to upload a single file to a wBucket for a particular table or dataset. The wBucket state must be New. You must supply a file in the body with your request. The file must be delimited and gzip compressed.

See Reference: Source File Format Requirements .

The schema of the file you upload must match schema you specified in the wBucket.

There's no request body required or available for this method.

The response body is in JSON format.

POST wBuckets/Files Examples (version 1)

Using version 1, this POST request uploads a file to the Policies_bucket_2 wBucket (ID = 942fb35ce253019d713a3acc03001c00):

```
POST wBuckets/942fb35ce253019d713a3acc03001c00/files
```

The request body uses a file called policies_data_July.csv.gz.

The response body is in JSON format:

```
{
    "fileLength": 11309,
    "fileName": "policies_data_July.csv.gz",
    "md5Checksum": ""
}
```

POST wBuckets/Files Examples (version 2)

Using version 2, this POST request uploads a file to the insert_lemonade_stand_02 wBucket (ID = c90ca356894d011c0a6cda050a00ef00):

```
POST wBuckets/c90ca356894d011c0a6cda050a00ef00/files
```

The request body uses a file called lemonade_sales_upsert.csv.gz.

The response body is in JSON format:

```
{
```

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```
    "fileLength": 219,
    "fileName": "lemonade_sales_upsert.csv.gz",
    "md5Checksum": "7BE73812E4F7637B8ED0339572F6BD89"
}
```

Related Information
Reference
Reference: Datasets
Reference: wBuckets

Reference: Workers

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of workers:

`/workers`

Individual worker:

`/workers/{id}`

URI Parameter	Description
id	Reference to the worker. Example: Worker WID. In place of an ID, you can use the word me for the current user.

Description

Workers resource represents workers. You can only view the workers and worker information permitted by the security profile of the current user.

Workers supports this method:

- Reference: Workers

GET Workers

Secured by:	*Worker Data: Public Worker Reports* in the Staffing functional area.

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No request body required or available for this method. When retrieving a collection, use these optional query parameters:

Query Parameter	Description
limit	Limit of object data entries included in a single response. The default is 20, and the maximum is 100.
offset	Offset to the first object in a collection to include in the response. The default is zero.
search	Search for workers by name only. Use at least 3 consecutive characters in the search text. The search is case-insensitive, and the search text only matches names that start with the search text.
view	View for the response body.

The response body is in JSON format.

Views

Views for the GET Workers resource:

- workerSummary - default view for GET /workers.
- workerProfile - default view for GET /workers/{id}.
- timeOffSummary - displays total time-off balances for a worker. Displays the total hourly balance for hourly plans, and/or the total daily balance for daily plans.

The table lists the JSON name/value pairs returned in the response body for the workerSummary and workerProfile views. Unless specified, the values are strings. The body doesn't include empty value pairs, pair orders can change, and Workday might introduce new pairs in patches between releases. Your application must respond to these changes.

Name	workerSummary	workerProfile	Notes
descriptor	X	X	Display name of the object. Depending on the General Name Display Type on Edit Tenant Setup - System, the descriptor returns either the legal name, preferred name, or a concatenation of the legal and preferred names of the worker.
id	X	X	Workday object ID.
href	X	X	URL that represents the object.
businessTitle	X	X	
dateOfBirth		X	
isManager	X	X	Boolean.
location		X	Location object.
primarySupervisoryOrganization	X	X	Supervisory organization object.
primaryWorkAddressText		X	
primaryWorkEmail	X	X	
primaryWorkPhone	X	X	

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Name	workerSummary	workerProfile	Notes
supervisoryOrganizationsManaged		X	Supervisory organizations managed by the worker.
yearsOfService		X	

Search

The search query parameter searches the worker names for matches. The search is case-insensitive and only matches names that start with that text. Example: These searches return Logan McNeil:

```
/workers?search=log
```

```
/workers?search=mcneil
```

```
/workers?search=Mcne
```

But this search doesn't:

```
/workers?search=ogan
```

A hyphen represents a space for name searches. This search returns Juan-Carlos Salazar Jimenez:

```
/workers?search=carlos
```

You can also include multiple search texts. The results are ORed together. This search result includes Betty Liu and Logan McNeil:

```
/workers?search=logan liu
```

GET Workers Examples

This GET request retrieves all the workers available to the current user:

```
GET /workers
```

The response is a collection of workers, in JSON format (only 2 workers in the response):

```
{
  "total": 303,
  "data":    [
           {
        "descriptor": "Abby Brennan [C]",
        "id": "6dcb8106e8b74b5aabb1fc3ab8ef2b92",
        "href": "https://{Workday REST API Endpoint}/
workers/6dcb8106e8b74b5aabb1fc3ab8ef2b92",
        "primarySupervisoryOrganization":          {
           "descriptor": "Global Support - USA Group",
           "id": "dd2061e4fd644a95b4fe2df815462b6b",
           "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/dd2061e4fd644a95b4fe2df815462b6b"
        },
        "businessTitle": "Senior Customer Services Representative",
        "primaryWorkEmail": "abrennan@gmail.com",
        "isManager": false,
        "primaryWorkPhone": "+1 (773) 721-9821"
     },
           {
        "descriptor": "Adam Carlton",
        "id": "1da8b422311b4929bfa4520f7f0b4e83",
        "href": "https://{Workday REST API Endpoint}/
workers/1da8b422311b4929bfa4520f7f0b4e83",
        "primarySupervisoryOrganization":          {
           "descriptor": "Payroll Department",
           "id": "31fd8a267e4b4375aa8ff594033193cf",
```

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```
            "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/31fd8a267e4b4375aa8ff594033193cf"
          },
          "businessTitle": "Staff Payroll Specialist",
          "primaryWorkEmail": "acarlton@workday.net",
          "isManager": false,
      },
     ...
]
}
```

This request retrieves 5 workers, starting with the 100th worker, available to the current user:

```
GET /workers?limit=5&offset=99
```

The response is a collection of workers, in JSON format (only 1 worker in the response):

```
   {
      "total": 303,
      "data":
      [
          {
              "descriptor": "Emma Hobson",
              "id": "19f7dabb79994d29931cd139df6272ed",
              "href": "https://{Workday REST API Endpoint}/
workers/19f7dabb79994d29931cd139df6272ed",
              "primarySupervisoryOrganization":
              {
                  "descriptor": "Global Support - UK & Ireland Group",
                  "id": "7159687c81c24f91b0769772c4a6ac90",
                  "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/7159687c81c24f91b0769772c4a6ac90"
              },
              "businessTitle": "Customer Service Representative",
              "primaryWorkEmail": "ehobson@workday.net",
              "isManager": false,
          },
        ...
      ]
   }
```

This request retrieves the workers whose names (first, last, or middle) start with carl, available to the current user:

```
GET /workers?search=carl
```

The response is a collection of 4 workers, in JSON format:

```
   {
      "total": 4,
      "data":
      [
          {
              "descriptor": "Adam Carlton",
              "id": "1da8b422311b4929bfa4520f7f0b4e83",
              "href": "https://{Workday REST API Endpoint}/
workers/1da8b422311b4929bfa4520f7f0b4e83",
              "primarySupervisoryOrganization":
```

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```
                {
                    "descriptor": "Payroll Department",
                    "id": "31fd8a267e4b4375aa8ff594033193cf",
                    "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/31fd8a267e4b4375aa8ff594033193cf"
                },
                "businessTitle": "Staff Payroll Specialist",
                "primaryWorkEmail": "acarlton@workday.net",
                "isManager": false,
            },
            {
                "descriptor": "Carlos Alves",
                "id": "18294789b9d0415b9003267724265acc",
                "href": "https://{Workday REST API Endpoint}/
workers/18294789b9d0415b9003267724265acc",
                "primarySupervisoryOrganization":
                {
                    "descriptor": "Sales",
                    "id": "50577df7ae5c4292a969e8a64c8650ed",
                    "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/50577df7ae5c4292a969e8a64c8650ed"
                },
                "businessTitle": "Director, Field Sales LATAM",
                "primaryWorkEmail": "calves@workday.net",
                "isManager": true,
            },
            {
                "descriptor": "Gwen Carlisle",
                "id": "c66430f9a4fc4416b1fef1785f3a6ae5",
                "href": "https://{Workday REST API Endpoint}/workers/
c66430f9a4fc4416b1fef1785f3a6ae5",
                "primarySupervisoryOrganization":
                {
                    "descriptor": "Planning & Analysis Department",
                    "id": "64a64b71dcec4ecca7c5ff134c8697ce",
                    "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/64a64b71dcec4ecca7c5ff134c8697ce"
                },
                "businessTitle": "Regional Finance Manager",
                "primaryWorkEmail": "gcarlisle@workday.net",
                "isManager": false,
                "primaryWorkPhone": "+44 (020) 7881-9844"
            },
            {
                "descriptor": "Juan-Carlos Salazar Jimenez",
                "id": "8e1d0a3b6df04f42926648669df7d447",
                "href": "https://{Workday REST API Endpoint}/
workers/8e1d0a3b6df04f42926648669df7d447",
                "primarySupervisoryOrganization":
                {
                    "descriptor": "Consulting Services",
                    "id": "97159ecbf62d49a4936f85c338e886d2",
                    "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/97159ecbf62d49a4936f85c338e886d2"
                },
                "businessTitle": "Director, Consulting Services - LATAM",
                "primaryWorkEmail": "jsalazar@workday.net",
                "isManager": true,
            }
        ]
    }
```


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This request retrieves information about Logan McNeil (id=66faa65677834f0a9b586dd5645e9004).

```
GET /workers/66faa65677834f0a9b586dd5645e9004
```

The worker in the response body contains additional information, compared with the previous body that contains a collection of workers:

```
{
  "descriptor": "Logan McNeil",
  "id": "66faa65677834f0a9b586dd5645e9004",
  "href": "https://{Workday REST API Endpoint}/
workers/66faa65677834f0a9b586dd5645e9004",
  "dateOfBirth": "1972-05-25",
  "businessTitle": "Chief Human Resources Officer",
  "supervisoryOrganizationsManaged": "https://{Workday REST API Endpoint}/
workers/66faa65677834f0a9b586dd5645e9004/supervisoryOrganizationsManaged",
  "isManager": true,
  "location":    {
     "descriptor": "San Francisco",
     "id": "6cb76d060ed24d0993b64558ed8ce550"
  },
  "primarySupervisoryOrganization":    {
     "descriptor": "Executive Management",
     "id": "d79004d00fa5481ba4b941aaa9cfc78e",
     "href": "https://{Workday REST API Endpoint}/supervisoryOrganizations/
d79004d00fa5481ba4b941aaa9cfc78e"
  },
  "primaryWorkAddressText": "3939 The Embarcadero, San Francisco, CA 94111",
  "yearsOfService": "13"
}
```

This request retrieves information about Adam Carlton (id=1da8b422311b4929bfa4520f7f0b4e83), but instead of the default view, it uses the workerSummary view:

```
GET /workers/1da8b422311b4929bfa4520f7f0b4e83?view=workerSummary
```

The worker in this response body contains the same information returned by default for collections of workers:

```
{
   "descriptor": "Adam Carlton",
   "id": "1da8b422311b4929bfa4520f7f0b4e83",
   "href": "https://{Workday REST API Endpoint}/
workers/1da8b422311b4929bfa4520f7f0b4e83",
   "primarySupervisoryOrganization": {
       "descriptor": "Payroll Department",
       "id": "31fd8a267e4b4375aa8ff594033193cf",
       "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/31fd8a267e4b4375aa8ff594033193cf"
   },
   "businessTitle": "Staff Payroll Specialist",
   "primaryWorkEmail": "acarlton@workday.net",
   "isManager": false
}
```

This request retrieves information about Logan McNeil's time-off balance (id=66faa65677834f0a9b586dd5645e9004), using the timeOffSummary view:

```
GET /workers/66faa65677834f0a9b586dd5645e9004?view=timeOffSummary
```

The result displays Logan McNeil and their time-off balance:

```
{
```

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```
  "descriptor": "Logan McNeil",
  "id": "66faa65677834f0a9b586dd5645e9004",
  "href": "https://{Workday REST API Endpoint}/
workers/66faa65677834f0a9b586dd5645e9004",
  "totalHourlyBalance": "184"
}
```

This request retrieves all the workers available to the current user and their time-off balances, using the timeOffSummary view:

```
GET /workers/?view=timeOffSummary
```

The result is a collection of workers with their time-off balances (only 2 workers in the response):

```
{
  "total": 130,
  "data":    [
          {
        "descriptor": "Abby Brennan [C]",
        "id": "6dcb8106e8b74b5aabb1fc3ab8ef2b92",
        "href": "https://{Workday REST API Endpoint}/
workers/6dcb8106e8b74b5aabb1fc3ab8ef2b92",
        "totalHourlyBalance": "144"
     },
          {
        "descriptor": "Adam Carlton",
        "id": "1da8b422311b4929bfa4520f7f0b4e831",
        "href": "https://{Workday REST API Endpoint}/
workers/1da8b422311b4929bfa4520f7f0b4e831",
        "totalHourlyBalance": "184"
     },
    ...
]
}
```

Reference: Workers/Business Title Changes

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Business Title Changes for a Worker:

```
/workers/{id}/businessTitleChanges
```

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URI Parameter	Description
id	Reference to a worker. Example: Worker WID. In place of an ID, you can use the word me to represent the current user.

Description

Workers/Business Title Changes resource represents business title changes for a specific worker. You can only view the worker and business title changes information permitted by the security profile of the current user.

Workers/Business Title Changes resource supports these methods:

- Reference: Workers/Business Title Changes
- Reference: Workers/Business Title Changes

GET Workers/Business Title Changes

Secured by Security Domain:	Staffing Actions: Business Title

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Maximum
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Workers/Business Title Changes Examples

This GET request retrieves all the business title changes for Betty Liu (id=3bcc416214054db6911612ef25d51e9f), available to the current user:

```
GET /workers/3bcc416214054db6911612ef25d51e9f/businessTitleChanges
```

The response is a collection of business title changes, in JSON format (there is only 1 business title change in the collection)

```
{
  "total": 1,
  "data": [   {
     "descriptor": "Title Change: Betty Liu",
     "id": "a445947495a84539987368b6841e71ae",
     "href": "https://{Workday REST API Endpoint}/businessProcesses/
a445947495a84539987368b6841e71ae",
     "proposedBusinessTitle": "Sr. Director, Global Payroll Operations",
     "currentBusinessTitle": "Director, Payroll Operations"
  }]
}
```

POST Workers/Business Title Changes

Secured by Business Process Security Policy:	Change Business Title

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	Change My Business Title (used instead of Change Business Title only if you use me as the ID)

Use this method to create a new business title change for the specified worker. You must supply a JSON format body with your request.

In the request body, supply a value for this parameter:

Body Parameter	Type	Description
proposedBusinessTitle	string	New proposed business title.

The response body has the current and the proposed business title.

The business title change business process has restrictions and requirements. You might receive an error message when you attempt to complete a business title change:

HTTP Response Code	Error Message	Description/Solution
400	Proposed Business Title is required.	Supply a value for proposedBusinessTitle.
400	Worker is terminated and does not have a future hire.	
400	Worker submitted is the processing user.	You cannot propose your own business title changes.
400	Worker has additional jobs. This task is not supported for workers with multiple jobs.	
400	There are other staffing or business title business processes that affect this business title that are effective after this date.	
400	The last filled date for the position is after the current date.	
400	The position vacated by this worker.	

POST Workers/Business Title Changes Examples

This POST request proposes a new business title for Betty Liu (id=3bcc416214054db6911612ef25d51e9f).

```
POST /workers/3bcc416214054db6911612ef25d51e9f/businessTitleChanges
```

using this request body:

```
{
  "proposedBusinessTitle":"Sr. Director, Payroll Operations"
}
```

The response body in JSON format:

```
{
  "descriptor": "Title Change: Betty Liu",
  "id": "b1f2b39dac1a4f5ba591f04bd53e3e3a",
  "href": "https://{Workday REST API Endpoint}/businessTitleChanges/
b1f2b39dac1a4f5ba591f04bd53e3e3a"
}
```

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Reference: Workers/Direct Reports

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of workers that directly report to the specified worker:

`/workers/{id}/directReports`

URI Parameter	Description
id	Reference to the worker. Example: Current user WID. In place of an ID, you can use the word me to represent the current user.

Description

Workers/Direct Reports resource represents workers that directly report to the specified worker. You can only view the information permitted by the security profile of the current user.

Workers/Direct Reports supports this method:

- Reference: Workers/Direct Reports

GET Workers/Direct Reports

Secured by:	Reports: Manager Reports: Matrix Manager Self-Service: My Team

No request body required or available for this method. Use these optional query parameters:

Query Parameter	Description
limit	Limit of object data entries included in a single response. The default is 20, and the maximum is 100.
offset	Offset to the first object in a collection to include in the response. The default is zero.
view	View for the response body.

The response body is in JSON format.

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Use this method to retrieve information about the workers that directly report to the current user.

Views

Views for the GET Workers/Direct Reports subresource:

- workerSummary - default view for GET Workers/Direct Reports
- workerProfile - alternate view for GET Workers/Direct Report
- timeOffSummary - view to display total time-off balances for a worker; displays the total hourly balance for hourly plans, and/or the total daily balance for daily plans

The table lists the JSON name/value pairs returned in the response body for the workerSummary and workerProfile views. Unless specified, the values are strings. Empty value pairs are not included in the body, the pair orders can change, and new pairs might be introduced in patches between releases. Your application must respond to the changes.

Name	workerSummary	workerProfile	Notes
descriptor	X	X	Description of the object
id	X	X	Workday object ID
href	X	X	URL that represents the object
businessTitle	X	X	
dateOfBirth		X	
isManager	X	X	Boolean
location		X	Location object
primarySupervisoryOrganization	X	X	Supervisory organization object
primaryWorkAddressText		X	
primaryWorkEmail	X	X	
primaryWorkPhone	X	X	
supervisoryOrganizationsManaged		X	Supervisory organizations managed by the worker
yearsOfService		X	

GET Workers/Direct Reports Examples

This GET request retrieves all the workers that directly report to the specified worker (me represents the current user):

```
GET /workers/me/directReports
```

The response is a collection of workers, in JSON format (only 1 worker in the response):

```
{
   "total": 6,
   "data":    [
            {
         "descriptor": "Betty Liu",
         "id": "3bcc416214054db6911612ef25d51e9f",
         "href": "https://{Workday REST API Endpoint}/
workers/3bcc416214054db6911612ef25d51e9f",
         "primarySupervisoryOrganization":          {
            "descriptor": "Human Resources",
            "id": "e02485f863ec48d39a082bb95cc4abe4",
            "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/e02485f863ec48d39a082bb95cc4abe4"
```

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```
         },
         "businessTitle": "Director, Payroll Operations",
         "primaryWorkEmail": "bliu@workday.net",
         "isManager": true,
      },
      ...

   ]
}
```

This GET request retrieves all the workers that directly report to the specified worker (the current user) and displays the time-off summaries of the workers:

```
GET /workers/me/directReports?view=timeOffSummary
```

The response is a collection of workers, in JSON format (only 3 workers in the response):

```
{
   "total": 14,
   "data":    [
            {
         "descriptor": "Amos Tutuola",
         "id": "0319bd914a344d4d9c8af30151a02b46",
         "href": "https://{Workday REST API Endpoint}/
workers/0319bd914a344d4d9c8af30151a02b46",
         "totalHourlyBalance": "144"
      },
            {
         "descriptor": "Betty Liu",
         "id": "3bcc416214054db6911612ef25d51e9f",
         "href": "https://{Workday REST API Endpoint}/
workers/3bcc416214054db6911612ef25d51e9f",
         "totalHourlyBalance": "184"
      },
            {
         "descriptor": "Billy Clark",
         "id": "59f88aaaec84462faf7b1fcc9837580e",
         "href": "https://{Workday REST API Endpoint}/
workers/59f88aaaec84462faf7b1fcc9837580e",
         "totalHourlyBalance": "144"
      },
      ...

   ]
}
```

Reference: Workers/History

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

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Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

Resource URI

Collection of the History items for a specified worker:

`/workers/{id}/history`

URI Parameter	Description
id	Reference to the worker. Example: Worker task WID. In place of an ID, you can use the word me to represent the current user.

Description

The Workers/History resource references a collection of history items for a specific worker. You can only view the items permitted by the security profile of the current user.

Workers/History supports this method:

- Reference: Workers/History

GET Workers/History

Secured by:	Worker Data: Historical Staffing Information

No request body required or available for this method. Use these optional query parameters to page the results:

Query Parameter	Description	Default	Maximum
limit	Limit of object data entries included in a single response	20	100
offset	Offset to the first object in a collection to include in the response	0	

The response body is in JSON format.

GET Workers/History Examples

This GET request retrieves the worker history items for the specified user, Betty Liu (id=3bcc416214054db6911612ef25d51e9f):

```
GET /workers/3bcc416214054db6911612ef25d51e9f/history
```

The response is a collection of history items for the specified worker, in JSON format (1 history item in the response is shown):


```
{
   "total": 16,
   "data":    [
            {
         "descriptor": "Hire: Betty Liu",
         "id": "d32900f8d0f649f9aac3cf82c0e26852",
         "href": "https://{Workday REST API Endpoint}/businessProcesses/
d32900f8d0f649f9aac3cf82c0e26852",
         "dueDate": "2007-06-20",
```


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```
         "effectiveDate": "2000-01-01",
         "initiator":          {
            "descriptor": "Logan McNeil",
            "id": "3aa5550b7fe348b98d7b5741afc65534",
            "href": "https://{Workday REST API Endpoint}/
workers/3aa5550b7fe348b98d7b5741afc65534"
         },
         "status": "Successfully Completed",
         "subject":          {
            "descriptor": "Director, Payroll Operations - Betty Liu",
            "id": "3db5d9e1081e470bb98d5a3d15b67180"
         }
      },
    ...
 ]
}
```


Reference: Workers/Inbox Tasks

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of tasks in **My Tasks** for the current user:

`/workers/{id}/inboxTasks`

URI Parameter	Description
id	Reference to the current user. Example: Worker WID. In place of the ID, you can use the word me to represent the current user.

Description

The Workers/Inbox Tasks resource represents tasks in **My Tasks** for the current user. You cannot access tasks in **My Tasks** for another user. The current user is the user who was granted the authorization token.

For tasks in **My Tasks** that are of stepType Approval, the current user can approve or deny the tasks using the Inbox Tasks resource.

The Workers/Inbox Tasks resource supports this method:

- Reference: Workers/Inbox Tasks

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GET Worker/Inbox Tasks

Secured by:	Core Navigation

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Maximum
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Workers/Inbox Tasks Examples

This GET request retrieves a collection of the tasks in **My Tasks** of the current user:

```
GET /workers/me/inboxTasks
```

The response is a collection of tasks in **My Tasks**, in JSON format (there is 1 task in the response):

```
{
  "total": 1,
  "data": [   {
     "descriptor": "Approval by Manager",
     "id": "90ef2b58c8e3cf15b879a848aed69219",
     "href": "https://{Workday REST API Endpoint}/
inboxTasks/90ef2b58c8e3cf15b879a848aed69219",
     "subject":       {
        "descriptor": "Betty Liu",
        "id": "3bcc416214054db6911612ef25d51e9f",
        "href": "https://{Workday REST API Endpoint}/
workers/3bcc416214054db6911612ef25d51e9f"
     },
     "overallProcess":       {
        "descriptor": "Time Off Request: Betty Liu",
        "id": "dc930ab57b114b6694edf9eb92621281",
        "href": "https://{Workday REST API Endpoint}/businessProcesses/
dc930ab57b114b6694edf9eb92621281"
     },
     "status":       {
        "descriptor": "Awaiting Action",
        "id": "d9e4108c446c11de98360015c5e6daf6"
     },
     "stepType":       {
        "descriptor": "Approval",
        "id": "d8c8920e446c11de98360015c5e6daf6"
     },
     "assigned": "2013-02-26T19:06:57.493Z",
     "due": "2013-02-28"
  }]
}
```

Related Information
Reference
Reference: Inbox Tasks

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Reference: Workers/Job Changes

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Job Changes for a Worker:

`/workers/{id}/jobChanges`

URI Parameter	Description
id	A reference to a worker. Example: Worker WID.

Description

Workers/Job Changes resource represents job changes for a specific worker. You can only view the worker and job changes information permitted by the security profile of the current user.

Workers/Job Changes resource supports this method:

- Reference: Workers/Job Changes

POST Workers/Job Changes

Secured by:	Change Job

Use this method to initiate a job change for the specified worker.

You supply a JSON format body with your request. In the request body, supply values for these parameters:

Body Parameter	Type	Description
jobChangeReason	id	Reason for the job change. Use the Job Change Reasons resource to get the IDs for job change reasons.
supervisoryOrganization	id	Target organization for the job change. The worker is in this organization after the job change is complete. Use the Supervisory Organizations resource to get the IDs for supervisory organizations.
effective	date	(Optional) Effective date of the job change. If left blank, is set to current date.

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Body Parameter	Type	Description
moveManagersTeam	boolean	(Optional) If the manager team is transferred to the new organization.
proposedOrganizations	organizations	(Optional) Set of proposed organizations, which are the organizations to which the worker is assigned.

To find valid values for jobChangeReason, and supervisoryOrganization, use the Job Change and the Supervisory Organizations resources.

The proposed organizations are the organizations to which the worker is assigned. To change the proposed organizations, you supply:

- All proposed organizations that you want to set for the worker in the request body, including the unchanged organizations. Even if you only want to change one proposed organization, you supply all organizations that are to be set for the worker. If you do not include a proposed organization, then that organization will not be set for the worker.
- Worker proposed organizations, which are the organizations to which the worker is assigned. The organization WIDs exist in Workday.
- Worker supervisory organization. A supervisory organization groups workers into a management hierarchy. The organization WID exists in Workday.

Note: To change the proposed organizations, you enable the *Change Organization Assignments* step in the *Change Job* business process. When a request contains proposed organizations, an *Assign Organizations* event is created after Workday validates the request. The *Assign Organizations* event is processed in addition to the *Change Job* event.

The *Change Job* business process has restrictions. You might receive an error message when you attempt to complete a job change:

HTTP Response Code	Error Message	Description/Solution
400	Worker has additional jobs. This task is not supported for workers with multiple jobs.	
400	Reason is required.	Supply a value for jobChangeReason.
400	Proposed Supervisory Organization is required.	Supply a value for supervisoryOrganization.
400	You cannot initiate this action because there are other pending actions for the worker that conflict with this one. Close any pending Staffing, Matrix Organization, Pay Group or Organization events before initiating this action.	
400	Reason is not valid for the Job Change Event or the processing user is a Manager and the Reason is not valid for managers.	
400	Reason is not valid for the worker type (Employee or Contingent Worker).	
400	The proposed supervisory organization is in a Hiring Freeze. It cannot be selected.	
400	Supervisory Organization must be active.	

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HTTP Response Code	Error Message	Description/Solution
400	The hiring restrictions for the proposed supervisory organization do not allow this type of worker.	
400	The Proposed Supervisory Organization must be different from the Position's current organization when the reason has a category of Transfer.	
400	Organization is not accessible by the user.	
400	Proposed supervisory organization is not valid. It will be made inactive after the event effective date. This will result in this position not having a supervisory organization.	
400	Worker is terminated and does not have a future hire.	
400	Worker submitted is the processing user.	
400	This position is in a pending Merit Event. The effective date must be after the pending Merit Event's effective date.	
400	The current position has a pending organization change or a completed Supervisory Organization change effective after this date. Therefore, this position cannot have changes as of the effective date.	
400	The effective date must be after the date of the last completed Change Organization assignment.	
400	The effective date must be equal to or greater than the date the position was last updated.	
400	The effective date must be after the date of the last completed Assign Pay Group change.	
400	The effective date must be after the date of the last completed Matrix Organization change.	
400	Hiring restrictions are missing for the organization selected.	
400	The date entered cannot be earlier than the earliest hire date.	
400	Proposed Organizations have Organization Types that cannot be part of Change Organization Assignments.	Supply valid organizations in the proposed organizations list. Organizations with these Organization Types are required: Company, Cost Center, Region.

POST Workers/Job Changes Examples

This POST request transfers Dana Marek (id=fac08217aeca474fad96d5f3771e76bc) to a new supervisory organization.

```
POST /workers/fac08217aeca474fad96d5f3771e76bc/jobChanges
```

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using this request body:

```
{
     "jobChangeReason" : {"id":"b7187dceedb34c8db3a8e15adf02a620"},
     "supervisoryOrganization" : {"id":"fd935c1ac1a047f8a11c74add2991e04"}
}
```

The response body is the job change process in JSON format:

```
{
   "descriptor": "Transfer: Dana Marek",
   "id": "3e6318cff9fd495bae0b44d40525509b",
   "href": "https://{Workday REST API Endpoint}/
businessProcesses/3e6318cff9fd495bae0b44d40525509b"
}
```

This POST request for John Smith (id=e6dc3990e66242d2b9308d165d7c0e21) sets their proposed organizations, which are the organizations to which John is assigned:

```
POST /workers/e6dc3990e66242d2b9308d165d7c0e21/jobChanges
```

Request body:

```
{
     "jobChangeReason":{"id":"3e420aee42f04791a07cfc18cf6f154f"},
     "supervisoryOrganization":{"id":"8a30f8b5b65e4a48b01d4e17ec8f8778"},
     "proposedOrganizations":
     [
          {"id":"6f806d33769347b69088d4bb3b538d77"},
          {"id":"211359ad55e641adbb806f5392414c15"},
          {"id":"d93bd712c6a44ac297c4ed37ac6b83c1"}
     ]
}
```

The response body is the job change process in JSON format:

```
{
  "descriptor": "Data Change: John Smith",
  "id": "ff3c57e0cb6710001d55e45fc76bf1d6",
  "href": "https://{Workday REST API Endpoint}/businessProcesses/
ff3c57e0cb6710001d55e45fc76bf1d6",
  "jobChangeReason": {
    "descriptor": "Data Change > Data Change > Change Details of Job",
    "id": "3e420aee42f04791a07cfc18cf6f154f",
    "href": "https://{Workday REST API Endpoint}/
jobChangeReasons/3e420aee42f04791a07cfc18cf6f154f"
  },
  "moveManagersTeam": false,
  "proposedOrganizations": [
    {
      "descriptor": "Company 24",
      "id": "6f806d33769347b69088d4bb3b538d77"
    },
    {
      "descriptor": "Cost Center 9",
      "id": "211359ad55e641adbb806f5392414c15"
    },
    {
      "descriptor": "Region 13",
      "id": "d93bd712c6a44ac297c4ed37ac6b83c1"
    }
  ],
  "supervisoryOrganization": {
    "descriptor": "Supervisory Organization 2",
    "id": "8a30f8b5b65e4a48b01d4e17ec8f8778",
    "href": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/8a30f8b5b65e4a48b01d4e17ec8f8778"
```

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```
  }
}
```

Related Information

Concepts

Concept: Move Manager's Team

Reference

Reference: Job Change Reasons

Reference: Organization Types and Subtypes

Reference: Supervisory Organizations

Reference: Workers/Organizations

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Organization assignments for a worker primary position:

`/workers/{id}/Organizations`

URI Parameter	Description
id	Worker reference. Example: Current user WID. In place of an ID, you can use the word me to represent the current user.

Description

Workers/Organizations resource represents the Organization assignments for a worker primary position. You can only view the Organization assignments permitted by the security profile of the current user.

Workers/Organizations supports this method:

- Reference: Workers/Organizations

GET Workers/Organizations

Secured by:	Reports: Organization

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

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Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

GET Workers/Organizations Example

This GET request retrieves the Organization assignments for the worker whose WID is f07f269bf85445bf807ee12d0acc80c9:

```
GET /workers/f07f269bf85445bf807ee12d0acc80c9/organizations
```

The response is a collection of Organizations, in JSON format (only 1 Organization is shown):

```
{
   "total": 8,
   "data":    [
            {
         "descriptor": "United States",
         "id": "3ebf81b54c0a43da9cfe1d0a3432bbb7",
         "organizationType":          {
            "descriptor": "Region Hierarchy",
            "id": "04067490dbfd458caf7d0d4d5e2f11df"
         }
      },
      ...
   ]
}
```

Reference: Workers/Pay Slips

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

Resource URI

Collection of pay slips for a specified worker:

```
/workers/{id}/paySlips
```

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URI Parameter	Description
id	Worker reference. In place of an ID, you can use the word me to represent the current user.

Description

Workers/Pay Slips is a collection of pay slips for a specified worker. You can only view the items permitted by the security profile of the current user.

Workers/Pay Slips supports this method:

- Reference: Workers/Pay Slips

GET Workers/Pay Slips

Secured by either:	*Self-Service: Payroll (My Payslips)* domain in the Core Payroll functional area or, *Reports: Pay Calculation Results for Worker (Results)* and *Worker Data: Payroll (Payslips)* domains in the Core Payroll functional area.

The GET method returns pay slips for the specified worker.

No request body required or available for this method. Use these optional query parameters to page the results:

Query Parameter	Description	Default	Max
limit	Limit of object data entries included in a single response	20	100
offset	Offset to the first object in a collection to include in the response	0	

The response body is in JSON format.

GET Workers/Pay Slips Examples

The following GET request retrieves the pay slips for the worker Logan McNeil (id=66faa65677834f0a9b586dd5645e9004):

```
GET /workers/66faa65677834f0a9b586dd5645e9004/paySlips
```

The response is a collection of pay slips for the worker, in JSON format (only 1 pay slip is shown):

```
{
   "total": 3,
   "data": [   {
      "descriptor": "Logan McNeil: 01/31/2008 (Salary) - Complete",
      "id": "8550ea5378314d43b1cacbad633cb027",
      "gross": "20858.34",
      "status":       {
         "descriptor": "Complete",
         "id": "b4a78dee73634adaa417b7976a17e921"
      },
      "net": "11403.99",
      "date": "2008-02-02"
   },
  ...
 ]
}
```

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Reference: Workers/Supervisory Organizations Managed

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

URI

Collection of Supervisory Organizations managed by a worker:

`/workers/{id}/supervisoryOrganizationsManaged`

URI Parameter	Description
id	Worker reference. Example: WID of the current user. In place of an ID, you can use the word me to represent the current user.

Description

Workers/Supervisory Organizations Managed resource represents the Supervisory Organizations managed by the specified worker. You can only view the Supervisory Organizations permitted by the security profile of the current user.

Workers/Supervisory Organizations Managed supports this method:

- Reference: Workers/Supervisory Organizations Managed

GET Workers/Supervisory Organizations Managed

Secured by:	Reports: Organization security domain

No request body required or available for this method. When retrieving a collection, use these optional query parameters to page the results:

Query Parameter	Description	Default	Maximum
limit	Limit of object data entries included in a single response.	20	100
offset	Offset to the first object in a collection to include in the response.	0	

The response body is in JSON format.

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GET Workers/Supervisory Organizations Managed Examples

This GET request retrieves the Supervisory Organizations managed by the specified worker:

```
GET /workers/f07f269bf85445bf807ee12d0acc80c9/supervisoryOrganizationsManaged
```

The response is a collection of Supervisory Organizations, in JSON format (in this response there is only 1 Supervisory Organization):


```
{
   "total": 1,
   "data": [   {
      "descriptor": "IT Services",
      "id": "e22d6f43777e4ef29f4f4c5a3afdae77",
      "href": "https://{Workday REST API Endpoint}/supervisoryOrganizations/
e22d6f43777e4ef29f4f4c5a3afdae77",
      "workers": "https://{Workday REST API Endpoint}/
supervisoryOrganizations/e22d6f43777e4ef29f4f4c5a3afdae77/workers",
      "manager":       {
         "descriptor": "Anthony Rizzo",
         "id": "f07f269bf85445bf807ee12d0acc80c9",
         "href": "https://{Workday REST API Endpoint}/workers/
f07f269bf85445bf807ee12d0acc80c9"
      },
      "name": "IT Services"
   }]
}
```


Reference: Workers/Time off Entries

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

Resource URI

Collection of time off entries for a specified worker:

```
/workers/{id}/timeOffEntries
```

URI Parameter	Description
id	Worker reference. In place of an ID, you can use the word me to represent the current user.

Description

Workers/Time Off Entries is a collection of time off entries for a specified worker. You can only view the items permitted by the security profile of the current user.

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To view the time off balances by plan for a worker, use the *Workers/Time Off Plans* resource.

To examine a summary of the time off balances for direct reports of a worker, use the *timeOffSummary* view of the Workers/Direct Reports subresource.

To see a summary of the time off balance for a worker, use the *timeOffSummary* view of the Workers resource.

Workers/Time Off Entries supports this method:

- Reference: Workers/Time off Entries

GET Workers/Time off Entries

Secured by:	*Self-Service: Time Off* *Worker Data: Time Off (Time Off)* *Worker Data: Time Off* (Time Off Balances Manager View)

The GET method returns time off entries for the specified worker. Workday doesn't return time off entries in the past.

No request body required or available for this method. Use these optional query parameters to page the results:

Query Parameter	Description	Default	Maximum
limit	Limit of object data entries included in a single response	*20*	*100*
offset	Offset to the first object in a collection to include in the response	*0*	

The response body is in JSON format.

GET Workers/Time off Entries Examples

This GET request retrieves the time off entries for the worker Logan McNeil (id=66faa65677834f0a9b586dd5645e9004):

```
GET /workers/66faa65677834f0a9b586dd5645e9004/timeOffEntries
```

The response is a collection of time off entries for the worker, in JSON format (this example displays only one-time off entry):

```
{
   "total": 3,
   "data": [   {
      "descriptor": "09/26/2013 - 8 Hours (Logan McNeil)",
      "id": "f9f3208f2fd5103833bb37d5e438025f",
      "timeOff":       {
         "descriptor": "PTO - Vacation",
         "id": "15fbcb5a5df7429bba082f6fdc42fb85",
         "href": "https://{Workday REST API Endpoint}/
timeOffs/15fbcb5a5df7429bba082f6fdc42fb85",
         "plan":          {
            "descriptor": "PTO - Vacation Plan",
            "id": "1e610589cc464253bf74a4452f3a94e9"
         }
      },
      "date": "2013-09-26",
      "timeOffRequest":       {
         "descriptor": "Time Off Request: Logan McNeil",
```

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```
         "id": "f9f3208f2fd5103833bb377df098025e",
         "href": "https://{Workday REST API Endpoint}/businessProcesses/
f9f3208f2fd5103833bb377df098025e",
         "status": "Successfully Completed"
      },
      "unitOfTime":       {
         "descriptor": "Hours",
         "id": "c4dacbd56bca4a9a8950e8d3ed21bbdb"
      },
      "employee":       {
         "descriptor": "Logan McNeil",
         "id": "66faa65677834f0a9b586dd5645e9004",
         "href": "https://{Workday REST API Endpoint}/
workers/66faa65677834f0a9b586dd5645e9004"
      },
      "units": "8"
   },
  ...
 ]
}
```


Related Information

Reference

Reference: Workers/Time Off Plans

Reference: Workers

Reference: Workers/Direct Reports

Reference: Workers/Time Off Plans

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/common/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/common/v1/gms
```

Resource URI

Collection of time-off balances by plan for a specified worker:

`/workers/{id}/timeOffPlans`

URI Parameter	Description
id	Worker reference. In place of an ID, you can use the word me to represent the current user.

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Description

Workers/Time Off Plans is a collection of time-off balances by plan for a specified worker. You can only view the items permitted by the security profile of the current user.

To view the time-off entries for a worker, use the Workers/Time Off Entries resource.

To examine a summary of the time-off balance for a worker, use the timeOffSummary view of the Workers resource.

To see a summary of the time-off balances for direct reports of a worker, use the timeOffSummary view of the Workers/Direct Reports subresource.

Workers/Time Off Plans supports this method:

- Reference: Workers/Time Off Plans

GET Workers/Time Off Plans

Secured by:	Self-Service: Time Off Balances Worker Data: Time Off (Time Off Balances) Worker Data: Time Off (Time Off Balances Manager View)

The GET method returns time off balances by plan for the specified worker.

No request body required or available for this method. Use these optional query parameters to page the results:

Query Parameter	Description	Default	Maximum
limit	Limit of object data entries included in a single response	20	100
offset	Offset to the first object in a collection to include in the response	0	

The response body is in JSON format.

GET Workers/Time Off Plans Examples

This GET request retrieves the time-off balances by plan for the worker Logan McNeil (id=66faa65677834f0a9b586dd5645e9004):

```
GET /workers/66faa65677834f0a9b586dd5645e9004/timeOffPlans
```

The response is a collection of time-off balances by plan for the worker, in JSON format (only 1 time-off plan and its balance is shown):


```
{
   "total": 3,
   "data":    [
          {
         "descriptor": "Floating Holiday PLAN",
         "id": "eab51dc897884a9bbb96168242f968ca",
         "timeOffBalance": "24",
         "unitOfTime":          {
            "descriptor": "Hours",
            "id": "c4dacbd56bca4a9a8950e8d3ed21bbdb"
         }
      },
  ...
 ]
}
```


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Related Information
Reference
Reference: Workers/Time off Entries
Reference: Workers
Reference: Workers/Direct Reports

REST API Guides

API Guides for Workday REST Services

The topics in this section supplement the API documentation provided in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Business Process REST APIs

Business Process REST APIs

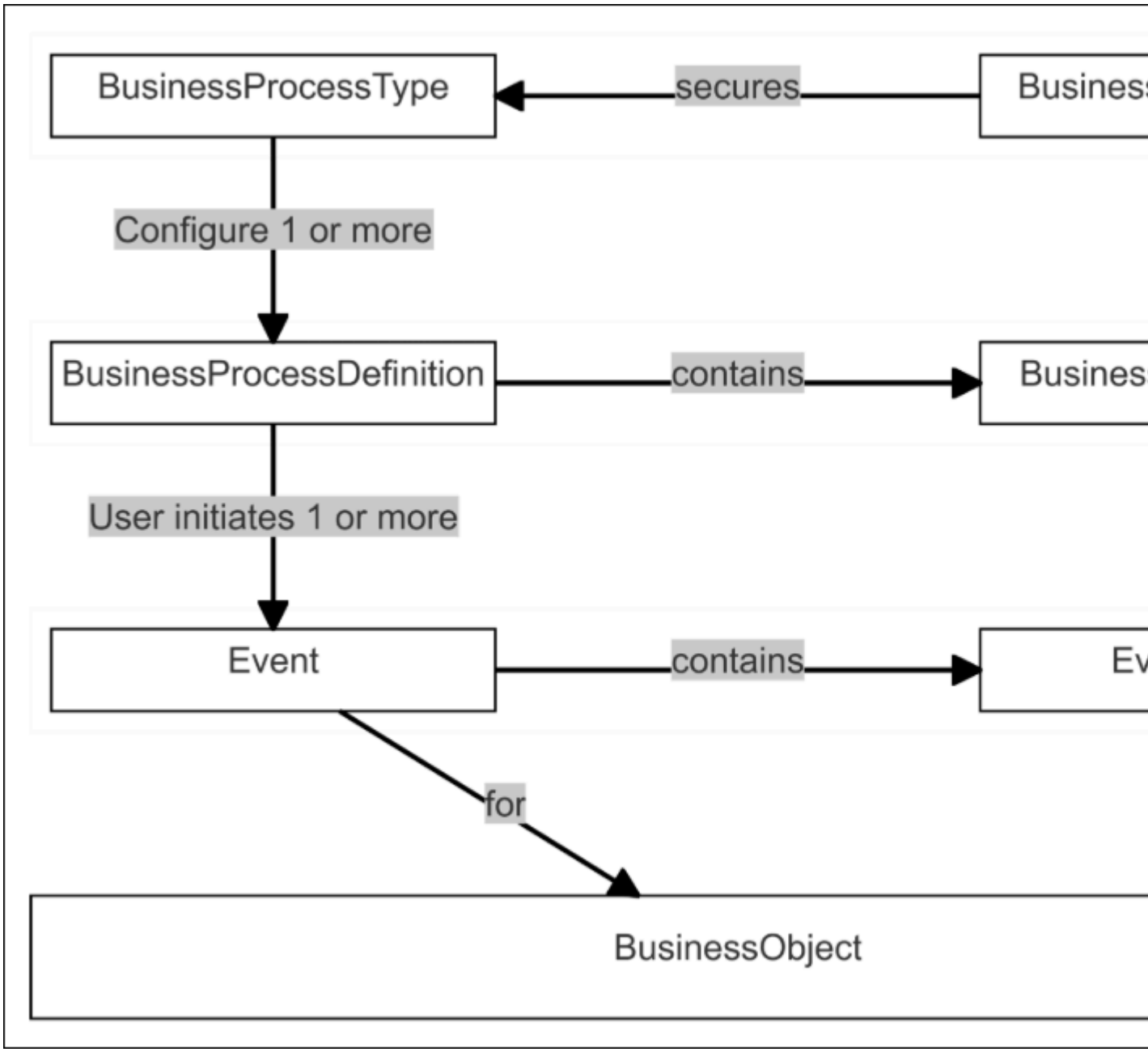
Overview

The Business Process REST service enables applications to interact with business process data for:

- **Workday-delivered business processes**, which are managed through the Business Process Framework in the Workday application where administrators create definitions based on Workday-delivered types. For more information, see Setup Considerations: Business Processes.
- **Extend business processes**, which are created in App Builder on the Developer Site. An Extend business process facilitate unique business workflows associated with an app's business objects and pages for routing the event steps. Use App Manager in the Workday tenant to manage Extend business process definitions and policies. For more information, see Business Processes in Extend Apps.

Whether a business process is Workday-delivered or created for an Extend app, its data entity relationships are the same. This diagram illustrates the relationships between a business process type and its policy, definitions, events, and event steps.

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A business process definition is configured based on a business process type and is secured by a business process policy. When a user initiates a business process, the framework creates an event record (an instance of the definition and its steps). Based on the definition and policy, the event steps are routed to the appropriate users' inbox.

A business process event is initiated when:

- For a Workday-delivered business process, a Workday UI task or `POST` endpoint in a Workday REST API starts the business process.

  Examples: `POST /workers/{ID}/jobChanges` in the Staffing service and `POST /workers/{ID}/requestOneTimePayment` in the Compensation service.
- For an Extend business process, the `POST` endpoint in the app-specific Extend Business Process Event REST API starts the business process.

  Example: `POST /apps/myExtendApp_myAcct/v1/CreateCharityEvents`.

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After the business process has been initiated, you can use the Business Process REST APIs to get information or perform actions on the business process events and event steps.

Events

The Events REST APIs in the Business Process REST service enables apps to:

- Get information about in-progress steps or the overall status of business process events.
- Cancel and rescind business process events.

See Events REST APIs .

Event Steps

The Event Steps REST APIs in the Business Process REST service enables apps to:

- Get information about the event steps of processes.
- Perform operations such as Approve, Deny, Submit or Send Back on business process event steps.

See Event Steps REST APIs .

Business Process Types

The Types REST APIs in the Business Process REST service enable applications to get a list of all business process types.

To get a specific business process type for Workday-delivered business processes, you'll need to get its Workday ID from the Workday UI. You can use the **Find Events** report to search the business process name. On the **Business Process Name** , click the **Related Actions** menu, and view its Integration ID.

For reference documentation about the `types` REST APIs, see `businessProcess/types` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Tutorials and Sample Apps Using Business Process REST APIs

- Tutorial: Model Components: Business Processes
- Tutorial: Trigger Real-time Integrations from Workday Events
- Tutorial: Trigger Extend Orchestrations from Workday Business Processes
- App Catalog: Create a Work Event

Events REST APIs

Overview

The Events REST API in the Business Process REST service enables apps to:

- Retrieve information about Workday-delivered and Extend business process events, specifically:
    - Initiator, effective date, due date, completion date.
    - Status of the business process event.
    - Parent business process or subprocess.
    - In-progress, completed, and remaining steps
    - Business object the business process is for.
    - Comments.
    - Attachments.
- Cancel or rescind the event.

For reference documentation about the Events REST APIs, see `businessProcess/events` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

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URL Base Path

Tenant Base Path

`https://{tenantHostname}/api/businessProcess/{version}/{tenantName}` .

Example: `https://yourTenantHostName.com/api/businessProcess/v1/gms` .

Workday Extend and Integration API Gateway Base Path

For Workday Extend and Integration apps, use the API Gateway URL for the region of your company.

See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site.

Example for US region: `https://api.workday.com/businessProcess/v1`

Workday Tasks

This table lists the Events REST API endpoints that are equivalent to these Workday tasks.

Workday Task	Endpoint
Cancel action (from a button on a business process step or as a related action)	`POST /events/{id}/cancel`
Find Events > View Event > Process Tab (In-Progress Steps)	`GET /events/{ID}/inProgressSteps`
Find Events > View Event > Process Tab (Completed Steps)	`GET /events/{ID}/completedSteps`
Find Events > View Event > Process Tab (Remaining Steps)	`GET /events/{ID}/remainingSteps`
Find Events > View Event > Process Tab > Comments column	`GET /events/{ID}/comments`

Security Considerations

The same security framework applies to both Workday-delivered and Extend business processes. The Events APIs use these primary security domains:

- *Core Navigation*: Controls access to the user navigation in the Workday application.

  This security domain belongs to several functional areas, which are listed as **Scopes** in the Open API Specifications.
- *Public Business Processes* in the Tenant Non-Configurable functional area: Controls access to business processes.

  This security domain is different from the business process security policies.

The Events API endpoint descriptions list the security domains in the Open API Specifications.

Consider these guidelines:

- To view the security context of a business process event in Workday, select **Business Process > View Security** as a related action from the business process event. This task is secured by the *Business Process Administration* domain in the System functional area.
- In an Extend app, define security domains for your Extend business processes and use the same security mechanisms to define a business process policy through App Manager.
- If you need to trigger an orchestration from a Workday-delivered business process, you'll need to set up orchestration credentials using either the Integration System User (ISU) or the initiating user authentication type. See Trigger an Orchestration from a Business Process.

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Prerequisites

For Workday-delivered business processes:

- Configure the business process definition in the tenant. See Setup Considerations: Business Processes .
- Configure the business process security policy in the tenant. See Edit Business Process Security Policies .

For Extend business processes:

- Configure an Extend business object for the business process.
- Configure the business process in App Builder. See Add Business Processes in Visual Mode .
- Create the business process security domain in App Builder and configure it in App Manager. See Add Security Domains in Visual Mode .
- Create app pages for routing. See Add Pages in Visual Mode.
- For the cancel and rescind endpoints, Extend processes must have **Enable Cancellation** and **Enable Rescind** fields set to true.

  Note: A Rescind action in Workday Extend only marks the business process event as rescinded. It doesn't roll back any data. To force a rollback, create a custom orchestration that performs the required 'rollback' actions.

Business Processes

- A Workday-delivered business process event is initiated on a Workday-delivered business object from its corresponding Workday UI task or REST API in the corresponding Workday REST service.

An Extend business process is initiated from an app using the Extend Business Process Event REST API. An Extend business process can also be initiated from a Workday-delivered business process in these ways:

- You can add a Workday Business Process orchestration to the app and configure a Business Process Trigger step that specifies the input data from the business process. In the tenant, add the Orchestration Service step to the business process definition. For details, see Trigger an Orchestration from a Business Process.
- You can configure the Extend business process to run as a subprocess of a selected Workday-delivered parent business process. This configuration enables you to embed custom business logic and processes created in Extend directly into standard, Workday-delivered workflows. For details, see Add Parent Business Process to Extend Subprocess.

Integration Touchpoints

Business Process REST APIs are critical for integrating Workday business processes with other systems and Workday components.

- **Orchestrations**: Orchestrate can trigger Business Processes and invoke Workday APIs. To call an Extend business process from orchestration:
  - In the business process configuration, set the **Enable for Orchestrate** field (or `useForOrchestrate` attribute) to true.
  - In the orchestration, add the **Send API Request** component to call the POST endpoint that initiates the Extend business process event.

  Example: An orchestration can fetch CSV data, load it to an Extend business object, then trigger a business process.

  You can enable a business process for Async orchestrations by setting **Enable for Orchestrate** (or `useForOrchestrate` attribute) to true in the business process configuration in App Builder. Set this attribute to true when you want the orchestration to pause when the business process starts,

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and to resume when the Orchestration Service step configured on the business process definition resumes the orchestration.

You can configure a Workday-delivered business process to automatically launch an orchestration when any of these actions are performed on an event step: Cancel, Rescind, Correct, Deny. These orchestrations must be based on the Workday Business Process template. For details, see Launch Orchestrations on Business Process Status Changes.

Extend business processes also support orchestrations on Cancel, Rescind and Deny actions.

- **Extend Subprocesses**: Extend business processes can be configured to run as a subprocess of selected Workday-delivered business processes.

  The Extend subprocess event target changes from the parent business process event to an Extend business object instance after the initiation step. Workday saves the event history of an Extend subprocess within the parent Workday-delivered business process event history. An Extend subprocess creates a task in "My Tasks" which then triggers the Extend business process.
- **Third-Party Integrations**: Interaction with external services or other third-party systems through the REST API can be part of processes triggered by or interacting with business processes.

Getting a List of Events

You can get a list of business process events that are either:

- About a worker, which is the target business object.

  To get the events for a worker, call `GET /events` with the `worker` query parameter.
- Initiated by a specific user. If the target business object is a worker, the initiator can be different from the target worker.

  To get the events initiated by a particular user, call `GET /events` with the `initiator` query parameter.

The `GET /events` endpoint requires either the `worker` or `initiator` query parameter.

To filter the list of events by the business process type, specify the `businessProcess` query parameter. To get the ID of the business process type:

- Use the **Find Events** report to search by the business process name.
- On the **Business Process Name** , click the **Related Actions** menu, and view its Integration ID.

Example: Get events about a worker

This example gets events for Beth Liu that were initiated on or after a certain date. The `worker` query parameter specifies the Workday ID of Beth Liu.

Sample request:

```
GET /events?
worker=3bcc416214054db6911612ef25d51e9f&initiatedOnOrAfter=2024-06-01
```

Sample response:

```
{
  "data": [
    {
      "for": {
        "descriptor": "Beth Liu",
        "id": "3bcc416214054db6911612ef25d51e9f"
      },
      "descriptor": "Give Feedback: Beth Liu",
      "id": "98003ba86b421000bd918d4214200000",
      "status": {
        "descriptor": "Successfully Completed",
```

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```
        "id": "b90bc51be01d4ae99b603b02b073714d"
      },
      "overallBusinessProcess": {
        "descriptor": "Give Feedback: Beth Liu",
        "id": "98003ba86b421000bd918d4214200000"
      },
      "initiator": {
        "descriptor": "Logan McNeil (On Leave)",
        "id": "3aa5550b7fe348b98d7b5741afc65534"
      },
      "completedDate": "2024-12-09T16:55:35.020Z",
      "creationDate": "2024-12-09",
      "dueDate": "2024-12-10"
    },
    {
      "for": {
        "descriptor": "P-00010 Director, Payroll Operations - Beth Liu",
        "id": "aa1562e740aa48739aded3c3cbe056a4"
      },
      "descriptor": "Title Change: Beth Liu",
      "id": "33126fde95be1008704003147a720000",
      "status": {
        "descriptor": "Successfully Completed",
        "id": "b90bc51be01d4ae99b603b02b073714d"
      },
      "overallBusinessProcess": {
        "descriptor": "Title Change: Beth Liu",
        "id": "33126fde95be1008704003147a720000"
      },
      "initiator": {
        "descriptor": "Logan McNeil (On Leave)",
        "id": "3aa5550b7fe348b98d7b5741afc65534"
      },
      "completedDate": "2024-12-06T17:30:58.528Z",
      "effectiveDate": "2024-12-06",
      "creationDate": "2024-12-06",
      "dueDate": "2024-12-08"
    },
    . . .
  ],
  "total": 25
}
```


Example: Get events about a worker for a business process type

This example gets the Title Change events for Lincoln Cook. The `businessProcess` query parameter specifies the Workday ID of the Title Change business process type.

Sample request:

```
GET /events?
worker=Employee_ID=21295&businessProcess=15c5d891b0af46fe8ea9857985449cae
```

Sample response:


```
{
  "data": [
    {
      "for": {
        "descriptor": "P-00397 Customer Service Representative - Lincoln
 Cook",
        "id": "1f78293acefb4ccebb5213c9d6bb2a97"
```


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```
      },
      "descriptor": "Title Change: Lincoln Cook",
      "id": "e9a9f59f7bf01001d02d80dd2b970000",
      "status": {
        "descriptor": "Successfully Completed",
        "id": "b90bc51be01d4ae99b603b02b073714d"
      },
      "overallBusinessProcess": {
        "descriptor": "Title Change: Lincoln Cook",
        "id": "e9a9f59f7bf01001d02d80dd2b970000"
      },
      "initiator": {
        "descriptor": "Logan McNeil (On Leave)",
        "id": "3aa5550b7fe348b98d7b5741afc65534"
      },
      "completedDate": "2026-04-24T02:37:56.093Z",
      "effectiveDate": "2026-04-23",
      "creationDate": "2026-04-23",
      "dueDate": "2026-04-25"
    }
  ],
  "total": 1
}
```


Example: Get events by initiator

This example gets events that were initiated by Joy Banks on or after a certain date. The `initiator` query parameter specifies the Workday ID of Joy Banks. This example uses a sample Extend business process, Create Work Event.

Sample request:

```
GET /events?
initiator=1f8ff0a1f91410f6cb260e1be5fe0b91&initiatedOnOrAfter=2024-12-01
```

Sample response:


```
{
  "data": [
    {
      "for": {
        "descriptor": "Lunar New Year",
        "id": "9a6a199318249001b7b9c9667b510000"
      },
      "descriptor": "Create Work Event: Lunar New Year",
      "id": "9a6a199318249001b7b9e76408c00000",
      "status": {
        "descriptor": "In Progress",
        "id": "e2d08afc53614c37b32b31270bb8bee3"
      },
      "creationDate": "2025-01-23",
      "overallBusinessProcess": {
        "descriptor": "Create Work Event: Lunar New Year",
        "id": "9a6a199318249001b7b9e76408c00000"
      },
      "initiator": {
        "descriptor": "Joy Banks",
        "id": "1f8ff0a1f91410f6cb260e1be5fe0b91"
      }
    }
  ],
  "total": 1
```


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```
}
```

Getting the Steps of an Event by Status

You can get the in-progress, completed, and remaining steps of a business process event by using these endpoints:

- `GET /events/{ID}/inProgressSteps`
- `GET /events/{ID}/completedSteps`
- `GET /events/{ID}/remainingSteps`

Example: Get the In-Progress Steps

This example gets a list of the Create Work Event steps that are in-progress. The Create Work Event business process is a sample Extend business process.

Sample request:

```
GET /events/a6f4dc4218b89000d7f4017a3bf80000/inProgressSteps
```

This sample response shows the approval step as the in-progress step, along with the status and awaiting person:

```
{
  "data": [
    {
      "anonymous": false,
      "descriptor": "Approval by Manager",
      "businessProcessStep": {
        "descriptor": "Create Work Event (Default Definition) step b -
 Approval",
        "id": "6c65436bb5531003ed9fdbe144230000"
      },
      "id": "a6f4dc4218b89000d7f4051360dd0001",
      "order": "b",
      "status": {
        "descriptor": "Awaiting Action",
        "id": "d9e4108c446c11de98360015c5e6daf6"
      },
      "awaitingPersons": [
        {
          "descriptor": "Joy Banks",
          "id": "1f8ff0a1f91410f6cb0bcc3076ee0b58"
        }
      ],
      "creationDate": "2025-01-28T00:51:04.459Z"
    }
  ],
  "total": 1
}
```

Example: Get the Completed Steps

This example gets a list of the completed steps for the Create Work Event.

Sample request:

```
GET /events/a6f4dc4218b89000d7f4017a3bf80000/completedSteps
```

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This sample response shows the completed steps, the person who completed the step, and the completion date.

```
{
  "data": [
    {
      "event": {
        "descriptor": "Create Work Event: Anniversary Party",
        "id": "a6f4dc4218b89000d7f4017a3bf80000"
      },
      "descriptor": "Create Work Event",
      "id": "a6f4dc4218b89000d7f40213c22c0000",
      "completedByPerson": {
        "descriptor": "Logan McNeil",
        "id": "9feb1da3167840a9852698a2f228f795"
      },
      "creationDate": "2025-01-28T00:51:04.459Z",
      "completedDate": "2025-01-28T00:51:04.459Z",
      "order": "a",
      "status": {
        "descriptor": "Step Completed",
        "id": "d9e41366446c11de98360015c5e6daf6"
      }
    }
  ],
  "total": 1
}
```

Example: Get the Remaining Steps

This sample request gets a list of the Create Work Event steps that are remaining.

Sample request:

```
GET /events/a6f4dc4218b89000d7f4017a3bf80000/remainingSteps
```

This sample response shows the remaining action step, along with the assigned group:

```
{
  "data": [
    {
      "stepType": {
        "descriptor": "Action",
        "id": "d8c89128446c11de98360015c5e6daf6"
      },
      "step": "Book Event Space",
      "descriptor": "Create Work Event (Default Definition) step c -
 Action",
      "groups": [
        {
          "descriptor": "HR Administrator",
          "id": "7e1c5e73b2de4667a42041d1f9d3eef9"
        }
      ],
      "id": "6c65436bb5531003ed9fdaae185d0000",
      "order": "c",
      "completionStep": false
    }
  ],
  "total": 1
}
```

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Canceling an Event

To cancel or immediately end a business process event, call the `POST /events/{ID}/cancel` endpoint.

This example cancels a home contact change business process event, whose Workday ID is specified as the event ID.

Sample request:

```
POST /events/f4edd719789a10016c7addfdfa1b0000/cancel
{
  "comment": "Cancel home contact info change"
}
```

Sample response:

```
{
  "comment": "Cancel home contact info change",
  "descriptor": "Home Contact Change: Teresa Serrano",
  "id": "f4edd719789a10016c7addfdfa1b0000",
  "status": "Canceled"
}
```

Rescinding an Event

To rescind or reverse a completed business process, call the `POST /events/{ID}/rescind` endpoint.

This example rescinds a change job business process event, whose Workday ID is specified as the event ID.

Sample request:

```
POST /events/49367bfa904f10009759749ac9310000/rescind
{
"comment": "Rescind the change job location request"
}
```

Sample response:

```
{
  "descriptor": "Data Change: Maria Cardoza (Rescinded)",
  "id": "49367bfa904f10009759749ac9310000",
  "status": "Rescinded"
}
```

Limitations

- The Business Process APIs don't support bulk operations. Data needs to be processed individually row by row. Submitting a large volume of events can impact tenant health due to the shared business process framework.

Performance Considerations

Avoid submitting a large volume of events simultaneously as it can impact tenant health due to the shared business process framework.

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Common Errors

Error	Cause and Solution
400 error when triggering Business Process.	Possible causes include incorrect `businessProcessTarget` or security issues. Verify the `businessProcessTarget` ID and ensure the API client has the necessary permissions.
Orchestration service step stuck 'in progress'.	Occurs when a Workday-delivered BP triggers an Extend business process, which then completes, but the parent step remains stuck. Check business process security and ensure the Extend business process is configured and invoked correctly.
Orchestration not completing / returning "Failed" status.	Orchestrations triggered by a business process might not complete or return a "Failed" status to the underlying business process through an integration step.
Permission Denied Error for Studio Integration calling Business Process API.	Occurs when Studio tries to call the API for business process events without adequate permissions. Ensure the Studio integration has the necessary security access.

Reference Apps

- App Catalog: Charitable Donations
- App Catalog: Create a Work Event
- App Catalog: Project Forecasting
- App Catalog: Tuition Reimbursement
- App Catalog: Vaccine Management

Event Steps REST APIs

Overview

The Event Steps REST API in the Business Process REST service enables apps to:

- Get information about Workday-delivered and Extend business process event steps.

  In an Extend app, the business process configuration maps the steps with pages defined in the app metadata. When a user interacts with a page to perform a step, the Extend app can call the Event Steps API to get the associated event record for the app business process event.
- Approve, deny, send back, and reassign business process event steps.
- Post an action for a Questionnaire or To Do step.

For reference documentation about the Event Steps REST APIs, see `businessProcess/eventSteps` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

For reference documentation about Extend Business Process Event REST APIs, see Extend Business Process Event REST API.

URL Base Path

Tenant Base Path

`https://{tenantHostname}/api/businessProcess/{version}/{tenantName}` .

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Example : `https://yourTenantHostName.com/api/businessProcess/v1/gms` .

Workday Extend and Integration API Gateway Base Path

For Workday Extend and Integration apps, use the API Gateway URL for the region of your company.

See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site.

Example for US region: `https://api.workday.com/businessProcess/v1`

Workday Tasks

This table lists the Business Process REST API endpoints that are equivalent to these Workday tasks.

Workday Task	Endpoint
Approve button in the Inbox	`POST /eventSteps/{ID}/approve`
Deny button in the Inbox	`POST /eventSteps/{ID}/deny`
Send Back button in the Inbox	`POST /eventSteps/{ID}/sendBack`
Submit button in the Inbox	`POST /eventSteps/{ID}/submit`
Reassign option on the Related Actions menu on a business process step	`POST /eventSteps/{ID}/reassign`
Submit the business process Questionnaire step	`POST /eventSteps/{ID}/questionnaire`
Complete the business process To Do step	`POST /eventSteps/{ID}/toDo`

Security Considerations

See Security Considerations in Events REST APIs .

Prerequisites

See the Prerequisites in Events REST APIs .

Integration Touchpoints

See the Integration Touchpoints in Events REST APIs .

Getting Event Steps

The `GET /eventSteps` endpoint returns the event steps that are awaiting action from the current processing user.

Example: If you're logged in as Logan McNeil, the endpoint returns only the event steps with awaiting actions on Logan McNeil.

This endpoint requires one of these query parameters:

- `businessProcess`: The Workday ID of the business process type (from the Workday UI)
- `stepType`: The Workday ID or reference ID of the business process step type. For a list of reference IDs for the step type, see Reference: Step Type Reference IDs .

Example: Get event steps by business process and creation date

This example gets event steps for a business process that were created on or after a specified date. This example uses an Extend business process, Create Work Event.

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Sample request:

```
GET /eventSteps?
businessProcess=a692b7d95a62571591f601d11ab29808&createdOnOrAfter=2025-01-20
```

Sample response:


```
{
  "data": [
    {
      "stepType": {
        "descriptor": "Action",
        "id": "d8c89128446c11de98360015c5e6daf6"
      },
      "task": {
        "descriptor": "Book Event Space",
        "id": "a44c28b6bf485698a297a70289e649e3"
      },
      "overallProcess": {
        "descriptor": "Create Work Event: Appreciation Party",
        "id": "9a6a199318249001b7b9e76408c00000"
      },
      "event": {
        "descriptor": "Create Work Event: Appreciation Party",
        "id": "9a6a199318249001b7b9e76408c00000"
      },
      "stepEvent": {
        "descriptor": "Create Work Event: Appreciation Party",
        "id": "9a6a199318249001b7b9e76408c00000"
      },
      "descriptor": "Book Event Space",
      "businessProcess": {
        "descriptor": "Create Work Event",
        "id": "a692b7d95a62571591f601d11ab29808"
      },
      "businessProcessStep": {
        "descriptor": "Create Work Event (Default Definition) step c -
 Action",
        "id": "6c65436bb5531003ed9fdaae185d0000"
      },
      "id": "9a6a199318249001b93df0363cc60000",
      "order": "c",
      "status": {
        "descriptor": "Awaiting Action",
        "id": "d9e4108c446c11de98360015c5e6daf6"
      },
      "awaitingPersons": [
        {
          "descriptor": "Logan McNeil",
          "id": "9feb1da3167840a9852698a2f228f795"
        }
      ],
      "creationDate": "2025-01-23T21:24:05.041Z"
    }
  ],
  "total": 1
}
```


Example: Get event steps by step type

This example gets the initiation event steps for the current user, Logan McNeil.

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Sample request:

```
GET /eventSteps?stepType=Workflow_Step_Type_ID=initiation
```

Sample response:


```
{
  "data": [
    {
      "stepType": {
        "descriptor": "Initiation",
        "id": "d8c892f4446c11de98360015c5e6daf6"
      },
      "task": {
        "descriptor": "Complete Self Evaluation",
        "id": "dc2d83dc446c11de98360015c5e6daf6"
      },
      "overallProcess": {
        "descriptor": "Ad hoc Review: Logan McNeil (On Leave)",
        "id": "49367bfa904f10020cf2fa18d9bd0000"
      },
      "event": {
        "descriptor": "Self Evaluation: Ad hoc Review: Logan McNeil (On
 Leave)",
        "id": "49367bfa904f10020cf308848fde0000"
      },
      "stepEvent": {
        "descriptor": "Self Evaluation: Ad hoc Review: Logan McNeil (On
 Leave)",
        "id": "49367bfa904f10020cf308848fde0000"
      },
      "descriptor": "Complete Self Evaluation for Performance Review",
      "businessProcess": {
        "descriptor": "Complete Self Evaluation for Performance Review",
        "id": "d6934f907eb94567a9808c3c649e744f"
      },
      "businessProcessStep": {
        "descriptor": "Complete Self Evaluation for Performance Review for
 Global Modern Services step a - Initiation",
        "id": "6fe93923901448cca3ed979424e7ba3c"
      },
      "id": "49367bfa904f90020cf31188a8950000",
      "order": "a",
      "status": {
        "descriptor": "Awaiting Action",
        "id": "d9e4108c446c11de98360015c5e6daf6"
      },
      "awaitingPersons": [
        {
          "descriptor": "Logan McNeil",
          "id": "9feb1da3167840a9852698a2f228f795"
        }
      ],
      "creationDate": "2026-05-01T21:54:46.892Z",
      "dueDate": "2026-05-08"
    },
    {
      "stepType": {
        "descriptor": "Initiation",
        "id": "d8c892f4446c11de98360015c5e6daf6"
      },
      "task": {
        "descriptor": "Review COBRA Eligibility",
```


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```
        "id": "dc32623a446c11de98360015c5e6daf6"
      },
      "overallProcess": {
        "descriptor": "Absence Request: Logan McNeil (On Leave)",
        "id": "e9a9f59f7bf01001d0f31ccb3ad90000"
      },
      "event": {
        "descriptor": "Logan McNeil (On Leave):  eligible for COBRA on",
        "id": "e9a9f59f7bf01001d0f35cb663650000"
      },
      "stepEvent": {
        "descriptor": "Logan McNeil (On Leave):  eligible for COBRA on",
        "id": "e9a9f59f7bf01001d0f35cb663650000"
      },
      "descriptor": "Review COBRA Eligibility Event",
      "businessProcess": {
        "descriptor": "Review COBRA Eligibility Event",
        "id": "7b7837718fca4b1aa7dd14293ab3cbab"
      },
      "businessProcessStep": {
        "descriptor": "Review COBRA Eligibility Event for Global Modern
 Services step a - Initiation",
        "id": "cd447666bd7045ab9c2fe9d10a6b4d06"
      },
      "id": "e9a9f59f7bf09001d0f35dea62e80000",
      "order": "a",
      "status": {
        "descriptor": "Awaiting Action",
        "id": "d9e4108c446c11de98360015c5e6daf6"
      },
      "awaitingPersons": [
        {
          "descriptor": "Ava Gonzalez",
          "id": "46f951d6a15f102848abb1e869bd0568"
        },
        {
          "descriptor": "Julie Boyer",
          "id": "e355a91818991067 2010e544939e0e35"
        }
      ],
      "creationDate": "2026-04-24T02:52:04.743Z",
      "dueDate": "2026-04-25"
    }
  ],
  "total": 2
}
```


Approve a Business Process Step

The `POST /eventSteps/{eventStepID}/approve` endpoint approves the business process event step specified by the ID of the originating event step.

This example approves an event step that's awaiting action on Joy Banks. The current user is Joy Banks. The event step ID is from the `GET /events/{eventId}/inProgressSteps` endpoint.

Sample request:

```
POST  /eventSteps/49367bfa904f90009874815c5bf20000/approve
{
"comment": "Approve the Appreciation Party"
}
```

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Sample response:

```
{
  "comment": "Approve the Appreciation Party",
  "descriptor": "Approval by Manager",
  "eventStatus": {
    "descriptor": "In Progress",
    "id": "e2d08afc53614c37b32b31270bb8bee3"
  },
  "id": "49367bfa904f9001addc170d7fad0000"
}
```

Send Back a Business Process Step

The `POST /eventSteps/{eventStepID}/sendBack` endpoint sends the business process back to a previous step.

Specify the ID of the event step you are sending back in the {ID} path parameter of the endpoint URL.

Specify the event step you are sending back to in the `to.id` field in the request body.

To send back a business process, the processing person must have View access to the event when you call this API.

To get valid event step IDs, you can use any of these endpoints:

- `GET /eventSteps` by business process or step type, and date filters.
- `GET /events/{id}/inProgressSteps`
- `GET /events/{id}/completedSteps`

This example sends the in-progress step that's an awaiting action from Joy Banks to the completed step by Logan McNeil.

- The *{eventStepID}* path parameter in the URL is from the `GET /events/{id}/inProgressSteps` endpoint.
- The `to.id` field in the request body is from the `GET /events/{id}/completedSteps` endpoint. The current user is Joy Banks.

Sample request:

```
POST  /eventSteps/49367bfa904f90009874815c5bf20000/sendBack
```

Sample request body:

```
{
  "reason": "Send back to manager",
  "to": {
    "id": "a6f4dc4218b89000d7f40213c22c0000"
  }
}
```

Sample response:

```
{
  "descriptor": "Approval by Manager",
  "id": "a6f4dc4218b89000d7f4051360dd0001",
  "reason": "Send back to manager",
  "status": {
    "descriptor": "Sent Back",
```

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```
    "id": "d9e40c90446c11de98360015c5e6daf6"
  }
}
```

Deny a Business Process Step

The `POST /eventSteps/{eventStepID}/deny` endpoint denies the business process event step with the specified ID.

To deny a step, the processing person must have View access to the event when you call this API.

To get valid event step IDs, you can use any of these endpoints:

- `GET /eventSteps` by business process or step type, and date filters.
- `GET /events/{id}/inProgressSteps`

This example sends the in-progress step that's an awaiting action from Joy Banks to the completed step by Logan McNeil.

The *{eventStepID}* path parameter in the URL is from the `GET /events/{id}/inProgressSteps` endpoint.

The `to.id` field in the request body is from the `GET /events/{id}/completedSteps` endpoint. The current user is Joy Banks.

Sample request:

```
POST  /eventSteps/4eedea4e4e2a90008d4e59aa52ee0000/deny
```

Sample request body:

```
{
"comment": "Denied - requirements not met"
}
```

Sample response:

```
{
  "descriptor": "Approval by Manager",
  "comment": "Denied - requirements not met",
  "stepAction": {
    "descriptor": "Denied",
    "id": "d9e40d80446c11de98360015c5e6daf6"
  },
  "eventStatus": {
    "descriptor": "Process Terminated",
    "id": "35366e7f39bf4eb8b404df284d0ca5b9"
  },
  "id": "4eedea4e4e2a90008d4e59aa52ee0000"
}
```

Submit a Complete Questionnaire Step

The `POST /eventSteps/{ID}/questionnaire` endpoint submits a Complete Questionnaire event step with the specified ID. Specify the `stepAction` and `questionnaireResponse` in the request body.

Valid `stepAction` values:

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Step action	Workday ID value	questionnaireResponse
Submit	133d5c88baa64136aab041c1d2e9ed53	Include `questionnaireResponse` in the request body.
Save for Later	d9e41a8c446c11de98360015c5e6daf6	Include `questionnaireResponse` in the request body.
Skip	d9e4231a446c11de98360015c5e6daf6	Exclude `questionnaireResponse` from the request body.

To get valid event step IDs, you can use any of these endpoints:

- `GET /eventSteps` by business process or step type, and date filters.
- `GET /events/{id}/inProgressSteps`

```
POST https://api.workday.com/businessProcess/v1/
eventSteps/49367bfa904f90009874815c5bf20000/questionnaire
```

Sample request body:

```
{
  "stepAction": {
    "id": "133d5c88baa64136aab041c1d2e9ed53"
  },
  "questionnaireResponse": {
    "questionnaireAnswers": [
      {
        "questionItem": {
          "id": "f2ecf434008f106f7eff48eb13d40802"
        },
        "answerText": "Resolved the requirement."
      }
    ]
  }
}
```

Sample response:

```
{
  "id": "49367bfa904f90009874815c5bf20000",
  "descriptor": "Complete Questionnaire",
  "stepAction": {
    "descriptor": "Step Completed",
    "id": "d9e41366446c11de98360015c5e6daf6"
  }
```

Reassign a Step

Reassigns the business process event step specified by the reference ID of the originating event step.

To get valid event step IDs, you can use any of these endpoints:

- `GET /eventSteps` by business process or step type, and date filters.
- `GET /events/{id}/inProgressSteps`

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This example reassigns an event step whose event step ID is *49367bfa904f90009874815c5bf20000* to Dawn Myers (whose Workday ID is *be714822ecde4b859db6f29b7669b87a*. The logged-in user is a business process administrator who has access to the event step and has permission to reassign the step.

```
POST https://api.workday.com/businessProcess/v1/
eventSteps/49367bfa904f90009874815c5bf20000/reassign
```

Sample request body:

```
{

  "addAssignees":[{"id":"be714822ecde4b859db6f29b7669b87a"}],
   "comment": "Reassign to Dawn Myers"
}
```

Sample response:

```
{
  "id": "49367bfa904f90009874815c5bf20000",
  "descriptor": "Approval by Manager",
  "awaitingRoles": [
    {
      "id": "be714822ecde4b859db6f29b7669b87a",
      "descriptor": "Dawn Myers (HRPartner, 4000)"
    },
    {
      "id": "3bcc416214054db6911612ef25d51e9f",
      "descriptor": "Betty Liu (manager 4300, CostCtrMgr 30.3, 41200,
 PayIntPartner; PayPartner, PayAdmin)"
    }
  ],
  "addAssignees": [
    {
      "id": "be714822ecde4b859db6f29b7669b87a",
      "descriptor": "Dawn Myers (HRPartner, 4000)"
    }
  ],
  "comment": "Reassign to Dawn Myers"
}
```

Submit a To Do Step

The `POST /eventSteps/{ID}/toDo` endpoint submits a Complete Questionnaire event step with the specified ID. Specify the `stepAction` in the request body.

Valid `stepAction` values:

Step action	Workday ID value
Submit	133d5c88baa64136aab041c1d2e9ed53
Save for Later	d9e41a8c446c11de98360015c5e6daf6

To get valid event step IDs, you can use any of these endpoints:

- `GET /eventSteps` by business process or step type, and date filters.
- `GET /events/{id}/inProgressSteps`

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This example submits a To Do step whose event step ID is *49367bfa904f90009874815c5bf20000*.

```
POST https://api.workday.com/businessProcess/v1/
eventSteps/49367bfa904f90009874815c5bf20000/todo
```

Sample request body:

```
{
  "comment": "Completed this to do task.",
  "stepAction": {
    "id": "133d5c88baa64136aab041c1d2e9ed53"
  }
}
```

Sample response:

```
{
  "id": "49367bfa904f90009874815c5bf20000",
  "descriptor": "To Do: Assign employee computer",
  "stepAction": {
    "descriptor": "Step Completed",
    "id": "d9e41366446c11de98360015c5e6daf6"
  },
  "comment": "Completed this to do task."
}
```

Common Errors

Error	Error Code	Cause and Solution
Empty result when fetching events or event steps.	n/a	**Cause**: The current user doesn't have permissions or doesn't have awaiting actions on event steps. **Solution**: Check if the current user is configured correctly or if the current user has awaiting actions through the `GET /events/{id}/inProgressSteps` endpoint.
This event is not awaiting your action.	A212	**Cause**: If calling the POST endpoint of the Event Steps REST API, the event step is not in progress or not awaiting action on the current user. **Solution**: Ensure that the user has awaiting action and the event step is in-progress.

Reference: Step Type Reference IDs

This table contains the list of reference IDs that you can use to identify a business process step type.

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Example: Use the Reference ID in the `stepType` query parameter for the `GET /eventSteps` endpoint in the Event Steps REST API.

Note: Some reference IDs use the %20 url-encoded space character.

Step Type	Reference ID
Action	Workflow_Step_Type_ID=ACTION
Approval	Workflow_Step_Type_ID=APPROVAL
Initiation	Workflow_Step_Type_ID=INITIATION
To Do	Workflow_Step_Type_ID=TODO
Checklist	Workflow_Step_Type_ID=CHECKLIST
Approval Chain	Workflow_Step_Type_ID=APPROVAL%20CHAIN
Integration	Workflow_Step_Type_ID=INTEGRATION
Consolidated Approval	Workflow_Step_Type_ID=CONSOLIDATED %20APPROVAL
Mass Approval	Workflow_Step_Type_ID=MASS%20APPROVAL
Service	Workflow_Step_Type_ID=SERVICE
Batch/Job	Workflow_Step_Type_ID=BATCH
Report	Workflow_Step_Type_ID=REPORT
Consolidated Approval Chain	Workflow_Step_Type_ID=CONSOLIDATED %20APPROVAL%20CHAIN
Tasks	Workflow_Step_Type_ID=TASKS
Review Documents	Workflow_Step_Type_ID=REVIEW %20DOCUMENTS
Edit Additional Data	Workflow_Step_Type_ID=EDIT ADDITIONAL %20DATA
Report Group	Workflow_Step_Type_ID=REPORT%20GROUP
Complete Questionnaire	Workflow_Step_Type_ID=COMPLETE %20QUESTIONNAIRE
Shared Participation	Workflow_Step_Type_ID=SHARED %20PARTICIPATION

Custom Objects REST APIs

Custom Object (Multi-Instance) REST APIs

This topic provides an overview and usage guidance on the Custom Object (Multi-Instance) REST APIs.

Overview

Custom objects are extensions of existing Workday business objects, and enable your enterprise to store custom data related to the business objects. Your integrations or apps can call the Custom Object REST APIs to get, create, update, and delete custom object data.

A multi-instance custom object is a collection of custom object instances attached to a Workday business object. In Workday, users can view or edit a custom object table on the **Additional Data** tab of the

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business object. Example: The Worker object can associate a custom object named Stock Grants. Because a worker can have more than 1 stock grant, the Stock Grants custom object is a multi-instance custom object.

When you or administrators create a custom object definition in Workday, certain configuration settings affect how you must specify the Custom Object REST API requests. This table summarizes how custom object settings affect the REST APIs:

Custom Object Setting	Custom Object REST API Implication
Web Service Alias	Determines the root resource name of the REST API endpoints that access the custom object data.
Allow Multiple Instances per Object	If true, the custom object is multi-instance. For GET, PUT, and DELETE endpoints, the ID path parameter is a compound ID consisting of the business object ID and custom object Reference ID.
Reference ID	Enables an easy way to identify custom objects in a GET, PUT, or DELETE request. Note: Workday strongly recommends the use of Reference IDs with multi-instance custom objects. If you don't use Reference IDs, the custom object WIDs aren't easily available, which makes it difficult to identify a custom object instance.

Note: The Custom Object REST APIs don't support effective-dated custom objects. To update an effective-dated custom object, use the equivalent SOAP web service operation on the business object additional data.

For reference documentation about the Custom Object (Multi-Instance) REST APIs, see the *Custom Object Data (Multi-Instance)* service in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Security Considerations

When creating a custom object definition, you can assign Workday-defined and custom domains to the custom object. The configured security policies on the custom object determine the required REST API permissions on the custom object data. To view the security domains for a custom object, access the **View Custom Object** report.

For integrations that call the Custom Object (Single-Instance) REST APIs, ensure that you have the correct scopes when you Register API Clients for Integrations.

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Sample Workday Extend request URL (US region) for the `GET /customObjects/{customObjectAlias}/{customObjectID}` endpoint:

```
https://api.workday.com/customObjects/v2/stockGrants/
Employee_ID=21001;grantName=New_Hire
```

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Sample Workday Extend request URL (US region) for the `GET /{businessObjectResource}/{businessObjectID}/customObjects/{customObjectAlias}` endpoint:

```
https://api.workday.com/customObjects/v2/workers/Employee=21001/customObjects/stockGrants
```

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/customObject/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/customObject/v1/gms
```

Note: The legacy `v1` version uses the base path format `https://yourTenantHostName.com/api/v1/yourTenant`. Starting with `v2`, the Custom Object REST service uses the base path format `https://yourTenantHostName.com/api/customObject/version/yourTenant` (where `version` is the current version.)

Constructing the Request URL

For the GET, PUT, and DELETE endpoints that operate on a specific instance of a multi-instance custom object, the request URL follows this format:

```
{basePath}/customObjects/{customObjectAlias}/{customObjectID}
```

Where:

{basePath}	The tenant host, service version, and tenant name. `https://yourTenantHostName.com/api/customObject/{version}/yourTenant` Note: The legacy `v1` version uses the base path format `https://yourTenantHostName.com/api/v1/yourTenant`.
customObjects	The Custom Objects service name, which is `customObjects`.
{customObjectAlias}	The web service alias of the custom object. Example: `stockGrants` is the web service alias of the sample Stock Grants, which is a multi-instance custom object. To determine the web service alias of the custom object, access the **View Custom Object** task.
{customObjectID}	A compound ID containing the business object ID and custom object Reference ID, separated by a semicolon (`;`). The business object ID can be the Workday ID or the Reference ID of the extended business object. A compound ID uses this format: `{businessObjectID};{referenceId}={referenceIdValue}`

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	This sample compound ID uses the `Employee_ID` Reference ID of the business object and the `grantName` Reference ID of the custom object: `Employee_ID=21001;grantName=New_Hire` Note: The Reference ID of the multi-instance custom object is a setting in the custom object definition. If the custom object doesn't have a Reference ID, you can use the Workday ID of the custom object instance. The GET endpoint that returns the collection of custom object instances for the business object includes the Workday ID of the custom objects.

These sample request URLs are for a GET endpoint that retrieves a specific Stock Grant for a specific worker. The web service alias of the Stock Grants custom object is *stockGrants*. Each example is a variation of the compound ID, which uses:

- The Reference ID of the business object and custom object.

  v2 example:

  ```
  https://account.tenant.com/api/customObject/v2/gms/customObjects/
  stockGrants/Employee_ID=21001;grantName=New_Hire
  ```

  v1 example:

  ```
  https://account.tenant.com/api/v1/gms/customObjects/stockGrants/
  Employee_ID=21001;grantName=New_Hire
  ```

- The Workday ID of the business object and the Reference ID of the custom object.

  v2 example:

  ```
  https://account.tenant.com/api/customObject/v2/gms/customObjects/
  stockGrants/3aa5550b7fe348b98d7b5741afc65534;grantName=New_Hire
  ```

  v1 example:

  ```
  https://account.tenant.com/api/v1/gms/customObjects/
  stockGrants/3aa5550b7fe348b98d7b5741afc65534;grantName=New_Hire
  ```

- The Workday IDs of the business object and the custom object.

  v2 example:

  ```
  https://account.tenant.com/api/customObject/v2/gms/customObjects/
  stockGrants/3aa5550b7fe348b98d7b5741afc65534;da117f20c8d7300026b797fd5f7b2541
  ```

  v1 example:

  ```
  https://account.tenant.com/api/v1/gms/customObjects/
  stockGrants/3aa5550b7fe348b98d7b5741afc65534;da117f20c8d7300026b797fd5f7b2541
  ```

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The Custom Object (Multi-Instance) REST APIs include an additional GET endpoint whose root resource is the business object. This additional GET endpoint retrieves a collection of custom object instances for a specific business object, and the request URL follows this format:

```
{basePath}/{businessObjectResource}/{businessObjectId}/customObjects/
{customObjectAlias}
```

Where:

{basePath}	The tenant host, service version, and tenant name. `https://yourTenantHostName.com/api/customObject/version/yourTenant` Note: The legacy `v1` version uses the base path format `https://yourTenantHostName.com/api/v1/yourTenant`.
{businessObjectResource}	The resource name of the extended Workday business object associated with the multi-instance custom object. Example: `workers` See the resource names in Reference: Workday Object Resource Names and Object Keys .
{businessObjectId}	The Workday ID or Reference ID of the extended business object. Example: `Employee=21001`
customObjects	The Custom Objects service name, which is `customObjects`.
{customObjectAlias}	The web service alias of the custom object. Example: `stockGrants` To determine the web service alias of the custom object, access the **View Custom Object** task.

This sample request URL is for a GET collection endpoint that retrieves all Stock Grant instances for a specific worker.

v2 example:

```
https://account.tenant.com/api/customObject/v2/gms/workers/Employee=21001/
customObjects/stockGrants
```

v1 example:

```
https://account.tenant.com/api/v1/gms/workers/Employee=21001/customObjects/
stockGrants
```

Constructing the Request Body

When you create or update custom object data with a POST or PUT endpoint, specify the required or optional custom fields in the request body. To determine the custom fields, you can use the response data model from the `GET /customObjects/{customObjectAlias}/{customObjectID}` endpoint on an existing custom object instance. You can also see the custom object definition in the **View Custom Object** task. Ensure that you specify the correct data type of the custom field:

Text	Specify a quoted string.
Integer	Specify an unquoted numeric value.

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Boolean	Specify an unquoted `true` or `false`.
Date	Specify the `yyyy-mm-dd` date format. Example: `"grantDate": "2021-05-19"`
Currency	Specify the currency as an object map containing the `currency` and `value` fields. Example: `"strikePrice": { "currency": "USD", "value": "170.50" }`
Single-instance custom list	Specify the single-instance custom list as an object map. The `id` field in the object map specifies the list value. Use the web service alias of the list value, as defined in the custom list definition. Example: `"typeOfShares": { "id": "iso" }`
Multi-instance custom list	Specify the multi-instance custom list as an array of object maps. The `id` field in each object map specifies the list value. Use the web service alias of the list value, as defined in the custom list definition. Example: `"stockAllocations": [ { "id": "psu" }, { "id": "rsu" } ]`

Note: Ensure that the request body doesn't contain inactive custom list values. A request body that contains an inactive custom list value causes an error. To inactivate and reactivate a custom list value, access the **Edit Custom List** task.

When you create custom object data with a POST endpoint, the request body *must* also contain the business object attached to the custom object. Specify an object map containing the Workday ID or Reference ID of the existing business object. The object key is the name that corresponds to the Workday object. For a list of valid object keys corresponding to the supported Workday objects, see the object keys in Reference: Workday Object Resource Names and Object Keys .

This sample object map in the request body identifies a Worker business object. To attach the new custom object instance to the Worker, specify `worker` as the key of the object map.

```
"worker": {
  "id": "Employee_ID=21035"
}
```

Validate-only requests

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When you set the HTTP header `x-validate-only` to 1, the Custom Object REST API only validates the request and doesn't persist data in the tenant. The `x-validate-only` header applies to the POST, PUT, DELETE endpoints.

Creating a Custom Object Instance

Creating a multi-instance custom object adds a row to the custom object table in Workday. To create a multi-instance custom object, use this endpoint:

```
POST /customObjects/{customObjectAlias}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- Optionally, the `updateIfExists=true` query parameter to update the existing instance. The POST endpoint updates only the fields that you specify in the request body. Note that if you specify the `updateIfExists=true` query parameter, the business object in the request body must be the existing business object attached to the existing custom object.
- In the request body:
    - The required object map containing the business object.
    - The required and optional custom field data.

Sample request:

Create a stock grant for the worker whose ID is Employee_ID=21035.

```
POST /customObjects/stockGrants
```

Request body:

```
{
   "worker": {
       "id": "Employee_ID=21035"
   },
   "strikePrice": {
       "currency": "USD",
       "value": "170"
   },
   "grantName": "Merit_Q22021",
   "numberOfShares": 1000,
   "typeOfShares": {
       "id": "iso"
   },
   "grantDate": "2021-05-19"
}
```

Sample response:

```
{
   "ok": "Created"
}
```

Creating Custom Object Instances in Bulk

Creating multi-instance custom objects in bulk adds multiple rows to the custom object table in a single request. You can create custom object instances for different business objects in the same request. To create a multi-instance custom object in bulk, use this endpoint:

```
POST /customObjects/{customObjectAlias}?bulk=true
```

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To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `bulk=true` query parameter.
- Optionally, the `updateIfExists=true` query parameter to update the existing instance. The POST endpoint updates only the fields that you specify in the request body. Note that if you specify the `updateIfExists=true` query parameter, the business object in the request body must be the existing business object attached to the existing custom object.
- In the request body, an array of custom object instances to create. The bulk request has a limit of 200 items.

  Example: `[{customObjectInstance1}, {customObjectInstance2}]`

  For each `{customObjectInstance}` in the array, specify:

  - The required object map containing the business object.
  - The required and optional custom field data.

Sample request:

Create a stock grant for 2 workers whose IDs are Employee_ID=21035 and a Workday ID, respectively.

```
POST /customObjects/stockGrants?bulk=true&updateIfExists=true
```

Request body:

```
[
   {
       "typeOfShares": {
           "id": "rsu"
       },
       "strikePrice": {
           "currency": "USD",
           "value": "24500"
       },
       "grantName": "Merit_Q32020",
       "grantDate": "2021-09-15",
       "numberOfShares": 300,
       "worker": {
           "id": "Employee_ID=21035"
       }
   },
   {
       "typeOfShares": {
           "id": "nqo"
       },
       "strikePrice": {
           "currency": "USD",
           "value": "265"
       },
       "grantName": "Merit_Q32020",
       "grantDate": "2021-09-15",
       "numberOfShares": 220,
       "worker": {
           "id": "989eafee6aa449679fe58caeead36b31"
       }
   }
]
```

Sample response:

```
{
   "ok": "OK"
```

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```
}
```

Retrieving a Custom Object Instance

To retrieve an instance of a multi-instance custom object, use this endpoint:

```
GET /customObjects/{customObjectAlias}/{customObjectID}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `{customObjectID}` path parameter using a compound ID that follows this format:

  ```
  {businessObjectID};
  {customObjectReferenceId}={customObjectReferenceIdValue}
  ```

Sample request:

Retrieve a specific stock grant for a specific worker.

```
GET /customObjects/stockGrants/Employee_ID=21035;grantName=Merit_Q12021
```

Sample response:

```
{
   "id": "e960ff12fbf430002def34b5e6232ef2",
   "strikePrice": {
       "currency": "USD",
       "value": "167"
   },
   "grantName": "Merit_Q12021",
   "numberOfShares": 100,
   "typeOfShares": {
       "id": "iso"
   },
   "grantDate": "2021-03-19",
   "worker": {
       "id": "989eafee6aa449679fe58caeead36b31"
   }
}
```

Retrieving a Custom Object Collection for a Business Object

To retrieve all instances of a multi-instance custom object for a specific business object, use this endpoint:

```
GET /{businessObjectResource}/{businessObjectID}/customObjects/
{customObjectAlias}
```

To submit the endpoint, specify:

- The `{businessObjectResource}` path parameter using the resource name of the business object.
- The `{businessObjectID}` path parameter using the Workday ID or Reference ID of the business object.
- The `{customObjectAlias}` path parameter using the web service alias of the custom object.

Sample request:

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Retrieve all stock grants for a specific worker:

```
GET /workers/Employee_ID=21035/customObjects/stockGrants
```

Sample response:


```
{
   "total": 3,
   "data": [
       {
           "id": "e960ff12fbf430002e95089d1d722f90",
           "strikePrice": {
               "currency": "USD",
               "value": "170"
           },
           "grantName": "Merit_Q32021",
           "numberOfShares": 1000,
           "typeOfShares": {
               "id": "iso"
           },
           "grantDate": "2021-05-19",
           "worker": {
               "id": "989eafee6aa449679fe58caeead36b31"
           }
       },
       {
           "id": "e960ff12fbf430002e829e6eb8cc2f8f",
           "strikePrice": {
               "currency": "USD",
               "value": "170"
           },
           "grantName": "Merit_Q22021",
           "numberOfShares": 150,
           "typeOfShares": {
               "id": "iso"
           },
           "grantDate": "2021-05-19",
           "worker": {
               "id": "989eafee6aa449679fe58caeead36b31"
           }
       },
       {
           "id": "e960ff12fbf430002f2498d12ff02f92",
           "strikePrice": {
               "currency": "USD",
               "value": "24500"
           },
           "grantName": "Merit_Q32020",
           "numberOfShares": 300,
           "typeOfShares": {
               "id": "rsu"
           },
           "grantDate": "2021-09-15",
           "worker": {
               "id": "989eafee6aa449679fe58caeead36b31"
           }
       }
   ]
}
```


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Updating a Custom Object Instance

To update an instance of a multi-instance custom object, use this endpoint:

```
PUT /customObjects/{customObjectAlias}/{customObjectID}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `{customObjectID}` path parameter using a compound ID that follows this format:

  ```
  {businessObjectID};
  {customObjectReferenceId}={customObjectReferenceIdValue}
  ```

- In the request body, specify the custom field data to update. Consider these guidelines:
  - Ensure that you specify the correct data type of the custom field data.
  - The PUT endpoint updates only the fields that you specify in the request body. If you don't include fields in the request body, the PUT endpoint doesn't replace those fields with null values. If you need to update a field to a null value, delete the custom object instance and recreate it without specifying the field in the request body.
  - You can't update the values of the business object ID and the custom object Reference ID in the request body.

Sample request:

Update the strike price of a stock grant for a specific worker.

```
PUT /customObjects/stockGrants/Employee_ID=21035;grantName=Merit_Q12021
```

Request body:

```
{
   "strikePrice": {
       "currency": "USD",
       "value": "270"
   }
}
```

Sample response:

```
{
   "ok": "OK"
}
```

Deleting a Custom Object Instance

To delete an instance of a multi-instance custom object, use this endpoint:

```
DELETE /customObjects/{customObjectAlias}/{customObjectID}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `{customObjectID}` path parameter using a compound ID that follows this format:

  ```
  {businessObjectID};
  {customObjectReferenceId}={customObjectReferenceIdValue}
  ```

Sample request:

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Delete a specific stock grant for a specific worker.

```
DELETE /customObjects/stockGrants/Employee_ID=21035;grantName=Merit_Q12021
```

Sample response:

```
{
   "ok": "OK"
}
```

Checking Validations

The Custom Object REST APIs return these HTTP status codes. This list also includes common mistakes and error messages:

404	If you specified an invalid custom object alias or business object ID as a path parameter, the endpoint returns a similar error message:
	`{ "error": "not found: parkingSpacex", "code": "S21" }`
	If you specified a valid business object ID as a path parameter, the endpoint returns an error message with a valid object ID. In this case, the custom object instance doesn't exist.
	`{ "error": "not found: Employee_ID=21035", "code": "S21" }`

400	If you specified an invalid field value in the request body, the endpoint returns an error with a similar error message:
	`{ "error": "invalid request: errors have occurred", "errors": [ { "error": "not found: norma", "code": "S5", "location": "Line: 25, column: 6" } ] }`
	If you incorrectly specified a data type in the request body, the endpoint returns an error with a similar error message:
	`{`

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<table>
<tr>
<td></td>
<td>
<pre>
    "error": "invalid request:
 errors have occurred",
    "errors": [
        {
            "error": "Current token
 (VALUE_STRING) not of boolean
 type",
            "code": "S5",
            "location": "Line: 6,
 column: 19"
        }
    ]
}
</pre>
If you incorrectly formatted a custom field in the request body, the endpoint returns an error with a similar error message:
<pre>
{
    "error": "invalid request:
 errors have occurred",
    "errors": [
        {
            "error": "Can not
 instantiate value of type
                    [map type;
 class java.util.LinkedHashMap,
                    [simple type,
 class java.lang.String] ->
                    [simple type,
 class java.lang.String]] from JSON
 String;
                    no single-
String constructor/factory method",
            "code": "S5",
            "location": "Line: 23,
 column: 33"
        }
    ]
}
</pre>
</td>
</tr>
<tr>
<td>500</td>
<td>
Possible errors:

Missing business object in the request body.
Missing required field.
Invalid currency.
Misformatted date. The date must use the yyyy-mm-dd format.

Sample error:
<pre>
{
    "error": "internal error",
    "code": "S24",
    "caseId": "ad0fc780-
a4fd-43bb-80cf-524c5772b8a0"
}
</pre>
</td>
</tr>
</table>

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Limitations

Custom objects and custom fields have limits. For details, see Reference: Custom Object Limits and Field Limits.

Related Information

Concepts

Concept: Custom Objects

Reference

Reference: Workday Object Resource Names and Object Keys

Workday Community: Custom Objects (Non-Effective Dated) EIB - Inbound

Custom Object (Single-Instance) REST APIs

This topic provides an overview and usage guidance on the Custom Object (Single-Instance) REST APIs.

Overview

Custom objects are extensions of existing Workday business objects, and enable your enterprise to store custom data related to the business objects. Your integrations or apps can call the Custom Object REST APIs to get, create, update, and delete custom object data.

A single-instance custom object is a set of custom fields attached to a Workday business object. In Workday, users can view or edit a custom object form on the **Additional Data** tab of the business object. Example: The Worker object can associate a custom object named Parking Space. Because a worker can only have 1 assigned parking space, the parking space is a single-instance custom object.

When you or administrators create a custom object definition in Workday, certain configuration settings affect how you must specify the Custom Object REST API requests. This table summarizes how custom object settings affect the REST APIs:

Custom Object Setting	Custom Object REST API Implication
Web Service Alias	Determines the root resource name of the REST API endpoints that access the custom object data.
Allow Multiple Instances per Object	If false, the custom object is single-instance. For GET, PUT, and DELETE endpoints, the ID path parameter is the extended Workday object ID.

Note: The Custom Object REST APIs don't support effective-dated custom objects. To update an effective-dated custom object, use the equivalent SOAP web service operation on the business object additional data.

For reference documentation about the Custom Object (Single-Instance) REST APIs, see the *Custom Object Data (Single-Instance)* service on the REST API Explorer on the Developer Site or Workday REST Services Directory.

Security Considerations

When creating a custom object definition, you can assign Workday-defined and custom domains to the custom object. The configured security policies on the custom object determine the required REST API permissions on the custom object data. To view the security domains for a custom object, access the **View Custom Object** report.

For integrations that call the Custom Object (Single-Instance) REST APIs, ensure that you have the correct scopes when you Register API Clients for Integrations.

URL Base Path

Workday API Gateway Base Path

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For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Sample Workday Extend request URL (US region) for the `GET /customObjects/{customObjectAlias}/{customObjectID}` endpoint:

```
https://api.workday.com/customObjects/v2/parkingSpaces/Employee_ID=21001
```

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/customObject/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/customObject/v1/gms
```

Constructing the Request URL

For the GET, PUT, and DELETE endpoints that operate on a specific custom object instance, the request URL follows this format:

```
{basePath}/customObjects/{customObjectAlias}/{customObjectID}
```

Where:

{basePath}	The tenant host, service version, and tenant name. `https://yourTenantHostName.com/api/customObject/{version}/yourTenant` Note: The legacy `v1` version uses the base path format `https://yourTenantHostName.com/api/v1/yourTenant`.
customObjects	The Custom Objects service name, which is `customObjects`.
{customObjectAlias}	The web service alias of the custom object. Example: `parkingSpaces` is the web service alias of the sample Parking Spaces, which is a single-instance custom object. To determine the web service alias of the custom object, access the **View Custom Object** task.
{customObjectID}	The Workday ID or Reference ID of the extended business object. Example: `Employee=21001`

These sample request URLs are for a GET endpoint that retrieves a specific parking space for a specific worker. The web service alias of the Parking Spaces custom object is *parkingSpaces*. Each example is a variation of the custom object ID, which uses:

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- The Reference ID of the business object.

  v2 example:

  ```
  https://account.tenant.com/api/customObject/v2/gms/customObjects/
  parkingSpaces/Employee_ID=21001
  ```

  v1 example:

  ```
  https://account.tenant.com/api/v1/gms/customObjects/parkingSpaces/
  Employee_ID=21001
  ```

- The Workday ID of the business object.

  v2 example:

  ```
  https://account.tenant.com/api/customObject/v2/gms/customObjects/
  parkingSpaces/3aa5550b7fe348b98d7b5741afc65534
  ```

  v1 example:

  ```
  https://account.tenant.com/api/v1/gms/customObjects/
  parkingSpaces/3aa5550b7fe348b98d7b5741afc65534
  ```

Constructing the Request Body

When you create or update custom object data with a POST or PUT endpoint, specify the required or optional custom fields in the request body. To determine the custom fields, you can use the response data model from the `GET /customObjects/{customObjectAlias}/{customObjectID}` endpoint on an existing custom object instance. You can also see the custom object definition in the **View Custom Object** task. Ensure that you specify the correct data type of the custom field:

Text	Specify a quoted string.
Integer	Specify an unquoted numeric value.
Boolean	Specify an unquoted `true` or `false`.
Date	Specify the `yyyy-mm-dd` date format. Example: `"paidUntilDate": "2021-05-19"`

Currency	Specify the currency as an object map containing the `currency` and `value` fields. Example:
	`"suggestedFee": {`
	`"currency": "USD",`
	`"value": "10"`
	`}`

Single-instance custom list	Specify the single-instance custom list as an object map. The `id` field in the object map specifies the list value. Use the web service alias of the list value, as defined in the custom list definition. Example:
	`"parkingSpaceType": {`
	`"id": "normal"`
	`}`

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Multi-instance custom list	Specify the multi-instance custom list as an array of object maps. The `id` field in each object map specifies the list value. Use the web service alias of the list value, as defined in the custom list definition. Example: `"accomodatesParkingSpaceType": [ { "id": "normal" }, { "id": "employeeOfTheMonth" } ]`

Note: Ensure that the request body doesn't contain inactive custom list values. A request body that contains an inactive custom list value causes an error. To inactivate and reactivate a custom list value, access the **Edit Custom List** task.

When you create custom object data with a POST endpoint, the request body *must* also contain the business object attached to the custom object. Specify an object map containing the Workday ID or Reference ID of the existing business object. The object key is the name that corresponds to the Workday object. For a list of valid object keys corresponding to the supported Workday objects, see the object keys in Reference: Workday Object Resource Names and Object Keys .

This sample object map in the request body identifies a Worker business object. To attach the new custom object instance to an existing worker, specify `worker` as the key of the object map.

```
"worker": {
  "id": "Employee_ID=21035"
}
```

Validate-only requests

When you set the HTTP header `x-validate-only` to 1, the Custom Object REST API only validates the request and doesn't persist data in the tenant. The `x-validate-only` header applies to the POST, PUT, DELETE endpoints.

Creating a Custom Object Instance

Creating a single-instance custom object adds custom object data to a business object. To create a single-instance custom object, use this endpoint:

```
POST /customObjects/{customObjectAlias}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- Optionally, the `updateIfExists=true` query parameter to update the existing instance. The POST endpoint updates only the fields you specify in the request body. Note that if you specify the `updateIfExists=true` query parameter, the business object in the request body must be the existing business object attached to the existing custom object.
- In the request body:
  - The required object map containing the business object.
  - The required and optional custom field data.

Sample request:

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Create a parking space for the worker whose ID is Employee_ID=21035.

```
POST /customObjects/parkingSpaces
```

Request body:

```
{
   "worker": {
       "id": "Employee_ID=21035"
   },
   "suggestedFee": {
       "currency": "USD",
       "value": "10"
   },
   "description": "A12345",
   "fieldWithValidation": "10",
   "customList": {
       "id": "myvalueone"
   },
   "accomodatesParkingSpaceType": [
       {
           "id": "normal"
       },
       {
           "id": "employeeOfTheMonth"
       }
   ],
   "paidUntilDate": "2021-05-28",
   "parkingSpaceType": {
       "id": "normal"
   }
}
```

Response:

```
{
   "ok": "Created"
}
```

Creating Custom Object Instances in Bulk

Creating a single-instance custom object in bulk enables you to add custom object data to multiple business objects in the same request. To create a single-instance custom object in bulk, use this endpoint:

```
POST /customObjects/{customObjectAlias}?bulk=true
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `bulk=true` query parameter.
- Optionally, the `updateIfExists=true` query parameter to update the existing instance. The POST endpoint updates only the fields you specify in the request body. Note that if you specify the `updateIfExists=true` query parameter, the business object in the request body must be the existing business object attached to the existing custom object.

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- In the request body, an array of custom object instances to create. Example: `[{customObjectInstance1}, {customObjectInstance2}]`.

  For each `{customObjectInstance}` in the array, specify:

  - The required object map containing the business object.
  - The required and optional custom field data.

Sample request:

Create a parking space for 2 workers whose IDs are Employee_ID=21035 and a Workday ID, respectively.

```
POST /customObjects/parkingSpaces?bulk=true&updateIfExists=true
```

Request body

```
[
 {
   "suggestedFee": {
       "currency": "USD",
       "value": "5"
   },
   "available": true,
   "parkingSpaceNumber": 100,
   "description": "parking garage first floor",
   "worker": {
       "id": "Employee_ID=21035"
   }
 },
 {
   "suggestedFee": {
       "currency": "USD",
       "value": "5"
   },
   "available": true,
   "parkingSpaceNumber": 200,
   "description": "parking garage second floor",
   "worker": {
       "id": "3aa5550b7fe348b98d7b5741afc65534"
   }
 }
]
```

Sample response:

```
{
   "ok": "OK"
}
```

Retrieving a Custom Object Instance

To retrieve a single-instance custom object, use this endpoint:

```
GET /customObjects/{customObjectAlias}/{customObjectID}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `{customObjectID}` path parameter using the Workday ID or Reference ID of the business object that the custom object is attached to.

Sample request:

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Retrieve the parking space for a specific worker:

```
GET /customObjects/parkingSpaces/Employee_ID=21035
```

Sample response:

```
{
   "id": "e960ff12fbf430002851430d67162a92",
   "suggestedFee": {
       "currency": "USD",
       "value": "10"
   },
   "currentFee": "10",
   "parkingSpaceNumber": 10,
   "description": "A123",
   "customList": {
       "id": "myvalueone"
   },
   "accomodatesParkingSpaceType": [
       {
           "id": "guest"
       }
   ],
   "parkingSpaceType": {
       "id": "normal"
   },
   "worker": {
       "id": "989eafee6aa449679fe58caeead36b31"
   }
}
```

Updating a Custom Object Instance

To update a single-instance custom object, use this endpoint:

```
PUT /customObjects/{customObjectAlias}/{customObjectID}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `{customObjectID}` path parameter using the Workday ID or Reference ID of the business object that the custom object is attached to.
- In the request body, specify the custom field data to update. Consider these guidelines:
    - Ensure that you specify the correct data type of the custom field data.
    - The PUT endpoint updates only the fields you specify in the request body. If you don't include fields in the request body, the PUT endpoint doesn't replace those fields with null values. If you need to update a field to a null value, delete the custom object instance and recreate it without specifying the field in the request body.
    - You can't update the values of the business object ID and the custom object Reference ID in the request body.

This sample request updates the suggested fee and description of a parking space for a specific worker.

```
PUT /customObjects/parkingSpaces/Employee_ID=21035
```

```
{
   "suggestedFee": {
       "currency": "USD",
       "value": "8.50"
```

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```
    },
    "description": "AA12345"
}
```

Response:

```
{
    "ok": "OK"
}
```

Deleting a Custom Object Instance

To delete a single-instance custom object, use this endpoint:

```
DELETE /customObjects/{customObjectAlias}/{customObjectID}
```

To submit the endpoint, specify:

- The `{customObjectAlias}` path parameter using the web service alias of the custom object.
- The `{customObjectID}` path parameter using the Workday ID or Reference ID of the business object that the custom object is attached to.

This sample request deletes the parking space for a specific worker.

```
DELETE /customObjects/parkingSpaces/Employee_ID=21035
```

Response:

```
{
    "ok": "OK"
}
```

Checking Validations

The Custom Object REST APIs return these HTTP status codes. This list also includes common mistakes and error messages:

404	If you specified an invalid custom object alias or business object ID as a path parameter, the endpoint returns a similar error message:
	`{ "error": "not found: parkingSpacex", "code": "S21" }`
	If you specified a valid business object ID as a path parameter, the endpoint returns an error message with a valid object ID. In this case, the custom object instance doesn't exist.
	`{ "error": "not found: Employee_ID=21035", "code": "S21" }`

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400	If you specified an invalid field value in the request body, the endpoint returns an error with a similar error message:
	
	`{ "error": "invalid request: errors have occurred", "errors": [ { "error": "not found: norma", "code": "S5", "location": "Line: 25, column: 6" } ] }`
	
	If you incorrectly specified a data type in the request body, the endpoint returns an error with a similar error message:
	
	`{ "error": "invalid request: errors have occurred", "errors": [ { "error": "Current token (VALUE_STRING) not of boolean type", "code": "S5", "location": "Line: 6, column: 19" } ] }`
	
	If you incorrectly formatted a custom field in the request body, the endpoint returns an error with a similar error message:
	
	`{ "error": "invalid request: errors have occurred", "errors": [{ "error": "Can not instantiate value of type [map type; class java.util.LinkedHashMap, [simple type, class java.lang.String] -> [simple type, class java.lang.String]] from JSON String; no single-String constructor/factory method", "code": "S5", "location": "Line: 23, column: 33" }`

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	<pre>] }</pre>
500	Possible errors: • Missing business object in the request body. • Missing required field. • Invalid currency. • Misformatted date. The date must use the yyyy-mm-dd format. Sample error: <pre>{ "error": "internal error", "code": "S24", "caseId": "ad0fc780-a4fd-43bb-80cf-524c5772b8a0" }</pre>

Limitations

Custom objects and custom fields have limits. For details, see Reference: Custom Object Limits and Field Limits.

Related Information

Concepts

Concept: Custom Objects

Custom Object Definition REST APIs

This topic provides an overview and usage guidance on the Custom Object Definition REST APIs.

Overview

The Custom Object Definition service provides access to information about the custom objects defined in your Workday tenant. Use the Custom Object Definition REST APIs primarily for getting custom object definitions. To create, update, or delete custom object definitions, we recommend that you use the Workday UI for convenience.

Custom object definitions specify the properties and types of data stored as custom objects, which are extensions of Workday business objects. Examples of custom objects:

- Parking space - A Parking Space custom object can be an extension of the Worker object that has information about a worker parking space. If a worker can only have 1 assigned parking space, it is a single-instance custom object.
- Apparel - An Apparel custom object can be an extension of the Worker object that contains information about articles of clothing. If a single worker can have more than 1 assigned item of clothing, it is a multi-instance custom object.

For reference documentation about the Custom Object Definition REST APIs, see the *Custom Object Definition* service in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Security Considerations

The *Custom Object Management* security domain secures the Custom Object Definition REST APIs.

When creating a custom object definition, you can assign Workday-defined and custom domains to the custom object. The configured security policies on the custom object determine the required REST API

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permissions on the custom object data. To view the security domains for a custom object, access the **View Custom Object** report.

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Sample Workday Extend request URL (US region) for the `GET /definitions` endpoint:

```
https://api.workday.com/customObjectDefinition/v1/definitions
```

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/customObjectDefinition/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/customObjectDefinition/v1/gms
```

URL Base Path

Tenant Base Path

```
https://{tenantHostname}/api/customObjectDefinition/{version}/{tenantName}
```

Example:

```
https://yourTenantHostName.com/api/customObjectDefinition/v1/gms
```

Workday Extend API Gateway Base Path

Workday Extend is a separately licensed Workday product that provides developer tools and more flexible model components for storing custom data. If your business needs require that you use the legacy Custom Object REST APIs with Workday Extend, note the difference in the URL base path.

For Workday Extend apps, use the API Gateway URL for the Extend region of your account. See *Reference: Workday Extend API Gateways and Authorization Base URLs* on the Workday Developer Site.

Sample Workday Extend request URL (US region) for the `GET /definitions` endpoint:

```
https://api.workday.com/customObjectDefinition/v1/definitions
```

Equivalent Workday Tasks

- Create Custom Field Type.
- Create Custom Object.
- Create Custom Object Validations.
- Edit Custom Object.

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Retrieving Custom Object Definitions

To retrieve all custom object definitions available to the current user, use this endpoint:

```
GET /customObjectDefinitions
```

In addition to the `id` and `descriptor` of the custom object definitions, this method returns this information:

- `customObjectAlias` - The resource name of the custom object. Use the customObjectAlias in the URL path when you call a Custom Object API. Example: GET /customObjects/{customObjectAlias}/{customObjectID}.
- `multiInstance` - If true, the definition is for a multi-instance custom object. If false, the custom object is single-instance.
- `businessObject` - The business object that the custom object extends.

Sample request:

```
GET /customObjectDefinitions
```

Sample response with 2 multi-instance and 1 single-instance custom object definitions. These custom object definitions specify that an individual worker can have more that 1 item of Apparel, more than 1 item of Shoes, and only 1 item of Worker Shoes.


```
{
   "total": 3,
   "data":    [
          {
         "descriptor": "Apparel",
         "id": "8da46c229b0842ec89f0860cba174da0",
         "customObjectName": "Apparel",
         "multiInstance": true,
         "customObjectAlias": "apparel",
         "businessObject":          {
            "descriptor": "Worker",
            "id": "766f3df40606431e8229445f1fe283c3"
         }
      },
          {
         "descriptor": "Shoes",
         "id": "e2b6ebfab5da412ea518f1a684cf730f",
         "customObjectName": "Shoes",
         "multiInstance": true,
         "customObjectAlias": "shoes",
         "businessObject":          {
            "descriptor": "Worker",
            "id": "766f3df40606431e8229445f1fe283c3"
         }
      },
          {
         "descriptor": "Worker Shoes",
         "id": "bae237b94ae9421daaa3799df6f6e3c5",
         "customObjectName": "Worker Shoes",
         "multiInstance": false,
         "customObjectAlias": "workerShoes",
         "businessObject":          {
            "descriptor": "Worker",
            "id": "766f3df40606431e8229445f1fe283c3"
         }
      }
   ]
```


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```
}
```

This next sample request retrieves the custom object definition for Shoes.

```
GET /customObjectDefinitions/e2b6ebfab5da412ea518f1a684cf730f
```

Sample response:

```
{
   "descriptor": "Shoes",
   "id": "e2b6ebfab5da412ea518f1a684cf730f",
   "customObjectName": "Shoes",
   "multiInstance": true,
   "customObjectAlias": "shoes",
   "businessObject":    {
      "descriptor": "Worker",
      "id": "766f3df40606431e8229445f1fe283c3"
   }
}
```

Limitations

Custom objects and custom fields have limits.

Related Information
Concepts
Concept: Security for Custom Objects

Reference: Workday Object Resource Names and Object Keys

REST API Resource Names and Object Keys for Workday Objects

Use these resource names and object keys with the Custom Object REST APIs.

This table lists the:

- Workday objects that you can extend with custom objects.
- Resource name (plural form) of the Workday object. Use the appropriate resource name in the request URL of the GET endpoint that retrieves a collection of multi-instance custom objects.
- Object key (singular form) of the Workday object. Use the object key in the request body of the POST endpoint that creates a custom object. The object key identifies the associated business object.

Extended Workday Object	Resource Name in the Request URL	Object Key in the Request Body
Academic Affiliate	academicAffiliates	academicAffiliate
Academic Unit	academicUnits	academicUnit
Academic Unit Hierarchy	academicUnitHierarchies	academicUnitHierarchy
Allocation Pools	allocationPools	allocationPool
Applicant (Pre-Hire)	applicants	applicant
Bank Account	bankAccounts	bankAccount
Business Asset	businessAssets	businessAsset
Company	companies	company

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Extended Workday Object	Resource Name in the Request URL	Object Key in the Request Body
Cost Center	costCenters	costCenter
Customer	customers	customer
Custom Object	customObjectDefinitions	customObjectDefinition
Customer Contract	customerContracts	customerContract
Customer Contract Line	customerContractLines	customerContractLine
Customer Invoice	customerInvoices	customerInvoice
Customer Invoice Adjustment	customerInvoiceAdjustments	customerInvoiceAdjustment
Donor	(not supported)	
Employee Contracts	employeeContracts	employeeContract
Former Worker	formerWorkers	formerWorker
Gift	(not supported)	
Job Profile	jobProfiles	jobProfile
Job Requisition	(not supported)	
Ledger Account	ledgerAccounts	ledgerAccount
Loan	loans	loan
Location	locations	location
Opportunity	opportunities	opportunity
Position Restrictions	positionRestrictions	positionRestriction
Project	projects	project
Purchase Order	purchaseOrders	purchaseOrder
Purchase Order Lines	purchaseOrderLines	purchaseOrderLine
Quote	quotes	quote
Region	regions	region
Requisition	requisition	requisition
Requisition Line	requisitionLine	requisitionLine
Student	students	student
Student Application	studentApplications	studentApplication
Student Financials Period Record	studentFinancialsPeriodRecord	studentFinancialsPeriodRecord
Student Recruitment	studentProspectRecruitments	studentProspectRecruitment
Supervisory Organization	supervisoryOrganizations	supervisoryOrganization
Supplier	suppliers	supplier
Supplier Contract	supplierContracts	supplierContract
Supplier Invoice	supplierInvoices	supplierInvoice

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Extended Workday Object	Resource Name in the Request URL	Object Key in the Request Body
Supplier Invoice Adjustment	supplierInvoiceAdjustments	supplierInvoiceAdjustment
Supplier Invoice Lines	supplierInvoiceLines	supplierInvoiceLine
Worker	workers	worker
Worker Custom Data Snapshot	workerCustomDataSnapshot	workerCustomDataSnapshot
Worktag, custom 01	customWorktag01	customWorktag01
Worktag, custom 02	customWorktag02	customWorktag02
Worktag, custom 03	customWorktag03	customWorktag03
Worktag, custom 04	customWorktag04	customWorktag04
Worktag, custom 05	customWorktag05	customWorktag05
Worktag, custom 06	customWorktag06	customWorktag06
Worktag, custom 07	customWorktag07	customWorktag07
Worktag, custom 08	customWorktag08	customWorktag08
Worktag, custom 09	customWorktag09	customWorktag09
Worktag, custom 10	customWorktag10	customWorktag10
Worktag, custom 11	customWorktag11	customWorktag11
Worktag, custom 12	customWorktag12	customWorktag12
Worktag, custom 13	customWorktag13	customWorktag13
Worktag, custom 14	customWorktag14	customWorktag14
Worktag, custom 15	customWorktag15	customWorktag15

Related Information

Concepts

Custom Object (Multi-Instance) REST APIs

Custom Object (Single-Instance) REST APIs

Global Payroll REST APIs

Global Payroll REST APIs

Authorizations

You can use the `authorizations` REST API to enable third-party payroll vendors to validate JWTs (JSON Web Token) and authorize requests based on their claims. This API supports features such as Additional Payroll Data and Global Payroll Hub, enhancing security, usability, and scalability while helping meet security and compliance standards.

For reference documentation about the Authorizations REST API, see the `globalPayroll` service in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Effective Changes

You can use the `effectiveChanges` REST API to make flexible requests for external pay groups from Workday to your third-party payroll systems. It is a full-stack REST API that provides field level

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change detection and returns the current snapshot for each worker in a JSON format. When you run the REST API, Workday dynamically launches an integration event that uses the Data Changes On Demand integration template.

For more information, see:

- Global Payroll Effective Changes REST API

Event Driven Integration Vendor Response

You can use the `eventDrivenIntegrationVendorResponse` REST API to enable your third-party payroll vendor to send Workday a request with the status of hires and terminations in response to a *Payroll Effective Change Interface* integration EDI (Event Driven Integration) event.

Notifications

You can use the `inboundNotifications` REST API to notify specific workers or role groups in Workday with custom messages that include links that users can copy, such as errors that they need to fix in the third-party payroll system.

For more information, see:

- Notifications REST API

.

Pay Groups

You can use the `payGroups` REST API to retrieve information pertaining to a particular external pay group, such as country, periods, ref ids, and so on.

For reference documentation about the Pay Groups REST API, see the `globalPayroll` service in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Related Information
Tasks
Steps: Set Up API Client for Event-Driven Integration Payroll Vendor Response
Reference
Reference: Data Changes on Demand Request Criteria Parameters
Reference: Inbound Notifications Request Samples

Global Payroll Effective Changes REST API

This topic provides an overview and usage guidance on the Global Payroll REST API.

Overview

The Effective Changes REST API in the Global Payroll REST service enables you to make flexible requests for external pay groups from Workday to your third-party payroll systems. It is a full-stack REST API that provides field level change detection and returns the current snapshot for each worker in a JSON format.

1. Work with a payroll vendor to configure Data Changes on Demand in Workday. See Steps: Set Up Data Changes on Demand .
2. The third-party payroll vendor calls the `effectiveChanges` REST API.
3. The third-party payroll vendor retrieves the output file from the REST API. See Concept: Data Changes on Demand Change Detection .

For reference documentation about the `effectiveChanges` REST APIs, see `globalPayroll/effectiveChanges` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

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URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/globalPayroll/<version>/<tenant>/effectiveChanges
```

Example:

```
https://yourTenantHostName.com/api/globalPayroll/v1/gms/effectiveChanges
```

Workday Tasks

You can utilize the **View Data Changes on Demand** task to see:

- Who made the request, such as vendor name and ISU.
- What were the request parameters, such as entry ranges, effective ranges, and response filters.
- What fields were included.
- If there were any worker overrides.
- An Integration Event link to the View Background Process task.

To access this task, copy the top-level event ID in the REST response and search it in Workday with the WID prefix. Example: *WID: 0c80b6074ebd01001944f2fdc45a0000*.

Example of the top-level event ID:

```
{
"id": "0c80b6074ebd01001944f2fdc45a0000",
"responseData": {
"status": {
"descriptor": "Processing",
"id": "d8b0c17e446c11de98360015c5e6daf6"
}
}
```

Security Considerations

You must have *View* access to the *Manage: Data Changes On Demand* domain in the Global Payroll Connect functional area to access the **View Data Changes on Demand** task. For more information on security considerations, see: Setup Considerations: Data Changes on Demand .

Prerequisites

See the prerequisites and steps in Steps: Set Up Data Changes on Demand

Generating Effective Change Data

Generate effective change data for organizations or workers based on request parameters by creating an integration event and reporting the changes in a JSON output file.

Example for requesting data for 1 worker to detect changes with these criteria parameters and response filters:

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- entryMomentFrom and entryMomentTo date range set to 2025-03-27T00:00:00.000 through 2025-03-28T00:00:00.000.
- effectiveFrom date and effectiveTo date range set to 2025-03-01 through 2025-03-31.
- allEffective set as false.
- includeRequestCriteriaInResponse set as false.
- onlyInclude these fields:
  - Employee ID.
  - Personal communication addresses.
- Third Party Australia organization.
- Worker to include employee ID: 21286
- countryNameFormat as COUNTRY_NAME.
- countryRegionNameFormat as COUNTRY_REGION_ID.

Sample Request

```
POST /effectiveChanges
```

```
{
"requestCriteria": {
"entryMomentFrom":
 "2025-03-27T00:00:00.000",
"entryMomentTo":
 "2025-03-28T00:00:00.000",
"effectiveFrom": "2025-03-01",
  "effectiveTo": "2025-03-31",
 "allEffective": false,
"includeRequestCriteriaInResponse":
 false,
"fields": {
  "fieldSetVersion": "v1",
  "onlyInclude": [
      {"id": "Field_Path_ID=
$.workers.employeeId"},
      {"id": "Field_Path_ID=
$.workers.personalCommunication.addresses.*"}
  ]
      },
"organizations": [
  {"id":
 "Organization_Reference_ID=TP-
Australia","descriptor": "Third
 Party Australia"}
  ],
"excludeWorkers": false,
"workers": [
  {"id": "Employee_ID=21286"}//Not
 Required
  ],
"responseFilter" : {

 "countryNameFormat":"COUNTRY_NAME",

 "countryRegionNameFormat":"COUNTRY_REGION_ID"
  },
"forceRerun": false,
"schemaOnly": false
}
```

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	<pre>}</pre>

Sample Processing Response	<pre>{
	"id":
	"0c80b6074ebd01001944f2fdc45a0000",
	"responseData": {
	"status": {
	"descriptor": "Processing",
	"id":
	"d8b0c17e446c11de98360015c5e6daf6"
	}
	}
	}</pre>

Sample Completed Response	<pre>{
	"id":
	"0c80b6074ebd01001944f2fdc45a0000",
	"responseData": {
	"status": {
	"descriptor": "Completed",
	"id":
	"d8b0bcd8446c11de98360015c5e6daf6"
	},
	"documents": [
	{
	"documentId":
	"0c80b6074ebd01001944f397691b0000/787343f2-
	a7ff-4306-b396-121c8539f3fa",
	"documentTags": [
	{
	"id":
	"9391e623a658100015cdbfa4c7600045",
	"descriptor": "Document Schema"
	},
	{
	"id":
	"9bdbef7931771000070097cb97bd0000",
	"descriptor": "Data Changes On
	Demand - DIS"
	}
	],
	"fileName": "Data Changes On Demand
	- DIS Schema.json"
	},
	{
	"organization": {
	"id":
	"3cb7ef394b564f72afedf26f2ede1b31",
	"descriptor": "Third Party -
	Australia",
	"Organization_Reference_ID": "TP-
	Australia"
	},
	"documentTags": [
	{
	"id":
	"9bdbef7931771000070097cb97bd0000",
	"descriptor": "Data Changes On
	Demand - DIS"
	},
	{</pre>

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<table>
<tr><td></td><td><pre>
  "id":
 "7ca3e1bd04e4100003d394c3e53d0001",
  "descriptor": "Data - Full"
 },
 {
  "id":
 "0c80b6074ebd01001941f7979dd30000",
  "descriptor":
 "3cb7ef394b564f72afedf26f2ede1b31"
 },
 {
  "id":
 "df3520a3ef69432bbd9f48ed808dbd18",
  "descriptor": "Deliverable"
 }
],
"fileName":
 "EffectiveWorkerInstances.json",
"documentId":
 "0c80b6074ebd01001944f397691b0000/
e55a97b8-cac4-408b-bd57-
b22759b48246"
}
]
}
}
</pre></td></tr>
<tr><td>GET REST API Example</td><td>Retrieve processing response details of a specific Data Changes on Demand event, such as the status and documentId to retrieve the output file.<pre>
GET /effectiveChanges/{{ID}}
</pre></td></tr>
<tr><td>responseData Section</td><td>The effectiveChanges (v1) REST API response includes a responseData section that provides information on any exception files generated during the integration run. This is a sample of the reponseData section:<pre>
"includedExceptionMessageCount":
 "1",

 "totalExceptionMessageCount": 1,
       "exceptionMessages": [
           {
               "id":
 "a237cd1299e1810019c836e32a0e0000",
               "exceptionLogs": [
                   {

     "documentId":
 "a237cd1299e1010019c4e7113ad80002/6bcdaa14-631c
a87f-da2ff8ea7c50",
                        "fileName":
 "Exception Log-1.json",

 "organization": {

 "descriptor": "Third Party -
 Australia",
</pre></td></tr>
</table>

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```
                                "id":
 "3cb7ef394b564f72afedf26f2ede1b31"
                            }
                        }
                    ],
                    "message":
 "Attaching data \"[1] Exception
 Log-1.json (Third Party -
 Australia)\" to Integration Event"
                }
            ],
```


responseData.totalExceptionMessageCount is the total number of exceptions. responseData.includedExceptionMessageCount is the number of logs the integration provides, but there could be more. The integration provides up to 100 exception logs.

Retrieve Output File

After you make a POST request from your third-party payroll system, you'll get a notification in the third-party system when the request completes. In the notification, you can retrieve the document ID and run the `myReports` API to retrieve the JSON output file:

```
https://{hostname}/cc-blobitory/{tenant}/{documentId}
```

To view the output file, the integration system user must have security access to the *Reports: Data Changes On Demand Results* domain in the Payroll Interface functional area. The default document retention policy for the JSON file is 60 days. For more information, see Concept: My Reports API .

Sample Output JSON file

```
GET https://{{hostname}}/cc-blobitory/{{tenant}}/{{documentId}}
```


```
{
"dataChangesOnDemand": {
"workers": [
   {
       "iid": {"val": "fd30c20b3d4a4801a5c4a272327e77fd"},
       "employeeId": {"val": "21286"},
       "personalCommunication": {
           "addresses": [
               {
                   "iid": {"val":
 "d6d752e891f440cface5c7df26454fb9-836cf00ef5974ac08b786079866c946f-
ADDRESS_REFERENCE-4-861"},
                   "usageType": {"val": "HOME"},
                   "addressId": {"val": "ADDRESS_REFERENCE-4-861"},
                   "primary": {"val": "true"},
                   "addressLine1": {
                       "val": "789 Test Street",
                       "ecs": [
                           {
                               "eff": "2025-03-27T00:00:00.000-07:00",
                               "ent": "2025-03-27T14:14:35.777-07:00",
                               "p": "123 Test Road",
                               "c": "789 Test Street"
                           }
                       ]
                   },
```


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```
                    "city": {
                        "val": "Test City"
                    },
                    "postalCode": {"val": "12345"},
                    "country": {"val": "Australia"},
                    "stateProvince": {
                        "val": "Test State"
                    }
                }
            ]
        }
    }
]
}
}
```

Limitations
See the Limitations section of Setup Considerations: Data Changes on Demand .

Performance Considerations
Running multiple integration jobs simultaneously depending on job sizes can impact performance because grid jobs share the resources. Example: You launch 2 integration jobs simultaneously that utilize the expected amount of resources for those jobs, and it took 30 minutes for each job to complete. The next day, you launch 5 integration jobs that can't utilize the expected amount of resources for those jobs because of the tenant grid capacity, and it took 60 minutes for each job to complete.

Common Errors
To see the list of all the error codes, see the 400 Response section in the POST /effectiveChanges endpoint for the Global Payroll service in the REST API Explorer on the Developer Site or Workday REST Services Directory.
Related Information
Concepts
2024R2 Feature Release Note: Data Changes on Demand

Notifications REST API

Overview

To use the Global Payroll Notifications synchronous REST API:

1. Work with a payroll vendor to configure Inbound Notifications in Workday. See Steps: Set Up Inbound Notifications .
2. The third-party payroll vendor calls the Notifications REST API.
3. The Workday user recipients receive the Workday notification.

For reference documentation about the `globalPayroll` REST APIs, see `globalPayroll/notifications` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

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For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/globalPayroll/<version>/<tenant>/notifications
```

Example:

```
https://yourTenantHostName.com/api/globalPayroll/v1/gms/notifications
```

Workday Tasks

If you send Additional Payroll Data in the `featureConfiguration` request parameters, depending on the the recipients' role, they will receive either an:

- Employee self-service (ESS) task **My Additional Payroll Data**
- Administrator task **Additional Payroll Data**.

Security Considerations

The integration system user must have Modify access to the *Manage: Global Payroll Inbound Notifications* domain in the Global Payroll Connect functional area to make the REST API request.

Prerequisites

See Steps: Set Up Inbound Notifications .

Generating Inbound Notifications

`POST /notifications`

Generate custom notifications to specific workers or organization recipients within Workday from third-party payroll systems, such as notifying individual workers or organization worker recipients that external payroll documents have been uploaded in Workday.

The recipient section requires either of these 2 options:

- `workerRecipients`
- `organizationRecipients`

If you want to send a notification to both, send 2 POST notifications for workers and organization.

The message body of the notification (`message.body`) is expected in English. If you want to provide a translation for the body message, use the `translations` section and provide the `user_language_ID`. Use the *Get References* web service to get references for the different supported language IDs. For more information:

- Go to **Integrations > Get_References** in the Workday Web Services (WWS) Directory.
- See Get Reference .

Sample POST Text Notification to Direct Worker Recipients

```
{
"recipient": {
"workerRecipients": [{"id": "Employee_ID=21008"}]
},
"message":{
"title":"Welcome to the External Payroll Vendor!",
"body": "We look forward to processing your Payroll",
"link": "https://testvendor.com/welcome",
"translations": [{
"title": "¡Bienvenido al Proveedor Externo de Nómina!",
"body": "Esperamos poder procesar su nómina",
"languages": [{"id": "User_Language_ID=fr_fr"}]
```

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```
}]
}
}
```

Sample POST Text Notification to Org Recipients

```
{
"recipient": {
"organizationRecipients":[
{"organization":
{"id": "Organization_Reference_ID=PAY_GROUP-4-15"},
"roles": [
{"id": "Organization_Role_ID=Payroll_Interface_Partner"}
]
}]
},
"message":{
"title":"Welcome to the External Payroll Vendor!",
"body": "We look forward to processing your Payroll",
"link": "https://testvendor.com/welcome",
"translations": [{
"title": "¡Bienvenido al Proveedor Externo de Nómina!",
"body": "Esperamos poder procesar su nómina",
"languages": [{"id": "User_Language_ID=fr_fr"}]
}]
}
}
```

Sample POST Notification with Additional Payroll Data Task for ESS (Employee Self-Service)

```
{
"featureConfiguration": {
"feature":
{"id": "Feature_ID=Additional_Payroll_Data"},
"properties": [
{"id": "ActedOnUser", "value": "Employee_ID=27559"},
{"id": "payGroup", "value": "Organization_Reference_ID=PAY_GROUP-16-194"}
]
},
"recipient": {
"workerRecipients": [{"id": "Employee_ID=27559"}]
},
"message":{
"title":"Your Country specific forms are ready!",
"body": "Please complete Additional Payroll Data for the United States.",
"translations": [{
"title": "Notification de test",
"body": "C'est juste un test!",
"languages": [{"id": "User_Language_ID=fr_FR"}, {"id":
 "User_Language_ID=fr_CA"}]
},
{
"title": "Notificación de prueba",
"body": "¡Esto es solo una prueba!",
"languages": [{"id": "User_Language_ID=es"}]
}]
}
}
```

Sample POST Notification with Additional Payroll Data Task for Administrator

```
{
```

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```
"featureConfiguration": {
"feature":
{"id": "Feature_ID=Additional_Payroll_Data"},
"properties": [
{"id": "ActedOnUser", "value": "Employee_ID=27559"},
{"id": "payGroup", "value": "Organization_Reference_ID=PAY_GROUP-16-194"}
]
},
"recipient": {
"workerRecipients": [{"id": "Employee_ID=21008"}]
},
"message":{
"title":"Country specific forms are ready for Employee 27559!",
"body": "Please complete Additional Payroll Data for the United States on
 behalf of the worker.",
"translations": [{
"title": "Notification de test",
"body": "C'est juste un test!",
"languages": [{"id": "User_Language_ID=fr_FR"}, {"id":
 "User_Language_ID=fr_CA"}]
},
{
"title": "Notificación de prueba",
"body": "¡Esto es solo una prueba!",
"languages": [{"id": "User_Language_ID=es"}]
}]
}
}
```

Limitations

You can’t directly delete notifications or mark them as complete. However, you can mark notifications on the notifications page as read and use the filter to exclude them from view. Example: If you send a notification to multiple admins and 1 admin completes the task, the notification still displays for all the admins.

Related Information

Concepts

2024R2 Feature Release Note: Global Payroll Connect Inbound Notifications REST API

Tasks

2024R2 Feature Release Note: Additional Payroll Data

Integration Insights REST API

Integration Insights REST API

This topic provides an overview and usage guidance on the Integration Insights REST API.

Overview

The Integration Insights REST API provides programmatic access to raw integration event data for your Workday tenants. The API is available to all Extend and Extend Pro Workday customers on both IMPL and PROD tenants.

Key features:

- **Performance monitoring:** Access integration performance telemetry for analysis in your observability platform.
- **Cross-platform visibility:** Combine Workday integration performance data with your existing enterprise data sources for comprehensive observability.
- **Direct REST access:** Query integration events directly from your tooling without an orchestration wrapper, enabling integration with platforms such as Splunk, Datadog, or custom pipelines.

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Note: Integration Insights event data is retained for 14 days from execution. After this period, data is purged and is no longer accessible. We recommend scheduling regular pulls to extract and store data before it is purged.

For reference documentation about the Integration Insights REST API, see *Integration Insights* in the REST API Explorer on the Developer Site or Workday REST Services Directory.

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Example:

```
https://api.us.wcp.workday.com/integration/insights/reporting/v1/tenanted/raw
```

Security Considerations

The Integration Insights REST API uses OAuth and API client credentials for authentication. Supply a valid API token as a Bearer token in the Authorization header of each request.

To obtain an API token, create an API client on the Workday Developer Site. See Create Your API Client.

Prerequisites

PROD Environments

In PROD environments, the Integration Insights API automatically captures data for Extend and Extend Pro customers. You can turn this off in the **Edit Tenant Setup - Integrations** task.

IMPL Environments

In IMPL environments:

1. Access the **Edit Tenant Setup - Integrations** task.
2. Select the **Insights Events Enabled** check box.
3. Click **OK**.
4. Obtain an API token through the Workday Developer Site. See Create Your API Client.
5. Call the Integration Insights REST API endpoint to retrieve event data.
6. Configure onward delivery to your observability platform.

Querying Integration Events

To retrieve a paginated list of integration events for the specified tenant, use this endpoint:

```
GET /reporting/v1/tenanted/raw
```

Query Parameters

Parameter	Type	Required	Description
`limit`	integer	No	Number of results to return. Min 1, max 10,000. Default 100
`cursor`	string	No	Cursor token from the previous response.

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Parameter	Type	Required	Description
			Omit for the first request
`startedAt`	string (date-time)	No	Inclusive ISO 8601 lower bound for event start time
`completedAt`	string (date-time)	No	Inclusive ISO 8601 upper bound for event completion time
`eventType`	array of strings	No	Repeatable filter that restricts results to one or more event types.

Sample Response

```
{
  "total": 218,
  "nextCursor": "eyJvZmZzZXQiOjIwfQ==",
  "data": [ ...events... ]
}
```

Field	Description
`total`	Total number of events available for the tenant.
`nextCursor`	Cursor token for the next page. Absent when all events have been retrieved.
`data`	Array of event objects.

Event Types

All events share a common set of fields, with additional fields specific to each event type.

Common Fields

Field	Type	Description
`eventType`	string	Identifies the type of event.
`friendlyName`	string	The human-readable name for the event.
`eventId`	string	Unique identifier for this event — use this to deduplicate events in downstream systems.
`correlationId`	string	Identifies all events belonging to the same integration execution tree.
`startedAt`	string (ISO 8601)	Time the event started.
`completedAt`	string (ISO 8601)	Time the event completed.
`durationMillis`	integer	Duration of the event in milliseconds.

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Field	Type	Description
`status`	string	COMPLETED or FAILED.
`processWid`	string	WID of the process in Process Monitor.

IntegrationProcess

Field	Type	Description
`integrationWid`	string	Unique ID of the integration system.
`triggerType`	string	BulkRelaunch, Launched Programmatically, ManualRelaunch, Scheduled, BusinessProcessStep, ManualLaunch, WebServiceLaunch, BackgroundProcessResume, Subscription, JobDefinition, or Other.

IntegrationEvent

No additional fields beyond the common fields above.

StudioIntegration

Field	Type	Description
`collection`	string	The name of the collection called.
`assembly`	string	The name of the assembly called.
`startingPoint`	string	The name of the starting point called.

PackagedIntegration

Field	Type	Description
`integrationName`	string	The name of the integration template.

DataInitService

Field	Type	Description
`dataInitName`	string	The name of the data initialisation service.

ReportRetrieval

Field	Type	Description
`reportName`	string	The name of the report.

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TransportSummary

When an integration invokes a transport connector (example: HTTP, FTP, email) multiple times in a single run, Workday groups these invocations by their destination. Instead of publishing one event for each call, it publishes one summary event for the destination group. Calls to distinct destinations produce separate summaries. This reduces event volume for loops while keeping the full statistical picture. These summaries are emitted only when the integration run explicitly flushes or reaches an inactivity timeout.

Status is COMPLETED if every invocation in the group succeeded, or FAILED if any invocation failed. For HTTP-based transports, success is determined by the HTTP response code (2xx/3xx = success).

CommonSummary

These fields are present on every summary event type. They extend the common event fields (eventType, eventId, correlationId, processWid), which are omitted here.

Field	Type	Description
startedAt	ISO-8601 string	Timestamp of the first invocation in this group.
completedAt	ISO-8601 string	Timestamp of the last invocation in this group.
durationMillis	long	Wall-clock time span from startedAt to completedAt.
status	• COMPLETED • FAILED	COMPLETED if all invocations succeeded. FAILED if any failed.
friendlyName	string	Human-readable label including destination and call count. Example: GET https://api.example.com (42 calls).
invocationCount	long	Total number of invocations in this group.
completedCount	long	Number of invocations that succeeded.
failedCount	long	Number of invocations that failed.
totalDurationMillis	long	Sum of individual invocation durations.
minDurationMillis	long	Shortest individual invocation duration.
maxDurationMillis	long	Longest individual invocation duration.

HTTPOutSummary

These fields relate to outbound HTTP calls to arbitrary external endpoints (not Workday APIs). The aggregation key is correlationId + method + protocol + hostname. Calls to the same host using the same method are merged regardless of path or query string. Status is derived from the HTTP response code: 2xx/3xx is a success, anything else is a failure.

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Field	Type	Description
method	string	HTTP method. Examples: GET, POST.
protocol	string	HTTP or HTTPS.
hostname	string	Target host. Example: api.company.com
totalRequestBytes	long	Sum of request payload sizes across all invocations.
totalResponseBytes	long	Sum of response payload sizes across all invocations.
totalRetries	int	Sum of retry attempts across all invocations.
responseCodeCounts	map	Frequency map of HTTP response codes. Example: {"200": 40, "500": 2}.

WorkdayOutRestSummary

These fields apply to outbound REST calls made to Workday APIs using the Workday Out REST connector. The aggregation key is correlationId + method + path. Calls to the same API endpoint with the same method are merged. Status is derived from HTTP response code: 2xx/3xx is a success, anything else is a failure.

Field	Type	Description
method	string	HTTP method. Examples: GET, POST.
path	string	HTTP or HTTPS.
totalRequestBytes	long	Sum of request payload sizes across all invocations.
totalResponseBytes	long	Sum of response payload sizes across all invocations.
totalRetries	int	Sum of retry attempts across all invocations.
responseCodeCounts	map	Frequency map of HTTP response codes. Example: {"200": 40, "500": 2}.

WorkdayOutSoapSummary

These fields apply to outbound SOAP calls made to Workday APIs using the Workday Out connector. The aggregation key is correlationId + application + version. Calls to the same API endpoint with the same SOAP service version are merged. Status is derived from HTTP response code: 2xx/3xx is a success, anything else is a failure.

Field	Type	Description
application	string	Workday service name. Example: Recruiting.
version	string	Service version. Example: v40.

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Field	Type	Description
totalRequestBytes	long	Sum of request payload sizes across all invocations.
totalResponseBytes	long	Sum of response payload sizes across all invocations.
totalRetries	int	Sum of retry attempts across all invocations.
responseCodeCounts	map	Frequency map of HTTP response codes. Example: {"200": 40, "500": 2}.

FTPOutSummary

These fields apply to outbound FTP transfer operations. The aggregation key is correlationId + common + protocol + hostname. Transfers using the same command to the same server are merged. Different commands (examples: PUT, GET) to the same host produce separate summary events. Status is derived from the connector's success flag.

Field	Type	Description
command	string	FTP command in uppercase. Examples: PUT, GET.
hostname	string	FTP server hostname.
protocol	string	Transfer protocol. Examples: FTP, FTPS, SFTP.
totalBytesTransferred	long	Sum of bytes transferred across all invocations.

EmailOutSummary

These fields apply to email messages sent using the email connector. The aggregation key is correlationId + hostname (SMTP server address). All messages sent to the same SMTP server within a run are merged. Status is derived from the connector's success flag

Field	Type	Description
hostname	string	SMTP server address.
total	long	Sum of message sizes in bytes across all invocations.

Learning REST APIs

Learning REST APIs

The Learning REST service provides REST APIs that enable:

- The import of digital courses from an external partner platform into Workday Learning.

  See Manage Digital Course REST API.
- The export of content from Workday Learning, including digital courses, blended courses, programs, stand-alone lessons, course offerings, and external content. The exported content enables partner platforms to synchronize their learning content with Workday.

  See Content REST API.

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- The creation, updating, and retrieval of lesson tracking details for an enrollment.

  See Lesson Trackings REST API .
- The update of learning enrollments on the course offering level for course offerings containing In-Person Classroom, Virtual Classroom and Training Activity lessons.

  See Enrollments REST API .
- Third-party integrations to create a learning enrollment event in Workday Learning if an enrollment doesn't already exist in Workday Learning.

  See Manage Enrollments REST API .
- Third-party integrations to obtain the learning record information for a learner.

  See Records REST API .

Manage Digital Course REST API

Overview

The Manage Digital Courses API in the Learning REST service supports the creation and the update of digital courses with an external link lesson from an external partner platform into Workday Learning.

Key features:

- Import and batch import digital course events with external links from partner platforms into Workday.

  See Importing Learning Content.
- Update and modify learning content from partner platforms to Workday.

  See Updating Digital Courses.
- The API recognizes calls for skipping approval steps in a Business Process and distinguishes between a new course posting and a course update.
  - It's important to note that due to Business Process approvals, the API will initially create events that go through a BP for approval, rather than directly creating courses.
  - The API response will reflect the event creation, not the course creation, until approved.

Scope: This API supports core digital course metadata and external-link lessons. It doesn't support Sales Items, course pricing, Skills Cloud skills, competencies, expiration and retrain configuration, or enrollment capacity settings. For fields you must configure in Workday Learning, see the Limitations section.

Note: Skills are not included in the current version.

For reference documentation about the Manage Digital Courses REST APIs, see `learning/manageDigitalCourses` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/learning/<version>/<tenant>/manageDigitalCourses
```

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Example to create or update single course:

```
https://yourTenantHostName.com/api/learning/v1/gms/manageDigitalCourses
```

Example to create or update multiple courses:

```
https://yourTenantHostName.com/api/learning/v1/<TENANT_NAME>/
manageDigitalCourses?bulk=true
```

Workday Tasks

Workday Task	Endpoint
Create Course	`POST /manageDigitalCourses`
Edit Course	`POST /manageDigitalCourses`

You can use these related tasks to get IDs required by this API:

- **View Learning Topic** - Provides the ID and status of topics.
- **View Learning Security Category** - Provides the ID of learning security categories.

Business Processes

Business Process	Endpoint
Manage Course initiated by Manage Learning Course (REST Service)	`POST /manageDigitalCourses`

Security Considerations

The content that you import using the *Learning* v1 REST service is secured to these domains in the Learning functional area:

- *Learning Access*
- *Manage: Learning Content*
- *Manage: Learning Course Enrollments*
- *Set Up: Learning Catalog*

Importing Learning Content

The `POST /manageDigitalCourses` endpoint facilitates the import of learning content.

To import multiple learning courses, specify the `bulk=true` query parameter. The `bulk=true` query parameter requires the `data[]` array containing the multiple instances in the request body. If you don't specify the `bulk=true` query parameter, you must specify the request body with a single instance JSON object.

In the request body, a course instance must contain at least these required fields:

- course{} - Required for an update, where `course{id}` identifies the existing course to update.
- title - The unique title of the course.
- description
- status - Valid values:
  - `Learning_Registerable_Status_ID=Open`
  - `Learning_Registerable_Status_ID=Closed`

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- topics[ ] - A list of topics that are taught by the learning course. Each specified topic must be active.

  To get the ID and status of a topic, use the **View Learning Topic** task.
- lessons[ ] - A list of the lessons in this course, which must contain at least 1 lesson.

  For each lesson, these fields are required:

  - title - The unique lesson title in this course.
  - `url` - The link to the learning content for this lesson. For learning content in a partner platform, provide the link to the external content. The URL must begin with either `http://` or `https://` .
  - `type` - Valid value:
    - b2e74b2398a210000479dab46bb20066 (External Content)
  - order - A string containing the numeric order of this lesson in the learning course.

Optional fields in the request body include:

- course{courseId} - For creating a new course, optionally specify the course reference ID. If you don't specify `course{courseId}` with a new course, the API generates the reference ID.
- securityCategories[ ] - To get the ID of a security category, use the **View Learning Security Category** task. See Concept: Security in Learning.
- languages[ ] - Specify the language reference ID using the `User_Language_ID=<languageCode>_<countryCode>` format.

  For a list of supported languages and their language reference IDs, run the **Integration IDs** report on the **User Language** business object. Don't use the language reference IDs with the " _x" suffix. Note that this API supports Language translation levels 1, 2 and 3 in Learning. See also Community: Languages .
- duration - Valid Values:
  - Learning_Time_Unit_ID=Minutes
  - Learning_Time_Unit_ID=Days
  - Learning_Time_Unit_ID=Hours
  - Learning_Time_Unit_ID=Weeks
  - Learning_Time_Unit_ID=Years
  - Learning_Time_Unit_ID=Months
- enforceLessonOrder - If you set this to true, you must provide at least 2 lessons for this course.
- imageRepresentation - Contains the URL of a thumbnail image for this course. You can alternatively specify the Workday ID of an image uploaded in Workday Drive.

For the complete list of request fields and valid values, see the OpenAPI schema for this endpoint in the Workday REST Services Directory.

Examples

This sample request creates a single course. The `course{courseId}` object sets the course reference ID as *DIGITAL_COURSE-15-112*.

```
POST /manageDigitalCourses
```

Request body:

```
{
 "course": {
  "courseId": "DIGITAL_COURSE-15-112"
 },
 "title": "Digital Course",
 "description": "Testing Import of Digital Course with External Link
 Lesson",
```

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```
 "topics": [
  {
   "id": "Learning_Topic=Business Skills"
  },
  {
   "id": "Learning_Topic=Culture"
  }
 ],
 "status": {
  "id": "Learning_Registerable_Status_ID=Open"
 },
 "contactPersons": [
  {
   "id": "d66d21e0b1c949b2b1a3decd2fad1375"
  }
 ],
 "securityCategories": [
  {
   "id": "2345678908765 43"
  }
 ],
 "courseNumber": "1234",
 "languages": [
  {
   "id": "User_Language_ID=en_US"
  },
  {
   "id": "User_Language_ID=fr_FR"
  }
 ],
 "duration": {
  "durationUnit": {
   "id": "Learning_Time_Unit_ID=Hours"
  },
  "durationValue": "15"
 },
 "excludeFromRecommendations": false,
 "excludeFromSearchAndBrowse": false,
 "enforceLessonOrder": false,
 "imageRepresentation": {
  "thumbnailURL": "https://www.chemistryviews.org/wp-content/
uploads/2023/06/2023_ColorOfSun.png"
 },
 "lessons": [
  {
   "title": "Lesson Title 1 - Batch Import Courses",
   "description": "Lesson Description 1",
   "url": "https://www.chemistryviews.org/wp-content/lesson1",
   "order": "1",
   "type": {
    "id": "b2e74b2398a210000479dab46bb20066"
   },
   "required": true
  }
 ]
}
```

This sample request creates two courses, as specified by the `bulk=true` query parameter and the `data[]` array in the request body.

Note the difference between the 2 instances:

- The first instance doesn't include the `course{}` object, so the API creates a new course with an auto-generated reference ID.

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- The second instance includes the `course{courseId}` object, so the API creates a new course with the specified reference ID.

```
POST /manageDigitalCourses?bulk=true
```

Request body:

```
{
 "data": [
  {
   "title": "Test Course 1a",
   "description": "Testing Import of Digital Course with External Link
 Lesson",
   "topics": [
    {
     "id": "Learning_Topic=Business Skills"
    },
    {
     "id": "Learning_Topic=Culture"
    }
   ],
   "status": {
    "id": "Learning_Registerable_Status_ID=Open"
   },
   "contactPersons": [
    {
     "id": "d66d21e0b1c949b2b1a3decd2fad1375"
    }
   ],
   "securityCategories": [
    {
     "id": "Learning_Security_Category=234567890876543"
    }
   ],
   "courseNumber": "1234",
   "languages": [
    {
     "id": "User_Language_ID=en_US"
    },
    {
     "id": "User_Language_ID=fr_FR"
    }
   ],
   "duration": {
    "durationUnit": {
     "id": "Learning_Time_Unit_ID=Hours"
    },
    "durationValue": "15"
   },
   "excludeFromRecommendations": false,
   "excludeFromSearchAndBrowse": false,
   "enforceLessonOrder": false,
   "imageRepresentation": {
    "thumbnailURL": "https://www.chemistryviews.org/wp-content/
uploads/2023/06/2023_ColorOfSun.png"
   },
   "lessons": [
    {
     "title": "Lesson Title 1 - Batch Import Courses",
     "description": "Lesson Description 1",
     "url": "https://www.google.com/",
     "order": "1",
     "type": {
```

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```
      "id": "b2e74b2398a210000479dab46bb20066"
     },
     "required": true
    }
   ]
  },
  {
   "course": {
    "courseId": "Accounting_101_2025_c"
   },
   "title": "Test Course 2 a",
   "description": "Testing a second course",
   "topics": [
    {
     "id": "Learning_Topic=Business Skills"
    },
    {
     "id": "Learning_Topic=Culture"
    }
   ],
   "status": {
    "id": "Learning_Registerable_Status_ID=Open"
   },
   "contactPersons": [
    {
     "id": "d66d21e0b1c949b2b1a3decd2fad1375"
    }
   ],
   "securityCategories": [
    {
     "id": "Learning_Security_Category=234567890876543"
    }
   ],
   "courseNumber": "1234",
   "languages": [
    {
     "id": "User_Language_ID=en_CA"
    },
    {
     "id": "User_Language_ID=fr_FR"
    }
   ],
   "duration": {
    "durationUnit": {
     "id": "Learning_Time_Unit_ID=Hours"
    },
    "durationValue": "4"
   },
   "excludeFromRecommendations": false,
   "excludeFromSearchAndBrowse": false,
   "enforceLessonOrder": false,
   "lessons": [
    {
     "title": "google",
     "description": "google",
     "url": "https://www.google.com/",
     "order": "1",
     "type": {
      "id": "b2e74b2398a210000479dab46bb20066"
     },
     "required": true
    },
    {
     "description": "workday",
```


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```
      "title": "workday",
      "url": "https://www.workday.com/",
      "order": "2",
      "type": {
       "id": "b2e74b2398a210000479dab46bb20066"
      },
      "required": true
     }
    ]
   }
  ]
}
```

Updating Digital Courses

To update an existing course:

- In the request body, specify the `course{id}` object where `id` is one of:
  - The title of the existing course. You can use this if the exact course title is available. Prefix the title with `Learning_Course`. Example: To update the course entitled “Course 1”, specify:

    ```
    "id": "Learning_Course=Course 1"
    ```

  - The reference ID or auto-generated ID of the existing course. You can use this if the human-readable reference ID is available. Prefix the course reference ID with `Learning_Course`. Example: To update the course that has an auto-generated ID “ DIGITAL_COURSE-15-112” , specify:

    ```
    "id": "Learning_Course=DIGITAL_COURSE-15-112"
    ```

  - The Workday ID of the existing course. The system-generated WID is the most reliable way to identify the course. To update the course using its Workday ID “ bd2793317d3c01001713d39479ff0000 ”, specify:

    ```
    "id": "bd2793317d3c01001713d39479ff0000"
    ```

  If you specify an existing `title` with the `course{id}` object, the API performs a full replacement of the existing course.

  If you specify an existing `title` without specifying the `course{id}` object, the API attempts to create the course but will return an error indicating the course already exists.
- Include ALL fields in your request. Any omitted fields will be removed from the course. For example: If your course has 2 lessons and you only include 1 in the update, the omitted lesson will be removed. For the list of fields, see the OpenAPI spec for `POST /manageDigitalCourses`.

Changes made to digital courses through the Manage Digital Courses API will persist. However, any subsequent updates via the Manage Digital Courses API will overwrite changes that are manually entered in Workday Learning. Example: Assume you manually altered a Digital Course's title in Workday Learning, but the title remains unchanged on the partner platform. When you import learning content from the partner platform through the API, it will revert the title to what's on the partner platform.

Note: The Manage Digital Courses API doesn’t override fields that are only available in Workday Learning UI. For subsequent updates after the `POST /manageDigitalCourses` request, we retain the updated fields in the UI that are unsupported in the API.

Example:

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This sample request updates a course. The course{id} object identifies the existing course whose reference ID is *Learning_Course=DIGITAL_COURSE-15-112* .

```
POST /manageDigitalCourses
```

Request body:

```
{
 "course": {
  "id": "Learning_Course=DIGITAL_COURSE-15-112"
 },
 "title": "Test Course",
 "description": "Testing Import of Digital Course with External Link
 Lesson",
 "topics": [
  {
   "id": "Learning_Topic=Business Skills"
  },
  {
   "id": "Learning_Topic=Culture"
  }
 ],
 "status": {
  "id": "Learning_Registerable_Status_ID=Open"
 },
 "contactPersons": [
  {
   "id": "d66d21e0b1c949b2b1a3decd2fad1375"
  }
 ],
 "securityCategories": [
  {
   "id": "234567890876543"
  }
 ],
 "courseNumber": "1234",
 "languages": [
  {
   "id": "User_Language_ID=en_US"
  },
  {
   "id": "User_Language_ID=fr_FR"
  }
 ],
 "duration": {
  "durationUnit": {
   "id": "Learning_Time_Unit_ID=Hours"
  },
  "durationValue": "15"
 },
 "excludeFromRecommendations": false,
 "excludeFromSearchAndBrowse": false,
 "enforceLessonOrder": false,
 "imageRepresentation": {
  "thumbnailURL": "https://www.chemistryviews.org/wp-content/
uploads/2023/06/2023_ColorOfSun.png"
 },
 "lessons": [
  {
   "title": "Lesson Title 1 - Batch Import Courses",
   "description": "Lesson Description 1",
   "url": "https://www.google.com/",
   "order": "1",
```

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```
    "type": {
     "id": "b2e74b2398a210000479dab46bb20066"
    },
    "required": true
   }
  ]
}
```

Limitations

Not all fields available on the **Edit Course** task are supported through the *Manage Digital Course* API. Fields supported by the API are defined in the OpenAPI schema for `POST /manageDigitalCourses` Workday REST Services Directory.

For fields not supported by the API, use the **Edit Course** task in Workday Learning. Values you set in the UI for unsupported fields are retained on subsequent API updates.

Sales Items and course pricing: You can't create, update, or link Sales Items through the *Manage Digital Course* REST API. The following pricing-related settings are not supported in API requests:

- Sales Item linkage
- Pricing enabled or disabled
- Price in training credits
- Advanced pricing rules

Sales Items are tenant-level revenue objects maintained outside Workday Learning. Although you can associate Sales Items with a course on the **Edit Course** task, the *Manage Digital Course* REST API doesn't expose Sales Item or pricing fields in its request schema.

Workaround: After you import or update a course through the API, open the **Edit Course** task and configure Sales Items and pricing manually. Those values persist when you send later API updates to supported fields.

Alternative integration path: If you must set Sales Items or pricing programmatically, use the SOAP *Manage Learning Course* web service. See the Learning web service documentation on the Developer Site.

Skills: Skills Cloud skills and skill levels aren't supported through this API. Configure skills on the **Edit Course** task after import, or use another integration path if you must set them programmatically.

UI-only fields on update: When you update a course through the API, the request replaces all supported fields you include. Omitted supported fields are removed from the course. Unsupported fields that you configured in the UI aren't removed by subsequent API updates.

Example: If you manually link a Sales Item and configure pricing on the **Edit Course** task, a later `POST /manageDigitalCourses`request that changes the title or lessons does not remove the Sales Item or pricing configuration.

Performance Considerations

Bulk import of content is supported up to 1000 courses in a single request.

Common Errors

Error	Error Code	Cause and Solution
Missing Required Field, Malformed Syntax, Invalid Data Value, Duplicate Resource	400 Bad Request	Check the syntax of the request body, identify required fields, see if any ID or title already exists.

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Error	Error Code	Cause and Solution
Authentication Failed	401 Unauthorized	Ensure your request headers contain a valid and unexpired API key or bearer token.

Related Information
Examples
Learning REST Web Service

Content REST API

Overview

The Content API in the Learning REST service provides the ability to export and sync learning content, including digital courses, blended courses, programs, stand-alone lessons, course offerings, and external content, from Workday to partner platforms.

Key features:

- Content Export : Exporting the entire content catalog or specific content using various filters. The exportable content catalog includes these:
  - Blended Courses
  - Course Offerings
  - Digital Courses
  - External Content
  - Programs
- Deep Links: Adding deep links to course descriptions for content consumption.
- Thumbnail Export: Exporting thumbnail images as part of catalog metadata.
- Content Synchronization: Ensuring the content catalog on partner platforms remains synchronized with Workday Learning.

For reference documentation about the Content REST APIs, see `learning/content` in the REST API Explorer on the Developer Site or Workday REST Services Directory .

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/learning /<version>/<tenant>/content
```

Example:

```
https://yourTenantHostName.com/api/learning/v1/gms/content
```

Security Considerations

The content that you export using the *Learning* v1 REST service is secured to these domains in the Learning functional area:

- *Learning Access*

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- *Manage: Learning Content*
- *Manage: Learning Course Enrollments*
- *Set Up: Learning Catalog*
- *Self-Service: Learning Instructor*
- *Self-Service: On the Job Training*

Exporting Learning Content

The `GET /content` endpoint facilitates the full export of learning content.

This endpoint returns a collection of all learning content in Workday Learning. Each result includes a content type field, such as "Blended Course" or "Course Offering," which describes the type of content.

You can filter the content by content type, skills, or topics. To filter the content by last updated date, see Getting the Latest Content.

To get the lessons for each course, see Getting the Lessons.

Sample request:

```
GET /content
```

Getting Specific Content

The `GET /content/{ID}` endpoint facilitates the retrieval of a specific instance of learning content.

Sample request:

```
GET /content/488e285c181a01d1bfa763943025a109
```

Getting the Latest Content

You can use the `lastUpdated` query parameter with the `GET /content` endpoint to get the updated changes since the specified date.

The `lastUpdated` query parameter:

- Must be in `yyyy-mm-dd-hh:mm` datetime format.
- Returns instances that are updated on or after the specified date.

Sample request:

```
GET /content?lastUpdated=2025-08-14-07:00
```

Getting the Lessons

The `GET /content/{ID}/lessons` endpoint provides the ability to export detailed lesson information for each Course within Workday Learning to external partner platforms. The API returns lesson details for these lesson types:

- External Content
- In Person Led Training
- Instructor Led Virtual Classroom
- Media, Survey, Training

All lessons returned by the API maintain the same order as they appear in Workday.

Sample request:

```
GET /content/488e285c181a01d1bfa763943025a109/lessons
```

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Limitations

- For the v1 version, contextual security evaluation is unavailable. When content is exported, learners can view it on the partner platform. However, if a learner attempts to access content from the partner platform without the necessary viewing permissions, they will be unable to access the content within Workday.
- Lessons are not returned for Programs or Standalone lessons. Programs are a collection of content, not lessons, therefore Lessons are not returned for a program.

Performance Considerations

For the GET endpoints that return a collection, the default is 20, and the maximum is 100 for result collection per page. **LIMIT** can be used to set the value required.

Related Information
Examples
Learning REST Web Service

Lesson Trackings REST API

Overview

The *Lesson Trackings* REST API supports the creation, updating, and retrieval of lesson tracking details for an enrollment. This API will support all relevant lesson types, including:

- External Content: This API is for partners who aren't content partners. Content partner integrations should be done via the Cloud Connect for Learner integration.
- In Person Classroom (Instructor Led)
- Virtual Classroom (Instructor Led) without Zoom and Microsoft Teams integration.
- Training Activity: The API doesn't yet support uploading of attachments.

Note: This API doesn't support the updating of course-level tracking, as internal processing in Workday determines the course-level tracking based on the lessons within that course.

Operation Types

The following operations are completed within the context of a learner enrollment.

Get Request

Required:

- Enrollment ID (to retrieve all tracking information for a specified enrollment)

Optional:

- Lesson Trackings ID (required to identify tracking for one specific lesson on a specified enrollment)

The API will return these information:

- For an Instructor Led Lesson:
    - Lesson Context WID
    - Completion Status
    - Completion Date
    - Duration
    - Score
    - Grade
    - Attendance

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- For a Training Activity:
    - Lesson Context WID
    - Completion Status
    - Completion Date
    - Score
    - Grade
    - Attendance
    - Assessor
    - Comment
- For an External Content Lesson:
    - Lesson Context WID
    - Completion Status
    - Completion Date

POST Request

Required:

- Lesson Context WID
- Completion Status

Optional:

- For an Instructor Led Lesson:
    - Completion Date
    - Duration
    - Score
    - Grade
    - Attendance
- For a Training Activity:
    - Completion Date
    - Score
    - Grade
    - Attendance
    - Assessor
    - Comment
- For an External Content Lesson:
    - Completion Date

PATCH Request

Required:

- Lesson Context WID

Optional:

- For an Instructor Led Lesson:
    - Completion Date
    - Duration
    - Score
    - Grade
    - Attendance

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- For a Training Activity:
    - Completion Date
    - Score
    - Grade
    - Attendance
    - Assessor
    - Comment
- For an External Content Lesson:
    - Completion Date

For reference documentation about the *Lesson Trackings* REST API, see `learning/enrollments/lessonTrackings` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

URL Base Path

Tenant Base Path

```
https://{tenantHostname}/api/learning/{version}/{tenantName}/enrollments/{ID}/lessonTrackings
```

Example:

```
https://yourTenantHostName.com/api/learning/v1/gms/enrollments/{ID}/lessonTrackings
```

Workday Extend API Gateway Base Path

For Workday Extend apps, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Workday Tasks

Workday Task	Endpoint
Manage Grading and Attendance OR **Manage Enrollment Completion**	GET /enrollments/{enrollmentID}/lessonTrackings/{lessonTrackingID} POST /enrollments/{enrollmentID}/lessonTrackings/ PATCH /enrollments/{ID}lessonTrackings

Security Considerations

The *Lesson Trackings* REST API is secured to the *Manage: Learning Records* domain in the Learning Core functional area.

Integration Touchpoints

The *Lesson Trackings* REST API can be used to provide grading and attendance details to a course lesson following an update to this information within a third-party system. This API is also required to support the new UI change to Enable External Completion when adding external content lesson details to a course, to ensure accurate completion tracking can be received from the third-party provider.

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To retrieve enrollment level information, you must use the *Records* REST API, which will return summary level information for all learning records.

To update enrollment-level information, you must use the *Enrollments* REST API, which will allow you to update grading information at the enrollment level.

Note: Integrating partners will still be required to PATCH enrollment details to add grading and attendance information for the enrollment, even when there is only 1 lesson on a course enrollment.

Getting Details for a Single Lesson Tracking

The `GET /enrollments/{enrollmentID}/lessonTrackings/{lessonTrackingID}`endpoint facilitates the retrieval of details for a single lesson tracking within an enrollment.

Sample response:

```
{
  "total": 1,
  "data": [
    {
      "id": "Workday ID",
      "grade": {
        "descriptor": "Pass",
        "id": "Grade=PASS"
      },
      "completionDate": "2019-05-30T21:35:01.323Z"
      "attendanceStatus": {
        "descriptor": "Attended",
        "id": "Attendance_Status_ID=Attended"
      },
      "lessonIdentifier": {
        "id": "Workday ID"
      },
      "completionStatus": {
        "descriptor": "Completed",
        "id": "Goal_Completion_Status_ID=GOAL_COMPLETION_STATUS-3"
      },
      "score": "100"
    },
```

Creating a Lesson Tracking Within an Enrollment

The `POST /enrollments/{enrollmentID}/lessonTrackings/` endpoint facilitates the creation of a lesson tracking within an enrollment.

Example

For this example, the lesson being created is a training activity lesson, containing only fields that are relevant to that lesson type.

```
POST /enrollments/{enrollmentID}/lessonTrackings/
```

Request body:

```
{
  "lessonIdentifier":
  {
    "id": "Workday ID"
  },
  "grade":
  {
```

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```
    "id": "Grade=PASS"
  },
  "score": 100,
  "completionStatus":
  {
    "id": "Goal_Completion_Status_ID=GOAL_COMPLETION_STATUS-4"
  },
  "attendanceStatus":
  {
    "id": "Attendance_Status_ID=Attended"
  },
  "assessors": [
   {
    "id": "Learning_Assessor_ID=INTERNAL_LEARNING_ASSESSOR-1-2"
   }
  ],
  "comment": "Testing",
  "completionDate": "2019 05 30 14 35 01 323 -0700"
}
```

Updating an Existing Lesson Tracking Within an Enrollment

The `PATCH /enrollments/{enrollmentID}/lessonTrackings/` endpoint facilitates the updating of an existing lesson tracking within an enrollment.

Example

For this example, the lesson being updated is a training activity lesson, containing only fields that are relevant to that lesson type.

```
PATCH /enrollments/{enrollmentID}/lessonTrackings/
```

Request body:

```
{
  "lessonIdentifier":
  {
    "id": "Workday ID"
  },
  "grade":
  {
    "id": "Grade=PASS"
  },
  "score": 90,
  "completionStatus":
  {
    "id": "Goal_Completion_Status_ID=GOAL_COMPLETION_STATUS-4"
  },
  "attendanceStatus":
  {
    "id": "Attendance_Status_ID=Attended"
  },
  "assessors": [
   {
    "id": "Learning_Assessor_ID=INTERNAL_LEARNING_ASSESSOR-1-2"
   }
  ],
  "comment": "Testing",
  "completionDate": "2019 05 30 14 35 01 323 -0700"
}
```

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Checking Validations

Operation	Validation	Documentation Recommendations
POST	Can’t add another tracking for a lesson for this enrollment.	You can't add tracking for the lesson as a tracking already exists.
POST	Can't add tracking for virtual classroom lessons that use an integration.	You can't add tracking for virtual classroom lessons that use a Workday-delivered integration. The integration manages the tracking for this lesson.
POST	Can't add tracking for lessons that aren’t of type ILT/OJT or external link content.	You can only add tracking for Instructor-Led Training Activity or External Content lesson types.
POST	Can't add attendance for lessons of type external link content.	You can't add attendance for the External Content lesson type.
POST	Can't add score or grade to a lesson that does not track grades.	To add a score or grade, enable grade tracking for the lesson.
POST	Can't add attendance to a lesson that does not track attendance.	To add attendance, enable attendance tracking for the lesson.
POST	Lesson is not on this enrollment.	Specify a lesson that's on this enrollment.
POST	Completion Date can't be in the future.	Specify a Completion Date that is today or in the past.
POST	Time Unit must be entered if Attendance Duration is not 0 for ILT Lessons.	For Instructor-Led Training Activity lessons, specify a time unit when you provide an attendance duration.
POST	Attendance Duration must be greater than 0 if Time Unit is entered.	Specify an attendance duration greater than 0 when you specify a time unit.
POST	An assessor is required if you enter Date Completed for tracking the training activity on the lesson.	Specify an assessor when you provide a completed date for the Instructor-Led Training Activity lesson.
PATCH	Can't update completed training activity lesson completion date.	You can't delete the completion date for a completed training activity lesson.
PATCH	Can't update tracking for virtual classroom lessons that use an integration.	You can't update tracking for virtual classroom lessons that use a Workday-delivered integration. The integration

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Operation	Validation	Documentation Recommendations
		manages the tracking for this lesson.
PATCH	Can't update tracking for lessons that are not of type ILT/ OJT or external link content.	You can only update tracking for Instructor-Led Training Activity or External Content lesson types.
PATCH	Can't update attendance for lessons of type external link content.	You can't update attendance for the External Content lesson type.
PATCH	Can't update score or grade to a lesson that does not track grades.	You can't update the score or grade because this lesson doesn't track grades.
PATCH	Can't update attendance to a lesson that does not track attendance.	You can't update attendance because this lesson doesn't track attendance.
PATCH	Tracking isn’t for this lesson.	You can't update the tracking as it isn't a valid tracking for this lesson.
PATCH	Lesson isn’t on this enrollment.	Specify a lesson that's on this enrollment.
PATCH	Completion Date can't be in the future.	Specify a Completion Date that is today or in the past.
PATCH	Time Unit must be entered if Attendance Duration is not 0 for ILT Lessons.	For Instructor-Led Training lessons, specify a time unit when you provide an attendance duration.
PATCH	Attendance Duration must be greater than 0 if Time Unit is entered.	Specify an attendance duration greater than 0 when you specify a time unit.
PATCH	An assessor is required if you enter Date Completed for tracking the training activity on the lesson.	Specify an assessor when you provide a completed date for the Training Activity lesson.

Limitations

- The *Lesson Trackings* REST API supports up to 1000 trackings per request.
- If a score of 0 is sent via the *Lesson Trackings* REST API, it will be treated as no score within Workday Learning.
- Integrating partners using the *Lesson Trackings* REST API will still be required to use PATCH enrollment to add grading and attendance information for the enrollment, even when there is only 1 lesson on a course enrollment.

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Common Errors

Error	Error Code	Cause and Solution
Missing Required Field Malformed Syntax Invalid Data Value	400 Bad Request	Check the syntax of the request body, identify required fields.
Authentication Failed	401 Unauthorized	Ensure your request headers contain a valid and unexpired API key or bearer token

Enrollments REST API

Overview

The *Enrollments* REST API supports the update of learning enrollments on the course offering level for course offerings containing In-Person Classroom, Virtual Classroom and Training Activity lessons. To update the lesson-level enrollment details, use the *Lesson Trackings* REST API.

The API call needs this information:

Required:

- Enrollment ID

Optional:

- Overall Attendance (Attended, Partially Attended, Did Not Attend, Not Entered)
- Time Unit
- Attendance Duration
- Overall Score
- Overall Grade (Pass, Fail)

The API will return these information:

- Enrollment ID along with all fields for the enrollment.
- A valid HTTP status code and a body. For a successful response, the body will contain the request body along with the enrollment WID. In case of failure, the body will contain an error message.

For reference documentation about the *Enrollments* REST APIs, see `learning/enrollments` in the REST API Explorer on the Developer Site or Workday REST Services Directory.

URL Base Path

Tenant Base Path

```
https://{tenantHostname}/api/learning/{version}/{tenantName}/ enrollments/
{enrollmentID}
```

Example:

```
https://yourTenantHostName.com/api/learning/v1/gms/enrollments/
{enrollmentID}
```

Workday Extend API Gateway Base Path

For Workday Extend apps, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

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Workday Tasks

Workday Task	Endpoint
Manage Grading and Attendance	PATCH /enrollments/{enrollentID}

Security Considerations

- The enrollment data updated using the *Learning* v1 REST service is secured to the *Public Reporting Items* domain in the Tenant Non-Configurable functional area.
- The *Enrollments* REST API is secured to the new *Manage: Learning Records* domain in the Learning Core functional area.

Integration Touchpoints

You can use the *Enrollments* REST API to update a learning enrollment event after a response from the *Records* REST API call confirms that an enrollment record with the status of *Not Started* or *In-Progress* exists for a learner for a piece of learning content.

Updating Learning Enrollments

The `PATCH /enrollments/{enrollmentID}` endpoint facilitates the updating of learning enrollments.

To update an enrolment you must include the enrollment Id in the request URL that you want to update with a request body with a single instance JSON object.

Example

This sample request updates a single enrollment.

```
PATCH /enrollments/{enrollentID}
```

Request body:

```
{
  "attendanceStstus": {
       "id": "Attendance_Status_ID=Attendance"
  },
  "score": 100,
  "grade": {
       "id": "Grade=Pass"
  },
  "attendanceDuration": {
       "durationValue": 10,
       "durationUnit": {
            "id": "Learning_Time_Unit_ID=Minutes"
        }
   }
}
```

Checking Validations

Error	Error Code	Solution
If the enrollment has attendance status of Attended or Partially Attended and has a time unit associated with it the	Attendance Duration must be greater than 0 if Time Unit is entered and Attendance	Ensure the attendance duration is greater than 0 if there is a time unit on the enrollment

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Error	Error Code	Solution
attendance duration must be greater than 0.	Status is Attended or Partially Attended. - A3004	and the attendance status is Attended or Partially Attended.
An enrollment cannot have an attendance duration if it has the attendance status of Not Entered or Did Not Attend.	Attendance Duration must be 0 if Attendance Status is Not Entered or Did not Attend. - A3007	Ensure attendance duration is set to 0 or not set at all if attendance status is Not Entered or Did Not Attended.
An enrollment has to have attendance status of Attended or Partially Attended or Not Entered or Did not Attend to have attendance duration set.	To specify time unit and attendance duration for an enrollment, ensure that the attendance status is set to Attended or Partially Attended or Not Entered or Did not Attend. - A3008	Ensure attendance status of enrollment is Attended or Partially Attended or Not Entered or Did not Attend to set time unit and duration.
An enrollment must have a time unit if the attendance duration is greater than 0.	Specify a duration unit when the attendance duration is greater than 0. - A3043	Ensure the time unit is entered if attendance duration is greater than 0.
An enrollment can’t have a duration unit if the attendance status is Did Not Attend or Not Entered.	Attendance Duration Unit Must be Null if Attendance Status is Not Entered or Did not Attend. - A3042	Ensure enrollment time unit is set to null if attendance status is set to Did Not Attend or Not Entered.
An enrollment must have a duration value greater than 0 if the duration unit is set.	Specify an attendance duration value greater than 0 when you specify a duration unit. - A3044	Ensure attendance duration is greater than 0 if a time unit is present.
An enrollment must not be rescinded and grading or attendance tracking must be active to update an enrollment.	Enrollment must not be rescinded and grading or attendance tracking have to be enabled. - A3006	Ensure enrollment is not rescinded and grading or attendance tracking is enabled for the enrollment.
An enrollment can only have attendance duration set if there is at least 1 ILT lesson on the enrollment.	To specify time and attendance duration for an enrollment, ensure that the course offering contains at least 1 instructor led lesson. - A3005	Ensure the enrollment has at least 1 ILT lesson to set attendance duration.
Attendance Status can only be Attended or Did Not Attend or Not Entered or Partially Attended.	Invalid id for field	Ensure attendance status is equal to Attended or Did Not Attend or Not Entered or Partially Attended.
Grades can only be Pass or Fail.	Invalid id for field	Ensure grade is equal to Pass or Fail.
The Duration Unit can only be Days, Hours, Minutes or Weeks.	Invalid id for field	Ensure the duration unit is equal to Days, Hours, Minutes or Weeks.

Limitations

The *Enrollments* REST API doesn’t support bulk updates. You can update only 1 enrollment per request.

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Common Errors

Error	Error Code	Cause and Solution
Missing Required Field Malformed Syntax Invalid Data Value	400 Bad Request	Check the syntax of the request body, identify required fields.
Authentication Failed	401 Unauthorized	Ensure your request headers contain a valid and unexpired API key or bearer token

Manage Enrollments REST API

Overview

The *Manage Enrollments* REST API will enable a third-party integration to create a learning enrollment event in Workday Learning if an enrollment doesn't already exist in Workday Learning.

The API call needs this information:

- Learning content (registrable)
- Learner reference ID

The API will return these information:

- Enrollment event ID
- Enrollment ID: Returned only after the Workday Business Process, triggered by the enrollment event, has successfully completed.

For reference documentation about the *Manage Enrollments* REST API, see `learning/manageEnrollments` in the REST API Explorer on the Developer Site or Workday REST Services Directory .

URL Base Path

Tenant Base Path

```
https://{tenantHostname}/api/learning/{version}/{tenantName}/
manageEnrollments
```

Example to create single enrollment

```
https://yourTenantHostName.com/api/learning/v1/<TENANT_NAME>/
manageEnrollments
```

Example to create multiple enrollments

```
https://yourTenantHostName.com/api/learning/v1/<TENANT_NAME>/
manageEnrollments?bulk=true
```

Workday Extend API Gateway Base Path

For Workday Extend apps, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

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Workday Tasks

Workday Task	Endpoint
Manage Grading and Attendance	`POST /manageEnrollments`

Business Process

Business Process	Endpoint
Manage Enrollment initiated by Enroll in Content (REST Service)	`POST /manageEnrollments`

Security Considerations

- The enrollment data created using the *Learning* v1 REST service is secured to the *Public Reporting Items* domain in the Tenant Non-Configurable functional area.
- The *Manage Enrollments* REST API is secured to the new initiating action *Enroll in Content (REST Service)* on the Enroll in Content business process.

Integration Touchpoints

You can use the *Manage Enrollments* REST API to create a learning enrollment event after a response from the *Records* REST API call confirms that an enrollment record with the status of *Not Started* or *In-Progress* exists for a learner for a piece of learning content.

Importing Learning Enrollments

The `POST /manageEnrollments` endpoint facilitates the import of learning enrollments.

To import multiple learning enrollments, specify the `bulk=true` query parameter. The `bulk=true` query parameter requires the `data[]` array containing the multiple instances in the request body. If you don't specify `the bulk=true` query parameter, you must specify the request body with a single instance JSON object.

In the request body, an enrollment instance must contain at least these 2 required fields:

- learner - the id of the role that they want to enroll in the content.
- content - the id of the content that they want to enroll the learner in.

Examples

This sample request creates a single enrollment.

```
POST /manageEnrollments
```

Request body:

```
{
  "learner": {
       "id": "dbc36200180101000dd3415f9a940000"
  },
  "content": {
       "id": "0d0e27a091d5011bbd2186ae68ec0000"
  }
}
```

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This sample request creates two enrollments, as specified by the `bulk=true` query parameter and the `data[]` array in the request body.

```
POST /manageEnrollments?bulk=true
```

Request body:

```
{
    "data": [
        {
           "learner": {
                  "id": "dbc36200180101000dd3415f9a940000"
            },
            "content": {
                   "id": "0d0e27a091d5011bbd2186ae68ec0000"
            }
        },
       {
          "learner": {
                "id": "b4e6be32084810b5f6146c468ff901b0"
            },
            "content": {
                "id": "ca43a6df08ae012bba2a1150d01d9200"
            }
      }
    ]
}
```

Checking Validations

Error	Error Code	Solution
If the learner doesn't have access to all of the content in a learning program they can't enroll in the program.	This learner isn't eligible for the program because they don't have access to all of the content. - A2932	Ensure the learner has access to all the content.
If the content has prerequisites and the learner has not completed them they can't enroll in the content.	The learner does not meet the prerequisites for this content. - A480	Ensure the learner completed the prerequisites for the content.
If the content doesn't have at least 1 mandatory lesson the learner can't enroll in that content.	You can't enroll learners in courses without any mandatory lessons. - A2933	Ensure content has at least 1 mandatory lesson to enroll learners.
A learner can't enroll in content if: • The content is inactive or closed. • They have enrolled before and not completed the last enrollment. • They have enrolled once before and the content doesn't have self-directed learning.	The learner isn't eligible to enroll or re-enroll in the content. - A2934	Ensure content is active and open, the learner has not enrolled before or has completed the last enrollment, and the content has self-directed learning to be allowed re-enroll.

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Error	Error Code	Solution
If the learner doesn’t have access to the security group on the content they can’t enroll in the content.	To enroll this learner, ensure that the learner is eligible to view this content. - A2935	Ensure the learner has access to the content.
Custom validations have been met.	The learner isn't eligible to enroll in this content. - A2968	Depends on what the custom validation is.
The learner can only be added to the waitlist once.	The learner is already on the waitlist. To enroll this learner, remove them from the waitlist. - A3003	Ensure the learner is removed from the waitlist to be added again.
If sending a bulk request, an enrollment can only be present in the request once, duplicates are not allowed.	Remove duplicate enrollment entries. You can't enroll the same user in the same course more than once in a single request. - A2931	Remove duplicate enrollments in the bulk request.
If content is inactive the learner can’t be enrolled	Learners can't enroll in inactive content. - A474	Ensure content is activated before enrolling learners.
If the content is at full capacity the learner can’t be enrolled.	No Available Capacity - A2839	Ensure content has capacity to enroll learners.

Performance Considerations

You can import up to 1000 enrollments in bulk with a single request.

Common Errors

Error	Error Code	Cause and Solution
Missing Required Field Malformed Syntax Invalid Data Value Duplicate Resource.	400 Bad Request	Check the syntax of the request body, identify required fields, see if any enrollment ID and learner ID already exists.
Authentication Failed.	401 Unauthorized	Ensure your request headers contain a valid and unexpired API key or bearer token.

Records REST API

Overview

The *Records* REST API in the *Learning* REST service enables third-party integrations to obtain the following learning record information for a learner:

- Enrollment record.
- Equivalent learning record.
- Media tracking for stand-alone lessons.
- Imported record.

The learning record contains enrollment information, and enables a third-party integration to access all the necessary learning information (learner status, grade, and score, rather than just an ID) without necessitating a separate call.

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The *Records* Rest API also enables the retrieval of all the learning records for a piece of content. To get the enrollments for a piece of content, specify the learning content WID in the request. The API call will return all the enrollments associated with the content.

You can filter Learning Records by:

- Lifecycle Status.
- Learning Participant.
- Learning Record Type.
- Record Completion Status.
- Learning Record Content.
- Record Successfully Complete.
- Expiration Date After.
- Expiration Date Before or On.
- Last Updated

Each learning record includes a **Last Updated** value. You can use this field to identify records that changed since your last integration run. Workday updates **Last Updated** on a learning record when specific record values change. The field doesn't update for every change you can make to an underlying enrollment.

For enrollment learning records, Workday updates **Last Updated** when you change any of these values:

- Lifecycle Status.
- Expiration Date.
- Record Attendance Status.
- Record Completion Status.
- Record Score.
- Record Grade.

For imported learning records, Workday updates **Last Updated** when you change:

- Record Completion Status.
- Record Grade.
- Record Score.

For equivalent learning records, Workday updates **Last Updated** when you change:

- Record Completion Status.
- Expiration Date.

For media tracking records for stand-alone lessons, Workday updates **Last Updated** when you change Record Completion Status.

Example: If you use the Put Learning Enrollment EIB to update the registration date or completion date on a completed enrollment, the enrollment updates successfully, but **Last Updated** on the learning record doesn't change.

For reference documentation about the *Records* REST API, see `learning/records` in the REST API Explorer on the Developer Site or Workday REST Services Directory .

URL Base Path

Tenant Base Path

```
https://{tenantHostname}/api/learning/v1/{tenantName}/records
```

Example:

```
https://yourTenantHostName.com/api/learning/v1/{tenantName}/records
```

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Workday Extend API Gateway Base Path

For Workday Extend apps, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Security Considerations

The learning record information obtained by the *Records* REST API is secured to the *Manage: Learning Records* domain in the Learning functional area.

Integration Touchpoints

The Content WID is required to use the *Records* REST API. To obtain the Content WID, you must enable these REST APIs:

- Content Rest API: If the content is consumed from a third-party platform and originates from Workday Learning, use the *Content* REST API to obtain the Content WID.
- Manage Digital Course REST API: If the content is consumed from Workday Learning and originates from a third-party platform, use the *Manage Digital Course* REST API to create the digital course within Workday. To obtain the Content WID, you must set up the Manage Digital Course business process to autocomplete.

Getting Records for a Learner

The `GET/records?learner={learnerID}` endpoint facilitates the retrieval of records for a learner.

This sample request gets the learning records for a learner with the Workday ID:

```
GET /records?
learner=b4e6be32084810b5f5f8599dd52d019eb4e6be32084810b5f5f8599dd52d019e
```

Sample Response


```
{
  "total": 37,
  "data": [
    {
      "id": "323e8420a29b014e8a1770b1410a6202",
      "lifecycleStatus": {
        "descriptor": "Enrolled",
        "id": "cb6902eac8a110002327d007902323af"
      },
      "learner": {
        "descriptor": "LRN Jim Baines",
        "id": "b4e6be32084810b5f5f8599dd52d019e"
      },
      "contentType": {
        "descriptor": "Digital Course",
        "id": "9882927d138b100019b928e75843018d"
      },
      "attendanceStatus": {
        "descriptor": "Do Not Track",
        "id": "0eecacc6581e10000da553b159111197"
      },
      "completionStatus": {
        "descriptor": "Not Started",
        "id": "7aef2fdf8717451787cf46ef34cfb0d1"
      },
      "recordType": {
        "descriptor": "Enrollment",
```


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```
        "id": "908392fbddd110001685499127931307"
      },
      "content": {
        "descriptor": "Engage through Storytelling",
        "id": "488e285c181a01e18c44e53f30252f09"
      },
      "startDate": "2019-11-27T1702.000Z"

    },......
  ]
}
```

Getting Enrollments for a Learner for a Specific Content

The `GET /records?content={contentID}&learner={learnerID}` endpoint facilitates the retrieval of all enrollments for a learner, for a piece of content.

This sample request gets the learning records for a specific learning content for a learner with the given Workday ID:

```
GET /records?
content=488e285c181a01e18c44e53f30252f09&learner=b4e6be32084810b5f5f8599dd52d019e
```

Sample Response

```
{
  "total": 1,
  "data": [
    {
      "id": "323e8420a29b014e8a1770b1410a6202",
      "completionStatus": {
        "descriptor": "Not Started",
        "id": "7aef2fdf8717451787cf46ef34cfb0d1"
      },
      "content": {
        "descriptor": "Engage through Storytelling",
        "id": "488e285c181a01e18c44e53f30252f09"
      },
      "contentType": {
        "descriptor": "Digital Course",
        "id": "9882927d138b100019b928e75843018d"
      },
      "attendanceStatus": {
        "descriptor": "Do Not Track",
        "id": "0eecacc6581e10000da553b159111197"
      },
      "recordType": {
        "descriptor": "Enrollment",
        "id": "908392fbddd110001685499127931307"
      },
      "startDate": "2019-11-27T171802.000Z",
      "learner": {
        "descriptor": "LRN Jim Baines",
        "id": "b4e6be32084810b5f5f8599dd52d019e"
      },
      "lifecycleStatus": {
        "descriptor": "Enrolled",
        "id": "cb6902eac8a110002327d007902323af"
      }
```

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```
    }
  ]
}
```

Getting Enrollments for Specific Learning Content

The `GET /records?content={contentID}` endpoint facilitates the retrieval of all enrollments for a piece of content. This endpoint returns a collection of all records for the specified content.

This sample request gets the learning records for a specific learning content with the given Workday ID:

```
GET /records?content=488e285c181a01e18c44e53f30252f09
```

Sample Response


```
{
  "total": 2,
  "data": [
    {
      "id": "323e8420a29b014e8a1770b1410a6202",
      "learner": {
        "descriptor": "LRN Jim Baines",
        "id": "b4e6be32084810b5f5f8599dd52d019e"
      },
      "completionStatus": {
        "descriptor": "Not Started",
        "id": "7aef2fdf8717451787cf46ef34cfb0d1"
      },
      "lifecycleStatus": {
        "descriptor": "Enrolled",
        "id": "cb6902eac8a110002327d007902323af"
      },
      "contentType": {
        "descriptor": "Digital Course",
        "id": "9882927d138b100019b928e75843018d"
      },
      "attendanceStatus": {
        "descriptor": "Do Not Track",
        "id": "0eecacc6581e10000da553b159111197"
      },
      "content": {
        "descriptor": "Engage through Storytelling",
        "id": "488e285c181a01e18c44e53f30252f09"
      },
      "startDate": "2019-11-27T171802.000Z",
      "recordType": {
        "descriptor": "Enrollment",
        "id": "908392fbddd1100016854991279313 07"
      }

    },...
  ]
}
```


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Common Errors

Error	Error Code	Cause and Solution
Missing Required Field Malformed Syntax Invalid Data Value Duplicate Resource	400 Bad Request	Check the syntax of request body, identify required fields, see if any ID or title already exists.
Authentication Failed	401 Unauthorized	Ensure your request headers contain a valid and unexpired API key or bearer token.

Payroll REST APIs

Payroll Inputs REST API

The `payrollInputs` REST API enables you to automate the flow of pay-related data from external systems into Workday Payroll by getting, creating, updating, and deleting payroll input data. This simplifies integrating external systems, such as time and attendance trackers, with Workday Payroll.

While the API provides a way to manage individual payroll inputs, the REST API doesn't currently support the use of Batch IDs. For bulk administration and operations that rely on batch processing, the SOAP Import Payroll Input web service may be a more suitable option.

For reference documentation about the `payrollInputs` REST APIs, see payroll/payrollInputs in the REST API Explorer on the Developer Site or Workday REST Services Directory.

URL Base Path

Tenant Base Path

```
https://{tenantHostname}/api/{serviceName}/{version}/{tenantName}
```

Example

```
https://yourTenantHostName.com/api/payroll/v2/gms/payrollInputs
```

Workday Extend API Gateway Base Path

For Workday Extend apps, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Equivalent Workday Tasks

Workday Task	Endpoint
View Payroll Input by Worker(s)	`GET /payrollInputs`
Add Payroll Input by Worker	`POST /payrollInputs`
View Payroll Input	`GET /payrollInputs/{ID}`
Delete Payroll Input	`DELETE /payrollInputs/{ID}`
Edit Payroll Input	`PATCH /payrollInputs/{ID}`

Security Considerations

These are the primary security domains that you must configure:

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Domain	Access
Worker Data: Payroll Public API (Payroll Input)	This domain provides the necessary access to view, create, edit, delete payroll input through the REST API. This access is intended for integrations or users, such as Payroll Administrators, who are responsible for managing payroll inputs for the workforce.
Self-Service: Payroll Public API (Payroll Input)	This domain is for enabling workers to view, create, and edit their own payroll input through the REST API. It is typically used to support self-service interfaces where employees submit payroll-related information through the API. Note: If you only have access to this domain, additional Pay Component Segment Security configuration is required.

Prerequisites

Before using the `payrollInputs` API, ensure that pay components are configured to allow payroll input and that the worker is eligible for the specific pay component. On the **Edit Earning** or **Edit Deduction** task for the pay component you want to add pay input for, review the **Worker Eligibility** grid and select these check boxes on the **Effective Dated** tab:

- **Input Amount Allowed?**
- **Input Allowed?** (if you need to allow input for related calculations, such as hours or rate.)

Integration Touchpoints

Consider the following dependencies and touch points when integrating with the `payrollInput` API:

Feature	Description
Gross-up Calculations	Gross-ups are only possible for pay components with a related calculation type that supports gross-up. If the required calculation type is missing from the pay component, you can’t use this API to gross up the amount. Not all pay components support gross-up.
On-Demand Payments	When a pay input you created with the API is active for the relevant period and worker, Workday automatically picks it up when an on-demand payment calculation runs.
Pay Components	A worker's eligibility and the pay component's configuration determine if you can process a payroll input. When you add a one-time, override payroll input, Workday considers this an intentional entry and ignores the standard worker eligibility rules configured on the pay component. Example: A "Car Allowance" is configured with an eligibility rule for only Directors. However, a Manager needs extensive one-month travel for a project, and leadership approves a one-time Car Allowance exception. A payroll administrator can add an override payroll input for this period. Workday processes the Car Allowance for the Manager, overriding the standard "Director" eligibility rule, as the manual input is honored as a deliberate exception.

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Feature	Description
Payroll Run Categories	The run category determines which type of payroll run processes a pay input. If you don’t specify the run category when creating a pay input through the API, Workday defaults to the regular run category, excluding it from off-cycle runs.
Retroactive Processing	To process retroactive pay, submit a standard pay input with dates corresponding to a prior, completed period. Workday automatically calculates the differences. Since you can't modify the original locked pay input, there is no "retro" endpoint or parameter. A retro calculation requires the creation of a new pay input.
Staffing	When you're managing pay inputs through the REST API and a worker is terminated, those ongoing inputs will keep getting picked up by future payroll runs until you explicitly set an end date for them. Note: We highly recommend that an integration using this API actively monitors for terminations and runs PATCH requests to set end dates on all ongoing inputs for terminated workers.
Workers with Multiple Positions	The `position` field is required on inputs for position-based pay components (those configured with the Position worktag). For these components, the API doesn't default to the worker's primary position. Integrations must resolve the applicable position before submitting a pay input. Omitting this field for position-based pay components will throw an error. For worker-based pay components (those without the Position worktag), the position field has no functional effect and can be omitted.

Example: Creating a New Payroll Input

`POST /payrollInputs`

Note: To create a new input, don't provide a `payrollInputId`.

Initially, you can use the **Integration IDs** report to find the required id's, such as worker, `inputDetails` type and `payComponent`. In the **Business Object** prompt, you can search for the object you need IDs for. For:

- Workers: Select the *Worker* business object.
- Pay Components (Earnings or Deductions): Select the *Deduction* or *Earning* business object. We recommend also selecting the *Deduction (Workday Owned)* and *Earning (Workday Owned)* to see the full list of available codes. The report displays a list of all components and the various reference IDs associated with them.
- Input Details (Type): The type often corresponds to a pay component related calculation. Select the *ay Component Related Calculation* and *Pay Component Related Calculation (Workday Owned)* business objects. This provides valid IDs you can use in the type field of the `inputDetails` block. Ensure the related calculation allows input for the pay component you specify. You can check by either:
    - Ensuring the **Input Allowed?** check box is selected on the **Related Calculations** grid on the **Edit Earning** or **Edit Deduction** tasks.
    - Requesting a `GET /payrollInputs` request for an existing valid payroll input.

For ongoing integrations, you can retrieve IDs from the `GET /payrollInputs/{ID}` endpoint (or a list filtered by worker or pay component) and use the worker, pay component, and `inputDetails` type values from that response.

Sample Request:

Example Request Details:

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- Worker: Logan McNeil
- Pay Component: Bonus
- Input Details Type: Amount

You can enter amount-based inputs by passing a pay component ID as an input type.

```
{
  "endDate": "2024-01-31",
  "inputDetails": [{
    "type": {
      "id": "da8353189a5e472f8176d86b925acb03"
    },
    "value": 500
  }],
  "payComponent": {
    "id": "da8353189a5e472f8176d86b925acb03"
  },
  "position": {
    "id": "ae5982654df8420dacc5f530e096215b"
  },
  "startDate": "2024-01-01",
  "worker": {
    "id": "3aa5550b7fe348b98d7b5741afc65534"
  }
}
```

Sample Response:

```
{
  "endDate": "2024-01-31",
  "descriptor": "Logan McNeil - Bonus - 01/01/2024 - 01/31/2024",
  "adjustment": false,
  "inputDetails": [
    {
      "id": "ccae4fe971089001fc1a074ae79f0000",
      "type": {
        "descriptor": "Bonus",
        "id": "da8353189a5e472f8176d86b925acb03",
        "name": "Amount"
      },
      "value": "500"
    }
  ],
  "id": "ccae4fe971089001fc1a06b0fdb50000",
  "ongoing": false,
  "position": {
    "descriptor": "P-00004 Vice President, Human Resources - Logan McNeil",
    "id": "ae5982654df8420dacc5f530e096215b"
  },
  "payComponent": {
    "code": "BONUS",
    "descriptor": "Bonus",
    "id": "da8353189a5e472f8176d86b925acb03"
  },
  "fieldEditability": "all",
  "startDate": "2024-01-01",
  "Payroll_Input_ID": "PAYROLL_INPUT-17-5092",
  "worker": {
    "Employee_ID": "21001",
    "descriptor": "Logan McNeil",
    "id": "3aa5550b7fe348b98d7b5741afc65534"
  }
```

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```
}
```

Example: Updating Ongoing Inputs

You can't directly update a payroll input that has already been processed in a completed payroll. Instead, you must set the end date on the existing payroll input and submit a new one with the updated details. Update an already-processed input to maintain the integrity and audit trail of completed payroll calculations.

Example: You set an end date on an existing $100 input for Jake Lee (Exe VP, Mgr 7000) for the sample `payComponent` United Way Deduction and created a new $200 input starting the day after the end date of the existing input.

Query for the active input by using a `GET` request to find the `id` of the ongoing payroll input for the worker and pay component:

```
GET  /payrollInputs?
worker=2290cf186cf64d029027c64c4df7815a&payComponent=c23dcf7062d54aaea4c0564400132acb
```

```
{
  "total": 1,
  "data": [
    {
      "id": "786d2aab7c284761ab4b330400bc2054",
      "descriptor": "Jake Lee (Exe VP, Mgr 7000) - United Way Deduction -
 01/01/2024 -",
      "Payroll_Input_ID": "1505.2",
      "adjustment": false,
      "fieldEditability": "endDateOnly",
      "payComponent": {
        "id": "c23dcf7062d54aaea4c0564400132acb",
        "descriptor": "United Way Deduction",
        "code": "UWAY"
      },
      "inputDetails": [
        {
          "id": "8f95f69491b84203b48edbd1d90b3f06",
          "value": "100",
          "type": {
            "id": "c23dcf7062d54aaea4c0564400132acb",
            "descriptor": "United Way Deduction",
            "name": "Amount"
          }
        }
      ],
      "worker": {
        "id": "2290cf186cf64d029027c64c4df7815a",
        "descriptor": "Jake Lee (Exe VP, Mgr 7000)",
        "Employee_ID": "21053"
      },
      "ongoing": true,
      "startDate": "2024-01-01"
    }
  ]
}
```

Update the end date of the existing payroll input by using a `PATCH` request. Set the `endDate` to the last day of the pay period before the change takes effect.

```
PATCH /payrollInputs/{inputId}
```

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This sample request updates the `endDate` of the existing payroll input, using the Workday ID of the payroll input response from the `GET /payrollInputs` endpoint:

```
PATCH /payrollInputs/786d2aab7c284761ab4b330400bc2054
```

Request Body:

```
{ "endDate": "2025-01-31" }
```

Response:

```
{
  "id": "786d2aab7c284761ab4b330400bc2054",
  "descriptor": "Jake Lee (Exe VP, Mgr 7000) - United Way Deduction -
 01/01/2024 - 01/31/2025",
  "Payroll_Input_ID": "PAYROLL_INPUT-15-2",
  "worker": {
    "id": "2290cf186cf64d029027c64c4df7815a",
    "descriptor": "Jake Lee (Exe VP, Mgr 7000)",
    "Employee_ID": "21053"
  },
  "ongoing": true,
  "inputDetails": [
    {
      "id": "8f95f69491b84203b48edbd1d90b3f06",
      "value": "100",
      "type": {
        "id": "c23dcf7062d54aaea4c0564400132acb",
        "descriptor": "United Way Deduction",
        "name": "Amount"
      }
    }
  ],
  "payComponent": {
    "id": "c23dcf7062d54aaea4c0564400132acb",
    "descriptor": "United Way Deduction",
    "code": "UWAY"
  },
  "fieldEditability": "endDateOnly",
  "adjustment": false,
  "startDate": "2024-01-01",
  "endDate": "2025-01-31"
}
```

Create the new input by using a `POST` request with the updated amount or details. Set its `startDate` to the first day the new input is effective.

```
POST /payrollInputs
```

Request Body:

```
{
  "inputDetails": [{
    "type": {
      "id": "c23dcf7062d54aaea4c0564400132acb"
    },
    "value": "200"
  }],
  "ongoing": true,
  "payComponent": {
    "id": "c23dcf7062d54aaea4c0564400132acb"
```

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```
  },
  "startDate": "2025-02-01",
  "worker": {
    "id": "2290cf186cf64d029027c64c4df7815a"
  }
}
```

Response Body:

```
{
  "id": "7fc94699371a810011a3803d00800000",
  "descriptor": "Jake Lee (Exe VP, Mgr 7000) - United Way Deduction -
 02/01/2025 -",
  "Payroll_Input_ID": "PAYROLL_INPUT-15-643",
  "ongoing": true,
  "adjustment": false,
  "worker": {
    "id": "2290cf186cf64d029027c64c4df7815a",
    "descriptor": "Jake Lee (Exe VP, Mgr 7000)",
    "Employee_ID": "21053"
  },
  "inputDetails": [
    {
      "id": "7fc94699371a810011a3803d00800001",
      "value": "200",
      "type": {
        "id": "c23dcf7062d54aaea4c0564400132acb",
        "descriptor": "United Way Deduction",
        "name": "Amount"
      }
    }
  ],
  "fieldEditability": "all",
  "startDate": "2025-02-01",
  "payComponent": {
    "id": "c23dcf7062d54aaea4c0564400132acb",
    "descriptor": "United Way Deduction",
    "code": "UWAY"
  }
}
```

Considerations

Overrides and Adjustments Input Types

The `payrollInput` REST API allows for 2 distinct methods of input:

- Override: This input replaces any existing calculated amounts for a specific pay component, including one-time payments from compensation plans, for the entire pay period.
- Adjustment: This input, which defaults to false, adds a separate entry to the payroll results.

This control ensures that external payroll inputs interact with existing compensation as intended, preventing unintended data loss or that all payments are processed concurrently. To achieve the override behavior, you must explicitly set the `adjustment` parameter as false.

Recommendation for Correcting Data

Because the REST API doesn't utilize Batch IDs, corrections must be managed for each individual record. It is highly recommended that you record the Workday ID returned when creating a payroll input, as this ID is critical for subsequent `PATCH` or `DELETE` operations required to correct any errors. Before executing a `PATCH` request, review the `fieldEditability` parameter to confirm the input isn't already locked.

Ongoing Input

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An ongoing input will continue to apply to every future pay period indefinitely until it is manually stopped. There is no automatic expiry, warning, or system check. Consequently, creating an ongoing input when a one-time input was intended constitutes an often difficult-to-detect error.

Checking Validations

These are the most frequently encountered errors:

Endpoints	Error Code	Cause
`PATCH /payrollInputs/{inputId}`, `DELETE /payrollInputs/{inputId}`	A140	You can't delete or edit an input used in a completed payroll result. You must specify an end date on the existing input and then create a new one, as you can't delete or edit the original input.
`PATCH /payrollInputs/{inputId}`, `DELETE /payrollInputs/{inputId}`	A553 / A557	You can only edit the end date. Before attempting a `PATCH` request, verify the `fieldEditability` parameter.
`PATCH /payrollInputs/{inputId}`, `DELETE /payrollInputs/{inputId}`	A556	You can't create, update, or delete inputs that were created as external payroll inputs.
`PATCH /payrollInputs/{inputId}`, `DELETE /payrollInputs/{inputId}`	A121	The end date corresponds to a completed pay period end date or a locked result period end date.
`POST /payrollInputs`	A116	The pay component is missing required worktags.

For a full list of error codes, see the non-successful status code in the Response section of the OpenAPI specification on the REST API Explorer on the Developer Site.

Limitations

The REST API doesn't support:

- The association of a Batch ID with payroll inputs. For bulk loading with batch management, consider using the `Import_Payroll_Input` SOAP web service.
- Payroll tax location mapping or pay components that require special entry.
- Creating, updating, or deleting inputs that were created as external payroll inputs.
- Automatically end-dating ongoing pay inputs when a worker is terminated. Integrations must handle this explicitly.
- Defaulting the worker's primary position when they have multiple jobs. You must specify the position.

You can't update or delete:

- An existing payroll input that has been included in a completed payroll run. You must set an end date on the existing input and create a new one.

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- A pay input that's been used in an off-cycle payment.

When a tenant has an approval business process configured for pay input creation, the API doesn't indicate whether the input is pending approval or is active. Therefore, a successful `POST` run doesn't guarantee that the pay input is ready for subsequent processing.

The `fieldEditability` parameter is read-only and can't be overridden.

REST and SOAP API Comparison

Feature / Use Case	**`payrollInputs`** REST API	**`Import_Payroll_Input`** SOAP API	Recommendation
Transaction Type	Synchronous (Real-Time).	Asynchronous (Batch).	REST for single, immediate transactions.
Batch ID Support	Not Supported.	Supported and Required.	Use SOAP for any process requiring bulk validation, administration, or deletion with a Batch ID.
Payload Flexibility	Supported.	Not Supported.	Use REST when you need to submit detailed input types like Units that are not available in the SOAP service.
Error Handling	Per-transaction.	Batch-level.	REST requires record-by-record error handling. SOAP allows for easier management of load errors at the batch level.

Common Errors

Error	Error Code	Cause and Solution
Authorization Error	HTTP 403 Forbidden	Cause: The Integration System User (ISU) making the API call lacks the necessary security permissions. Solution: Grant the ISU Get and Put access to the *Worker Data: Payroll Public API (Payroll Input)* security domain in the Core Payroll functional area. Ensure the security policy changes are activated.
Validation Error on Pay Component	Varies (Application Validation Error)	Cause: The specified pay component (Earning or Deduction) isn't configured to accept an external input. Solution: In the Workday UI, verify the pay component's configuration. Ensure the **Input Amount Allowed?** checkbox is selected on the **Edit Earning** or **Edit Deduction** task for the pay component you want to add pay input for. Also

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Error	Error Code	Cause and Solution
		confirm that the worker meets the eligibility criteria for the pay component for the specified dates.
Duplicate Payroll Input Created	N/A (Successful POST)	Cause: An attempt to update an existing record was made using a `POST` request instead of a `PATCH` request to the specific record's URL. The API successfully creates a new record as instructed, leading to duplicates. Solution: To update an existing payroll input, you must use a `PATCH` request and target the unique `id` of the record (`/api/payroll/v2/{tenant}/payrollInputs/{id}`). Always store the `id` returned by Workday upon creation to use for future updates.
`fieldEditability`		Cause: Attempting to `PATCH` a field that isn't editable. Solution: Check `fieldEditability` before attempting a `PATCH` request.
Delete Blocked by Completed Result		Cause: You can't `DELETE` an input that's been used in a completed result. Solution: You must end date the existing input and create a new pay input.
Off-Cycle Payment Lock		Cause: You can't update or delete an input tied to an off-cycle payment. Solution: You must set an end date on the existing input and create a new pay input.
Worktags	422	Cause: There are missing or invalid worktags. Solution: Specify the missing worktags or update invalid worktags. The pay component has worktag requirements.
Worker Country Mismatch		Cause: You run a `POST` request and the pay component is configured for a different country than the worker's. Solution: Update the pay component with the **Country** field on the **Edit Earning** or **Edit Deduction** task.

Related Information

Concepts

Setup Considerations: Payroll Input

Import Payroll Input

Tasks

Steps: Set Up Payroll Input

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Person REST APIs

Contact Information Changes REST APIs

Overview

The Contact Information Changes REST APIs provide the ability to to invoke contact change functionality from your integration or custom app to manage contact information updates in 2 parallel tasks:

- Home Contact Change
- Work Contact Change

For reference documentation about the contact change information REST APIs, see these resources in the Workday REST Services Directory or Workday REST API Explorer on the Developer Site:

- `workers` in the *Staffing* service.
- `homeContactInformationChanges` in the *Person* service.
- `workContactInformationChanges` in the *Person* service.

URL Base Path

Tenant Base Paths

```
https://{tenantHostname}/api/person/{version}/{tenantName}
```

```
https://{tenantHostname}/api/staffing/{version}/{tenantName}
```

Examples

```
https://yourTenantHostName.com/api/person/v4/gms
```

```
https://yourTenantHostName.com/api/staffing/v7/gms
```

Workday Extend API Gateway Base Path

For Workday Extend apps, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Workday Tasks

This table lists the Contact Information Changes REST API endpoints in the *Person* service that are equivalent to these Workday tasks:

Workday Task	Endpoint
Change Home Contact Information **Change My Home Contact Information**	*POST /homeContactInformationChanges/{ID}/{subresource}* *POST /homeContactInformationChanges/{ID}/submit* *PUT /homeContactInformationChanges/{ID}/{subresource}/{subresourceID}* *PATCH /homeContactInformationChanges/{ID}/{subresource}/{subresourceID}* *DELETE /homeContactInformationChanges/{ID}/{subresource}/{subresourceID}*

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Workday Task	Endpoint
Change Work Contact Information **Change My Work Contact Information**	*POST /workContactInformationChanges/{ID}/{subresource}* *POST /workContactInformationChanges/{ID}/submit* *PATCH /workContactInformationChanges/{ID}* *PATCH /workContactInformationChanges/{ID}/{subresource}/{subresourceID}* *DELETE /workContactInformationChanges/{ID}/{subresource}/{subresourceID}*

Business Processes

To initiate a contact change event for home or work, call one of these endpoints on the *Staffing* service:

Business Process	Endpoint
Home Contact Change	*POST /workers/{ID}/homeContactInformationChanges*
Work Contact Change	*POST /workers/{ID}/workContactInformationChanges*

To submit the contact change event, call one of these endpoints on the *Person* service:

Business Process	Endpoint
Home Contact Change	*POST /homeContactInformationChanges/{ID}/submit*
Work Contact Change	*POST /workContactInformationChanges/{ID}/submit*

Security Considerations

You can control the roles that initiate the change contact business processes using the Contact Information Changes REST APIs.

To enable the roles, configure the:

- **Change Home Contact Information (REST Service)** initiating action on the *Home Contact Change* business process.
- **Change Work Contact Information (REST Service)** initiating action on the *Work Contact Change* business process.

Workday secures all Contact Information Changes REST API endpoints to specific security domains. See the endpoint descriptions in the *Staffing* and *Person* REST web service documentation to determine the applicable security domains.

Initiating a Home or Work Contact Change Event

To initiate a Home or Work Contact Change event for a worker or self, call one of these endpoints in the *Staffing* service:

- `POST /workers/{ID}/homeContactInformationChanges`
- `POST /workers/{ID}/workContactInformationChanges`

To construct the request, you need:

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- The Workday ID of the worker.

  Call the `GET /workers/` endpoint to get the worker ID. Specify query parameters such as `filterByOrgVisibility`, `includeTerminatedWorkers`, or `search` to filter for specific workers.

  To identify the ID of the current user, call `GET /workers/me`.
- A request body containing at least the effective date.

Sample request:

Call the *Staffing* service to initiate a Home Contact Change event for worker Teresa Serrano with the effective date of 2026-04-14:

```
POST workers/26c439a5deed4a7dbab76709e0d2d2ca/homeContactInformationChanges
```

Request Body:

```
{
  "effective_date": "2026-04-14"
}
```

Sample Response:

```
{
  "descriptor": "Home Contact Change: Teresa Serrano",
  "effective_date": "2026-04-14",
  "href": "https://api.us.wcp.workday.com/person/v4/
homeContactInformationChanges/26c439a5deed4a7dbab76709e0d2d2ca",
  "id": "f4edd719789a10011cc961767fd10000"
}
```

Save the `id` from the response as you'll use this Home or Work Contact Change `id` in the subsequent contact information change API calls.

Editing the Home or Work Contact Information Data

Once you initiate a Home or Work Contact Change event, call any of these endpoints in the *Person* service for the respective event to modify it:

- `PATCH /homeContactInformationChanges/{id}/{subresource}/{subresourceID}`
- `PATCH /workContactInformationChanges/{id}/{subresource}/{subresourceID}`
- `PUT /homeContactInformationChanges/{id}/addresses/{subresourceID}`
- `PUT /workContactInformationChanges/{id}/addresses/{subresourceID}`
- `DELETE /homeContactInformationChanges/{id}/{subresource}/{subresourceID}`
- `DELETE /workContactInformationChanges/{id}/{subresource}/{subresourceID}`

The `{subresource}` can be:

- `webAddresses`
- `phoneNumbers`
- `instantMessengers`
- `emailAddresses`
- `addresses`

  This subresource is only applicable for DELETE endpoints.

To construct the request, you need:

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- The Home or Work Contact Change event ID.

  The ID is the `id` returned from the event equivalent endpoint responses in the *Staffing* service:

  - `GET /workers/{id}/homeContactInformationChanges/{subresourceID}`
  - `GET /workers/{id}/workContactInformationChanges/{subresourceID}`
- The address ID, if calling the PUT endpoints.

  The address ID is the subresource `ID` returned from the event equivalent endpoint responses in the *Person* service:

  - `GET /homeContactInformationChanges/{id}/addresses`
  - `GET /workContactInformationChanges/{id}/addresses`
- A request body containing the data to update.

  The Contact Information Changes REST APIs provide corresponding GET endpoints. You can call these endpoints in the *Person* service to retrieve existing data about the Home or Work Change Contact section:

  - `GET /homeContactInformationChanges/{id}/{subresource}`
  - `GET /workContactInformationChanges/{id}/{subresource}`

  Additionally, you can also call `GET /countries/{ID}/addressComponents` to retrieve country specific information for address contact information changes.

  You can use the response data to populate the request body for the PATCH, PUT, and DELETE endpoints. Note that the PATCH endpoints perform partial updates. They only update the fields included in the request body.

Sample request:

Call the *Person* service endpoint to retrieve existing home address details for Teresa Serrano.

```
GET /homeContactInformationChanges/f4edd719789a10011cc961767fd10000/address
```

Sample Response:


```
{
  "data": [
    {
      "addressLine1": "265 East 68th Street, #18",
      "city": "New York",
      "usage": {
        "primary": true,
        "public": false,
        "usageType": {
          "descriptor": "Home",
          "id": "836cf00ef5974ac08b786079866c946f"
        }
      },
      "effective": "2026-04-14",
      "country": {
        "ISO_3166-1_Alpha-3_Code": "USA",
        "id": "bc33aa3152ec42d4995f4791a106ed09",
        "ISO_3166-1_Numeric-3_Code": 840,
        "ISO_3166-1_Alpha-2_Code": "US",
        "descriptor": "United States of America"
      },
      "Address_ID": "Teresa_Serrano_265_East_68th_Street_18",
      "countryRegion": {
        "Country_Region_ID": "USA-NY",
        "ISO_3166-2_Code": "NY",
        "descriptor": "New York",
        "id": "9819bf0148e54f89adb255aa7bead635"
```


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```
      },
      "postalCode": "10021",
      "id": "3a872245e3cc4d438e01febf619c3275"
    }
  ],
  "total": 1
}
```

Sample Request:

Call the *Person* service endpoint to change the home address section of the Home Contact Change event:

```
PUT /homeContactInformationChanges/f4edd719789a10011cc961767fd10000/
address/3a872245e3cc4d438e01febf619c3275
```

Request Body:

```
{
  "addressLine1": "26 East 68th Street, #1",
  "city": "New York",
  "usage": {
    "primary": true,
    "public": false,
    "usageType": {
      "descriptor": "Home",
      "id": "836cf00ef5974ac08b786079866c946f"
    }
  },
  "country": {
    "ISO_3166-1_Alpha-3_Code": "USA",
    "id": "bc33aa3152ec42d4995f4791a106ed09",
    "ISO_3166-1_Numeric-3_Code": 840,
    "ISO_3166-1_Alpha-2_Code": "US",
    "descriptor": "United States of America"
  },
  "countryRegion": {
    "Country_Region_ID": "USA-NY",
    "ISO_3166-2_Code": "NY",
    "descriptor": "New York",
    "id": "9819bf0148e54f89adb255aa7bead635"
  },
  "postalCode": "10021",
  "id": "3a872245e3cc4d438e01febf619c3275"
}
```

Sample Response:

```
{
  "addressLine1": "26 East 68th Street, #1",
  "city": "New York",
  "usage": {
    "primary": true,
    "public": false,
    "usageType": {
      "descriptor": "Home",
      "id": "836cf00ef5974ac08b786079866c946f"
    }
  },
  "effective": "2026-04-14",
  "country": {
    "ISO_3166-1_Alpha-3_Code": "USA",
    "id": "bc33aa3152ec42d4995f4791a106ed09",
    "ISO_3166-1_Numeric-3_Code": 840,
```

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```
    "ISO_3166-1_Alpha-2_Code": "US",
    "descriptor": "United States of America"
  },
  "Address_ID": "Teresa_Serrano_265_East_68th_Street_18",
  "countryRegion": {
    "Country_Region_ID": "USA-NY",
    "ISO_3166-2_Code": "NY",
    "descriptor": "New York",
    "id": "9819bf0148e54f89adb255aa7bead635"
  },
  "postalCode": "10021",
  "id": "3a872245e3cc4d438e01febf619c3275"
}
```


Submitting a Home or Work Contact Change Event

Submit the Home or Work Contact Change event after editing the events by calling the respective endpoint in the *Person* service and using the event ID:

- `POST /homeContactInformationChanges/{id}/submit`
- `POST /workContactInformationChanges/{id}/submit`

Specify an empty request body.

Sample request:

Call the *Person* service endpoint to submit the Home Contact Change event for address update for Teresa Serrano:

```
POST /homeContactInformationChanges/f4edd719789a10011cc961767fd10000/submit
```

Request Body:

```
{ }
```

Sample Response:


```
{
  "businessProcessParameters": {
    "for": {
      "descriptor": "Teresa Serrano",
      "href": "https://api.us.wcp.workday.com/person/v4/
people/2f1daceacd464fdbae3cd6b267d679c6",
      "id": "2f1daceacd464fdbae3cd6b267d679c6"
    },
    "overallBusinessProcess": {
      "descriptor": "Home Contact Change: Teresa Serrano",
      "id": "f4edd719789a10011cc961767fd10000"
    },
    "overallStatus": "Successfully Completed",
    "transactionStatus": {
      "descriptor": "Successfully Completed",
      "id": "b90bc51be01d4ae99b603b02b073714d"
    }
  },
  "descriptor": "Home Contact Change: Teresa Serrano",
  "id": "f4edd719789a10011cc961767fd10000"
}
```


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Saving the Home or Work Contact Change Event

After editing the Home or Work Change Contact Data by using the PATCH, PUT, or DELETE endpoints, you have the option to save the event for a later submission. To save the event for later, call either of these endpoints in the *Person* service:

- `POST /homeContactInformationChanges/{id}/submit`, where the `id` is the Home Change Contact event ID.
- `POST /workContactInformationChanges/{id}/submit`, where the `id` is the Work Change Contact event ID.

Specify this exact request body, which contains the Save for Later action `id`:

```
{
  "businessProcessParameters": {
    "action":{
      "id": "d9e41a8c446c11de98360015c5e6daf6"
    }
  }
}
```

The `POST /jobChanges/{ID}/submit` endpoint is equivalent to clicking **Save for Later** on the **Change Home Contact Information** or **Change Work Contact Information** task. This endpoint submits the business process and sets the status to *In Progress*. After submission, you can no longer submit any of the Contact Information Changes REST APIs with the same event ID. Users with the correct permissions can revise the events and submit it in the Workday UI.

Sample request:

Call the *Person* service to save the Home Contact Change event with the address update for later:

```
POST /homeContactInformationChanges/f4edd719789a10011cc961767fd10000/submit
```

Request Body:

```
{
  "businessProcessParameters": {
    "action":{
      "id": "d9e41a8c446c11de98360015c5e6daf6"
    }
  }
}
```

Sample Response:

```
{
  "businessProcessParameters": {
    "for": {
      "descriptor": "Teresa Serrano",
      "href": "https://api.us.wcp.workday.com/person/v4/
people/2f1daceacd464fdbae3cd6b267d679c6",
      "id": "2f1daceacd464fdbae3cd6b267d679c6"
    },
    "overallBusinessProcess": {
      "descriptor": "Home Contact Change: Teresa Serrano",
      "id": "f4edd719789a10011cc961767fd10000"
    },
    "overallStatus": "In Progress",
    "transactionStatus": {
      "descriptor": "In Progress",
      "id": "e2d08afc53614c37b32b31270bb8bee3"
    }
```

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```
  },
  "descriptor": "Home Contact Change: Teresa Serrano",
  "id": "f4edd719789a10011cc961767fd10000"
}
```

Limitations

The Contact Information Changes REST APIs don't support Global Address Lookup. However, users can perform this change in the Workday UI.

Common Errors

Error	Error Code	Cause and Solution
Missing fields are required for [proposed country]: [missing required fields].	A662	Country fields on the PUT calls require specific information. To find those values, you can use the `GET countries/{ID}/addressComponents` endpoint in the *Person* service. To construct the request, you need the ID of the country. Call the `GET /countries/` endpoint to get the country ID.

Revenue REST APIs

Billable Transactions REST API

This topic provides an overview and usage guidance on the Billable Transactions REST API in the Revenue REST service.

Overview

The Billable Transactions REST API in the Revenue REST service enables you to manage billable transactions in Workday Financials. This API provides capabilities to:

- Read and update project transactions that are ready for billing.
- Read billing rate applications for the billable project transaction.

The API supports these billable transaction sources:

- Time.
- Expense.
- Supplier invoice.
- Miscellaneous expense.
- Ad hoc transactions from all sources.

For reference documentation about the Billable Transactions REST APIs, see `revenue/billableTransactions` in the REST API Explorer on the Developer Site or Workday REST Services Directory. Note that the API Gateway base URL doesn't include the tenant name.

URL Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site.

Tenant Base Path

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`https://{hostname}/api/revenue/{version}/{tenant}/billableTransactions`

Example: `https://yourTenantHostName.com/api/revenue/v1/gms/billableTransactions`

Workday Tasks

Workday Task	Endpoint
Find Billable Usage-Based Transactions	`GET /billableTransactions`
Find Billable ~Project~ Transactions	`GET /billableTransactions`
Manage ~Project~ Billing Transactions	`PATCH /billableTransactions`
View ~Project~ Billing Rates	`GET /billableTransactions/{ID}/billingRateApplication`

Security Considerations

See the complete list of security domains for each endpoint of the Billable Transactions REST APIs in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Business Processes

Business Process	Endpoint
Project Transaction Adjustment Event	`PATCH /billableTransactions/{ID}`

Prerequisites

See the prerequisites in Manage Project Billing Transactions.

Integration Touchpoints

In Workday, billable transactions are associated with a specific customer and project. This relationship ensures accurate billing and reporting by providing the necessary business context for each transaction. Billable transactions can originate from multiple sources, including time entries, expense reports, supplier invoices, and usage-based consumption. Workday records each transaction against a project, which is associated with a customer contract for billing purposes.

To filter billable transactions using the API, you must first retrieve the unique Workday IDs (WIDs) for the customers and projects you want to query. You can then use the WIDs as query parameters in `GET /billableTransactions` requests to filter and return specific transaction records. To obtain the WIDs, enable these REST APIs:

- Customers API in the Customer Accounts REST API service.
- Projects API in the Projects REST API service.

Billing Status and Transaction Source IDs

When retrieving billable transactions, you can use the **billingStatus** and **transactionSource** query parameters to filter the results. These parameters require the specific Workday ID (WID) for each value. This section provides a reference list of the WIDs for each available billing status and transaction source to help you construct your API requests.

The **billingStatus** query parameter WIDs:

Billing Status	WID
Approval In Process	*3d46fe27ed464f9aaaddcd510731c5f0*

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Billing Status	WID
Awaiting Review	*b8f58d21282249c9b8ad2391adb3ef9d*
Billed	*62a1b884a62d448899b34628026efcae*
Billing In Progress	*275424eaf82743ed8d17d755cd8d91a7*
Do Not Bill	*743da2a9c0fc45d0843702e7385a79ff*
On Hold	*2cc0607f96b4433f860134953788caab*
Partially Billed	*46328a05acf110000b5601a2b76a008b*
Ready To Bill	*8c4f33a55c774494a07ec40dd3b6b44f*
Unbillable	*aeb6a01a4a8a4a2780582fc5c665ef57*

The **transactionSource** query parameter WIDs:

Transaction Source	WID
Expense	*3c4a245325f44745b13a4553c4810524*
Misc Expense	*381908377f9c100005d7078e86a2003e*
Supplier Invoice	*6b404c3fa9f34512b0490da5f4237573*
Time	*7a55a775b63b4b9b8a5b3722fc1e4556*

Retrieving Billable Transactions

The `GET /billableTransactions` endpoint facilitates the full export of billable transactions. You can specify parameters to filter the results.

Example for requesting data for 1 worker for a specific billing status and transaction source:

- **billingStatus**: *Unbillable*
- **worker**: *Logan McNeil*
- **project**: *GMS Project*
- **fromDate**: *2026-05-06*

Sample request:

```
GET /billableTransactions?
billingStatus=aeb6a01a4a8a4a2780582fc5c665ef57&fromDate=2026-05-06&project=795e1fb7b3a01
```

Sample response:


```
{
  "data": [
    {
      "zeroAmountToBill": false,
      "project": {
        "descriptor": "GMS Project",
        "id": "795e1fb7b3a0100167c4eea568300000"
      },
      "billingStatus": {
        "descriptor": "Unbillable",
        "id": "aeb6a01a4a8a4a2780582fc5c665ef57"
      },
      "descriptor": "Advertising on 05/06/2026",
      "amountToBill": {
        "currency": "USD",
```


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```
        "value": "1000"
      },
      "projectTask": {
        "descriptor": "Acceptance > Acceptance",
        "id": "795e1fb7b3a0100168c486cbecd20000"
      },
      "id": "795e1fb7b3a090016df2f1317b930000",
      "customer": {
        "descriptor": "Global Modern Services, PLC",
        "id": "fe19b0585e97019ae905f9c08d823f01"
      },
      "category": {
        "descriptor": "Advertising",
        "id": "760d170cc978423a9b20e345369e97c1"
      },
      "transactionDate": "2026-05-06",
      "worker": {
        "descriptor": "Logan McNeil",
        "id": "3aa5550b7fe348b98d7b5741afc65534"
      },
      "previouslyInvoiced": false,
      "billableRate": {
        "currency": "USD"
      },
      "billableAmount": {
        "currency": "USD",
        "value": "1000"
      },
      "rateToBill": {
        "currency": "USD"
      },
      "transactionSource": {
        "descriptor": "Misc Expense",
        "id": "381908377f9c100005d7078e86a2003e"
      }
    }
  ],
  "total": 1
}
```


Retrieving Billable Spend-Based Transactions

To filter billable transactions by the spend category, use the **spendCategory** query parameter. Spend categories are available on the line level of the original source documents for spend-based transactions. Example: Expense, Misc Expense, Supplier Invoice. You can get the WID for a spend category when you access these types of transactions from the **Manage Project Billing Transactions** task.

Example for requesting data using these query parameters and response filters:

- **project**: *GMS Implementation T&E*
- **transactionSource**: *Expense*
- **worker**: *Conor Harrington*
- **billingStatus**: *Billed*
- **spendCategory**: *Travel & Entertainment*
- **limit**: *1*

Sample request:

```
GET /billableTransactions?
billingStatus=62a1b884a62d448899b34628026efcae&limit=1&project=0ffbba5c9ec310646bc40d7c3
```

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Sample response:


```
{
  "data": [
    {
      "zeroAmountToBill": true,
      "project": {
        "descriptor": "GMS Implementation T&E",
        "id": "0ffbba5c9ec310646bc40d7c35f003f5"
      },
      "invoiceDescription": "Transportation fares (air, rail)",
      "billingStatus": {
        "descriptor": "Billed",
        "id": "62a1b884a62d448899b34628026efcae"
      },
      "descriptor": "Expense Report: EXP-00008280 - Airfare",
      "projectTask": {
        "descriptor": "Implement > Develop Prototypes  (12/14/2020 -
 06/17/2022)",
        "id": "336c30d41951109d3bad4c1fb10a1ffc"
      },
      "id": "8828a8489624817c9bd8ab6f7f55eaff",
      "customer": {
        "descriptor": "Global Modern Services, PLC",
        "id": "fe19b0585e97019ae905f9c08d823f01"
      },
      "category": {
        "descriptor": "Travel & Entertainment",
        "id": "d07c00bb11474e1faf88cc68097999ba"
      },
      "transactionDate": "2020-12-31",
      "worker": {
        "descriptor": "Conor Harrington",
        "id": "160a84b76e864102931bbd83bd69ded5"
      },
      "previouslyInvoiced": true,
      "billableRate": {
        "currency": "USD"
      },
      "billableAmount": {
        "currency": "USD",
        "value": "357"
      },
      "rateToBill": {
        "currency": "USD"
      },
      "transactionSource": {
        "descriptor": "Expense",
        "id": "3c4a245325f44745b13a4553c4810524"
      },
      "amountToBill": {
        "currency": "USD"
      },
      "expenseDescriptor": {
        "descriptor": "Airfare",
        "id": "c887fe3890954034be2e59f83d6c3c05"
      },
      "revenueStatus": {
        "descriptor": "Revenue Recognized",
        "id": "f48716f04553100017456aba101100ec"
      },
      "adjustmentCount": "2"
    }
```


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```
  ],
  "total": 5
}
```

Retrieving Billable Time-Based Transactions

To retrieve transactions based on the billable hours that a worker has spent on a project, use the WID for the *Time* **transactionSource** parameter.

Example for requesting the data for billable hours for 1 worker on a specific date:

- **fromDate**: *2020-12-15*
- **toDate**: *2020-12-15*
- **project**: *GMS Implementation T&E*
- **transactionSource**: *Time*
- **worker**: *Amit Patel*

Sample request:

```
GET /billableTransactions?
fromDate=2020-12-15&project=0ffbba5c9ec310646bc40d7c35f003f5&toDate=2020-12-15&transacti
```

Sample response:

```
{
  "data": [
    {
      "zeroAmountToBill": false,
      "hoursToBill": "6",
      "projectRole": {
        "descriptor": "Consultant",
        "id": "d9a74e4e03f910326569107b5072060a"
      },
      "project": {
        "descriptor": "GMS Implementation T&E",
        "id": "0ffbba5c9ec310646bc40d7c35f003f5"
      },
      "billingStatus": {
        "descriptor": "Billed",
        "id": "62a1b884a62d448899b34628026efcae"
      },
      "descriptor": "6 Hours on 12/15/2020",
      "amountToBill": {
        "currency": "USD",
        "value": "1140"
      },
      "projectTask": {
        "descriptor": "Implement > Develop Prototypes  (12/14/2020 -
 06/17/2022)",
        "id": "336c30d41951109d3bad4c1fb10a1ffc"
      },
      "id": "8828a84896248164bf5ac290ec5491ae",
      "customer": {
        "descriptor": "Global Modern Services, PLC",
        "id": "fe19b0585e97019ae905f9c08d823f01"
      },
      "transactionDate": "2020-12-15",
      "billableHours": "6",
      "worker": {
        "descriptor": "Amit Patel",
        "id": "4fb62658a7e34f29a0df7d933deabcd8"
      },
```

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```
      "previouslyInvoiced": true,
      "billableRate": {
        "currency": "USD",
        "value": "190"
      },
      "billableAmount": {
        "currency": "USD",
        "value": "1140"
      },
      "rateToBill": {
        "currency": "USD",
        "value": "190"
      },
      "transactionSource": {
        "descriptor": "Time",
        "id": "7a55a775b63b4b9b8a5b3722fc1e4556"
      },
      "revenueStatus": {
        "descriptor": "Revenue Recognized",
        "id": "f48716f04553100017456aba101100ec"
      },
      "adjustmentCount": "1"
    }
  ],
  "total": 1
}
```


Retrieving Specific Billable Transactions

The `GET /billableTransactions/{ID}` endpoint retrieves a specific instance of a billable transaction.

Sample request:

```
GET /billableTransactions/ba244c36cf08814766811b512e0c929c
```

Sample response:


```
{
  "zeroAmountToBill": false,
  "hoursToBill": "2.4",
  "projectRole": {
    "descriptor": "Project Manager",
    "id": "d9a74e4e03f9103265690f9666e205fe"
  },
  "project": {
    "descriptor": "GMS Implementation T&E",
    "id": "0ffbba5c9ec310646bc40d7c35f003f5"
  },
  "billingStatus": {
    "descriptor": "Billed",
    "id": "62a1b884a62d448899b34628026efcae"
  },
  "descriptor": "2.4 Hours on 06/18/2021",
  "amountToBill": {
    "currency": "USD",
    "value": "510"
  },
  "projectTask": {
    "descriptor": "Implement > Develop Prototypes  (12/14/2020 -
 06/17/2022)",
    "id": "336c30d41951109d3bad4c1fb10a1ffc"
```


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```
  },
  "id": "ba244c36cf08814766811b512e0c929c",
  "customer": {
    "descriptor": "Global Modern Services, PLC",
    "id": "fe19b0585e97019ae905f9c08d823f01"
  },
  "transactionDate": "2021-06-18",
  "billableHours": "2.4",
  "worker": {
    "descriptor": "Conor Harrington",
    "id": "160a84b76e864102931bbd83bd69ded5"
  },
  "previouslyInvoiced": true,
  "billableRate": {
    "currency": "USD",
    "value": "250"
  },
  "billableAmount": {
    "currency": "USD",
    "value": "600"
  },
  "rateToBill": {
    "currency": "USD",
    "value": "212.5"
  },
  "transactionSource": {
    "descriptor": "Time",
    "id": "7a55a775b63b4b9b8a5b3722fc1e4556"
  },
  "revenueStatus": {
    "descriptor": "Revenue Recognized",
    "id": "f48716f04553100017456aba101100ec"
  },
  "adjustmentCount": "1"
}
```


Updating Billable Transactions

The `PATCH /billableTransactions/{ID}` endpoint partially updates an existing billable project transaction instance with the specified WID and data in the request body.

Sample request to update the billing status to *On Hold*:

```
{
  "billingStatus": {
    "id": "2cc0607f96b4433f860134953788caab"
  }
}
```

Sample response:


```
{
  "zeroAmountToBill": false,
  "hoursToBill": "6",
  "billingStatus": {
    "descriptor": "On Hold",
    "id": "2cc0607f96b4433f860134953788caab"
  },
…
}
```


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Retrieving Billing Rate Applications

The `GET /billableTransactions/{ID}/billingRateApplication` endpoint retrieves all billing rate applications for a specific billable transaction.

Sample request:

```
GET /billableTransactions/a6924a06d7be810fed10713203d80000/
billingRateApplication
```

Sample response:


```
{
  "data": [
    {
      "rateEndingAmount": {
        "currency": "EUR",
        "value": "100"
      },
      "rateStartingAmount": {
        "currency": "EUR",
        "value": "1500"
      },
      "descriptor": "Units Applied: 5, at 100.00 EUR",
      "amountToBill": {
        "currency": "EUR",
        "value": "500"
      },
      "rateAdjustmentAmount": {
        "currency": "EUR",
        "value": "-1400"
      },
      "id": "2bc5a40c30109001ff4dee24638d0000",
      "applicationOrder": 1,
      "quantityToBill": "5",
      "billingRateRuleType": "Manual Override",
      "reasonForChange": "PUT Service Test"
    }
  ],
  "total": 2
}
```


Limitations

Each API request to `GET /billableTransactions` can only filter for 1 project at a time. To retrieve billable transactions across multiple projects, send a separate API request for each individual project.

Common Errors

To see the list of the error codes, see the **400 Response** section in the `GET /billableTransactions` and `PATCH /billableTransactions` endpoints for the Revenue service in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Related Information

Tasks

Manage Project Billing Transactions

Review Billable Project Transactions

Customer Payments REST API

This topic provides an overview and usage guidance on the Customer Payments REST API in the Customer Accounts REST service.

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Overview

The Payments REST APIs in the customerAccounts v1 service enables you to read, record, apply track, and manage customer payments and remittance details. It serves as a bridge between Workday Financials and external systems, such as CRMs, point-of-sale (POS) systems, or third-party billing platforms, ensuring that cash application and customer balances remain synchronized.

For reference documentation about the Billable Transactions REST APIs, see `customerAccounts/v1/payments` in the REST API Explorer on the Developer Site or Workday REST Services Directory. Note that the API Gateway base URL doesn't include the tenant name.

URL Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site.

Tenant Base Path

`https://{hostname}/api/serviceName/{version}/{tenantName}`

Example: `https://yourTenantHostName.com/api/customerAccounts/v1/gms/payments`

Workday Tasks

Workday Task	Endpoint
Find Customer Payments	`GET /customerPayments`
View Customer Payments	`GET /customerPayments/{id}`
Record Customer Payments **Mass Record Customer Payments**	`POST /customerPayments`
Auto-Apply Customer Payments	API Equivalent is a setting *readyToAutoApply: true* in the API payload.
Unapply Customer Payments	`POST /customerPayments/{id}/unapply`
Cancel Customer Payments	`POST /customerPayments/{id}/cancel`

Business Processes

Initiating payments via the REST API triggers the same underlying Workday business processes and validation rules as performing them manually through the UI tasks. Each endpoint directly initiates or modifies a specific business process event.

Business Process	Endpoint
• *Customer Payment Event:* Initiates when a payment record with the header in a draft/unapplied state, including amount, remit-from customer, payment method, currency, date, and external transaction/reference numbers. • *Customer Payment Application Event:* Initiates when the recorded payment is matched and applied against open customer invoices, debit memos, or adjustments.	`POST /payments`

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Business Process	Endpoint
• *Customer Deposit Event:* Initiates when the incoming payment is linked to a bank deposit or settlement run in Workday.	
*Customer Payment Application Event:*Initiates when the request specifies exactly which invoices are being paid and adds individual remittance lines details (CreateRemittanceDetails) to the payment header.	`POST /payments/{ID}/remittanceLines`
Cancel Customer Payment: Reverses the recorded payment and automatically re-opens any customer invoices that were previously closed or reduced by the payment's remittance lines.	`POST /payments/{ID}/cancel`

Security Considerations

To execute these REST API operations, your Integration System User (ISU) or API client must be granted access to these security domains. This user must be a member of an integration security group that has no constraints.

Domain	Access
Process: Customer Invoice Payment	Controls the ability to create and modify customer payments. The security group needs *View* and *Modify* permissions on the domain policy.
Customer Payments	Secures access to the underlying payment data. The security group needs *View* and *Modify* permissions.
Customer Invoices	Grant *View* access to this domain to view and apply payments to invoices.
Business Process Security Policy	Add the security group for the ISU to this domain and grant permission to initiate the *Customer Payment Event* process.

If you are using a REST API with OAuth 2.0 authentication, you must also configure an API Client in Workday. When registering the API client, you must grant it the appropriate scopes. For customer payments, this would include:

- Financial Management
- Customer Accounts

See the complete list of security domains for each endpoint of the Billable Transactions REST APIs in the REST API Explorer on the Developer Site or Workday REST Services Directory.

Prerequisites

See the prerequisites in ../../../../financial-management/customer-accounts/customer-payments/steps--setup-customer-payments.dita .

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Integration Touchpoints

When integrating Workday Customer Accounts with third-party payment systems, such as payment gateways for credit cards or banks for lockbox files, review the dependencies, flow of data, and established leading practices

Considerations	Description
Dependency on Key Objects and Third Party Systems	Workday key objects include: • Customer: The payment must be associated with a valid customer. • Customer Invoice: Payments are typically applied against one or more open invoices. • Company and Bank Account: The payment is recorded against a specific company and deposited into a designated Workday bank account. Third-Party Systems: • Payment Service Provider (PSP) or Payment Gateway: For credit card processing, you must integrate with a PSP like Stripe, Cybersource, or Braintree. Workday does not process credit cards directly. • Bank: For check or wire payments, banks provide lockbox files, such as in BAI2 format, that contain payment information to be loaded into Workday.
Bi-Directional Notifications and Data Flow	Payment Notification from Third-Party to Workday: Such as a bank providing a lockbox file via the delivered Import Customer Payments Lockbox connector or a custom integration built with Workday Studio. After the payment creation, it can be applied to invoices. Status Reconciliation from Workday to Third-Party: Outbound integrations can send a daily file of deposited payments from Workday back to a treasury system or the third party to confirm settlement and aid in bank reconciliation. Or can notify the external system to reverse the transaction for returns and refunds.
Best Practices for Third Party Integrations	• Credit Card Tokenization: Workday should never store raw credit card numbers (PANs). The third-party payment gateway processes the transaction and returns a secure token. Workday stores this token and uses it for subsequent payments. This practice significantly reduces your PCI compliance scope. • Idempotent Integration Design: Ensure your inbound payment integration is idempotent, meaning if it runs multiple times with the same input data, it does not

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Considerations	Description
	create duplicate payments. This is typically achieved by using a unique transaction ID from the source system as a reference ID in Workday and checking for its existence before creating a new payment. • Robust Error Handling and Reconciliation: Define clear process for handling errors, such as payments for invalid customers or invoices. These exceptions should be logged in a report for manual review and correction by an AR team. Implement a daily reconciliation process to ensure that cash recorded in Workday matches the funds deposited in your actual bank account. • Leverage Delivered Connectors: Before building a custom integration from scratch, evaluate Workday's delivered connectors. For bank files, you can use the Lockbox connector to configure for specific bank file formats. • Use Middleware for Complex Orchestration: For real-time credit card authorizations via a customer portal, using middleware, such as Workday Studio or another integration platform, can handle the complex orchestration.

To filter accounts receivables transactions using the API, you must first retrieve the unique Workday IDs (WIDs) for the customers, invoices, and payments you want to query. You can then use the WIDs as query parameters in GET /payments requests to filter and return specific transaction records. To obtain the WIDs, enable these REST APIs:

- Customers API in the Customer Accounts REST API service.
- Invoices API in the Customer Accounts REST API service.

Examples

Example: Recording Customer Payment

In the Workday Customer Accounts REST service, creating or updating transactions like Customer Payments requires valid references to other business objects, such as the Company, Customer, or Payment Method. To ensure you use valid, active Workday IDs (WIDs), you first query the corresponding prompt resources.

This scenario describes how to record a new customer payment in Workday. This action is equivalent to the Record Customer Payment task in the Workday UI and initiates the Customer Event business process.

The `POST /payments` endpoint facilitates the creation of a single customer invoice payment header instance with the specified data.

Example for requesting details:

- **customer**: *CUSTOMER-101*
- **paymentDate**: *2026-07-30*
- **paymentMethod**: *Check*

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Sample request:

```
POST /customerPayments
{
"customer": {
"id": "CUSTOMER-101"
},
"paymentDate": "2026-07-30",
"amount": {
"value": "1500.00",
"currency": "USD"
},
"paymentMethod": {
"id": "Check"
},
"referenceNumber": "CHK99823"
}
```

Sample response (HTTP 201 Created):

```
{
  "data": [
    { "id": "4d718d459cce01000c6fb285efa20000",
"descriptor": "Customer Payment: CHK99823 - $1,500.00",
"customer": {
"id": "CUSTOMER-101",
"descriptor": "Global Modern Services"
},
"paymentDate": "2026-07-30",
"amount": {
"value": "1500.00",
"currency": "USD"
},
"paymentMethod": {
"id": "Check",
"descriptor": "Check"
},
"referenceNumber": "CHK99823",
"status": "Unapplied"
}
  ]

}
```

Example: Retrieve All Payments for a Customer

This operation retrieves a list of all payments associated with a given customer ID.

- API Endpoint: `GET /customerAccounts/v1/customers/{ID}/payments`
- The {ID} in the URL is the Workday ID of the customer.

Sample request:

```
GET /customerAccounts/v1/customers/c7a14209289901f9bf6f864f5845b1e3/payments
```

Sample response (HTTP 200 OK):

```
{
  "data": [
{
    "paymentDate": "2023-10-26",
```

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```
    "paymentNumber": "CP-000721",
    "totalAmount": 5000.00,
    "amountUnapplied": 0.00,
    "paymentStatus": {
       "id": "Applied",
       "descriptor": "Applied"
      },
     "currency": {
         "id": "USD",
         "descriptor": "United States Dollar"
      },
     "id": "f7e4e96b846c01d1b4b5a02d1e0e4e2b",
     "descriptor": "CP-000721 - 5,000.00 USD"
  },
  {
   "paymentDate": "2023-09-15",
   "paymentNumber": "CP-000688",
   "totalAmount": 2500.00,
   "amountUnapplied": 2500.00,
   "paymentStatus": {
       "id": "Unapplied",
       "descriptor": "Unapplied"
  },
   "currency": {
      "id": "USD",
      "descriptor": "United States Dollar"
  },
   "id": "f7e4e96b846c01d1b4b5a02d1e0e12ab",
   "descriptor": "CP-000688 - 2,500.00 USD"
 }
],
"total": 2
}
```


Example: Unapply Customer Payment

If a payment was applied to the wrong customer invoice, integrations can programmatically reverse the application. This action is equivalent to the Unapply Customer Payment task in the Workday UI and initiates the *Customer Payment Change Event* business process.

Sample request:

```
POST /customerPayments/4d718d459cce01000c6fb285efa20000/unapply

{
"comment": "Unapplying payment due to incorrect invoice allocation"
}
```

Sample response (HTTP 200 OK):


```
{
    "id": "4d718d459cce01000c6fb285efa20000",
    "descriptor": "Customer Payment: CHK99823 - $1,500.00",
    "status": "Unapplied",
    "businessProcessParameters": {
        "overallStatus": "Successfully Completed"
      }

}
```


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Step 1: Retrieve the Payment Method - Prompt Resource

Query the payment methods prompt resource to find the WID for the *Check* payment method.

Sample request:

```
GET https://{hostname}/api/customerAccounts/v1/{tenant}/paymentMethods?
limit=10
Accept: application/json
Authorization: Bearer {token}
```

Sample response (HTTP 200 OK):

```
{
    "total": 1,
    "data": [
      {
        "id": "8a9b0c1d2e3f4a5b6c7d8e9f0a1b2c3d",
        "descriptor": "Check",
        "href": "https://{hostname}/api/customerAccounts/v1/{tenant}/
paymentMethods/8a9b0c1d2e3f4a5b6c7d8e9f0a1b2c3d"
      }
  ]
}
```

Retained WID:8a9b0c1d2e3f4a5b6c7d8e9f0a1b2c3d (Check)

Step 2: Retrieve the Customer - Prompt Resource

Query the customers prompt resource to find the WID for *Apex Corporation*. Since the remit-from customer is the same as the bill-to customer, you can use this single WID for both fields.

Sample request:

```
GET https://{hostname}/api/customerAccounts/v1/{tenant}/customers?name=Apex
```

Sample response (HTTP 200 OK):

```
{
    "total": 1,
    "data": [
      {
        "id": "99a8b7c6d5e4f3a2b1c0d9e8f7a6b5c4",
        "descriptor": "Apex Corporation",
        "href": "https://{hostname}/api/customerAccounts/v1/{tenant}/
customers/99a8b7c6d5e4f3a2b1c0d9e8f7a6b5c4",
        "customerID": "C-0001"
      }
  ]
}
```

Retained WID:99a8b7c6d5e4f3a2b1c0d9e8f7a6b5c4 (Apex Corporation)

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Step 3: Identify the Invoice Reference - Prompt Resource

Query the customer invoices endpoint to find the specific open invoice *INV-1001* belonging to Apex Corporation that you want to apply the payment against.

Sample request:

```
GET https://{hostname}/api/customerAccounts/v1/{tenant}/customerInvoices?
customer=99a8b7c6d5e4f3a2b1c0d9e8f7a6b5c4
```

Sample response (HTTP 200 OK):

```
{
    "total": 1,
    "data": [
      {
        "id": "inv-99887766554433221100",
        "descriptor": "INV-1001",
        "href": "https://{hostname}/api/customerAccounts/v1/{tenant}/
customerInvoices/inv-99887766554433221100",
        "invoiceNumber": "INV-1001",
        "amountDue": {
        "value": "1000.00",
        "currency": "USD"
      }
    }
  ]
}
```

Retained WID:inv-99887766554433221100 (INV-1001)

Step 4: Create Customer Payment

Using the WIDs retrieved in Steps 1, 2, and 3, submit a `POST` request to the `/customerPayments` endpoint to record the payment. In this payload, you can specify the total payment amount ($1,200.00 USD), apply $950.00 USD to the invoice while recording a $50.00 USD discount, and place the remaining $250.00 USD on-account.

- Total Check Payment: $1,200.00 USD
- Invoice Amount Due: $1,000.00 USD
- Discount Taken: $50.00 USD
- Amount Applied to Invoice: $950.00 USD
- Overpayment (On-Account): $250.00 USD
- Remit-From Customer: Same WID as Customer (Apex Corporation)

Sample request:

```
POST https://{hostname}/api/customerAccounts/v1/{tenant}/customerPayments

{
  "company": {
     "id": "fe19b0585e97019ae905f9c08d823f01"
   },
  "customer": {
     "id": "99a8b7c6d5e4f3a2b1c0d9e8f7a6b5c4"
   },
  "remitFromCustomer": {
     "id": "99a8b7c6d5e4f3a2b1c0d9e8f7a6b5c4"
   },
  "paymentDate": "2026-08-15",
```

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```
  "paymentMethod": {
     "id": "8a9b0c1d2e3f4a5b6c7d8e9f0a1b2c3d"
   },
  "paymentAmount": {
     "value": "1200.00",
     "currency": "USD"
   },
  "referenceNumber": "CHK-2026-001",
  "paymentApplications": [
    {
     "invoice": {
         "id": "inv-99887766554433221100"
     },
     "amountApplied": "950.00",
     "discountTaken": "50.00"
     }
   ],
   "onAccountAmount": {
      "value": "250.00",
      "currency": "USD"
   }
 }
```

Sample response (HTTP 201 Created):

```
{
    "id": "pay-77a8b9c0d1e2f3a4b5c6d7e8f9a0b1c2",
    "descriptor": "Customer Payment: Apex Corporation - CHK-2026-001",
    "status": {
     "id": "b8f58d21282249c9b8ad2391adb3ef9d",
        "descriptor": "Approved"
      }
}
```

Retained WID:pay-77a8b9c0d1e2f3a4b5c6d7e8f9a0b1c2 (Created Payment)

Step 5: Deposit the Created Customer Payment

Deposit the approved payment into the company's bank account using the payment WID from Step 4.deposit the approved payment into the company's bank account using the payment WID from Step 4.

Sample request:

```
POST https://{hostname}/api/customerAccounts/v1/{tenant}/customerDeposits

{
  "company": {
     "id": "fe19b0585e97019ae905f9c08d823f01"
   },
  "depositDate": "2026-08-15",
  "bankAccount": {
     "id": "bank-88c3a12b4f5e6d7c8b9a0f1e2d3c4b5a"
   },
  "payments": [
   {
     "id": "pay-77a8b9c0d1e2f3a4b5c6d7e8f9a0b1c2"
    }
 ],
  "controlTotalAmount": {
     "value": "1200.00",
     "currency": "USD"
```

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```
   },
  "depositReference": "DEP-2026-08-15"

   }
```

Sample response (HTTP 201 Created):

```
{
    "id": "dep-11a22b33c44d55e66f77a88b99c00d11",
    "descriptor": "Customer Deposit: DEP-2026-08-15",
    "status": {
     "id": "aae24a47e36110000a37dcb7628d000d",
        "descriptor": "Approved"
      }
}
```

Limitations

The customer payments REST APIs does not support attaching payment receipts to transactions. If receipts are required, they must be uploaded manually through the Workday user interface.

Performance Considerations

- Use Pagination Effectively: For any GET request that returns a collection of resources, such as a list of payments, you must use pagination to manage the data volume and avoid timeouts.
- Filter Server-Side: Use available query parameters to filter results on the server before they are sent to your client. Retrieving an entire collection and filtering it on the client-side is significantly less efficient.
- Respect Rate Limits: All Workday APIs are subject to rate limiting. If your application makes too many requests in a short period, you will receive an HTTP 429 Too Many Requests response error.
- Minimize Payload Size: When retrieving a list of payments, the API returns a summary for each record. To get full details, including sub-resources like invoice application lines, you must make a separate GET request for that specific payment's instance URL. This pattern prevents the initial request from becoming overloaded with data that may not be needed.
- Cache Data Where Appropriate: For data that does not change frequently, such as fully applied or closed payment, consider implementing a caching layer in your client application to reduce the number of redundant API calls.

Common Errors

Error	Error Code	Solution
The request lacks a valid authentication credential (e.g., missing or expired bearer token).	HTTP 401 Unauthorized	This is a fatal error for the request. Do not retry with the same credentials. The client application must obtain a new, valid OAuth 2.0 token before attempting any further API calls.
The client is authenticated, but the associated Integration System User (ISU) does not have the necessary security permissions to access the requested	HTTP 403 Forbidden	This indicates a security configuration issue in Workday. Do not retry the request. The issue must be resolved by a Workday security administrator by granting the ISU access to the required domain security policies, such as *Process: Customer Invoice Payment*, *Customer Payments*.

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Error	Error Code	Solution
resource or perform the operation.		
The server cannot find the requested resource (e.g., a specific payment or customer ID)	HTTP 404 Not Found	This indicates either that the resource such as payments/12345 does not exist, or that the ISU lacks the necessary security permissions to view that specific instance. If you have confirmed the resource exists in the UI, the cause is a security issue.
The client has exceeded the API rate limits for the tenant.	HTTP 429 Too Many Requests	The API is temporarily refusing to service the request. Your application must implement an exponential backoff strategy. Check for a Retry-After header in the response and wait at least that long before retrying. Repeatedly hitting the API after a 429 response will prolong the issue.

- The error response object includes a severity field, which will be either Critical or Warning. While most errors are critical and will block a transaction, some operations may return warnings for non-blocking issues. Your application can inspect this field to handle these scenarios gracefully, such as by logging the warning but proceeding with the user's action.
- Every Workday API response includes a *wd-request-id* in its headers. Capture this ID in your logs for troubleshooting with Workday support as it allows them to trace the exact transaction on the server side.

Reference App

Search the App Catalog on the Dev Site for apps that use the REST API.

Staffing REST API

Change Jobs REST APIs

The Change Job REST APIs provide the ability to invoke the Change Job functionality from your integration or custom app.

For reference documentation about the Change Jobs REST APIs, see these resources in the *Staffing* service in the REST API Explorer on the Developer Site or Workday REST Services Directory:

- `jobChanges`
- `workers`
- `Prompt Values`

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/staffing/<version>/<tenant>
```

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Example:

```
https://yourTenantHostName.com/api/staffing/v1/gms
```

Security Considerations

You can control the roles that initiate a *Change Job* business process through the Change Job REST APIs. To enable the roles, configure the **Change Job (REST Service)** initiating action on the *Change Job* business process security policy.

Workday secures all Change Job REST API endpoints to specific security domains. See the endpoint descriptions in the *Staffing* REST web service documentation to determine the applicable security domains.

Initiating a Change Job Event

To initiate a Change Job event for a worker, call the `POST /workers/{ID}/jobChanges` endpoint. This endpoint is equivalent to clicking **Start** on the **Change Job** task.

To construct the request, you need:

- The Workday ID of the worker.

  You can call the `GET /values/jobChangesGroup/workers` prompt values endpoint to get the worker ID for the Change Job event. The `workers` prompt endpoint:

  - Returns values by category for the authenticated user.
  - Returns worker IDs who are available for a change job on the current date or a given effective date.
  - Doesn't return workers who have in-progress Change Job events.
- A request body containing at least the effective date and the reason for the Change Job event. If the worker has multiple job positions, also specify the job.

  To get valid Workday IDs for the request fields, you can call their related prompt values endpoints.

Sample request:

Initialize a Change Job event for a worker. The reason `id` is for Change Job Details, and the effective `date` is 2020-07-30.

```
POST /workers/7594bcb88bd410e98b8e171963e103f1/jobChanges
```

Request body:

```
{
  "date" : "2020-07-30",
  "reason" : {"id":"32e3a48dc5f24cd2acb4c5c0e852c08a"}
}
```

Sample response:

```
{
    "id": "86528185055201e76db707493200cb51",
    "descriptor": "Data Change: Dillon Ryan",
    "reason": {
        "descriptor": "Data Change > Data Change > Change Job Details",
        "id": "32e3a48dc5f24cd2acb4c5c0e852c08a"
    },
    "supervisoryOrganization": {
        "descriptor": "Global Modern Services",
        "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
    },
    "job": {
```

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```
        "descriptor": "P-06566 Accountant - Dillon Ryan",
        "id": "7594bcb88bd410e98b8e17b4eace03f6"
    },
    "location": {
        "descriptor": "San Francisco",
        "id": "d13a7c46a06443c4a33c09afbdf72c73"
    },
    "date": "2020-07-30"
}
```

Save the `id` from the response. You'll use this Change Job `id` in the subsequent Change Job REST API calls.

Editing the Change Job Data

After you initiate a Change Job event, call any of the `PATCH /jobChanges/{id}/{subResource}/{subResourceID}` endpoints to edit the data for the Change Job event. The subresource of a PATCH endpoint corresponds to a section in the Change Job request. Example subresources: startDetails, jobProfile, location, businessTitle, and others. You can call multiple PATCH endpoints on the initiated Change Job event.

To construct the request, you need:

- The Change Job event ID.

  For the `ID` and `subresourceID` path parameters, specify the returned `id` from the `POST /workers/{ID}/jobChanges` endpoint.
- A request body containing the data to update.

  The Change Job REST APIs provide corresponding PATCH and GET endpoints. You can call a `GET /jobChanges/{id}/{subResource}/{subResourceID}` endpoint to retrieve existing data about the Change Job section. You can use its response data to populate the request body for the PATCH endpoint. Update and remove fields in the request body as needed. Note that the PATCH endpoints perform partial updates. They only update the fields included in the request body.

  To get valid Workday IDs for the request fields, you can call their related prompt endpoints.

Sample request:

Retrieve existing information about the Start Details section of the Change Job event:

```
GET /jobChanges/86528185055201e76db707493200cb51/
startDetails/86528185055201e76db707493200cb51
```

Sample response:

```
{
    "id": "86528185055201e76db707493200cb51",
    "descriptor": "Data Change: Dillon Ryan",
    "date": "2020-07-30",
    "reason": {
        "descriptor": "Data Change > Data Change > Change Job Details",
        "id": "32e3a48dc5f24cd2acb4c5c0e852c08a"
    },
    "supervisoryOrganization": {
        "descriptor": "Global Modern Services",
        "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
    },
    "job": {
        "descriptor": "P-06566 Accountant - Dillon Ryan",
        "id": "7594bcb88bd410e98b8e17b4eace03f6"
    },
    "location": {
```

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```
        "descriptor": "San Francisco",
        "id": "d13a7c46a06443c4a33c09afbdf72c73"
    }
}
```

Sample request:

Change the reason in the Start Details section to Change Location.

```
PATCH /jobChanges/86528185055201e76db707493200cb51/
startDetails/86528185055201e76db707493200cb51
```

Request body:

```
{
    "reason": {
        "descriptor": "Data Change > Data Change > Change Location",
        "id": "9a7f47f0d2d14825a2016c76af30b939"
    }
}
```

Sample response:

```
{
    "id": "86528185055201e76db707493200cb51",
    "descriptor": "Data Change: Dillon Ryan",
    "date": "2020-07-30",
    "reason": {
        "descriptor": "Data Change > Data Change > Change Location",
        "id": "9a7f47f0d2d14825a2016c76af30b939"
    },
    "supervisoryOrganization": {
        "descriptor": "Global Modern Services",
        "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
    },
    "job": {
        "descriptor": "P-06566 Accountant - Dillon Ryan",
        "id": "7594bcb88bd410e98b8e17b4eace03f6"
    },
    "location": {
        "descriptor": "San Francisco",
        "id": "d13a7c46a06443c4a33c09afbdf72c73"
    }
}
```

Sample request:

Change the location to New York.

```
PATCH /jobChanges/86528185055201e76db707493200cb51/
location/86528185055201e76db707493200cb51
```

Request body:

```
{
    "location": {
        "descriptor": "New York",
        "id": "2a49aa1ae0dc4dccb9d3c46cd71ee635"
    }
}
```

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Sample response:

```
{
    "scheduledHours": "40",
    "location": {
        "descriptor": "New York",
        "id": "2a49aa1ae0dc4dccb9d3c46cd71ee635"
    }
}
```

Note that the `descriptor` fields in the sample request bodies are only for demonstration purposes. The PATCH methods ignore the descriptor fields when you specify the object `id`. The edits don't persist until you submit the Change Job event.

Submitting a Change Job Event

After editing the Change Job data using the PATCH endpoints, submit the Change Job event. To submit the Change Job event with the edited data, call the `POST /jobChanges/{ID}/submit` endpoint, where `ID` is the Change Job event ID. Specify an empty request body.

The `POST /jobChanges/{ID}/submit` endpoint is equivalent to clicking **Submit** on the **Change Job** task. This endpoint initiates the *Change Job* business process and sets the status to In Progress. After you submit the Change Job event, you can no longer submit any of the Change Job REST APIs with the same event ID. Users with the correct permissions can continue the *Change Job* business process in the Workday UI.

Sample request:

Submit the Change Job event for the location update for Dillon Ryan:

```
POST /jobChanges/86528185055201e76db707493200cb51/submit
```

Request body:

```
{ }
```

Sample response:

```
{
    "id": "86528185055201e76db707493200cb51",
    "descriptor": "Data Change: Dillon Ryan",
    "status": {
        "descriptor": "In Progress",
        "id": "e2d08afc53614c37b32b31270bb8bee3"
    },
    "businessProcessParameters": {
        "for": {
            "descriptor": "Global Modern Services",
            "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
        },
        "overallBusinessProcess": {
            "descriptor": "Data Change: Dillon Ryan",
            "id": "86528185055201e76db707493200cb51"
        },
        "overallStatus": "In Progress"
    }
}
```

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Saving a Change Job Event for Later

After editing the Change Job data using the PATCH endpoints, you have the option to save the *Change Job* event for a later submission. To save the Change Job event for later, call the `POST /jobChanges/{ID}/submit` endpoint, where `ID` is the Change Job event ID. Specify this exact request body, which contains the Save for Later action `id`:

```
{
    "businessProcessParameters": {
        "action":{
            "id": "d9e41a8c446c11de98360015c5e6daf6"
        }
    }
}
```

The `POST /jobChanges/{ID}/submit` endpoint is equivalent to clicking **Save for Later** on the **Change Job** task. This endpoint initiates the *Change Job* business process and sets the status to In Progress. After you submit the Change Job event, you can no longer submit any of the Change Job REST APIs with the same event ID. Users with the correct permissions can revise the Change Job event and submit it in the Workday UI.

Sample request:

Save the Change Job event for later.

```
POST /jobChanges/86528185055201e76db707493200cb51/submit
```

Request body:

```
{
    "businessProcessParameters": {
        "action":{
            "id": "d9e41a8c446c11de98360015c5e6daf6"
        }
    }
}
```

Sample response:

```
{
    "id": "86528185055201e76db707493200cb51",
    "descriptor": "Data Change: Dillon Ryan",
    "status": {
        "descriptor": "In Progress",
        "id": "e2d08afc53614c37b32b31270bb8bee3"
    },
    "businessProcessParameters": {
        "for": {
            "descriptor": "Global Modern Services",
            "id": "1cb55e73c1531035e9e83f6c8e9d01d3"
        },
        "overallStatus": "In Progress",
        "overallBusinessProcess": {
            "descriptor": "Data Change: Dillon Ryan",
            "id": "6e8564cba12b015ec341b5351a00f050"
        }
    }
}
```

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Retrieving Change Job Prompt Values

The Change Job prompt value endpoints return Workday ID values for objects that you need to include in your Change Job API requests. The Change Job prompt value endpoints are the `GET /value/jobChangesGroup/<object>` endpoints. The *Staffing* REST web service documentation lists them under the `Prompt Values` section. The Change Job prompt value endpoints:

- Enable you to get valid Workday IDs for required `id` fields in a Change Job REST API request.
- Accept the `staffingEvent` query parameter. If you specify the `staffingEvent` query parameter, the prompt value endpoint returns categories that are similar to the prompt categories in the Workday UI. A prompt category includes an `HREF` link that drills down subcategories that return the Workday ID values of the object. Ensure that each call to an `HREF` link includes the Authorization header.
- Provide query parameters that filter the results. See the PATCH method descriptions for details about which prompt value endpoints and query parameters apply to the request fields.

Checking Validations

The Change Job PATCH endpoints perform the same Workday UI validations. When submitting the Change Job event, the `POST /jobChanges/{ID}/submit` endpoint performs any custom validations defined for the initiating step of the business process.

This sample response displays the errors returned with a 400 HTTP status code. Each error identifies the request field and path that caused the error.


```
{
    "error": "invalid request: errors have occurred",
    "errors": [
        {
            "error": "Invalid id for field",
            "code": "S5",
            "field": "timeType",
            "path": "timeType",
            "internalMessage": "The id '511619b6fcdc1079dd8c75378d9a04b8'
 was able to be resolved, but it resolves to a type that is not expected
 here.  Make sure the instance given is of the correct type.",
            "location": "Line: 10, column: 34"
        },
        {
            "error": "Invalid id for field",
            "code": "S5",
            "field": "payRateType",
            "path": "payRateType",
            "internalMessage": "The id '511619b6fcdc1079dd8c75378d9a04b8'
 was able to be resolved, but it resolves to a type that is not expected
 here.  Make sure the instance given is of the correct type.",
            "location": "Line: 17, column: 33"
        }
    ]
}
```


Limitations

- The Change Job REST APIs don't support the configurations in **Maintain Localization Settings**.
- If a *Change Job* event triggers compensation changes, ensure that you add a *Propose Compensation* business process as a step in the *Change Job* business process definition.
- The Change Job REST APIs don't support a completed future-dated position change. However, users can perform this change in the Workday UI.

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User Activity Logging REST API

User Activity Logging REST API

The User Activity Logging REST API enables developers and administrators to retrieve log entries that contain information about Workday user activities. This REST API provides access to the **User Activity** report data source.

Before submitting User Activity Logging REST API requests, begin logging the user activity in the tenant:

1. Access the **Edit Tenant Setup - System** task.
2. Select the **Enable User Activity Logging** option.

For reference information about the User Activity Logging REST API, see the `activityLogging` resource in the *Privacy* REST web service documentation.

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your account. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/privacy/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/privacy/v1/gms
```

Security Considerations

Workday secures the User Activity Logging REST API to the *System Auditing* domain in the System functional area.

When you submit the User Activity Logging REST API, you can view the activity logs for all users. However, if your security profile doesn't permit you to access the reported tasks in the activity logs, you don't have access to the tasks in Workday.

Review your internal security and privacy (GDPR) procedures to determine how you want to use the User Activity Logging REST API.

Getting the Count of User Activity Instances

To estimate the size of the user activity records efficiently without actually fetching the data, you can get the count of the records using the `returnUserActivityEntryCount` parameter.

To get the count of user activity instances in a given time frame, use this endpoint and parameters:

```
GET /activityLogging?
from={fromDateTime}&to={toDateTime}&returnUserActivityEntryCount=true
```

Where:

{fromDateTime}	The required date and time of the earliest log entry. Use the UTC time zone.

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{toDateTime}	The required date and time of the latest log entry. Use the UTC time zone.
returnUserActivityEntryCount=true	If true, the endpoint returns only the count of user activity instances in the specified time frame.

The response data contains a `userActivityEntryCount` value.

Sample request:

Get the count of the user activity instances from May 15, 2022 to June 3, 2022.

```
GET /activityLogging?
from=2022-05-15T00:00:00Z&to=2022-06-02T23:59:59Z&returnUserActivityEntryCount=true
```

Sample response:

```
{
    "total": 1,
    "data": [
        {
            "userActivityEntryCount": 10219
        }
    ]
}
```

Retrieving User Activity Instances

To retrieve user activity instances within a given time frame, use this endpoint:

```
GET /activityLogging?
from={fromDateTime}&to={toDateTime}&instancesReturned={instancesReturned}
```

Where:

{fromDateTime}	The required date and time of the earliest log entry. Use the UTC time zone.
{toDateTime}	The required date and time of the latest log entry. Use the UTC time zone.
{instancesReturned}	A number between 1 and 25 for fine-tuning the retrieval mechanism. Workday recommends a value of `1`, which gives the best performance. `instancesReturned=1` retrieves 10,000 instances. If there are more than 10,000 instances, iteratively call the endpoint using the datetime of the last record as the `{fromDateTime}` parameter. For details about the iterative calls, see Retrieve All User Activities in a Time Period .

The `GET /activityLogging` endpoint also provides the `limit` and `offset` pagination parameters. The default `limit` is 20 (maximum is 1000), and the default `offset` is `0`.

Note: To ensure that you retrieve the complete set of data, iteratively call the `GET /activityLogging` endpoint with the `limit` and `offset` parameters. Set `limit=1000`. Initially set `offset=0`, then increment it by 1000 in subsequent calls. For details about the iterative calls, see Retrieve All User Activities in a Time Period .

Sample request:

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Get the user activity instances from May 15, 2022 to June 3, 2022.

```
GET /activityLogging?from=2022-05-15T00:00:00Z&to=2022-06-02T23:59:59Z
```

Note: This example uses the minimum required parameters. For best practice, see the User Activity Logging REST API section.

Sample response:


```
{
    "total": 10219,
    "data": [
        {
            "sessionId": "f3f7eb",
            "target": {
                "descriptor": "wd-environments / Workday Production
 Automation",
                "id": "2e89495897384ea9b2eab4341dc24dca"
            },
            "taskDisplayName": "Start New Session (Web Service)",
            "requestTime": "2022-05-16T11:55:38.338Z",
            "taskId": "03f043df676e40cfad46bc576f89b07f",
            "ipAddress": "64.124.173.190",
            "deviceType": "Desktop",
            "userAgent": "Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7)
 AppleWebKit/537.36 (KHTML, like Gecko) Chrome/101.0.4951.64
             Safari/537.36",
            "activityAction": "READ",
            "systemAccount": "wd-environments"
        },
        ...
        ...
        {
            "sessionId": "f3f7eb",
            "target": {
                "descriptor": "Test",
                "id": "921606317e300154c4558ae0995d0000"
            },
            "taskDisplayName": "View Workbook",
            "requestTime": "2022-05-16T14:17:13.649Z",
            "taskId": "fb47dca0a89210001e2115c2bb6c0257",
            "ipAddress": "64.124.173.190",
            "deviceType": "Desktop",
            "userAgent": "Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7)
 AppleWebKit/537.36 (KHTML, like Gecko) Chrome/101.0.4951.64
             Safari/537.36",
            "activityAction": "READ",
            "systemAccount": "wd-environments"
        }
    ]
}
```


The sample `data[]` array contains only 20 records because the default `limit` is 20. To retrieve all 10,219 records, iteratively call the `GET /activityLogging` endpoint with the `limit` and `offset` parameters. For details about how to call the `GET /activityLogging` endpoint iteratively, see Retrieve All User Activities in a Time Period .

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Filtering the User Activity Instances

You can filter the log entries by users and tasks. To get the log entries for specific users and tasks, specify 1 or more `systemAccount` or `taskId` query parameters, respectively.

Sample request:

Return all user activity instances from May 15, 2022 to June 3, 2022, where Logan McNeil or Teresa Serrano accessed the **My Reports** or **Request Time Off** reports.

1. Send the `GET /activityLogging` endpoint with the specified timeframe:

```
GET /activityLogging?
from=2022-05-15T00:00:00Z&to=2022-06-02T23:59:59Z&limit=1000
```

2. Search the response to find an entry where Logan McNeil or Teresa Serrano accessed the **My Reports** and **Request Time Off** reports. Then, copy the taskIds associated with those reports:

```
{
  "total": 10219,
  "data": [
...
...
{
            "deviceType": "Desktop",
            "taskId": "a2b801281b5f100013d6f884ceb50047",
            "requestTime": "2022-06-02T20:48:57.693Z",
            "taskDisplayName": "My Reports",
            "systemAccount": "lmcneil",
            "ipAddress": "173.226.103.218",
            "sessionId": "56dc20",
            "userAgent": "Mozilla/5.0 (Windows NT 10.0; Win64; x64)
 AppleWebKit/537.36 (KHTML, like Gecko) Chrome/102.0.5005.63
             Safari/537.36",
            "activityAction": "READ"
        },
...
...
        {
            "deviceType": "Desktop",
            "taskId": "eb0bf32f15b1498c9d7d213523811770",
            "requestTime": "2022-06-02T21:28:21.341Z",
            "taskDisplayName": "Request Time Off",
            "systemAccount": "lmcneil",
            "ipAddress": "173.226.103.218",
            "target": {
                "descriptor": "Logan McNeil (CHRO, HRExe, Mgr 4000,
 MatMgr, ProMgr,TalMgr,VPRept)",
                "id": "3aa5550b7fe348b98d7b5741afc65534"
            },
            "sessionId": "57b83f",
            "userAgent": "Mozilla/5.0 (Windows NT 10.0; Win64; x64)
 AppleWebKit/537.36 (KHTML, like Gecko) Chrome/102.0.5005.63
             Safari/537.36",
            "activityAction": "READ"
        },
...
...
   ],
}
```

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3. Send the `GET /activityLogging` endpoint again with these additional query parameters:
    - `systemAccount`: lmcneil
    - `systemAccount`: tserrano
    - `taskId`: a2b801281b5f100013d6f884ceb50047
    - `taskId`: eb0bf32f15b1498c9d7d213523811770

```
GET /activityLogging?
from=2022-05-15T00:00:00Z&to=2022-06-02T23:59:59Z&systemAccount=tserrano&systemAcco
```

Best Practices

To tune the performance and to ensure that you retrieve the complete set of records in a time period, iteratively call the `GET /activityLogging` endpoint with these recommended parameter values:

Parameter	Recommended Value
`limit`	`1000`
`offset`	Initially set to `0`, then increment by `1000` in subsequent calls.
`instancesReturned`	`1`

Examples of iterative calls:

```
GET /activityLogging?
from=2022-05-15T00:00:00Z&to=2022-06-02T23:59:59Z&limit=1000&instancesReturned=1&offset=
```

```
GET /activityLogging?
from=2022-05-15T00:00:00Z&to=2022-06-02T23:59:59Z&limit=1000&instancesReturned=1&offset=
```

```
GET /activityLogging?
from=2022-05-15T00:00:00Z&to=2022-06-02T23:59:59Z&limit=1000&instancesReturned=1&offset=
```

Related Information

Concepts

Concept: User Activity Logging

Reference

Workday REST Services Directory

Retrieve All User Activities in a Time Period

Prerequisites

- Select the **Enable User Activity Logging** option in the **Edit Tenant Setup - System** task.
- Security: *System Auditing* in the System functional area.

Context

This procedure describes how to call the `GET /activityLogging` endpoint iteratively with the `instancesReturned`, `limit`, and `offset` parameters. This iterative approach enables you to retrieve the complete set of user activity records within a time period efficiently.

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Steps

1. Set these query and pagination parameters for the `GET /activityLogging` endpoint.

Option	Description
from	The date and time of the earliest log entry. Use the format `{yyyy}-{mm}-{dd}T{hh}:{MM}:{ss}Z`. Ensure that the time precision is second (not millisecond). The time is in Zulu time/UTC. Example: *{2022}-{04}-{17}T{08}:{15}:{00}Z*
to	The date and time of the latest log entry. Use the format `{yyyy}-{mm}-{dd}T{hh}:{MM}:{ss}Z`. Ensure that the time precision is second (not millisecond). The time is in Zulu time/UTC. Example: *{2022}-{04}-{17}T{09}:{00}:{00}Z*
limit	Specify 1000, which is the maximum. The API is more performant for complete processing if the `limit` is higher. We recommend 1000.
instancesReturned	Specify 1. For improved performance, set `instancesReturned` to 1, which fetches 10,000 records per request.
offset	Initially set to `0`. To retrieve the first set of records, set `offset` to `0`. You'll increment `offset` by 1000 in subsequent calls.

2. Initialize a data collection for accumulating the endpoint response.

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3. Repeat these steps *until* the size of the endpoint response is less than the `limit`, which is 1000.
    a) Call `GET /activityLogging` with the query and pagination parameters.

       The endpoint returns the requested user activity records within the `from` and `to` times, starting with the record at the *offset* position, sorted by time.
    b) Add the endpoint response to the data collection.
    c) Save the timestamp of the 1,000th record.

       You'll use the saved timestamp as the `from` parameter for fetching the next set of 10,000 records. To ensure that the time precision of the `from` parameter is second, remove the millisecond portion of the saved timestamp.
    d) Increment the `offset` parameter by 1000.

    This example illustrates the iterative calls with the incremented `offset` parameter:

    First call:

    ```
    GET <base_url>?
    from=2022-04-17T08:15:00Z&to=2022-04-17T09:15:00Z&limit=1000&instancesReturned=1&of
    ```

    Second call:

    ```
    GET <base_url>?
    from=2022-04-17T08:15:00Z&to=2022-04-17T09:15:00Z&limit=1000&instancesReturned=1&of
    ```

    Third call:

    ```
    GET <base_url>?
    from=2022-04-17T08:15:00Z&to=2022-04-17T09:15:00Z&limit=1000&instancesReturned=1&of
    ```

4. If the 10th call (with `offset=9000`) still returns 1000 rows, you've reached the 10,000th record. To retrieve the next set of 10,000 records:
    a) Change the `from` parameter to the saved timestamp (with second precision) of the last record.
    b) Reset the `offset` pagination parameter to `0`.
    c) Repeat the iterative `GET /activityLogging` calls *until* the number of records in the endpoint response is less than the `limit`.

    This example illustrates the 10th call and the subsequent iteration of calls starting with the new `from` value and `limit=0`.

    Tenth call:

    ```
    GET <base_url>?
    from=2022-04-17T08:15:00Z&to=2022-04-17T09:15:00Z&limit=1000&instancesReturned=1&of
    ```

    If the size of the 10th endpoint response is 1000, and the timestamp of the last record is `2022-04-17T08:35:17Z`, then these queries are the subsequent calls:

    ```
    GET <base_url>?
    from=2022-04-17T08:35:17Z&to=2022-04-17T09:15:00Z&limit=1000&instancesReturned=1&of
    ```

    ```
    GET <base_url>?
    from=2022-04-17T08:35:17Z&to=2022-04-17T09:15:00Z&limit=1000&instancesReturned=1&of
    ```

    ```
    GET <base_url>?
    from=2022-04-17T08:35:17Z&to=2022-04-17T09:15:00Z&limit=1000&instancesReturned=1&of
    ```

    Continue the iterative calls until the number of records in the endpoint response is less than 1000.

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Example

This pseudocode illustrates the iterative calls that retrieve all user activity records within the `from` and `to` datetimes.

```
limit = 1000
instancesReturned = 1
data = []
repeat
  offset = 0
  repeat
    results = callAPI(from, to, limit, offset, instancesReturned)
    Add results to data
    offset += limit
  until length(results) < limit
  from = timestamp_of_the_last_entry
until 0 entries
return data
```

Example: Call the User Activity Logging REST API Using Python

This example illustrates how a Python client can call the User Activity Logging REST API using the iterative approach described in Retrieve All User Activities in a Time Period . This iterative approach ensures that the User Activity Logging REST API efficiently retrieves the complete set of user activity records in a given time period.

Context

Your company uses Splunk to monitor user activities in Workday. A Splunk plugin can get the complete set of user activity records for a given time period using a Python client. The Python code iteratively calls the User Activity Logging REST API with query and pagination parameters.

Note: Attempting to get all user activity records for a time period in a single call is inefficient and might not return complete data. Instead, write a client that calls the User Activity Logging REST API with query and pagination parameters. You can then iteratively call the client to return paginated responses.

Steps

1. In Python, create a `UserActivityClient` class.
2. Define the attributes and function for client authentication.

   You can use a bearer token to authenticate calls to the User Activity Logging REST API. The token depends on various connection parameters such as the user, server, password, and others.

   Specify these authentication attributes:

Option	Description
token_endpoint	The URL for authenticating the service.
_client_id	The client ID.
_client_secret	The client password.
access_token	The last refresh token. Initialize as `None`. For subsequent calls, pass the last refresh token.

   This sample function, `refresh_access_token()`, posts the credentials to the authentication URL and returns an access token for subsequent API calls. Alternatively, you can obtain the token in another way and assign it to `self.access_token`. Note that the functions in this topic use the

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`refresh_access_token()` function for client authentication and for refreshing the token when needed.

```
class UserActivityClient:
    ...
    def refresh_access_token(self):
        resp = requests.Session().post(
            self.token_endpoint,
            auth=(self._client_id, self._client_secret),
            data={"refresh_token": self.access_token,
                  "grant_type": "refresh_token"},
            timeout=(self.CONNECT_TIMEOUT, self.READ_TIMEOUT)
        )
        resp.raise_for_status()
        data = resp.json()
        if "access_token" in data:
            self._access_token = data["access_token"]
            return self._access_token
        else:
            raise ValueError("<appropriate error message>")
```

3. Define the attributes for the User Activity Logging REST API calls.

   Consider the recommended values:

Option	Description
CONNECT_TIMEOUT	The timeout (in seconds) for connecting to the API server. Recommended value: 5
READ_TIMEOUT	The timeout (in seconds) for reading data from the API server, after the server connection. Recommended value: 60
MAX_RETRIES	The maximum number of times to retry if a call fails. Recommended value: 2
limit	The number of user activity records in a response. The maximum is 1000. A higher value makes the overall process more efficient. Recommended value: 1000
instances_returned	The value multiplied by 10,000 determines the number of records to fetch. The value of 1 gives the best performance. The `instancesReturned` parameter of the `GET /activityLogging` endpoint uses this value. Recommended value: 1
rest_url	The full URL of the User Activity Logging REST API endpoint. `http://<tenantHostname>/api/privacy/v1/<tenant>/activityLogging`

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Option	Description
access_token	The bearer token for authentication. In this example, the `refresh_access_token` function returns the token.

4. Define the function that submits the REST API request and gets the JSON response.

   Import the `requests` package for the REST API request and response methods.

   This `get()` function returns a forward-iterable cursor, `resp`, which contains a paginated set of user activity records. This code assumes that when the token is invalid, it automatically calls the `self.refresh_access_token()` function to obtain a new token. If you use an alternate method for authentication, modify the code appropriately.

```
import requests
import random
class UserActivityClient:
    ...
    def get(self, *args, **kwargs):
        if "timeout" not in kwargs:
            kwargs["timeout"] = (self.CONNECT_TIMEOUT,
 self.READ_TIMEOUT)
        headers = kwargs["headers"]
        headers["Authorization"] = "Bearer {}".format(self.access_token)

        retry_count = 0
        url = self.rest_url
        while True:
            try:
                resp = requests.Session().get(url, **kwargs)
                resp.raise_for_status()
            except requests.exceptions.Timeout as e:
                if retry_count < self.MAX_RETRIES:
                    retry_count += 1
                    time.sleep(random.randint(1, 5))
                    continue
                else:
                    raise

            except requests.exceptions.HTTPError as e:
                if retry_count < self.MAX_RETRIES:
                    retry_count += 1
                    time.sleep(random.randint(1, 5))
                    if e.response.status_code == 401:
                        self.refresh_access_token()
                    continue
                else:
                    raise

            else:
                return resp
```

5. Define the function that calls the User Activity Logging REST API.
   This `make_one_call()` function calls the `get()` function, which returns an iterable cursor, `resp`.

   The `make_one_call()` function accepts the `from_time` and `to_time` datetime parameters that use the format `{yyyy}-{mm}-{dd}T{hh}:{MM}:{ss}Z`.

   The `self.instances_returned` value is 1, which indicates that the endpoint will attempt to fetch 10,000 records within the given time period.

   The `offset` parameter specifies from which offset position in the 10,000 records to return as the first record in the cursor. The `self.limit` specifies the number of records in the cursor. To retrieve

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the complete data, you'll call the `make_one_call` function multiple times with incremental `offset` values.

```
class UserActivityClient:
    ...
  def make_one_call(self, from_time, to_time, offset):
        resp = self.get(headers = { "Content-Type": "application/
json" },
                        params = {"from": from_time,
                                  "to": to_time,
                                  "type": "userActivity",
                                  "instancesReturned":
 self.instances_returned,
                                  "limit": self.limit,
                                  "offset" : offset,
                                  }
                        )
        return resp
```

Optionally, you can use these query parameters to filter the data by user or task. Example:

```
"systemAccount": "lmcneil",
"taskId" : "dc38ed1c446c11de98360015c5e6daf6"
```

6. Define a function that iteratively gets all 10,000 records in a time period.
   This `process_batch()` function iteratively calls the `make_one_call()` function. The `process_batch()` function processes up to 10,000 records at a time (or less in the last batch). In each batch, the `process_batch()` function calls the API multiple times with the incremented `offset`, and fills the `data` list with the response data. The `process_batch()` function returns the timestamp of the last record or `0` if the cursor is empty.

```
class UserActivityClient:
    ...
    def process_batch(self, st, et, data):
        offset = 0
        while True:
          resp = make_one_call(st, et, offset)
          if (len(resp)) == 0:
             # If there is no records, set last_timestamp to 0
             # to indicate the end of data.
             last_timestamp = 0
             break
          for r in response:
             # Extract data from each record to data.
             data.append(r.jason())
             last_timestamp = r['requestTime']
          offset += self.limit
       return last_timestamp
```

7. Define a function that iteratively gets a batch of 10,000 records.
   This `process_duration()` function iteratively calls the `process_batch()` function. Given a start time `st` and an end time `et`, `process_duration()` gets all user activity records in the time frame by processing 10,000 records at a time. For each new batch of 10,000 records, use a new start time that is equal to the timestamp of the last record retrieved.

```
class UserActivityClient:
    ...
    def process_duration(self, st, et):
        t = st
        data = []
        while t < et:
```

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```
            last_timestamp = process_batch(self, t, et, data)
            if last_timestamp == 0:
              break
            t = truncate_to_second(last_timestamp)
```

8. From the Splunk monitoring tool, call the Python client.

   These steps describe how to monitor user activity in Splunk using the Python client. You can adjust these steps according to your requirements.

   a) Call `UserActivityClient.process_duration()`.

   b) For the initial run, set these parameters:

Parameter	Value
end_time	current_time - 5 minutes Example: If the current time is 2:20, end_time is 2:15.
start_time	end_time - 1 hour Example: If the current time is 2:20, start_time is 1:15.

   c) For subsequent runs, set these parameters:

Parameter	Value
end_time	current_time - 5 minutes
start_time	The time (with second precision) in the last record of the previous run.

Result

The Python client returns a JSON data collection containing the complete set of all user activity records within the requested time period.

Related Information
Tasks
Retrieve All User Activities in a Time Period

Worktag REST API

Validate Worktags REST API

This topic provides an overview and usage guidance on the Validate Worktags REST API.

Overview

The Validate Worktags service performs validations of the allowed and required worktag types and worktag combinations, enabling you to correct errors before you submit REST API transactions.

Use the Validate Worktags REST API to validate a set of worktags for a transaction based on:

- Settings for transaction type worktags on the **Maintain Worktag Usage** report.
- Default worktag types for the web service on the **Maintain Worktag Type Precedences** task.
- Setup for the related worktags on the **Maintain Related Worktag Usage** report.
- Company restrictions.

For reference documentation about the Validate Worktags REST API, see the *Worktag* service in the REST API Explorer on the Developer Site or Workday REST Services Directory.

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Security Considerations

The *Manage: Related Worktags* security domain secures the Validate Worktags REST API.

URL Base Path

Workday API Gateway Base Path

For REST API calls in Workday Extend and Orchestrate for Integrations, use the regional API Gateway base URL for your company. See Reference: Workday Extend API Gateways and Authorization Base URLs on the Developer Site. Note that the API Gateway base URL doesn't include the tenant name.

Tenant Base Path

For traditional Integrations using tenanted REST APIs calls:

```
https://<hostname>/api/worktag/<version>/<tenant>
```

Example:

```
https://yourTenantHostName.com/api/worktag/v1/gms
```

Constructing the Request Body

The Validate Worktags REST API provides a read-only POST endpoint, which validates the given worktag configuration. In the request body, specify these fields:

taggableConfiguration	(Required) The taggable type to validate. Specify the reference ID of the taggable type that's configured for the transaction on the **Maintain Worktag Usage** report. Use the reference ID format `Taggable_Type_ID={referenceID}`. You can get the reference ID of the taggable type from the **View Taggable Types** task. Example: `"taggableConfiguration": {"id":"Taggable_Type_ID=EXPENSE_REPORT"}` Some worktag types support more granular configuration. Example: You can use the *budget_structure_id* of a plan structure as the budget worktag type.
validationTypes	A list of the validation types to return with validation results. Specify the reference ID of the validation type using the format `Worktags_REST_Validation_Type_ID={referenceID}`. You can get the reference ID of the supported validation types in the **Worktags REST Validation Types** report. Example: `"validationTypes":[ {"id":"Worktags_REST_Validation_Type_ID=INACTIV ]` If you don't specify `validationTypes`, the endpoint returns all validation types.

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worktags	A list of worktags for the transaction used to determine validation issues. Specify the reference ID of the worktags. Example:
	`"worktags": [`
	` { "id":"Cost_Center_Reference_ID=10000"},`
	` { "id":"Organization_Reference_ID=REGION-4-132"`
	`]`
	The endpoint validates all worktags on the transaction for:
	• Missing required worktag types.
	• Invalid worktag combinations.
	The parameter doesn't support aggregation of worktag values. Example: Job family or cost center hierarchy.

restrictions	A list of worktag types configured with "Restricted to" values. Specify the reference ID of the restricted value. Example: Use the transaction company as a restriction to validate that the cost center is valid for use with the company:
	`"restrictions":[`
	` {"id":"Company_Reference_ID=COMPANY-10-209"}`
	`]`

allowBuiltInWorktags	If `true`, the request includes built-in worktag types that can't be configured as allowed worktag types on the **Maintain Worktag Usage** report for the **taggableConfiguration**. The built-in worktags aren't configurable worktag types, but are valid for validation purposes. Example: Supplier in supplier invoice.

Checking Validations

The response body returns worktag validation issues for the transaction. The `status` field returns:

- `success` - Indicates valid worktags in the request.
- `error` - Indicates invalid worktags in the request. The response also includes validation issues or error messages.

These validation types return a list of the `id` and `descriptor` fields of the object instances that failed the validation.

Validation Type - Key Name	Description
invalidRestrictionsForWorktags • invalidRestrictedToValues • worktagWithRestrictedToValues	The worktag value combination is invalid because of restrictions. Example: The *Cost Center* in **worktagWithRestrictedToValues** isn't restricted to the *Company* in **invalidRestrictedToValues**.

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Validation Type - Key Name	Description
invalidWorktagCombinations • worktagWithAllowedValues • invalidWorktagValues	The worktag value combination has invalid allowed worktags. Example: The *Cost Center* in **worktagWithAllowedValues** has allowed values for region, but the *Region* in **invalidWorktagValues** isn't an allowed value.
missingRequiredWorktagTypesForTaggableConfig	Required worktag types aren't sent in the request for **taggableConfiguration**, excluding defaults set up on the **Maintain Worktag Usage** report.
missingRequiredWorktagTypesForWorktags • worktagWithRequiredWorktags • missingWorktagTypes	Required worktag types for a worktag are missing. Applies to requested worktags that have related worktag types set up as required. Example: The *Cost Center* in **worktagWithRequiredWorktags** requires *Region*, and *Region* is in **missingWorktagTypes** because it isn't in the request.
missingRequiredWorktagTypesAfterDefaulting	Required worktag types aren't sent in the request for **taggableConfiguration** after applying defaults set up on the **Maintain Worktag Type Precedences** task.
nonAllowedInactiveWorktagValues	The request includes inactive worktag values, but the worktag type set up doesn't allow inactive worktag values.
nonAllowedWorktagTypesForTaggableConfig	Worktag types sent in the request aren't allowed for the **taggableConfiguration**.
onlyOneProjectOrPhaseOrTaskAllowed	The set of worktags can't contain more than 1 of these worktag types on the request: • *~Project~* • *~Project Phase~* • *~Project Task~*

Examples

Validating a Cost Center and Region for Expense Report

This sample request validates:

- Cost Center *10000 Office of CEO*.
- Region *Trans AA - Central Africa (inactive)*.

This sample assumes:

- The configuration for expense report:
  - Doesn't allow inactive *Region*.
  - Has required *Business Unit*.
  - Doesn't allow worktag types *Cost Center* and *Fund*.
- Worktag type precedence isn't enabled.

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Sample request:

```
POST /validateWorktags
```

Sample request body:

```
{
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "worktags": [
        {"id":"Cost_Center_Reference_ID=10000"},
        { "id":"Organization_Reference_ID=REGION-4-132"}
    ]
}
```

Sample response:

```
{
  "missingRequiredWorktagTypesAfterDefaulting": [
    {
      "descriptor": "Business Unit",
      "id": "babec3e40ccf4a27b5b771d138289bbb"
    }
  ],
  "missingRequiredWorktagTypesForTaggableConfig": [
    {
      "descriptor": "Business Unit",
      "id": "babec3e40ccf4a27b5b771d138289bbb"
    }
  ],
  "nonAllowedWorktagTypesForTaggableConfig": [
    {
      "descriptor": "Cost Center",
      "id": "dc123302446c11de98360015c5e6daf6"
    }
  ],
  "nonAllowedInactiveWorktagValues": [
    {
      "descriptor": "Trans AA - Central Africa (inactive)",
      "id": "5b8348a2df5448b0bafea0563dc42eb5"
    }
  ],
  "status": "error"
}
```

Validating a Cost Center, Fund, Project, and Division for Expense Report

This sample request validates:

- Cost Center *10000 Office of CEO*.
- Fund *AMU Cost Share*.
- Project *Transform Reinventing Mobility*.
- Division *CPG*.
- Company *Global Modern Services, Inc (Indonesia)*.

This sample assumes:

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- The configuration for expense report allows the worktag types of the worktags sent in the request:

  Cost Center *10000 Office of CEO*:

  - Is restricted to company *200.1 Global Modern Services K.K. (Japan)*.
  - Has **Required on Transactions** *Gift* and *Campaign*.
  - Allows only Fund *FH01 AMU Funds* and Project: *ACME Projects*.

  Division *CPG*:

  - Allows only Fund *F03.1 AMU General Plant Fund*.
  - Has **Required on Transactions** *Grant*.
- Worktag type precedence isn't enabled.

Sample request:

```
POST /validateWorktags
```

Sample request body:

```
{
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "restrictions":[
        {"id":"Company_Reference_ID=COMPANY-10-209"}
    ],
    "worktags": [
        {"id":"Cost_Center_Reference_ID=10000"},
        { "id":"Fund_ID=AMU Cost Share Fund"},
        { "id":"Project_ID=TRANSFORM_Reinventing_Mobility"},
        { "id":"Organization_Reference_ID=CPG"}
    ]
}
```

Sample response:

```
{
  "invalidRestrictionsForWorktags": [
    {
      "invalidRestrictedToValues": [
        {
          "descriptor": "200.10 PT Global Modern Services, Inc (Indonesia)",
          "id": "cfdefbbb550e4b37ae88ef0f6518041b"
        }
      ],
      "worktagWithRestrictedToValues": {
        "descriptor": "10000 Office of CEO",
        "id": "3b122818d7934d1c8c663ddbe1937819"
      }
    }
  ],
  "missingRequiredWorktagTypesForWorktags": [
    {
      "missingWorktagTypes": [
        {
          "descriptor": "Campaign",
          "id": "dc1234e2446c11de98360015c5e6daf6"
        },
        {
          "descriptor": "Gift",
          "id": "d2e0bdb657da45edadd7cd371d24a13e"
        }
      ],
      "worktagWithRequiredWorktags": {
```

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```
        "descriptor": "10000 Office of CEO",
        "id": "3b122818d7934d1c8c663ddbe1937819"
      }
    },
    {
      "missingWorktagTypes": [
        {
          "descriptor": "Grant",
          "id": "ea50fe2ba95b453086f8c9616473a1e5"
        }
      ],
      "worktagWithRequiredWorktags": {
        "descriptor": "CPG",
        "id": "1fcf0b79747a43d1a4de334e0c214b1b"
      }
    }
  ],
  "status": "error",
  "invalidWorktagCombinations": [
    {
      "worktagWithAllowedValues": {
        "descriptor": "10000 Office of CEO",
        "id": "3b122818d7934d1c8c663ddbe1937819"
      },
      "invalidWorktagValues": [
        {
          "descriptor": "AMU Cost Share Fund",
          "id": "32b25c2287a6101bebc1a79b7c8a034d"
        },
        {
          "descriptor": "Mobilizing the Enterprise",
          "id": "4fba36e75dce4cf9bf0c386f15dc18b2"
        }
      ]
    },
    {
      "worktagWithAllowedValues": {
        "descriptor": "CPG",
        "id": "1fcf0b79747a43d1a4de334e0c214b1b"
      },
      "invalidWorktagValues": [
        {
          "descriptor": "AMU Cost Share Fund",
          "id": "32b25c2287a6101bebc1a79b7c8a034d"
        }
      ]
    }
  ]
}
```


Validating a Project and Project Plan for Expense Report

This sample request validates:

- Project *Mobilizing*.
- Project Plan Phase 2 *Define Structure the Enterprise*.

Sample request:

```
POST /validateWorktags
```

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Sample request body:

```
{
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "worktags": [
        {"id":"Project_ID=TRANSFORM_Reinventing_Mobility"},
        {"id":"Project_Plan_ID=PROJECT_PLAN_PHASE-4-8"}
    ]
}
```

Sample response:

```
{
  "onlyOneProjectOrPhaseOrTaskAllowed": "Only one of ~Project~, ~Project
 Phase~ or ~Project Task~ worktag value can be specified.",
  "status": "error"
}
```

Validating Cost Center and Region for Invalid Worktags in Expense Report

This sample indicates a specific returned validation type. On an expense report, this request validates:

- Cost Center *10000 Office of CEO*.
- Region *Trans AA - Central Africa (inactive)*.

This sample assumes:

- The expense report configuration doesn't allow:
    - Inactive *Region*.
    - *Cost Center* and *Fund* worktag types.

Sample request:

```
POST /validateWorktags
```

Sample request body:

```
{
    "validationTypes":[
        {"id":"Worktags_REST_Validation_Type_ID=INACTIVE_WORKTAG_TYPES"}
    ],
    "taggableConfiguration":{"id":"Taggable_Type_ID=EXPENSE_REPORT"},
    "worktags": [
        { "id":"Cost_Center_Reference_ID=10000"},
        { "id":"Organization_Reference_ID=REGION-4-132"}
    ]
}
```

Even though the worktags in the request have other validation errors (Example: Cost Center isn't allowed on expense reports), the response only contains the requested worktag validation of `nonAllowedInactiveWorktagValues`.

```
{
  "nonAllowedInactiveWorktagValues": [
    {
      "descriptor": "Trans AA - Central Africa (inactive)",
      "id": "5b8348a2df5448b0bafea0563dc42eb5"
    }
  ],
  "status": "error"
```

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```
}
```

Validating Grant in Supplier Invoice

On a supplier invoice, this sample request validates:

- Grant *Plant Research Grant 1*.

This sample assumes:

- The configuration for supplier invoice requires:
  - *Grant*.
  - *Cost Center*.
- The *Plant Research Grant 1* has default Cost Center *10000 Office of the CEO*.
- Worktag type precedence is enabled, and *Grant* is one of the worktag types.

Sample request:

```
POST /validateWorktags
```

Sample request body:

```
{
    "validationTypes":[

 {"id":"Worktags_REST_Validation_Type_ID=REQUIRED_WORKTAG_TYPES_AFTER_DEFAULTING"}
    ],
    "taggableConfiguration":{"id":"Taggable_Type_ID=SUPPLIER_INVOICE"},
    "worktags": [
        { "id":"Grant_ID=AGRT-0021"}
    ]
}
```

Cost Center isn't sent in the request, but it defaults from the grant. Per the supplier invoice configuration, the worktags are valid:

```
{
  "status": "success"
}
```

Related Information
Concepts
Concept: Worktags

Workday Web Services and Integration IDs

Concept: Workday Web Services

Workday Web Services (WWS) provide a programmatic public API for our On-Demand Workday Business Management Services. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday.

WWS use industry-standards. These standards encompass WSDL, SOAP, REST, and the WS-* standards. In addition, we version WWS to ensure stability and backwards compatibility. Workday protects your investment in a specific version of our WWS as the business services of Workday evolve.

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Web Service Versioning

Workday provides a new version of the WWS API with each release and regular updates between releases. Example: Workday provided a v15 WWS API with Workday 15. Each update of the WWS API adds support for the new features introduced with the corresponding update of Workday.

You don't have to adopt the latest version of the WWS API. The WWS API is backward compatible. Example: A client application written to work with v14 of the WWS API will continue to work when v15 of the WWS API is available.

Note: Workday doesn't guarantee that an application written against 1 API version will always work after updates. Certain object model changes and data representations require enhancements to the API.

Workday recommends using the most recent version of the WWS APIs for optimum performance and stability. Workday updates prior versions of the WWS APIs to maintain backward compatibility for all noncurrent versions of the WWS APIs that haven't reached an end-of-life status. Workday doesn't generally enhance prior versions of WWS APIs.

We announce new WWS versions on Workday Developer Network. For supported WWS versions, see Workday Web Services (WWS) API Support Policy. For API documentation, see SOAP Operation Directory or SOAP API Explorer on the Developer Site.

Workday can make backward compatible changes to an existing WWS version. Workday will make changes that aren't backward compatible in a new WWS version (Workday can change a Preview version).

Preview tenants provide one or more preview versions of the WWS API. The behavior of an operation or the WSDL for a service can change while a WWS version is in preview. Example: WWS versions v23.2 and v24.0 are available in Preview tenants while version v23.1 is the current version available in Production, Implementation, and Sandbox tenants.

Unversioned Web Service Requests

Workday strongly discourages the use of unversioned web service requests, and their use is only for backward compatibility.

Workday interprets a versionless request as version 15 of the WWS API. Version 15 will continue to be the web service version applied to unversioned requests until version 15 reaches its End Of Life. However, the v15 WWS API might not support features introduced in subsequent Workday updates.

After version 15 reaches End of Life, Workday uses the earliest available version.

Deprecation and Retirement of Web Services

Workday provides communication through the WWS API Documentation when we no longer update an operation. Deprecated operations will continue to work until the operation reaches End-of-Life status.

Workday gives End of Life notice at least 18 months before an API version or operation ends. We provide notice through the Workday Developer Network. Workday will also directly notify customers using API versions or operations planned for removal.

Using a Single WSDL File for Multiple Web Services

You can combine Workday Web Services into a single WSDL or XML Schema (XSD) file. To combine the services, use the + character in between the services in your endpoint.

Example:

```
https://{endpoint}/ccx/service/{tenant}/Staffing+Human_Resources+Recruiting?wsdl
```

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Alternatively, you can use the

```
?xsd
```

suffix to retrieve the XML Schema for multiple services.

Workday always returns the latest version of our WWS when combining services and schema. Workday interprets a versionless request for the WSDL of a single service or XML Schema as v15. If v15 of the WWS API isn't available, Workday uses the first version after v15.

Fully Qualified Domain Names in WSDL Files

If you use fully qualified domain names (FQDNs) that include your tenant name, the **soapbind:address** and **httpbind:address** locations in your WSDL support these FQDNs.

Related Information
Reference
Workday Community: Workday Developer Network
Workday Community: Workday APIs
Workday Community: Getting Started
Workday Community: Constrained Security Support by Selected Operations
Workday Web Services (WWS) API Support Policy
Reference: Integrations and Web Service Limits

Concept: Workday Web Services Best Practices

To optimize performance for Workday Web Services, always use these best practices:

Specify a Workday Web Services version in a request.	Always specify the version at the message level.
Specify an As_Of_Entry_DateTime value when retrieving paged Workday data.	When you use a paged operation to retrieve Workday data, specify an *As_Of_Entry_DateTime* value in your *Response_Filter* element to ensure that the returned data set remains unchanged.
Never use a standard report with an Integration.	You can copy the standard report into a custom report. Use the Copy option in the related actions menu of a standard report and base your integration off of the copy. Select the Web Service Enable check box for the custom report.
Always web services enable your Custom Reports.	If you're using a custom report for your integration, always check the **Web Service Enable** check box. The check box enforces additional validations in the report and stabilizes the XML Schema structure.
Only use the descriptor attribute for readability.	Use the *Descriptor* attribute to make XML documents more readable. Only use the *Descriptor* attribute as an informational description. Descriptors can change in both format and value. Don't use descriptors as an index, identifier, or other data.

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	Example: The *Descriptor* attribute is set to the name of the worker (Logan McNeil): `<wd:Worker_Reference wd:Descriptor="Logan McNeil"> <wd:ID wd:type="WID">3aa55550b7fe348b98d7b55555574lafc wd:ID> <wd:ID wd:type="Employee_ID">21001</wd:ID> </wd:Worker_Reference>`
Use the latest Workday Web Services version.	Specify the latest version of WWS in your requests.
Consider when to use Put web services vs. Import web services vs. Bulk Import web services.	Consider using: • Put web services for small requests and to load individual documents. • Import web services for large requests and to load large documents. • Bulk Import web services for large batch requests and to load many individual documents asynchronously.

Related Information

Concepts

Concept: Workday Web Services Response Filter Element

Tasks

Concept: Workday Web Services Versioning

Reference

Reference: Integrations and Web Service Limits

Concept: Workday Web Services Versioning

Web service versioning enables your integrations to remain unchanged and fully functional as Workday changes.

Web service versions determine the format for the WSDLs and:

- Requests sent into Workday.
- Responses returned by Workday.

You can specify the web service version in 1 of these ways:

- Endpoint versioning, where the version invoked becomes part of the URL endpoint.
- Message versioning, where a version number included in the request determines how Workday processes the request and the response of Workday.

When you include the web service version in both the endpoint and the message, Workday uses the version specified in the message.

Note: Workday uses whole numbers for web service versions before v21.0.

Version in the Endpoint	When you specify the web service version in the endpoint, use this format: `https://{Workday domain}/ccx/ service/{tenant}/{service}/{version}`

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	Example:
	`https://services1.workday.com/ccx/service/acme/Human_Resources/v33.1`
	You can retrieve the WSDL for the specified version of a service using this template:
	`https://{Workday domain}/ccx/service/{tenant}/{service}/{version}?wsdl`
	Example:
	`https://services1.workday.com/ccx/service/acme/Human_Resources/v33.1?wsdl`

Version in the Message	You can specify the version in the SOAP-based message:
	`<env:Envelope xmlns:env="http://schemas.xmlsoap.org/soap/envelope/">`
	`<env:Body>`
	`<wd:Get_Locations_Request xmlns:wd="urn:com.workday/bsvc" wd:version="v33.1">`
	`<wd:Request_Criteria>`
	`<wd:Location_Name>This is an example</wd:Location_Name>`
	`</wd:Request_Criteria>`
	`</wd:Get_Locations_Request>`
	`</env:Body>`
	`</env:Envelope>`
	The SOAP-based XML root element schema example with version information:
	`<xsd:complexType name="Get_Locations_RequestType">`
	`<xsd:annotation>`
	`<xsd:documentation>Request element used to find and get Locations and their associated data.</xsd:documentation>`
	`</xsd:annotation>`
	`<xsd:sequence>`
	`<xsd:element name="Request_References" type="wd:Location_Request_ReferencesType" minOccurs="0">..</xsd:element>`
	`<xsd:element name="Request_Criteria" type="wd:Location_Request_CriteriaType" minOccurs="0">..</xsd:element>`
	`<xsd:element name="Response_Filter" type="wd:Response_FilterType" minOccurs="0"/>`

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	<xsd:element name="Response_Group" type="wd:Location_Response_GroupType" minOccurs="0">..</xsd:element> </xsd:sequence> <xsd:attribute ref="wd:version"/> </xsd:complexType>

Concept: Workday SOAP API Headers

Workday SOAP APIs support these specialized HTTP headers:

- External integration headers
- Validate-only mode header
- Request timeout header

External Integration Headers

The external integration headers provide insight about web service transactions for analysis and troubleshooting. You can set these HTTP headers to values that identify the originating account, system, and transaction type of the web service request. Workday accepts these request headers and adds them to the Workday logs. The request headers help with filtering the logs to expedite troubleshooting with Customer Support.

HTTP Header	Description	Header Value
`wd-external-request-id`	Tracks web service requests.	A universally unique identifier (UUID). You can optionally use an alphanumeric string that clearly and uniquely identifies the request.
`wd-external-application-id`	Tracks external systems or applications that send the web service requests.	The name of the external integration, third-party tool, or software component that sends the web service request. Use a name that clearly identifies the initiating application.
`wd-external-originator-id`	Tracks originators that initiate the web service requests.	The user account or system account that initiated the web service request.

Consider these guidelines when you set the HTTP header values:

- Although Workday doesn't validate the header values, we strongly recommend that you use unique values to track the requests clearly. For API calls made by Workday partners, we recommend using the wd-external-application-id header. Workday might reject requests without this header.
- Limit the length to 50 characters to enable efficient searching, debugging, and tracking in the logs. We truncate header values greater than 50 characters.
- Don't include sensitive information.

We log all external integration headers you send with each web service request. If you don't send any of the external integration headers with a web service request, we don't log the request headers.

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Validate Only Mode Header

Validate only mode enables you to validate a SOAP request without taking any action or persisting any data in the tenant.

To enable validate only mode, set these HTTP headers to 1 in your HTTP request:

```
X-Validate-Only: 1
```

Note: Workday recommends that you use the newest version of the SOAP web services. The `X-Validate-Only` header and the **Get Import Process Messages** operation of the **Integrations** web service are unavailable in versions before v27.0.

The response message returns validation errors in the request, but doesn't validate custom validations. Correct the errors in the request and resend it. After you receive a response with no validation errors, send the request. Set the HTTP header to zero to perform the SOAP action or send it without the header.

```
X-Validate-Only: 0
```

The action completes and data is now persisted in the tenant.

Validate Only Mode for Import Web Services

Validate only mode is available for Import web service operations. For these operations, we only test the validations listed in the WWS API Documentation of that operation. We don't test custom validations and validations that occur post-processing or at the operation level after the api persists lines.

For Import web service operations, the response message only contains the WID of the process performing the import actions. To retrieve the operation status, use the **Get Import Processes** operation of the **Integrations** web service.

The response message contains this response header if the request includes the `X-Validate-Only` header.

```
<wd:Validate_Only>1</wd:Validate_Only>
```

To retrieve the validation messages, use the **Get Import Process Messages** operation of the Integrations web service. The response contains any validation errors detected by this mode.

EIB and Studio tools support validate only mode, while iLoad operations don't support validate only mode.

Request Timeout Header

You can use the wd-request-timeout header in your SOAP web services to specify a timeout limit for your request calls.

You can specify values in the wd-request-timeout header using milliseconds.

Example: wd-request-timeout = 21600000 corresponds to a 6 hour timeout limit.

Related Information
Reference
Use Validate Only Mode for Import Web Services (X-Validate-Only Header)
Workday API Headers

Steps: Authenticate RaaS with OAuth 2.0

Context

You supply authentication credentials to access web service enabled custom reports (Reports as a Service; RaaS). OAuth 2.0 is a supported authentication method to access RaaS.

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Steps

1. Create a web service enabled REST-based custom report.

   See Concept: Accessing RaaS Output. Follow the instructions to copy the **Workday XML** URL, and save it to use later.
2. Register API Clients.

   Register your API client with these options:

   - **Client Grant Type**: **Authorization Code Grant**
   - **Support Proof Key for Code Exchange (PKCE)**: select the check box.
   - **Access Token Type**: **Bearer**
   - **Redirection URI**: enter a valid HTTPS URI.
   - **Grant Administrative Consent**: select the check box.
   - **Scope (Functional Areas)**: select all the areas that apply to your report. There might be report data sources or report fields secured to core Workday domains that aren't in any functional areas. If so, select the **Include Workday Owned Scope** check box.

   Copy the **Authorization Endpoint**, **Token Endpoint**, and the **Client ID** value.
3. To request an authorization code, send an HTTPS GET request to the authorization endpoint.

   Send this request in your browser and sign in if requested:

   ```
   https://{myAuthorizationEndpoint}?
   response_type=code&client_id={myClientID}&code_challenge={myCodeChallenge}&code_cha
   ```

   The code challenge is a SHA-256 hashed and then Base 64 encoded code verifier that you supply. Example: A code verifier *test* produces the code challenge *n4bQgYhMfWWaL-qgxVrQFaO_TxsrC4Is0V1sFbDwCgg*. Save your code verifier.
4. Copy the authorization `code` value from the response.

   The response contains the **Redirection URI** entered in the **Register API Client** task, and the authorization code:

   ```
   https://{redirection URI}/?code={myAuthorizationCode}
   ```
5. To request an access token, send a POST request to the token endpoint:

   ```
   curl --location --request POST "{myTokenEndpoint}" ^
   --header "Origin: {Redirection URI}" ^
   --header "Content-Type: application/x-www-form-urlencoded" ^
   -d "grant_type=authorization_code" ^
   -d "code={myAuthorizationCode}" ^
   -d "client_id={myClientID}" ^
   -d "code_verifier={myCodeVerifier}" ^
   -d "redirect_uri={Redirection URI}"
   ```
6. Copy the access token from the response.

   The response contains the access token and token type:

   ```
   { "access_token": "{myAccessToken}", "token_type": "Bearer" }
   ```

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7. Set the HTTP Authorization header to `Bearer {myAccessToken}` for your request to the report URL.

   Example: Send the access token in the Authorization header to the report REST URL that you saved earlier:

   ```
   curl -H "Authorization: Bearer {myAccessToken}" {myReportURL}
   ```

   Note: If your RaaS report includes more than 1 prompt, encode the RaaS URL in double quotes so that the `curl` command executes the RaaS URL correctly.

Result

The response contains the custom report in XML.

View Web Service Version Changes Using the API Change Log

Prerequisites

Security: *Integration Build* domain in the Integration functional area.

Context

You can use the **API Change Log** report in Workday to view a summary of the changes to a web service for new and previous versions.

Steps

1. Access the **API Change Log** report.
2. On the report, consider:

Option	Description
Web Service Operation	Select a web service.
Changes After Version	Select the starting version that you want to view changes from. Example: *v40.0*.
Changes Up To Version	Select the version that you want to view changes up to. Example: *v41.2*.
Include Reference ID related Changes	Select if you want to include changes related to reference IDs in your results.

Result

The report displays a summary of the changes to the web service for the version range that you selected.

Next Steps

Adjust the version range to view additional changes.

Custom Objects in Workday Web Services

Concept: Custom Objects in Workday Web Services

Some operations in Workday Web Services support Custom Objects. Custom Objects are tenant-specific, so a tenant-specific WSDL that contains the schema for your Custom Objects is available from your tenant.

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To use these operations, retrieve the WSDL from your tenant to use with the third-party tools you use for SOAP development. The WSDL contains the information you need to access the Custom Objects.

After you have retrieved the custom WSDL, use Custom Object operations as you do for other web service operations.

Custom Lists

If your Custom Object uses a Custom List, specify the type as `ExtendedAlias`. For example, a Custom Object for company phones is created, and uses a Custom List to specify the phone model. In the `ID` element, you specify the type as `ExtendedAlias`, and supply one of the Custom List values:

```
<cus:companyPhones>
   ...
      <cus:model>
           <cus:ID cus:type="ExtendedAlias">iphone</cus:ID>
      </cus:model>
   ...
</cus:companyPhones>
```

Operations that Support Custom Objects

Since Custom Objects are often displayed in the UI as Additional Data, web service operations that support Custom Objects typically contain Additional Data in their names. For example, the first released web service operations that support Custom Objects are named:

- Get Job Application Additional Data
- Put Job Application Additional Data
- Edit Worker Additional Data
- Edit Job Requisition Additional Data
- Edit Position Restrictions Additional Data

Effective-Dated Custom Objects

Web service operations on effective-dated Custom Objects are processed by the associated business process. You must add a step to that business process for each Custom Object to process. When you add that step, supply entries for these columns:

- **Type**: **Edit Additional Data**
- **Specify**: select a Custom Object
- **Group**: select the security domains to apply to this Custom Object

When an effective-dated Custom Object is edited, a new instance is created. Therefore, you cannot use a WID to refer to effective-dated Custom Objects, since the WID changes whenever the object is updated. Use the reference ID, if one was specified, to reference an effective-dated Custom Object.

For multi-instance effective-dated Custom Objects, you must update all the data for all the instances in your request. Any instances not in the request are removed.

Related Information
Reference
EIB Support for Custom Object Data SOAP API
Custom Objects (Non-Effective Dated) EIB - Inbound

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Retrieve Custom Object WSDL

Prerequisites

Security: *Custom Object Management* domain in the System functional area. You must have Get Integration permissions to this domain to retrieve the WSDL.

Security: *Integration Build* domain in the Integrations functional area to access the **Public Web Services** report.

Context

To use Custom Objects in the web service operations that support them, retrieve the tenant-specific WSDL for those operations. Use these steps to retrieve the WSDL when logged into Workday.

Steps

1. Access the **Public Web Services** report.
2. Select the related action menu from any of the web services listed in the report.
3. Select **Web Service > View Custom WSDL**

Result

This request returns the WSDL for your specific tenant, and includes custom objects in the operations that support them.

Next Steps

Use this WSDL with your toolset to access Custom Objects in operations that support them.

Retrieve Custom Object WSDL Remotely

Prerequisites

You must know the service endpoint for your tenant, and you must have a username and password for an account with the required security.

Security: *Custom Object Management* domain in the System functional area. You must have Get Integration permissions to this domain to retrieve the WSDL.

Context

To use Custom Objects in the web service operations that support them, retrieve the tenant-specific WSDL for those operations. Use these steps to retrieve the WSDL without logging into Workday.

You can get a list of WWS endpoints from the Workday Data Centers page on Community. Access the page for your data center, download the data center information spreadsheet, and search for the entry, URL for Workday Web Service (WWS) requests.

Steps

1. Find the service endpoint URL for the web service of the custom object operation to use.

   Example: An operation in the Human Resources web service will use a URL similar to this:

   ```
   https://{Workday Service}/ccx/service/{tenant}/Human_Resources/{version}
   ```

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2. Modify the service endpoint URL. Insert `Custom/Data` between the tenant and the web service portions of the URL, and append `?wsdl` to the end.
   Example: Modify this URL:

   ```
   https://{Workday Service}/ccx/service/{tenant}/Human_Resources/v24.0
   ```

   To this:

   ```
   https://{Workday Service}/ccx/service/{tenant}/Custom/Data/
   Human_Resources/v24.0?wsdl
   ```

3. Use the URL to request the schema from your tenant using basic access authentication. You must supply your username and password. In contrast to web service calls, do not append your tenant name to your username for this request.
   Enter the URL in your browser and supply your username and password when requested. Supply only your `<username>`, not `<username>@<tenant>`, for this request.

Result

This request returns the WSDL for your specific tenant, and includes custom objects in the operations that support them.

Next Steps

Use this WSDL with your toolset to access Custom Objects in operations that support them.

Concept: XPath Queries for Custom Objects in WWS

Some WWS operations support Custom Objects. In the web service schema (WSDL), this tenanted custom object data is associated with a namespace derived from the tenant name. This namespace will differ from tenant to tenant.

The standard Workday namespace is:

```
xmlns:wd="urn:com.workday/bsvc"
```

The custom namespace is:

```
xmlns:custom="urn:com.workday/tenants/{tenant}/data/custom"
```

where `{tenant}` is replaced by the tenant name.

In your XPath queries, use the `custom:` namespace prefix for the custom object data elements, and the `wd:` namespace prefix for the other elements.

Example: Using a predicate to specify a particular worker (Employee_ID 21008), retrieve the custom object data, Parking Space Number. Notice that the namespace changes to the custom URN within the context of the `Business_Object_Additional_Data` element:

```
/wd:Test_Get_Additional_Data_Response/
wd:Business_Object[wd:Business_Object_Reference/
wd:ID[@wd:type='Employee_ID']=21008]/wd:Business_Object_Additional_Data/
custom:parkingSpaces/custom:parkingSpaceNumber
```

Example: Edit Worker Additional Data using WWS

This example shows how to edit effective-dated Custom Objects on a Worker using the Edit Worker Additional Data operation from the Staffing web service. Before you use this example, be sure that you

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can successfully follow the Getting Started example. Use the account credentials that you used for that example, and retrieve an Employee ID for a worker to use in this scenario.

Context
For this scenario we first create Custom Objects on Worker. We'll create a single-instance Custom Object, Company Car, and a multi-instance Custom Object, Company Phones, that uses a Custom List. We'll create that Custom List before we create the Company Phones Custom Object. When you specify a Custom List value in WWS, the type of that entry is `ExtendedAlias`

Next we'll edit the business process associated with this web service operation, Edit Worker Additional Data Event. We will add a new step to the business process, **Edit Additional Data**, for each Custom Object that we will edit.

Next we'll retrieve the Custom WSDL for this web service. We retrieve the WSDL after creating the Custom Objects so they are included in the schema.

Finally, we'll make several requests to this operation to edit the Custom Objects on one of our workers.

Steps

1. Access the **Create Custom Object** task.

   Create a single-instance Custom Object on effective-dated Worker objects with these values:

   - **Workday Object**: Effective Dated **>** ~Worker~ (Effective Dated)
   - **Custom Object Name**: Company Car

   General Settings:

   - **Web Service Alias**: companyCar
   - **Allow Multiple Instances per Object?**: No

   Field Definitions (the Web Service Alias field will be filled in automatically. Select the **Details** control to display the value and confirm it, or edit it):

Field Label	Field Type	Web Service Alias
Make and Model	Text	makeAndModel
Date Purchased	Date	datePurchased
Cost	Currency	cost
Car Number	Integer	carNumber

   Permissions:

   - Self-Service: Personal Information
   - Person Data: Personal Information

   Summary:

   - Review the information
   - **Display Value**: not needed for single-instance Custom Object (leave blank)
   - **Reference ID**: not needed for single-instance Custom Object (leave blank)

   Activate the Custom Object.

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2. Access the **Create Custom List** task.

   Create a Custom List with these values:

   - **Custom Field Type Name**: Phone Models
   - **Web Service Alias**: phoneModels

   Use these as the **List Values**:

List Value Name	Web Service Alias
iPhone 6	iphone6
DROID Maxx	droidMaxx
Galaxy S6	galaxyS6

3. Access the **Create Custom Object** task.

   Create a multi-instance Custom Object on effective-dated Worker objects with these values:

   - **Workday Object**: Effective Dated > ~Worker~ (Effective Dated)
   - **Custom Object Name**: Company Phone

   General Settings:

   - **Web Service Alias**: companyPhone
   - **Allow Multiple Instances per Object?**: Yes

   Field Definitions (the Web Service Alias field will be filled in automatically. Select the **Details** control to display the value and confirm it, or edit it):

Field Label	Field Type	Web Service Alias
Phone Model	Custom List > Phone Models	phoneModel
Serial Number	Integer	serialNumber
Description	Text	description

   Permissions:

   - Self-Service: Personal Information
   - Person Data: Personal Information

   Summary:

   - Review the information
   - **Display Value**: Description
   - **Reference ID**: Serial Number

   Activate the Custom Object.

4. Edit the *business process definition*, **Edit Worker Additional Data Event**.

   Enter `bp: edit worker additional data` into the search box to find the definition, then select Business Process > Edit Definition from the related action menu.

   Accept today's date as the Effective Date, then add two business process steps, with these values:

Order	Type	Specify	Optional	Group
a1	Edit Additional Data	Company Car	checked	(Select all available options.)
a2	Edit Additional Data	Company Phone	checked	(Select all available options.)

5. Retrieve Custom Object WSDL or Retrieve Custom Object WSDL Remotely

   Retrieve the custom WSDL for the Staffing web service, and use it with your SOAP development tools.

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6. Send an edit request to your tenant.

   Set the Business Process Parameters so the process will complete automatically:

   - Auto Complete: true
   - Run Now: true

   Set these values for the initial request:

   - Effective Date: 2015-08-21 (or today's date)
   - Worker Reference/ID: type="Employee_ID" and 21001 (use the value for the worker from your tenant)

   Use these values for the Custom Objects (notice that the elements names are the web service aliases). For Company Car:

   - Car Number: 54
   - Cost: 32000 (currency_ID="USD")
   - Date Purchased: 2014-10-08
   - Make and Model: Ford Fusion

   For Company Phone:

   - Description: Initial issue
   - Serial Number: 1000
   - Phone Model: iPhone 6 (specify ID type="ExtendedAlias", and use the web alias iphone6)

   Here is an example request that uses the suggested data:

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/
envelope/" xmlns:bsvc="urn:com.workday/bsvc" xmlns:cus="urn:com.workday/
tenants/super/data/custom">
   <soapenv:Header/>
   <soapenv:Body>
      <bsvc:Edit_Worker_Additional_Data_Request bsvc:version="v25.0">
         <bsvc:Business_Process_Parameters>
            <bsvc:Auto_Complete>true</bsvc:Auto_Complete>
            <bsvc:Run_Now>true</bsvc:Run_Now>
         </bsvc:Business_Process_Parameters>
         <bsvc:Worker_Custom_Object_Data>
            <bsvc:Effective_Date>2015-08-21</bsvc:Effective_Date>
            <bsvc:Worker_Reference bsvc:Descriptor="?">
               <bsvc:ID bsvc:type="Employee_ID">21001</bsvc:ID>
            </bsvc:Worker_Reference>
            <bsvc:Business_Object_Additional_Data>
               <cus:companyCar>
                  <cus:carNumber>54</cus:carNumber>
                  <cus:cost cus:currency_ID="USD">32000</cus:cost>
                  <cus:datePurchased>2014-10-08</cus:datePurchased>
                  <cus:makeAndModel>Ford Fusion</cus:makeAndModel>
               </cus:companyCar>
               <cus:companyPhone>
                  <cus:description>Initial issue</cus:description>
                  <cus:serialNumber>1000</cus:serialNumber>
                  <cus:phoneModel>
                     <cus:ID cus:type="ExtendedAlias">iphone6</cus:ID>
                  </cus:phoneModel>
               </cus:companyPhone>
            </bsvc:Business_Object_Additional_Data>
         </bsvc:Worker_Custom_Object_Data>
      </bsvc:Edit_Worker_Additional_Data_Request>
   </soapenv:Body>
</soapenv:Envelope>
```

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Result

The tenant should return a response similar to this example. In your tenant, if it is configured to display additional data on a worker's profile, you will be able to see these values on the **Additional Data** tab on the profile.

```
<env:Envelope xmlns:env="http://schemas.xmlsoap.org/soap/envelope/">
   <env:Body>
      <wd:Edit_Worker_Additional_Data_Response wd:version="v25.0"
 xmlns:wd="urn:com.workday/bsvc">
         <wd:Event_Reference wd:Descriptor="Edit ~Worker~ Additional Data
 Event: Logan McNeil (CHRO, HRExe, Mgr 4000, MatMgr, ProMgr,TalMgr,VPRept) -
 Chief Human Resources Officer on 08/21/2015">
            <wd:ID wd:type="WID">9358fdb7118a100017a32d71c3600023</wd:ID>
         </wd:Event_Reference>
         <wd:Worker_Reference wd:Descriptor="Logan McNeil (CHRO, HRExe, Mgr
 4000, MatMgr, ProMgr,TalMgr,VPRept)">
            <wd:ID wd:type="WID">3aa5550b7fe348b98d7b5741afc65534</wd:ID>
            <wd:ID wd:type="Employee_ID">21001</wd:ID>
         </wd:Worker_Reference>
         <wd:Effective_Date>2015-08-21-07:00</wd:Effective_Date>
         <wd:Additional_Data>
            <custom:companyCar wd:Descriptor=""
 xmlns:custom="urn:com.workday/tenants/super/data/custom">
               <custom:companyCarReference>
                  <custom:ID
 custom:type="WID">9358fdb7118a300017a33264aa160027</custom:ID>
               </custom:companyCarReference>
               <custom:carNumber>54</custom:carNumber>
               <custom:cost custom:Currency_ID="USD">32000</custom:cost>
               <custom:datePurchased>2014-10-08</custom:datePurchased>
               <custom:makeAndModel>Ford Fusion</custom:makeAndModel>
            </custom:companyCar>
            <custom:companyPhone wd:Descriptor="Initial issue"
 xmlns:custom="urn:com.workday/tenants/super/data/custom">
               <custom:companyPhoneReference>
                  <custom:ID
 custom:type="WID">9358fdb7118a300017a332134fd20026</custom:ID>
                  <custom:ID custom:type="serialNumber">1000</custom:ID>
               </custom:companyPhoneReference>
               <custom:description>Initial issue</custom:description>
               <custom:serialNumber>1000</custom:serialNumber>
               <custom:phoneModel wd:Descriptor="iPhone 6">
                  <custom:ID
 custom:type="WID">64d9653bfe8a100005ad384099bb0024</custom:ID>
               </custom:phoneModel>
            </custom:companyPhone>
         </wd:Additional_Data>
      </wd:Edit_Worker_Additional_Data_Response>
   </env:Body>
</env:Envelope>
```

Second Example Request

For the second request, send in a request to add a new Company Phone with these values:

- Description: Second issue
- Serial Number: 1001
- Phone Model: DROID Maxx (web alias droidMaxx)

Notice that we do not have an entry for Company Car, but we do repeat the entry for the initial issue of Company Phone. Company Phone is a multi-instance Custom Object. Anytime you modify a multi-instance

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Custom Object, you must include all the instances in your request. Omitted instances of multi-instance Custom Objects will be omitted as of the effective date.

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:bsvc="urn:com.workday/bsvc" xmlns:cus="urn:com.workday/tenants/super/
data/custom">
   <soapenv:Header/>
   <soapenv:Body>
      <bsvc:Edit_Worker_Additional_Data_Request bsvc:version="v25.0">
         <bsvc:Business_Process_Parameters>
            <bsvc:Auto_Complete>true</bsvc:Auto_Complete>
            <bsvc:Run_Now>true</bsvc:Run_Now>
         </bsvc:Business_Process_Parameters>
         <bsvc:Worker_Custom_Object_Data>
            <bsvc:Effective_Date>2015-08-22</bsvc:Effective_Date>
            <bsvc:Worker_Reference bsvc:Descriptor="?">
               <bsvc:ID bsvc:type="Employee_ID">21001</bsvc:ID>
            </bsvc:Worker_Reference>
            <bsvc:Business_Object_Additional_Data>
               <cus:companyPhone>
                  <cus:description>Initial issue</cus:description>
                  <cus:serialNumber>1000</cus:serialNumber>
                  <cus:phoneModel>
                     <cus:ID cus:type="ExtendedAlias">iphone6</cus:ID>
                  </cus:phoneModel>
               </cus:companyPhone>
               <cus:companyPhone>
                  <cus:description>Second issue</cus:description>
                  <cus:serialNumber>1001</cus:serialNumber>
                  <cus:phoneModel>
                     <cus:ID cus:type="ExtendedAlias">droidMaxx</cus:ID>
                  </cus:phoneModel>
               </cus:companyPhone>
            </bsvc:Business_Object_Additional_Data>
         </bsvc:Worker_Custom_Object_Data>
      </bsvc:Edit_Worker_Additional_Data_Request>
   </soapenv:Body>
</soapenv:Envelope>
```

Compare the second response to the first response. For this web service operation, all the Custom Objects are returned, even if not specifically included in the request. So this second response contains values for Company Car, even though there is no value for Company Car in the request.

Also, compare the Custom Object WIDs that were returned in the two responses. Company Car:

- 9358fdb7118a300017a33264aa160027 (First response WID)
- 9358fdb7118a30001b7f8c2a5df40036 (Second response WID)

Company Phone:

- 9358fdb7118a300017a332134fd20026 (First response WID)
- 9358fdb7118a30001b7f8c6475510038 (Second response WID)

These WIDs are different because modifying an effective-dated Custom Object creates a new instance in the tenant. Do not use WIDs to refer to effective-dated Custom Objects, since a new WID is generated for each new instance.

```
<env:Envelope xmlns:env="http://schemas.xmlsoap.org/soap/envelope/">
   <env:Body>
      <wd:Edit_Worker_Additional_Data_Response wd:version="v25.0"
 xmlns:wd="urn:com.workday/bsvc">
```

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```
         <wd:Event_Reference wd:Descriptor="Edit ~Worker~ Additional Data
 Event: Logan McNeil (CHRO, HRExe, Mgr 4000, MatMgr, ProMgr,TalMgr,VPRept) -
 Chief Human Resources Officer on 08/22/2015">
            <wd:ID wd:type="WID">9358fdb7118a10001b7f8aed8c630031</wd:ID>
         </wd:Event_Reference>
         <wd:Worker_Reference wd:Descriptor="Logan McNeil (CHRO, HRExe, Mgr
 4000, MatMgr, ProMgr,TalMgr,VPRept)">
            <wd:ID wd:type="WID">3aa5550b7fe348b98d7b5741afc65534</wd:ID>
            <wd:ID wd:type="Employee_ID">21001</wd:ID>
         </wd:Worker_Reference>
         <wd:Effective_Date>2015-08-22-07:00</wd:Effective_Date>
         <wd:Additional_Data>
            <custom:companyCar wd:Descriptor=""
 xmlns:custom="urn:com.workday/tenants/super/data/custom">
               <custom:companyCarReference>
                  <custom:ID
 custom:type="WID">9358fdb7118a30001b7f8c2a5df40036</custom:ID>
               </custom:companyCarReference>
               <custom:carNumber>54</custom:carNumber>
               <custom:cost custom:Currency_ID="USD">32000</custom:cost>
               <custom:datePurchased>2014-10-08</custom:datePurchased>
               <custom:makeAndModel>Ford Fusion</custom:makeAndModel>
            </custom:companyCar>
            <custom:companyPhone wd:Descriptor="Initial issue"
 xmlns:custom="urn:com.workday/tenants/super/data/custom">
               <custom:companyPhoneReference>
                  <custom:ID
 custom:type="WID">9358fdb7118a30001b7f8c6475510038</custom:ID>
                  <custom:ID custom:type="serialNumber">1000</custom:ID>
               </custom:companyPhoneReference>
               <custom:description>Initial issue</custom:description>
               <custom:serialNumber>1000</custom:serialNumber>
               <custom:phoneModel wd:Descriptor="iPhone 6">
                  <custom:ID
 custom:type="WID">64d9653bfe8a100005ad384099bb0024</custom:ID>
               </custom:phoneModel>
            </custom:companyPhone>
            <custom:companyPhone wd:Descriptor="Second issue"
 xmlns:custom="urn:com.workday/tenants/super/data/custom">
               <custom:companyPhoneReference>
                  <custom:ID
 custom:type="WID">9358fdb7118a30001b7f8c49c1780037</custom:ID>
                  <custom:ID custom:type="serialNumber">1001</custom:ID>
               </custom:companyPhoneReference>
               <custom:description>Second issue</custom:description>
               <custom:serialNumber>1001</custom:serialNumber>
               <custom:phoneModel wd:Descriptor="DROID Maxx">
                  <custom:ID
 custom:type="WID">64d9653bfe8a100005ad3858f9ba0026</custom:ID>
               </custom:phoneModel>
            </custom:companyPhone>
         </wd:Additional_Data>
      </wd:Edit_Worker_Additional_Data_Response>
   </env:Body>
</env:Envelope>
```

Third Example Request

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For the third request, a new value is used for Company Car, and a new value is used for Company Phone. However, the first two Company Phone instances are not included in this request.

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:bsvc="urn:com.workday/bsvc" xmlns:cus="urn:com.workday/tenants/super/
data/custom">
   <soapenv:Header/>
   <soapenv:Body>
      <bsvc:Edit_Worker_Additional_Data_Request bsvc:version="v25.0">
         <bsvc:Business_Process_Parameters>
            <bsvc:Auto_Complete>true</bsvc:Auto_Complete>
            <bsvc:Run_Now>true</bsvc:Run_Now>
         </bsvc:Business_Process_Parameters>
         <bsvc:Worker_Custom_Object_Data>
            <bsvc:Effective_Date>2015-08-23</bsvc:Effective_Date>
            <bsvc:Worker_Reference bsvc:Descriptor="?">
               <bsvc:ID bsvc:type="Employee_ID">21001</bsvc:ID>
            </bsvc:Worker_Reference>
            <bsvc:Business_Object_Additional_Data>
               <cus:companyCar>
                  <cus:carNumber>372</cus:carNumber>
                  <cus:cost cus:currency_ID="USD">45000</cus:cost>
                  <cus:datePurchased>2015-02-15</cus:datePurchased>
                  <cus:makeAndModel>Acura TL</cus:makeAndModel>
               </cus:companyCar>
  <!-- removed first two companyPhone elements  -->
               <cus:companyPhone>
                  <cus:description>Third issue</cus:description>
                  <cus:serialNumber>1002</cus:serialNumber>
                  <cus:phoneModel>
                     <cus:ID cus:type="ExtendedAlias">galaxyS6</cus:ID>
                  </cus:phoneModel>
               </cus:companyPhone>
            </bsvc:Business_Object_Additional_Data>
         </bsvc:Worker_Custom_Object_Data>
      </bsvc:Edit_Worker_Additional_Data_Request>
   </soapenv:Body>
</soapenv:Envelope>
```

For this third example response, notice that there is now only one instance of the Company Phone object. To reiterate, you must include all instances of an effective-dated multi-instance Custom Object in any web service operation edit requests, or those instances will be omitted.

```
<env:Envelope xmlns:env="http://schemas.xmlsoap.org/soap/envelope/">
   <env:Body>
      <wd:Edit_Worker_Additional_Data_Response wd:version="v25.0"
 xmlns:wd="urn:com.workday/bsvc">
         <wd:Event_Reference wd:Descriptor="Edit ~Worker~ Additional Data
 Event: Logan McNeil (CHRO, HRExe, Mgr 4000, MatMgr, ProMgr,TalMgr,VPRept) -
 Chief Human Resources Officer on 08/23/2015">
            <wd:ID wd:type="WID">9358fdb7118a10001c4d7e876c29003a</wd:ID>
         </wd:Event_Reference>
         <wd:Worker_Reference wd:Descriptor="Logan McNeil (CHRO, HRExe, Mgr
 4000, MatMgr, ProMgr,TalMgr,VPRept)">
            <wd:ID wd:type="WID">3aa5550b7fe348b98d7b5741afc65534</wd:ID>
            <wd:ID wd:type="Employee_ID">21001</wd:ID>
         </wd:Worker_Reference>
         <wd:Effective_Date>2015-08-23-07:00</wd:Effective_Date>
         <wd:Additional_Data>
            <custom:companyCar wd:Descriptor=""
 xmlns:custom="urn:com.workday/tenants/super/data/custom">
               <custom:companyCarReference>
```

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```
                  <custom:ID
 custom:type="WID">9358fdb7118a30001c4d8039c6240041</custom:ID>
               </custom:companyCarReference>
               <custom:carNumber>372</custom:carNumber>
               <custom:cost custom:Currency_ID="USD">45000</custom:cost>
               <custom:datePurchased>2015-02-15</custom:datePurchased>
               <custom:makeAndModel>Acura TL</custom:makeAndModel>
            </custom:companyCar>
            <custom:companyPhone wd:Descriptor="Third issue"
 xmlns:custom="urn:com.workday/tenants/super/data/custom">
               <custom:companyPhoneReference>
                  <custom:ID
 custom:type="WID">9358fdb7118a30001c4d7fc8b4f10040</custom:ID>
                  <custom:ID custom:type="serialNumber">1002</custom:ID>
               </custom:companyPhoneReference>
               <custom:description>Third issue</custom:description>
               <custom:serialNumber>1002</custom:serialNumber>
               <custom:phoneModel wd:Descriptor="Galaxy S6">
                  <custom:ID
 custom:type="WID">64d9653bfe8a100005ad38705b480028</custom:ID>
               </custom:phoneModel>
            </custom:companyPhone>
         </wd:Additional_Data>
      </wd:Edit_Worker_Additional_Data_Response>
   </env:Body>
</env:Envelope>
```

Related Information

Tasks

Create and Edit Custom Object Definitions

Create Custom Lists

Examples

Workday Community: Getting Started

Integration IDs

Concept: Integration IDs

Integration IDs identify an instance of a *business object* in Workday. Workday uses 3 different integration IDs for data loads, web services, and reports enabled as web services.

Integration ID Types	Description	Example
External ID	A two-part unique identifier consisting of a: • System ID: Identifies an integration system in Workday. • Value: Identifies the particular business object instance. Reserved System IDs are a type of external ID consisting of internal *system ID* values that enable backward compatibility between:	Example: SFDC-W-001 SFDC is a *system ID* for an integration between Workday and Salesforce.com. W-001 is the external ID value for the Western region instance of the sales organization.

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Integration ID Types	Description	Example
	• Original v1 and v2 operations in the Workday API • Newer operations that use reference IDs and WIDs. There are 3 types of reserved System IDs: • WD-WID: Enables you to use Workday IDs in a v1 or v2 operation. • WD-EMPLID: Custom ID values that Workday uses to store employee IDs for v1 or v2 web services. Newer web services use Employee_ID reference ID. Use the WD-EMPLID value in the System ID EIB column or web service element. Use the employee ID in the ID column or element. • The internal instance IDs Workday previously used to identify business objects. Note: Workday replaced WD-I with Workday IDs. Don't use WD-I.	
Reference ID	Reference IDs enable an integration or a data load to set a unique identifier for a Workday object. Unlike WIDs, reference ids constant across all Workday environments. Reference IDs enable you to configure unique identifiers. Business objects can have 1 or more reference IDs. Reference IDs consist of a: • Type: Identifies the business object. • Value: Identifies the instance of a business object.	Example: Organization-01 Some reference IDs have parent reference IDs. Example: Custom report definitions whose reference ID values are unique by parent reference IDs that identify the report owner. Example: Both Logan McNeil and Betty Liu could have custom reports with a reference ID value of *All Employees*. These reference IDs become unique when combined with the parent reference ID values of *lmcneil* and *bliu*. This combination creates these reference IDs: • lmcniel - All Employees • bliu - All Employees

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Integration ID Types	Description	Example
Workday ID (WID)	WIDs enable you to keep track of differences between objects in your tenants. WIDs can prevent integrations from running against the wrong environment. WIDs consist of a 32-character, nonchanging string that Workday automatically generates on customer data. Workday objects have different WIDs across your tenants. Testing and migration of these integrations with WIDs is more complex.	Example: PEN-01 is the reference ID and c1829f532c8249eba1f592a7e6fe953e is the Workday ID for a ball point pen.

Related Information
Concepts
Concept: Reports as a Service (RaaS)

Concept: Integration IDs Best Practices

General Recommendations

- Specify easily identifiable reference IDs for your account.
- Workday recommends that you avoid including sensitive information in the value of a reference ID because:
    - The **Integration IDs** report displays all reference ID values.
    - Workday Reports as a Service appends reference IDs to the URL.
    - Workday doesn't secure IDs over the internet.

Connectors and Studio Integrations

- Avoid hard-coding values for reference IDs and WIDs in your integrations, instead use integration system attributes, maps, and launch parameters. Use these options to provide the required values for reference IDs and WIDs. Report fields provide a prompt of valid Workday values to users who configure the integration.
- Use environment restriction on attributes and maps. This option provides your integrations with the appropriate values for each environment.

Enterprise Interface Builder (EIB) Integrations

- Use reference IDs on inbound EIBs.
- To provide greater stability, use calculated fields on outbound EIBs instead of hard-coding maps into custom XSLT transformations.

Concept: Reference ID Maintenance

The *Put Reference* web service operation and **Maintain Reference IDs** task:

- Enable you to populate and maintain Reference IDs.
- Can't update Position IDs, hierarchical Reference IDs, or other complex Reference ID types.

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To see the complete list of Reference ID types that you can maintain with the *Put Reference* web service operation and **Maintain Reference IDs** task:

1. Go to the Workday Web Services Directory.
2. Select the *Integrations* web service, and click the *Put Reference* operation.
3. Find the **Reference_IndexObjectID** section.

   The `@type` parameter value contains the list of all valid Reference ID types.

You can also use the **Integration IDs** report on the tenant to see a list of Reference IDs for the selected business objects.

Related Information
Reference
Workday Web Services Directory

Set Up Reference IDs

Prerequisites

Security:

- *Integration Build* domain in the Integration functional area.
- *Set Up: System* domain in the System functional area.

Context

You can manually add reference IDs to *business objects* in bulk. Although Workday automatically generates IDs, Workday recommends using a custom reference ID strategy to maintain a smooth transition for integrations.

When using Object Transporter to migrate object instances from 1 tenant to another, give your objects Reference IDs unique across all tenants you control before their first migration.

Note: Use caution when editing reference ID values. After you've set the ID values, changes to those values can break integrations that use the current ID values.

Steps

1. Access the **Maintain Reference IDs** task.
2. As you complete the task, consider:

Option	Description
Include Empty Values Only	Includes values for instances of business objects with manually deleted reference IDs.
Include Defaulted Values Only	Includes values for automatically generated Workday IDs.
None of the above	Includes reference IDs for all business objects

3. Click **OK** without entering data to have Workday auto-generate ID values for the empty values.

Result

Populate spreadsheet lookup columns with the required reference IDs.

Related Information
Concepts
Concept: EIB Spreadsheet Data Entry Guidelines
Concept: Reference ID Maintenance

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FAQ: Integration IDs

How do I populate empty Reference IDs?	You can add values for empty reference IDs on the **Maintain Reference IDs** task. You can enter your own values or have Workday automatically generate values. You can maintain reference IDs that aren't Positional IDs or hierarchical Reference IDs. Use the *Put Reference* web service operation: • To set reference IDs with the Workday Web Services API. • Create an EIB to set reference IDs.
How do I find the System_ID value for a web service operation?	Workday doesn't display system IDs but we support backward compatibility for original Workday web service. To configure the System_ID in the web service message, set either: • The System_ID to WD-EMPLID and specify values based on your Employee_ID and Contingent_Worker_ID reference IDs. Example: `<bsvc:ID bsvc:System_ID="WD-EMPLID">22915</bsvc:ID>` • The System_ID to WD-WID and specify the Workday ID values. Example: `<bsvc:ID bsvc:System_ID="WD-WID">d24b8d57b17554c5d44c12afcbd87e95</bsvc:ID>`
Where can I find the WD-EMPLID for employees and contingent workers?	The WD-EMPLID value matches the reference ID value for an employee (Employee_ID) or a contingent worker (Contingent_Worker_ID). To view the reference ID values, you can: • Access the **Integration IDs** report • On the related action on a worker, select **Integration IDs > View IDs**.

Workday SOAP API Guidelines and Troubleshooting

Concept: API Guides for SOAP Web Services

This section provides topics for widely used Workday SOAP API web services. Each information page includes:

- A description of the web service operation.
- The equivalent Workday task for the SOAP API.
- The business process used by the SOAP API, when applicable.
- Guidance and best practices for the web service.
- Common issues and errors for the web service.
- Details about add/update/delete capabilities, as well as how to recover from a bad upload.
- A link to a sample XML file for the web service.

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These topics supplement the information provided in Workday SOAP Web Service Directory or SOAP API Explorer on the Developer Site.

Add Vaccination

The web service loads a worker's vaccine events, including their vaccine status, type, and manufacturer.

To load a worker's workplace health and safety tests, use the *Add Workplace Testing* web service instead. Alternatively, you can also use the EIB for both the web services.

For API documentation, see SOAP Operation Directory.

Equivalent Workday User Interface (UI) Task

Add Vaccination

Business Process Used by this Web Service

Add Vaccination Business Process

Common Issues and Errors

Issue	Cause	Solution
The API fails with this message: Processing error occurred. The task submitted is not authorized.	Security configuration.	Verify that you have **GET** access to the*Integration Build* domain security policy.

Web Service Processing

This web service only enables you to add vaccinations. You can't update or delete existing vaccination entries.

Guidelines for Recovering from a Bad Load

When you upload incorrect entries, access 1 of these tasks:

- The **Mass Cancel Business Processes** task when the business process event is still in progress.
- The **Mass Rescind Business Processes** task when the business process event is complete.
- Security: *Business Process Administrator* domain in the System functional area.

After you cancel or rescind the events, rerun the web service requests.

- Listed below are additional vaccine-related resources:
  - Next Level Presentation for Vaccination Tracking
  - What's New: Vaccination and Workplace Test Tracking

Sample Example File

Add Vaccination PDF

Add Workplace Test

- This web service is for loading a worker's workplace health and safety tests, including the test type and results.
- For more details, refer to the Vaccination and Workplace Test Tracking What's New post.
- Use web service **Add Vaccination** instead if you wish to load a worker's vaccine events, including their vaccine status, type, and manufacturer

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For API documentation, see SOAP Operation Directory..

Equivalent User Interface (UI) Task

Add Workplace Test

Business Process Used by This Web Service

Add Workplace Test

Tips for Populating Your Request

- Populate these fields as follows:
  - **Business_Process_Attachment_Data**
    - **File_Name:** Enter name of file
    - **File:** This is the contents of the file. It must be base-64 encoded.
    - **Content_Type:** If populating this field, you can find values by running the Integration IDs report and selecting business object Mime Type.
  - **Auto_Complete:** Set to 1 to bypass approval/review/to do steps in the associated business process and to disable notifications.
  - **Workplace_Test_Type:** Example: COVID-19. To find the reference ID value, run View Reference IDs report and search business object Workplace Test Type.
  - **Workplace_Test_Result:** Examples: Negative, Positive. To find the reference ID value, run View Reference IDs report and search business object Workplace Test Result.
  - **Workplace_Test_Result_Date:** Enter format YYYY-MM-DD.
- To view workers' existing workplace testing information or to confirm that the API successfully loaded the workplace testing information, consider creating a custom report from the **Workplace Tests** report data source.

Common Issues and Errors

Issue	Cause	Cause and Solution
API fails with this message: *Processing error occurred. The task submitted is not authorized*	Security configuration.	The *View Security for Securable Item* report displays that Add Workplace Test (Web Service) requires access to the **Add Workplace Test** business process security policy. Check your security configuration as follows: • View the business process security policy for Add Workplace Test: if you can't find this business process, use task Create Business Process Definition to create it. • Verify that you have access to Initiating Action Add Workplace Test (Web Service). Ideally, you should have unconstrained access.

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Issue	Cause	Cause and Solution
		If you have constrained access, confirm that you have access to the necessary organizations. • Also, verify you have access to the Workplace Test Tracking Functional Area. If you make any changes, activate them.
Unable to view or open the attachment loaded by the API.	File format.	Verify that you loaded the attachment in base-64 encoded format.

Guidelines for Recovering from a Bad Load

- This web service only enables you to add workplace tests. You can't update or delete existing test entries.
- When you upload incorrect entries, access 1 of these tasks:
  - The **Mass Cancel Business Processes** task when the business process event is still in progress.
  - The **Mass Rescind Business Processes** task when the business process event is complete.
- Select *Add Workplace Test* in the **Business Process Types** prompt and enter a date range for when you ran the API.
- Security: *Business Process Administrator* domain in the System functional area.

Sample Example File

Refer to these attached files for examples:

- Add Workplace Test WITH ATTACHMENT v38 PDF: This request loads a test result with an attachment.
- Add Workplace Test NO Attachment v38 PDF: This request loads a test result. There's no attachment.

Change Benefits

The Change Benefits web service provides the ability to initiate and complete the *Change Benefits for Life Event* business process, which changes the benefit elections for an employee as part of a mass update of benefits enrollment from an external system of records.

This web service doesn't support incremental updates. The web service replaces those worker benefit elections that match a specific benefit event type and replaces them with the benefit elections that are specified on the web service call. Ensure that a 3rd party or an integration is not using the web service as it can inadvertently waive unrelated worker benefit elections.

We recommended that you use a separate benefit event type, that only contains the benefits that you want to update. For example, avoid using the Admin Correction benefit event type as it would first attempt to remove all of the benefits associated with that event type, such as FSA or HSA, before adding the requested plans.

To waive a benefit election, don't specify any replacement elections in the request.

The *Change Benefits* web service supports these benefit types:

- Health Care

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- Heath Savings Account
- Spending Account
- Insurance
- Retirement Savings
- Additional Benefits elections

Each election type has its own section and each is mutually exclusive. You can submit only 1 election record for a plan. To make incremental updates for retirement savings plans, use this Enroll in Retirement Savings Plans web service.

For all web service API documentation including Get Candidates, see SOAP API Reference Operation Directory.

The Business Process

There are 2 business processes that impact the processing of this web service. When the *Change Benefits for Life Event* business process initiates:

1. Workday creates the Benefit Change event that display in the Benefit Election History page.
2. Workday creates the Election Package and Benefit Elections for the plans available to the employee.
3. Employees complete the enrollment pages and data is collected
4. The elections are finalized and attached to the employee.

The *Change Benefits* business process represents the request to make a benefit change in the Workday UI. The Change Benefits web service executes this step in the process. It is initiated through the Change Benefits related action. Once the page is submitted and reviewed, the system passes control back to *Change Benefits for Life Event* business process. For more details, learn about the difference between Change Benefits and Change Benefits for Life Events.

Event Date and Coverage Begin Date

Workday ignores the **Coverage_Begin_Date** and **Deduction_Begin_Date** fields in the web service request, and calculates these dates based on the setup in Enrollment Event Rules.

Some of the dates in the UI display the **Original Coverage_Begin_Date** and **Original Coverage_Begin_Date**. Ensure to discuss the benefit event date rules with a certified Benefits consultant to understand the functional implications of changes to these dates.

Errors are caused by violations to the defined rule set in the relevant configuration.

Crafting the Request and the Response

Prior to creating your request, ensure you have all the reference IDs for the benefits you want to modify: Benefit Event Type ID, Frequency ID, Health Care Coverage Plan ID, Health Care Coverage Target ID, and so on.

If a plan requires a dependent, for example if you extend coverage from employee to employee + child, you will need to have the dependent in Workday with its Dependent ID otherwise your request will fail. If your request is successful, the response will provide you with a WID to view in the UI.

See the attached XML files for example of the request and the response.

Incremental Updates Not Supported

The Change Benefits web service is not designed to be used for incremental updates

The most common use cases for updating benefit elections incrementally are updates to retirement savings plans or additional benefit plans. Updates to retirements savings plans should use the existing Enroll_in_Retirement_Savings_Plan web service. For additional benefit plans, it is recommended to have a separate event type created that has access only to that additional plan.

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Note: We do not recommend that you bring in benefits deductions information into Workday Benefits via web service.

> If Workday is not your system of record for benefits, as benefits administration is happening with a third-party provider, then you should load payroll input vs. benefit elections into Workday.

See the linked Q&A question "Outsourced Benefits Loading to Workday" in the Resources section.

This web service is not a substitute for the Import Payroll Input web service. Even though deductions from Workday Benefits flow through Workday Payroll after a Change Benefits web service request completes, any integration using the web service would have to leverage a RAAS call to pull existing benefits into the integrations, which may not be performant in the long run. In addition, each time the Change Benefits web service updates a worker's benefit elections, it needs to terminate existing elections and create a new Begin Date for that same plan with the new change.

Keep in mind that all historical Benefit Events are stored in Workday and displayed in the UI, so each event created by an integration using the Change Benefits web service will display in an affected worker's Benefits tab. The list of events could grow quite large if this web service is called frequently in an attempt to use it to perform incremental updates.

Changes made to benefits in the UI will perform automatic calculations that changes made via the web service will not. For example, when updating HSA/FSA elections, the UI will calculate the per period amount if only the goal based amount is known, whereas the web service will not. If only the goal-based amount is supplied in the web service request, the pay period amount will come back as zero.

Details

- The *Change Benefits* web service covers Health Care, Heath Savings Account, Spending Account, Insurance, Retirement Savings and Additional Benefits elections. Each election type has its own section in the web service call and they are mutually exclusive.
- There are a number of date fields in the web service request. While only the **Event Date** and the **Coverage Begin Date** are required, populating other dates might affect the dates that are displayed in the Benefits tab in the UI. The Coverage Begin Date will show the earliest date of the Coverage Begin Date and the Original Coverage Begin Date loaded or defaulted. The Deduction Begin Date will show the earliest date of the Deduction Begin Date and the Original Deduction Begin Date loaded or defaulted.
- Workday allows only 1 **Event Date** per employee per event type. They can be in separate files or the same file. This date is typically defined as the later of the benefit plan year start date, hire date or the most current life event change date. Since this date is essentially the effective date of the plan election for an employee, benefit eligibility is also based on that date as well. For example, if a prior year hire had a job change during the current year which resulted in a benefit eligibility change and the conversion involves transactional job change history, the Event Date would have to be that particular job change date or the election will error.
- Coverage Begin Date – This date does not drive anything functionally, it is required and has to pass the validation rule for the load, that is, it cannot be prior to the Event Date. The easiest way is to make it the same as the Event Date so you won’t have any loading issue. The real coverage begin date is driven by the coverage begin date configured in the enrollment event rule.
- Original Coverage Begin Date – This date is optional and can be used to capture the date that coverage really began. This is relevant when producing HIPAA statements.
- Deduction Begin Date – This date is optional and it is similar to the Coverage Begin Date that it is driven by deduction begin date configured in the enrollment event rule.
- Original Deduction Begin Date – This date is optional.

While other coverage plan types do not require Benefit Deduction Periods Remaining and Remaining Period Frequency, FSA does require both. The loaded remaining period overrides whatever the system derived remaining period based on the period schedule of the employee. The loaded frequency is the basis of the employee cost included in the load.

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For example, if an employee is in a semi-monthly benefit group and his election has monthly and $10.00 in the load, the load will convert the $10 to $5 for semi-monthly UI display. It is best to ask the client to provide the frequency basis that is consistent with the benefit group and pay group pay so it would be less confusing and avoid losing the decimal precision. Although the current benefit election tab would display the benefit group frequency, the Benefit Coverage History page will show the overriding frequency provided in the load. That can be confusing for the end user.

Final Considerations

As a best practice, either Workday should be the system of record for eligibility via rules in the system, or a third party should have that ownership. If benefits eligibility is owned by a third party, this web service should only be used to bring in relevant deductions.

When using the *Change Benefits* web service:

- Configure all Benefit Plans ahead of time.
- Ensure that any dependents referenced already exists.
- You can't drop enrollments. When an employee drops their enrollment, you will only be able to update the deduction amount to zero. Run a custom report to manually drop enrollments where the amount is $0.
- You can't perform incremental updates. Any issues arising from attempting to use the web service to perform incremental updates will not be considered bugs.

Sample Example File

Change Benefits Request PDF

Change Benefits Response PDF

Change Job

Context

The Change Job web service performs a job change on an employee or contingent worker, including organization assignments, compensation changes, pay groups and location changes. For loading large volumes of job changes, use the Import Change Job web service instead. First test both the Change Job and Import Change Job web service in your Sandbox tenant to determine which one performs better.

Due to overlapping functionality between Change Job and other web services, based on the change type, you can use 1 of these web services instead:

- Assign Pay Group
- Assign Roles
- Change Business Title
- Change Organization Assignments
- Change Work Space
- Edit Position
- Move Workers by Organization
- Request Compensation Change

Equivalent Workday User Interface (UI) Task

From the related actions menu of worker profile, select Job Change -> Transfer, Promote, or Change Job.

Business Process Used by This Web Service

Change Job

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Recommendations for Populating Your Request

- The **Reason** field in the web service request is required. Specify the reference ID type Change_Job_Subcategory_ID in the request. To find a list of the reference ID type values, run the **Integration IDs** report and search for Change Job Subcategory business object.
- Manually change a job similar to the changes that you want to load via the web service. This helps you identify the required fields. You can also view the reference ID values from the related actions of the change job event that you manually created. This information helps you populate the reference ID values in the request.
- Ensure that the steps in the Change Job business process definition match with the web service request. When the business process definition and the web service request aren't aligned, the information might not load into Workday or the Change Job event business process might continue to stay in progress even after the web service request completes.
    - For example, if the Change Job business process has an Assign Pay Group step, then populate the pay group information in the web service request so as to update the pay group field.
    - If you don't want to update the pay group field, add a condition rule in the Change Job business process definition to skip the Assign Pay Group step. For example, add condition rule External Load = N.
    - Alternatively, you can set the Assign Pay Group step as optional in the Change Job business process definition. Also to align both, set Skip = 1 in the Business_Sub_Process_Parameters section of the web service request.
    - When you populate a subprocess within the web service request, ensure that the Change Job business process definition has that step as well. For example, if you're populating role assignments in the web service request, then add an Assign Roles step in the Change Job business process definition.

For API documentation, see SOAP Operation Directory.

Common Issues and Errors

Issue	Cause	Solution
API fails with this message: Processing error occurred. The task submitted isn't authorized.	Security configuration	Access the **View Security for Securable Item** report to determine the security for *Change Job* (Web Service). It requires access to the **Change Job** business process security policy. Check your security configuration as follows: • View the business process security policy for Change Job • Verify that you have unconstrained access to the Initiating Action Change Job (Web Service). • If you have constrained access, ensure that you have access to the necessary organizations.

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Issue	Cause	Solution
		• If you make any changes, ensure to activate them.
API completes successfully but you don't find the change job event you loaded.	The Change Job event business process is still in progress.	When the web service request and the business process definition are out of alignment, it can prevent a business process step from completing. Refer to the Guidelines for Recovering from a Bad Load section on how to cancel the events. After correcting the issue, rerun the web service request.
The web service request completes successfully and some changes are made but others are missing.	The Change Job event business process definition has condition rules that skips certain steps, or it's missing a required step.	Access the processing record of the business process event and check for steps that are marked as not required. Change the condition rules for those steps as necessary. After making corrections, run a mass cancel or mass rescind depending on whether or not the events are completed. Then, resubmit the web service requests.
Web Service response issues this error: Validation error occurred. Either the Proposed Position Restriction is required or Create Position needs to be true.	The position doesn't align with the organization.	If you're moving an employee to a new supervisory organization, you either need to specify a new position or else move the position restriction from the old organization to the new organization. To move the headcount from the old organization to the new organization, enter MOVE in the Headcount Option field. If you don’t want to move the position, create a new position within change job. You can do this by setting the Create Position field in the web service request to 1.
Role assignments are missing after the Change job event completes.	Role assignments are associated with the position and not the employee.	For example, if the employee is promoted to a new position, they’ll lose their existing role assignments on the effective date of the promotion. The employee will automatically pick up role assignments that are

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Issue	Cause	Solution
		assigned to the position they're moving into. When the new position doesn't yet have any role assignments associated with it, you can place the role assignments in the Change Job request. Alternatively, you can run the *Assign Roles* web service to assign all relevant roles to the new positions.
Unexpected changes to the worker's organization assignments.	Organization assignments populate from your predefined tenant configurations.	When a worker moves to a new position or supervisory organization, the organization assignments might change based on your tenant configuration for the new assignments. It can be from a current job or from the proposed supervisory organization. See this Community page for details.

Web Service Processing

This web service enables you to add new change job events. You can't delete or correct the change job event using the Change Job web service.

To opt-in or opt-out of the capability to insert out of order change job events, use the Put Functionality for Staffing Transactions web service. To determine the opt-in or opt-out status, use the Get Functionality for Staffing Transactions web service. After you opt-in using the Put Functionality for Staffing Transactions web service, you can use the Change Job web service to insert change job events before other completed staffing events in a worker's history.

Guidelines for Recovering from a Bad Load

When you upload incorrect entries, access 1 of these tasks:

- The **Mass Cancel Business Processes** task when the business process event is still in progress.
- The **Mass Rescind Business Processes** task when the business process event is complete.
- Security: *Business Process Administrator* domain in the System functional area.

After you cancel or rescind the events, rerun the web service requests.

Sample Example Files

Refer to the attached files for examples.

- Change Job Include Org and Role Assignments v38 PDF: This request includes organization assignments (3 custom org's) and role assignments.
- Change Job New Position and Comp Change and Pay Group Assignment PDF: This request moves worker to a new position and changes compensation and assigns a pay group.

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Change Other IDs

Context

You can use this web service to create or delete Custom IDs, also known as Other ID for a single worker. For Government IDs, use the Change Government IDs web service instead.

Note: The primary use case for this web service is the creation of static Custom ID values that you don't expect to change frequently. For identifiers, such as Badge ID of workers that require frequent update, consider using a *Custom Object* web service instead.

For API documentation for all web services, including **Change Other IDs**, see SOAP Operation Directory.

Equivalent Workday User Interface (UI) Task

Edit Other IDs

Business Process Used by This Web Service

Edit Other IDs

When a user calls the web service to import the journals, ensure that they have the permission to call this web service in the Business Process Security Policy for **Edit Other IDs.**

Tips for Populating your Request

Data at the Worker / Business Process Level	**<wd:Auto_Complete> :** Set this to true to bypass approval steps in the associated Edit Other IDs BP for the Custom ID. **<wd:Run_Now>**: Indicates the transaction should process to completion before the response is generated. This value should be set to **true**. **<wd:Person_Reference>**: Specify a value for a worker, student, etc with the appropriate ID type Note that with large volumes of IDs in a call, setting Auto Complete and Run Now to true will result in better performance.
Data at the Custom Identifier Data Level	You will have one <wd:Custom_Identification_Data> element. **<wd:Custom_Identification_Data>**: contains an optional @Replace_All attribute, which, when populated, will replace the full set of Custom IDs for the worker with the Custom IDs within this SOAP request. This element contains the entire set of Custom IDs for the web service request.
Data at the individual Custom ID Level	**<wd:Custom_ID>**: element that will contain the data for a single Custom ID within the SOAP request. Contains an optional @delete attribute, which, when populated, will remove the Custom ID denoted by the **<wd:Custom_ID_Reference>** **<wd:Custom_ID_Shared_Reference>** Note that you need to get the Custom_ID_Shared_Reference

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	value from the Get_Workers request for the user you want to update the ID.
Duplicate Checking for Custom Identifiers (Custom IDs)	Custom Identifiers (Custom IDs) handle duplicate checking differently than many other object types and the system is comparing the following fields when determining if it is updating an existing record or adding a new one: • Identifier ID • Custom ID Type • Issued Date • Expiration Date • Issued By Org • Custom Description If for the worker in question, there exist any Custom IDs with a 100% match for the fields above, then no new Custom ID is created. Note: if a user only updates Issued Date, or a single field in the above list as shown in this example, the web service will create a duplicate record. When repeated over a large set of workers in a regular batch process, the number of Custom IDs in the tenant can increase greatly. The Reference ID is not considered when updating a Custom ID.

Sample Example File

Change Other IDs 6 PDF

Get Candidate

This service operation will get Candidates and their related information for the specified criteria. The request criteria can be for a single candidate based on its Reference ID, or all candidates for a specified criteria.

For all web service API documentation including Get_Candidates, see SOAP API Reference SOAP Operation Directory.

Data Sections

Request Criteria	Workday grouped Request Criteria into 14 types of Criteria: First_Name, Last_Name, Candidate_Email_Address, Pre-hire_Reference, Worker_Reference, Job_Requisition_Reference, Recruiting_Stage_Reference, Applicant_Source_Reference, Candidate_Tag_Reference, Applied_From, Applied_Through, Internal_Workers_Only, Created_From, and Created_Through Here's an example using a Reference ID: `<bsvc:Request_Criteria>`

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	<bsvc:Reference_ID_Type>Job_Requisition_Referen bsvc:Reference_ID_Type> </bsvc:Request_Criteria>
Response Group	The Response Group provides these options for including or excluding specific information: • Include_Reference • Include_All_Attachments Example of Response Group using true/false values. You can also use 0 for false and 1 for true: <bsvc:Response_Group> <!-- Optional: --> <bsvc:Include_Reference>true</ bsvc:Include_Reference> <!-- Optional: --> <bsvc:Exclude_All_Attachments>true</ bsvc:Exclude_All_Attachments> </bsvc:Response_Group> Only include what you need in your request as each option set to true can potentially add to the time to complete the request.
Response Filter and Paging Optimization	This section allows you to filter and page the results that are returned. If returning a large volume of ID's, populate the As_Of_Entry_DateTime value in this section in order to make use of Paging Optimization. Example: <bsvc:Response_Filter <bsvc:As_Of_Entry_DateTime>2021-05-01T00:00:00Z bsvc:As_Of_Entry_DateTime> <bsvc:Page>1</bsvc:Page> <bsvc:Count>500</bsvc:Count> </bsvc:Response_Filter>

Get Candidates Contextual Security

Contextual Security is available with version 36 and later.

Security:

- Prospects - get permissions
- Candidate Data: Job Application - get permissions

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Common Issues and Errors

Issue	Cause and Solution
API fails with this message: Processing error occurred. The task submitted is not authorized.	This is security-related. Verify that you have get access to Integration Build domain security policy.
Get Candidates request performance is poor.	This can be due to not using Paging Optimization or not using it properly, and also to request criteria being too broad. Try limiting the result size by adjusting the criteria
Error "processing error occurred. page 1 must be requested first."	This can occur after you've hit the timeout limits for the optimization cache. The timeout limit is a maximum of two hours between 2 paged requests, such as between page1 and page2, or thirty minutes after you've requested the last page.

Sample Example File

Get Candidates Request Super PDF

Get Learning Course Offerings

This web service is used to retrieve blended course offerings.

For API documentation for all web services including Get Learning Course Offerings, see SOAP Operation Directory.

Manual Equivalents to Get Learning Course Offerings

These are some of UI options for the *Get Learning Course Offerings* web service operation:

- In the **Learning** Worklet, you can select **Learn > Browse** to see course offerings.
- You can access the Learning Course Offering Report Data Sources (RDS) that contains data such as: Course Offerings and Course Offerings for Trainer.

Data Sections

Request References	You can specify a WID or a Learning_Course_Offering_id
Request Criteria	This operation does not support Request Criteria

Response Filter	You can add filters and pagination to the retrieved data. For large volume of IDs, populate the *As_Of_Entry_DateTime* value in this section in order to make use of Paging Optimization. Example:
	`<bsvc:Response_Filter>`
	`<bsvc:As_Of_Entry_DateTime>2021-05-01T00:00:00Z</bsvc:As_Of_Entry_DateTime>`
	`<bsvc:Page>1</bsvc:Page>`
	`<bsvc:Count>500</bsvc:Count>`

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	`</bsvc:Response_Filter>`

Common Issues and Errors

Issue	Cause and Solution
API fails with this message: Processing error occurred. The task submitted is not authorized.	This is security related. Verify that you have **get** access to Integration Build domain security policy. Additionally you need get permissions on the following domains: Manage: Learning Content Set Up: Learning Catalog
Error "processing error occurred. page 1 must be requested first."	This can occur after you've hit the timeout limits for the optimization cache. The timeout limit is a maximum of two hours between 2 paged requests, such as between page1 and page2, or thirty minutes after you've requested the last page.

Get Learning Course Offerings Contextual Security

This web service doesn't support contextual security.

Sample Example File

Get Learning Course Offerings v36 PDF

Get Organizations

Use the Get Organizations web service to retrieve multiple organizations for these organization types.

- Company
- Cost Center
- Custom
- Matrix
- Pay Group
- Region, Retiree
- Supervisory
- Company Hierarchy
- Cost Center Hierarchy
- Location Hierarchy
- Region Hierarchy

The request criteria enables you to specify organization types or organizations.

Note: Business unit organizations are not returned by the get_organizations web service.

When you don't specify request criteria, Workday returns all active organizations. To include inactive organizations, set Include_Inactive toTrue. Alternatively, when you don't specify request criteria, you can still return a specific active organization by providing the organization reference ID or the Workday ID.

Data Sections

The Get_Organizations request includes several fields for specifying organization types or organizations. When you don't specify request criteria, Workday returns all active organizations.

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In this example, Workday returns all active organizations:

```
<bsvc:Get_Organizations_Request
xmlns:bsvc="urn:com.workday/bsvc">
</bsvc:Get_Organizations_Request>
```

When you set Include_Inactive to True, Workday also returns inactive organizations.

In this example, inactive organizations are returned because the option is set to 1 or True:

```
<bsvc:Include_Inactive>1</bsvc:Include_Inactive>
```

As a best practice, only request the data sections that contain the fields that you need and select the minimum population of transactions and organizations necessary for your use case.

Transaction Types

In the <wd:Transaction_Log_Criteria_Data> section, you can specify all the transactions that an organization requires to be returned in the web service response. When an organization has a single transaction in the list and that transaction meets the transaction log logic in the next section, it is returned. Workday supports these ID types for transactions:

- Workday ID
- Event_Life_Type_ID
- Business_Process_Type
- Reorganization_Activity_Type

To limit organizations returned to only those with specific types of organization data changes with the date ranges specified in the transaction log criteria (for effective date and updated date), you can specify 1 or more of these Reference Id values in the Transaction Type Reference field:

Relevant Transaction Type References for Get_Organizations	

Transaction Type Reference ID	Organizations Returned (as an Event Target)	Entries Available as of Date	Latency Potential (uses Observer Framework)
Assign Included Organizations	Container organization that had included organizations (content) added or removed through UI Content organizations with a container organization change like Company Hierarchy, Cost Center Hierarchy, Location Hierarchy and Region Hierarchy	22R2	
Assign Location Hierarchies	Location Hierarchies that are assigned to Location	22R2	

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Transaction Type Reference ID	Organizations Returned (as an Event Target)	Entries Available as of Date	Latency Potential (uses Observer Framework)
Assign Locations	Location that are assigned to location hierarchy	22R2	
Assign Roles	Assign Roles BPT captures role assignment for an organization	existing(old)	
Assign Superior	1 org - Only the subordinate org that is assigned a new superior or its superior is changed	existing(old)	
Assign Superior With Superior	2 orgs - Subordinate org that is assigned a new superior or its superior is changed AND the superior org with a new subordinate	22R1	
Change Superior Organization		DEPRECATED	
Change Visibility	Visibility will be taken from top level.	existing	
Change Owner	Role assignment changes within an organization ***(but what exactly does this do?)***	existing	
Create Organization	Newly created organization	22R1	
Create Subordinate Organization	Newly created subordinate organization and it's superior Organization	22R1	
Create Subordinate	The new subordinate will be picked up in *Create Organization* TLL	22R1	
Edit Organization Change	Organization changes which include Reference ID, Organization subtype and external URL reference	22R1	
Edit Hiring Restrictions	Staffing changes for hiring captured through BPT	existing(hrcore)	

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Transaction Type Reference ID	Organizations Returned (as an Event Target)	Entries Available as of Date	Latency Potential (uses Observer Framework)
Inactivate Organization	Organization that was inactivated via UI or web service	existing	
Mass Assign Self-Assign Roles	Role assignment changes captured in Mass Assign Self Assign Roles BPT	existing	
Organization Assignment Restriction Change	Organization that has its assignment restriction updated for staffing.	***new(but did HRCORe implement this)***	
Organization Freeze/ Unfreeze		***Manage Organization Hiring Freeze is not tracking TLLs***	
Organization Name Code Change	Organization with a name change. Name changes that are captured include: - Org name, phonetic name, org code, reference Id, manager/ leader name	22R1	
Organization Name Translation Change		Not available yet	
Organization_Type_ Change	Might be able to remove	org type can't be changed once created (it's currently under payroll)?	
Role Assignment Event	Role assignment changes captured in Role assignment event BPT	existing	
Role-Based Group Change	Role assignment changes in an organization with role and position restrictions assigned	existing	
Set Hiring Restrictions	Hiring restrictions created through BPT	existing	?
Update Included Content	Container organization that had included organizations (content) added or removed through webservice	22R2	

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Transaction Type Reference ID	Organizations Returned (as an Event Target)	Entries Available as of Date	Latency Potential (uses Observer Framework)
	Content organizations with a container organization change like Company Hierarchy, Cost Center Hierarchy, Location Hierarchy and Region Hierarchy		

Transaction Log Logic

You can use the transaction log service within Get_Organizations web service to identify organizations with certain transactions within a time range by using the 4 date-time fields that are analogous to the date launch parameters that are available in tools like Core Connector. You can use only the Updated parameters, the Effective parameters, or both sets of parameters.

When you choose to use both sets of Updated and Effective parameters in a single Get_Organizations call, they're treated with an AND relationship, which means that the web service returns the transaction when it's both effective in your Effective_ From and Effective_Through window, and when it's updated (entered) in your Updated_From and Updated_Through window.

When you use both the Updated and the Effective parameters in a single call, the response picks up changes that were entered between the Updated_From and Update_Through times and became effective on July 22, 2019. Example:

```
<wd:Transaction_Date_Range_Data>
  <wd:Updated_From>
    2019-09-22T09:44:07.134-07:00
  </wd:Updated_From>
  <wd:Updated_Through>
    2019-10-22T10:48:19.129-07:00
  </wd:Updated_Through>
  <wd:Effective_From>
    2019-07-22T00:00:00.000-07:00
  </wd:Effective_From>
  <wd:Effective_Through>
    2019-07-22T00:00:00.000-07:00
  </wd:Effective_Through>
</wd:Transaction_Date_Range_Data>
```

However, when you use only the Effective parameters, the response contains all the changes that became effective on that date, regardless of when they were entered into the system. Example:

```
<wd:Transaction_Date_Range_Data>
  <wd:Effective_From>
    2019-07-22T00:00:00.000-07:00
  </wd:Effective_From>
  <wd:Effective_Through>
    2019-07-22T00:00:00.000-07:00
  </wd:Effective_Through>
</wd:Transaction_Date_Range_Data>
```

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Finally, when you use only the Updated parameters, the response contains all the changes that were entered into the system between those 2 dates and times, regardless of when they were effective in the system. Example:

```
<wd:Transaction_Date_Range_Data>
  <wd:Updated_From>
    2019-09-22T09:44:07.134-07:00
  </wd:Updated_From>
  <wd:Updated_Through>
    2019-10-22T10:48:19.129-07:00
  </wd:Updated_Through>
</wd:Transaction_Date_Range_Data>
```

Then the response contains all the changes that were entered into the system between those 2 date-times, regardless of when they were effective in the system.

However, please use extreme caution if you decide to enable the transaction log service because dates are not indexed in the data source so it is a common cause of performance issues in this web service. Furthermore, when the transaction log service is enabled, not all organizations with relevant changes to organization data such as organization name and code are guaranteed to be captured. To disable the transaction log service, leave the Transaction_Log_Criteria subelement empty within Request_Criteria in the Get Organization request.

Transaction Log Lite

With 2023R1, Get Organizations web service was enhanced by adding a new **Enable Transaction Log Lite** boolean parameter, which changes the way the web service detects organization changes and the performance is considerably improved leading to shorter processing time.

We strongly recommend that you enable this parameter when using the transaction log service because:

- It supports detection of additional organization changes, for example, Organization Name Code Change, Edit Organization Change etc. which are otherwise not captured when only transaction log service is enabled.
- Processing time is significantly reduced.

Get Organizations Contextual Security

The *Get_Organizations* web service is contextually secured, so follow security best practices when you authorize users to call the web service.

To call Get_Organizations, you must have permission to:

1. Invoke the Get_Organizations web service.
2. Retrieve the organizations (contextual security).
3. Retrieve those fields from the organizations (field level security).

Get Payments

This service operation will get payments and the related information for the specified criteria. The request criteria can be for a single payment based on its Reference ID, or all payments for a specified company.

For all web service API documentation including Get_Payments, see the SOAP API Reference Operation Directory.

Data Sections

You can use Request References to specify a WID, Payment ID, or a list of Payment IDs, among other types of references. For a full list of these references, see Get_Payments Reporting_TransactionObjectID in the SOAP API Operation Reference.

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Request Criteria	Workday groups Request Criteria into 5 types of Criteria: General Payment, Check Payments to Print, Payments Message, Remittance File, and Field and Payment.
	
	Here's an example using a WID:
	
	`<bsvc:Request_References>`
	`<!-- 1 or more repetitions: -->`
	`<bsvc:Payment_WWS_Reference`
	`bsvc:Descriptor="June Payments">`
	`<!-- Zero or more repetitions: -->`
	`<bsvc:ID`
	`bsvc:type="WID">2b67c9e38ede9182f5cfd99slaa2c15`
	`bsvc:ID>`
	`</bsvc:Payment_WWS_Reference>`
	`</bsvc:Request_References>`

Response Group	The Response Group gives options on whether or not to include specific information. Get Payments has these options:
	
	• Include_Reference
	• Include_Originating_Bank_Date
	• Include_Payroll_Remittance_Date
	• Include_Payment_Group_Data
	• Include_Payroll_Result_Country_Data
	
	Here's the default example of Response Group using true or false values, though you can also use zero for false and 1 for true:
	
	`<bsvc:Response_Group>`
	`<!-- Optional: -->`
	`<bsvc:Include_Reference>true</`
	`bsvc:Include_Reference>`
	`<!-- Optional: -->`
	`<bsvc:Include_Originating_Bank_Data>true</`
	`bsvc:Include_Originating_Bank_Data>`
	`<!-- Optional: -->`
	`<bsvc:Include_Payroll_Remittance_Data>false</`
	`bsvc:Include_Payroll_Remittance_Data>`
	`<!-- Optional: -->`
	`<bsvc:Include_Payment_Group_Data>true</`
	`bsvc:Include_Payment_Group_Data>`
	`<!-- Optional: -->`
	`<bsvc:Include_Payroll_Result_Country_Data>true<`
	`bsvc:Include_Payroll_Result_Country_Data>`
	`</bsvc:Response_Group>`
	
	Only include what you need in your request. Each option set to true can add to the time to complete the request.

Response Filter and Paging Optimization	There are 2 As_Of elements used in the Response_Filter element: • As_Of_Effective_Date is the effective date for the changed data. Some examples for Get

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	Payments are a payment date, a settlement date, or a change in a payment status. • As_Of_Entry_DateTime is the date and time that the data was entered into Workday. If not set, the web service will use the current date and time. However, we recommend that you always set this explicitly for consistent paging results, and for optimized paging, as described below. The 2 filter elements above enable you to return all entries, up to and including the specified filter date or date and time. Elements that have an effective date, or an entry date and time, after what is specified in the filter aren't returned. Using Paging Optimization will give you the best performance results when you do these: • Specify an As_Of_Entry_DateTime value on your first page. This first page will take the longest of all your pages because it builds an index that is available for your subsequent pages. • Retrieve page 1 first. Subsequent pages can be in any order, though the most common use is to call them sequentially. • Specify that same value for As_Of_Entry_DateTime on each subsequent page. You can only take advantage of the index built by the first page if you use the same DateTime value on subsequent pages. To do so, change only the page number in your subsequent requests. This also ensures that you have consistent and accurate paging results. • Make paged requests within a reasonable frequency so that your request doesn't expire. If your request expires, you need to request page 1 again, which creates a new index of optimized paging data for the subsequent pages. • Break your total number of records to retrieve out into multiple pages. Optimized paging is used if there’s only 1 page of data.

Get Payments WWS Best Practices

- Make certain absence balances are persisted to 91 days back. For more detailed information, see Augmenting Absence for Optimal Performance
- Review your tenant settings for Persisting Absence Balances. There's a setting called Persist Absence Data for Payslips the in Edit Tenant Setup - Payroll Complete task that you can select. If you select that option, you'd need to run pay complete again for this test. You'd want to select the Persist Absence Data for Payslips Following Pay Complete check box on the Edit Tenant Setup - Payroll task to improve payslip generation performance. Also, select Enable Persisted Accruals on the Edit Tenant Setup - HCM task to improve performance in balance generation by referencing the persisted balance for calculations. See Setup Considerations: Absence Balances.

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Get Payments Contextual Security

Workday added support for Contextual Security in v 34.1.

Common Issues and Errors

Issue	Cause and Solution
Get Payments request performance is poor.	The cause could be Paging Optimization or not using it properly, and also to absence balances persistence settings. See topics in this article on these subjects.
Error "processing error occurred. page 1 must be requested first."	This can occur after you've hit the timeout limits for the optimization cache. The timeout limit is a maximum of 2 hours between 2 paged requests, such as between page1 and page2, or 30 minutes after you've requested the last page.
ERROR: " Processing error occurred. Empty Required Parm Companies_Secured--IS " using General_Payment_Criteria section of Get_Payments_Request.	User Account is lacking proper security to successfully make this API call. Get Payments is secured to Domain: Process Settlement, which is in the Functional Areas of Banking and Settlement.

Processing error occurred. Reduce the number of instances returned by using request criteria, response filters, or date ranges. Your request returns 3787088 instances, which is more than the limit of 1000000.	This happens when you have a huge number of payments and you aren't setting any filtering or As_Of DateTime values in your request. To resolve, you can set filtering to reduce the size of your return dataset, such as these 2 Examples:
	
	`<bsvc:Request_Criteria>`
	`<bsvc:General_Payment_Criteria>`
	`<bsvc:Payment_Date_on_Date_Or_After>2019-01-01+`
	`bsvc:Payment_Date_on_Date_Or_After>`
	
	`<bsvc:Payment_Date_on_Date_Or_Before>2019-01-01`
	`bsvc:Payment_Date_on_Date_Or_Before><`
	`/bsvc:General_Payment_Criteria>`
	`</bsvc:Request_Criteria>`
	
	Or you could also specify an As_Of_Effective_Date or an As_Of_Entry_DateTime in the Response_Filter like 1 of the 2 in this example:
	
	`<bsvc:Response_Filter>`
	`<bsvc:As_Of_Effective_Date>2019-01-01+00:00</`
	`bsvc:As_Of_Effective_Date>`
	`<bsvc:As_Of_Entry_DateTime>2019-01-01+00:00</`
	`bsvc:As_Of_Entry_DateTime>`
	`</bsvc:Response_Filter>`

Sample Example File

Get Payments request Example Returned Payments PDF

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Get Purchase Orders

This web service enables you to get purchase orders (POs). There are also other web services that you can use to retrieve PO data including:

- *Get Purchase Order Acknowledgment*
- *Get Purchase Order Change Orders*
- *Get Purchase Order Lines Additional Data*
- *Get Purchase Order Schedules*

For all web service API documentation including Get Purchase Orders, see SOAP Operation Directory .

If you wish to use REST API instead of SOAP API, refer to the Procurement section of the Workday REST Services Directory.

Manual Equivalents to Get Purchase Orders

To retrieve POs, you can also use:

- **Find Purchase Orders** report.
- **Purchase Orders for Date Range by Company** standard report.
- Report Data Sources (RDS) that include PO information, including Purchase Orders, Purchase Order Lines, Purchase Order Change History.

Data Sections

Request References	This section allows you to select specific POs. You have the choice of populating this section or the next section (Request Criteria). Below is an example of how to populate this section to return a PO. The example below uses Document_Number for the reference ID type. You could also use Purchase_Order_Reference_ID or WID.
	
	`<bsvc:Request_References>`
	`<bsvc:Purchase_Order_Reference>`
	`<bsvc:ID`
	`bsvc:type="Document_Number">PO-3355</`
	`bsvc:ID>`
	`</bsvc:Purchase_Order_Reference>`
	`</bsvc:Request_References>`

Request Criteria	This section contains filtering logic to limit the data that is returned in the response. Populate this section with the reference ID types that you want to view. For example, to return supplier S-0005 with POs in 2021:
	
	`<bsvc:Request_Criteria>`
	`<bsvc:Supplier_Reference>`
	`<bsvc:ID`
	`bsvc:type="Supplier_ID">S-0005</`
	`bsvc:ID>`
	`</bsvc:Supplier_Reference>`
	`<bsvc:Purchase_Order_Date_On_or_After>2021-01-`
	`bsvc:Purchase_Order_Date_On_or_After>`
	`<bsvc:Purchase_Order_Date_On_or_Before>2021-12-`
	`bsvc:Purchase_Order_Date_On_or_Before>`

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	</bsvc:Request_Criteria>
Response Filter	This section allows you to filter and page the results that are returned. If returning a large volume of IDs, populate the As_Of_Entry_DateTime value in this section in order to make use of Paging Optimization. Example: <bsvc:Response_Filter> <bsvc:As_Of_Entry_DateTime>2022-05-01T00:00:00Z bsvc:As_Of_Entry_DateTime> <bsvc:Page>1</bsvc:Page> <bsvc:Count>500</bsvc:Count> </bsvc:Response_Filter>
Response Group	Choose the data to return for each PO. Note that attachments are returned in base-64 format. Expect large payloads if including attachments. Example: <bsvc:Response_Group> <bsvc:Include_Reference>true</ bsvc:Include_Reference> <bsvc:Include_Attachment_Data>false</ bsvc:Include_Attachment_Data> </bsvc:Response_Group>

Common Issues and Errors

Issue	Cause and Solution
API fails with this message: Processing error occurred. The task submitted isn't authorized.	This is security-related. Verify that you have Get access to domain security policy Process: Purchase Order - View.
API fails with this message: Validation error occurred. Multiple Element Contents, including Get Purchase Orders Request/b/Purchase Order Request Criteria [EL], contain data where only one is allowed by mutex Get Purchase Orders Request.	This occurs if you populate both the Request_Reference section and the Request_Criteria section. You can populate only 1 of these sections.
When not specifying any search criteria, Get Purchase Orders web service doesn't return data for v34.0 and older versions, but works for v34.1 and newer versions.	For v34.0 and prior versions, if no search criteria is provided, the web service won't return any result. For v34.1 and subsequent versions - there's a behavior change: If no search criteria is provided, the web service will identify all companies that the user has PO access for, and query the POs in those companies. Also, note that we don't encourage submission of this web service (or any web services) with no search criteria for performance reasons.

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Issue	Cause and Solution
Get Purchase Orders isn't returning all the fields I need.	Verify you're using the latest web service version. If you still don't have access to the fields you need, consider these: 1. Check for other web services that might have the fields you need. 2. Create a custom report that includes the information you want, then expose it as a web service (Reporting as a Service: RaaS).

Get Purchase Orders Contextual Security

This web service supports contextual security.

Sample Example Files

- Refer to these attached files for examples.
  - Return POs Updated in Specified Period PDF: This request returns all Purchase Orders that were updated in a specified period of time. Paging is used and **As of Entry Date** is specified to use optimized paging for improving performance.
  - Return Two POs PDF: This request returns 2 specific POs. The response group is configured to return attachments, so although there are only 2 POs returned, the payload might be large due to attachments.
  - Return POs for One Company and in PO Date Range PDF: This request returns POs for one specific company and in a specified date range.
  - Return All POs PDF: This request doesn't specify any request references or request criteria. Paging is used and **As of Entry Date** is specified to use optimized paging for improving performance. This type of request isn't recommended due to the large volume of data it might return.

Get Reference

This web service operation provides a list of values for a business object in Workday given its Reference ID Type. The Reference ID Type for each referenced business object can be retrieved within our API Documentation. For example, the Reference ID Type for a Location reference is Location_ID. When you call the *Get References* web service with Location_ID, it retrieves the list of all locations, their Workday ID, and Reference IDs.

For all web service API documentation including Get_References see SOAP Operation Directory

Manual Equivalents to Get References

These are some UI options for the *Get References* web service operation:

- **View Integration IDs** and **View Reference IDs** reports.
- You can access a Report Data Sources (RDS) that contains the **Reference_ID_Value** report field. For example, to retrieve reference IDs for job profiles, build a custom report that uses report data source **All Active Job Profiles** and includes the field Reference_ID_Value.

Data Sections

Request References: This option is not supported for the *Get References* web service operation.

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Request Criteria: This section contains the filtering logic to limit the data that is returned in the response. Populate this section with the reference ID type that you want to view. For example, to return job profiles:

```
<bsvc:Request_Criteria>
  <bsvc:Reference_ID_Type>Job_Profile_ID</bsvc:Reference_ID_Type>
</bsvc:Request_Criteria>
```

You can also opt to return only the reference ID values that were automatically populated by Workday. For example, this sample retrieves only the company reference IDs assigned by Workday:

```
<bsvc:Request_Criteria>
  <bsvc:Reference_ID_Type>Company_Reference_ID</bsvc:Reference_ID_Type>
  <bsvc:Include_Defaulted_Values_Only>1</bsvc:Include_Defaulted_Values_Only>
</bsvc:Request_Criteria>
```

Response Filter: This section allows you to filter and page the results that are returned.

For large volume of IDs, populate the *As_Of_Entry_DateTime* value in this section in order to make use of Paging Optimization. Example:

```
<bsvc:Response_Filter>
  <bsvc:As_Of_Entry_DateTime>2021-05-01T00:00:00Z</
bsvc:As_Of_Entry_DateTime>
  <bsvc:Page>1</bsvc:Page>
  <bsvc:Count>500</bsvc:Count>
</bsvc:Response_Filter>
```

Reference ID Reference: You can populate this section by entering either a WID or a supported reference ID type. You can find a list of supported reference ID types on the SOAP API directory page for this operation. The list is outlined under the **Reference_IndexObjectID** section of directory page for this operation.

Common Issues and Errors

Issue	Cause and Solution
API fails with this message: Processing error occurred. The task submitted is not authorized.	This is security related. Verify that you have **get** access to Integration Build domain security policy.
Receiving an error like this: Validation error occurred. Request References not currently supported for Get References. Element 6$46586 Restricted by 103$18039	The **Request References** section isn't supported at this time. Use the **Request Criteria** section instead.

Get References Contextual Security

This web service doesn't support contextual security.

Examples

This request returns all country phone codes:

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:bsvc="urn:com.workday/bsvc">
        <soapenv:Header>
                  <bsvc:Workday_Common_Header>
                        <bsvc:Include_Reference_Descriptors_In_Response>1>
                              </bsvc:Workday_Common_Header>
```

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```
                                                </soapenv:Header>
                                                    <soapenv:Body>

 <bsvc:Get_References_Request bsvc:version="v36.1">
        <bsvc:Request_Criteria>
               <bsvc:Reference_ID_Type>Country_Phone_Code_ID>
                      </bsvc:Request_Criteria>
                             </bsvc:Get_References_Request>
                                  </soapenv:Body>
                       </soapenv:Envelope>
```

This request returns the first 500 employee IDs. It includes a value for *As_Of_Entry_DateTime* for optimized paging:

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:bsvc="urn:com.workday/bsvc">
           <soapenv:Header>
                    <bsvc:Workday_Common_Header>
                        <bsvc:Include_Reference_Descriptors_In_Response>1</
bsvc:Include_Reference_Descriptor s_In_Response>
                                                 </bsvc:Workday_Common_Header>
                                                        </soapenv:Header>

 <soapenv:Body>
                  <bsvc:Get_References_Request bsvc:version="v36.1">
                                 <bsvc:Request_Criteria>

 <bsvc:Reference_ID_Type>Employee_ID>
         </bsvc:Request_Criteria>
                   <bsvc:Response_Filter>
                        <bsvc:As_Of_Entry_DateTime>2021-05-01T00:00:00Z</
bsvc:As_Of_Entry_DateTime>          <bsvc:Page>1</bsvc:Page>
                                                    <bsvc:Count>500</
bsvc:Count>                                                          </
bsvc:Response_Filter>
    </bsvc:Get_References_Request>
         </soapenv:Body>
              </soapenv:Envelope>
```

This request returns only the organization reference IDs that were automatically populated:

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/
envelope/"xmlns:bsvc="urn:com.workday/bsvc">
                                                      <soapenv:Header>

  <bsvc:Workday_Common_Header>
               <bsvc:Include_Reference_Descriptors_In_Response>1</
bsvc:Include_Reference_Descriptors_In_Response>
                                                              </
bsvc:Workday_Common_Header>
         </soapenv:Header>
                        <soapenv:Body>
                                      <bsvc:Get_References_Request
 bsvc:version="v36.1">
 <bsvc:Request_Criteria><bsvc:Reference_ID_Type>Organization_Reference_ID</
bsvc:Reference_ID_Type><bsvc:Include_Defaulted_Values_Only>1</
bsvc:Include_Defaulted_Values_Only>.               </bsvc:Request_Criteria>
                                                        </
bsvc:Get_References_Request>
  </soapenv:Body>
     </soapenv:Envelope>
```

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This request returns the first 500 supplier IDs:

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/
envelope/"xmlns:bsvc="urn:com.workday/bsvc">
                                                    <soapenv:Header>

 <bsvc:Workday_Common_Header>
                  <bsvc:Include_Reference_Descriptors_In_Response>1</
bsvc:Include_Reference_Descriptors_In_Response>
                                               </bsvc:Workday_Common_Header>
                                                     </soapenv:Header>
                                                            <soapenv:Body>

 <bsvc:Get_References_Request bsvc:version="v36.1">
       <bsvc:Request_Criteria>
             <bsvc:Reference_ID_Type>Supplier_ID</bsvc:Reference_ID_Type>
                  </bsvc:Request_Criteria><bsvc:Response_Filter>
                        <bsvc:As_Of_Entry_DateTime>2021-05-01T00:00:00Z</
bsvc:As_Of_Entry_DateTime>        <bsvc:Page>1</bsvc:Page>
                                              <bsvc:Count>500</
bsvc:Count>                                                  </
bsvc:Response_Filter>
     </bsvc:Get_References_Request>
         </soapenv:Body>
               </soapenv:Envelope>
```

Related Information
Examples
Workday SOAP API Directory

Get Workers

The Get_Workers web service is used to retrieve worker details from Workday, and supports granular transaction detection through the use of the <wd:Transaction_Log_Criteria_Data> section.

Note: Get_Workers is a performant tool for identifying what populations in Workday have undergone a change, but it's important to recognize that due to the large volume of fields and data sections that can be returned by the web service, performance of this web service can vary dramatically depending on how many data sections are returned and depending on how many workers are returned.

Data Sections

The Get_Workers request includes several boolean fields for whether various data sections should be included in the response. For example, by setting

```
<wd:Include_Personal_Information>true</wd:Include_Personal_Information>
```

you can toggle whether the <wd:Personal_Data> section is returned.

Keep in mind that by enabling a section, the web service will retrieve all the fields in that section for you for each worker in the response. Depending on the volume of workers in your tenant that match your selection criteria, this can take some time.

As a best practice, only request the data sections that contain the fields you need, and select the minimum population of transactions and workers necessary for your use case.

Transaction Types

Within the **<wd:Transaction_Log_Criteria_Data>**section, you can specify all of the transactions that a worker should have had to be returned in the web service response. If a worker has a single transaction in

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the list and they meet the transaction log logic in the next section, they will be returned. The following ID types for the transactions are supported:

- WID
- Event_Lite_Type_ID
- Business_Process_Type
- Reorganization_Activity_Type

Transaction Log Logic

Get_Workers lets you identify workers with transactions in a time range through the use of four dateTime fields analogous to the Date Launch Parameters available in tools like CCW.

Two parameters are related to the entry moment of transactions and two are related to the effective moment of transactions. Unlike in CCW, where change detection is performed by taking two snapshots of data through two Get_Workers calls, Get_Workers is ultimately a single snapshot of worker data as of the Entry and Effective moments specified in the Response_Filter fields.

Get_Workers takes this snapshot using **Updated From / Through** parameters, and using **Effective From / Through** parameters. You can call Get_Workers using only the **Updated** parameters, using only the Effective parameters, or using both sets of parameters.

If you choose to use both sets of **Updated** and **Effective** parameters in a single Get_Workers call, they are treated with an AND relationship: The web service will pick up the transaction if it is both **Effective** in your Effective From / Through window, AND if it is **Updated** (entered) in your Updated From / Through window.

For instance, if you use both the **Updated** and the **Effective** parameters in a single call:

```
<wd:Transaction_Date_Range_Data>
<wd:Updated_From>
 2019-09-22T09:44:07.134-07:00
</wd:Updated_From>
<wd:Updated_Through>
   2019-07-22T10:48:19.129-07:00
</wd:Updated_Through>
<wd:Effective_From>
    2019-07-22T00:00:00.000-07:00
</wd:Effective_From>
<wd:Effective_Through>
     2019-07-22T00:00:00.000-07:00
</wd:Effective_Through>
</wd:Transaction_Date_Range_Data>
```

Then the response will pick up changes that were entered between the Updated_From and Update_Through times AND became effective on July 22, 2019.

On the other hand, if you use only the **Effective** parameters:

```
<wd:Transaction_Date_Range_Data>
<wd:Effective_From>
  2019-07-22T00:00:00.000-07:00
</wd:Effective_From>
<wd:Effective_Through>
    2019-07-22T00:00:00.000-07:00
</wd:Effective_Through>
</wd:Transaction_Date_Range_Data>
```

then the response will contain all the changes that became effective on that date, regardless of when they were entered into the system.

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Finally, if you use only the **Updated** parameters:

```
<wd:Transaction_Date_Range_Data>
<wd:Updated_From>
 2019-09-22T09:44:07.134-07:00
</wd:Updated_From>
<wd:Updated_Through>
   2019-07-22T10:48:19.129-07:00
</wd:Updated_Through>
</wd:Transaction_Date_Range_Data>
```

then the response will contain all the changes that were entered into the system between those two dateTimes, regardless of when they were effective in the system.

As stated, this is similar to but *different* from the change detection logic used by CCW, which makes two calls to Get_Workers to get two separate snapshots of worker data and compare them. There are no change detection rules about Effective and Entry windows in a single Get_Workers call.

The transaction must be fully in the Updated window if only Updated parameters are provided, fully in the Effective window if only Effective parameters are provided, or fully in *both* windows if both Updated and Effective parameters are included.

For an additional thorough review of the Transaction Log in Get_Workers, see Use Transaction Log Criteria to Find Employee Data Changes.

Get_Workers vs. CCW and Other Change Detection Tools

Additionally, although on the face of it Get_Workers and CCW use similar transaction logs and dateTime parameters, it's important to remember that CCW can return both a field's current value and prior value when a worker has undergone a change, whereas Get_Workers returns you the current data for the extracted worker as of an effective and entry moment specified in the **<wd:Response_Filter>** section of your request.

Get_Workers natively returns many more fields and targeted instances than CCW does.

Rescinds and Corrections are handled differently by Get_Workers and CCW: Both rescinds and corrections are returned by Get_Workers if they are transactions that fit your **<wd:Transaction_Types>** criteria and **<wd:Transaction_Log_Criteria_Data>** time ranges, whereas CCW has limited correction and rescind support.

Get_Workers Studio Best Practices

Using the Response_Filter Element	When calling Get_Workers in a Studio integration, it is best practice to leverage the paging functionality of the web service by calling the web service using the Paged Get component, effectively batching the web service response. Note: For maximum performance when using Paged Get, it is critical to specify the *As_Of_Effective_Date* and *As_Of_Entry_DateTime* in the *Response_Filter* section of the web service. This gives Workday the opportunity to cache the query results for use on later page requests. For more details on how to use the Response_Filter element in your web service calls, see Use the Response_Filter Element in WWS.

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Get_Workers Contextual Security

Because Get_Workers can expose many fields for large groups of workers, it's important to follow security best practices when authorizing users to call the web service. Please take the following into consideration when securing access to Get_Workers:

In order to call Get_Workers and extract a particular set of field data for a given set of workers, you need:

1. Permission to invoke the Get_Workers web service.
2. Permission to retrieve that group of workers (contextual security).
3. Permission to retrieve those fields off of that group of workers (field level security).

Permission to invoke the Get_Workers web service	The Security Domain Worker Data: Public Worker Reports secures access to the Get_Workers web service. So the ISU or user launching the Get_Workers request should have unconstrained access to this domain.
Permission to retrieve that group of workers (contextual security)	The Security Domain **Worker Data: Workers** secures access to workers extracted by the Get_Workers web service in a way that obeys your contextual security configuration. To ensure that you are able to leverage contextual security with Get_Workers, so that users calling the web service will only ever be able retrieve workers that they are constrained to access, the user should be **added** to a group with Worker Data: Workers Integration GET permissions and the All Users group should be **removed** from the Worker Data: Workers policy.
Permission to retrieve those fields off of that group of workers (field-level security)	Once you have permission to launch the Get_Workers web service and have access only to the appropriate subset of workers your account is constrained to, ensure that the user calling the web service has permission to extract any fields needed for your interface or integration process and is not granted permissions not needed for the interface.
Performance when configuring Get_Workers Contextual Security	When configuring security to constrain access to web services, there can be a substantial increase in processing time. When possible, use the web service operation's request parameters to limit access, instead of using security to filter access.

Sample XML File

Get Workers Transaction Log PDF

Hire Employee

The Hire Employee web service is used to hire a pre-hire (new or existing) into an employee position.

Import Hire Employee is a similar web service operation. However, use Import Hire Employee only if you're loading large volumes of new hires, such as thousands. If this is the case for you, test in your Sandbox tenant to determine whether the Hire Employee or Import Hire Employee web service performs better in your tenant.

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For a list of the API documentation for all web services including Hire Employee, see SOAP Operation Directory.

Equivalent User Interface (UI) Task

Hire Employee

Tips for Populating Your Request

- Applicant: This field equates to specifying an existing pre-hire when hiring in Workday. Don't populate this field if you want to create the pre-hire within the Hire web service request.
- Manually enter and make note of all the information when you hire an employee. You'll then know what information you need to populate in the web service request
- Ensure that the steps in the Hire business process are aligned with what you populate in the request.
    - For example, if the Hire business process has an Assign Pay Group step, then you either need to populate the pay group information in the request or add a condition rule to skip the step in the Hire business process.
        - Example: Add condition rule External Load = N.

Common Issues and Errors

Issue	Cause and Solution
The web service successfully completes but you can't find the hires you loaded.	The business process events are still in progress due to the misalignment of the web service request and the business process definition. Run a Mass Cancel task to cancel the in progress hire events, and start over.
When you include an existing applicant ID (that is, pre-hire) or former worker ID in the request, it fails with one of these errors: • Validation error occurred. Multiple Element Contents, including Hire Employee Business Process Data/a1/Applicant/CL] contain data where only one is allowed by mutex Hire Employee Business Process Data. • Validation error occurred. Multiple Element Contents, including Hire Employee Business Process Data/a2/Former Worker [CL], contain data where only one is allowed by mutex Hire Employee Business Process Data	If you populate an applicant ID (that is, pre-hire ID) or a former worker ID in the request, then you can't populate any other data associated with the applicant or former worker, such as name, country, email, phone, or addresses. This information is redundant, and the web service issues an error so that you don't overwrite existing applicant information. To resolve this error, remove all applicant information from the request including any sections that reference applicant data and specify only the applicant ID or former worker ID. If there's information that needs to be updated for the applicant or former worker you're hiring, the options are: 1) Update it within a subprocess of the hire web service request (that is, Change Personal Information) 2) Or run another web service after the hire to update applicant information (that is, Change Home Contact Information, Put Applicant, and so on).
Web Service response displays this error: Validation error occurred. Enter a unique Employee ID. The ID is already in use by xxx	This occurs if the request contains an employee ID that you already used. This could occur if you hire employees but then rescind the events. To resolve the issue, you could:

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Issue	Cause and Solution
	• Change the reference IDs for the hires you previously loaded using the Put Reference request. • Use different employee IDs. • Reload the hire and specify the pre-hire ID (the applicant ID) in the request. If you do this, you also need to remove all pre-hire's information from the request, including their name.
Web Service response returns errors that localized information is missing. Example: Gender isn't tracked or Marital status doesn't exist.	These are localized fields and the web service can't find the country to check against. To fix this: 1. Bring up the location associated with the worker's position. 2. Go to the Contact Information tab and click Edit. 3. Change the effective date to an earlier date such as 01/01/1900.
Web Service response returns this error: Validation error occurred. Multiple Element Contents, including Hire Employee Business Process Data/d1/Job Requisition for Fill WWS Events Secured by Transactions [WS]*ST, contain data where only one is allowed by mutex Hire Employee Business Process Data.	This occurs when you populate both the position and job requisition.
Even though the Create Workday Account section is populated in the request, the information is ignored.	There are two different Create Workday Account steps that can be configured in the Hire business process. One has a type of Service and the other has a type of Action: • If using Service step: The Hire event will automatically kick off the step and create the Workday account based on the naming conventions configured on the Maintain User Name Rules and Maintain Password Rules tasks. The web service would ignore any Workday account information populated in the request. • If using Action step: The event uses the information supplied in the request to create the Workday account. To address this issue, check the Hire business process definition and verify that the Workday Account step is type Action.
Compensation grade profile not defaulting consistently using Hire web service	If you only provide partial compensation guideline information in this web service, that information will take precedence and negate any other compensation guideline default settings. Example: If you only add a package or grade and not a grade profile in the web service, we

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Issue	Cause and Solution
	interpret this as you specifying that you don't want a grade profile for that hire. If you don't add any guideline information and remove the Compensation_Guidelines_Data section from the web service entirely, we apply all default settings, including package, grade, and grade profile. Provide all compensation guideline information, including grade profile, in the web service to avoid this issue.

Business Process Used by this Web Service

Hire

Details About Add/Update/Delete Capabilities and How to Recover from a Bad Load

- This web service enables you to add only. You can’t change, correct, or delete the hire through the web service.
- If you have inadvertently uploaded incorrect entries, run the mass rescind or mass cancel, depending on whether the business process event is completed or in progress.

Sample File

Hire Employee Request v38 PDF

Import Accounting Journal

This web service is used to create or update accounting journals. While in an EIB you can populate a sheet with many header keys (and thus many journals on a single sheet that are each called in separate Import Accounting Journal requests), this web service imports one journal per web service call. Consideration should be given to scalability so that an optimal number of Journal Lines is included in each Accounting Journal.

Note: The Import web service runs asynchronous returning immediately a runtime ID of a process that runs in the background breaking up a journal into chunks and process them in parallel.

Use the Get_Import_Processes web service to poll and check the status of the journal process. Use the Get_Import_Process_Messages web service to return any error messages.

Note that there are 4 different options for loading accounting journals via web services:

- **Import Accounting Journal** (described here) loads accounting journals by EIB or API.
- **Submit Accounting Journal** can be used to load journals (by EIB or API) with a smaller quantity of journal lines (1,000 or fewer per journal).
- **Bulk Import Submit Accounting Journal** can be used to load large quantities of journals (by EIB) with 1,000 or fewer journal lines per journal.
- There is also the **Accounting Journal Connector** that can be used. Refer to the Accounting Journal Connector documentation for more details.

Also, there are some related web services that you can use for journals, including:

- Cancel Accounting Journal
- Put Beginning Balance Journal
- Put Beginning Balance Translation Amounts
- Unpost-Reverse Accounting Journal

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For API documentation for all web services, including**Import Accounting Journal**, see Operation Directory.

Equivalent User Interface (UI) Task

Create Journal

Tips for Populating your Request

Data at the Header or Journal Level	**<wd:Import_Accounting_Journal_Data>** **<wd:Accounting_Journal_ID>**: Use a unique value for each journal. If you upload a journal with an identical Accounting_Journal_ID to a journal that is already posted, canceled, reversed, or intercompany, you may receive the following error: *The Accounting Journal is posted or canceled or* **<wd:Accounting_Journal_Reference>**: Specify a value if updating an existing journal. You can update the journal only if it is not yet posted. **<wd:Accounting_Date>**: The Accounting Date that will be used for *all* journal lines within the journal. The date at the header level trickles down to each of its lines. Because all lines in a journal share the same Company and Accounting Date, make sure that your journal lines are batched into journals in a a way that makes sense logically by Company and by Date. **<wd:Auto_Complete>**: Set this to **true** to bypass approval steps in the associated Accounting Journal Event BP for the journal. **<wd:Submit>**: Set to **false** if you want to create the journal but not post it. **<wd:Locked_in_Workday>**: If you set this to **true**, you can't unpost the journal. **<wd:Balancing_Worktag_Reference>**: If using worktag balancing in your tenant, populate this field with the anchor worktag for Workday to base the automatic worktag balancing entries off of. **<wd:Create_Reversal>**: when set to **true**, Workday creates a reversal journal for this journal on a specified reversal date. **<wd:Reversal_Date>** : when using the <wd:Create_Reversal> option, this is the date that the reversal journal is created.
Data at the Journal Line Level	The web service request contains various fields that map to the individual Journal Line fields you see when reporting off of Journals in the tenant. Note again that **Accounting Date** is driven at the header level of the journal, not the journal line level.

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	If you need to store descriptions or external references about specific journal lines, you can use the ***<wd:Memo>*** and ***<wd:External_Reference_ID>*** fields to store free text data with whatever you need to make it clear what those journal lines represent. After loading the journals, you can use the**Find Journals** report to review the uploaded journals.

Worktag Data	For each journal line entry, use the <wd:Worktags_Reference> element to specify all worktags that are necessary for the journal to post successfully and to meet the your organization's financial requirements.
	
	Note: *All Custom Organizations are Custom Worktags, so Custom Orgs can be tagged on the journal line using this element as well, as long as the ID and the ID type are accurate*.
	
	You will populate one **<wd:Worktags_Reference>** element for each worktag on the journal line. Take care to ensure that both the worktag's Reference ID and Reference ID type are populated accurately. The ID types are case sensitive.
	
	For example, to add a worktag for a Custom Worktag called Line of Business, either through Workday Report Writer or the Integration IDs report, note down which Custom Worktag Type ID that worktag has (this may vary from tenant to tenant, so ensure that your request exactly matches the type that's defined in Workday) as well as the Reference ID for the exact Custom Worktag value your are linking to.
	
	If you see that Line of Business is Custom Worktag 3 and has a Custom_Worktag_Type_ID of Custom_Worktag_3 and the specific Line of Business Sales you want to include has a Reference ID of Sales, populate the <wd:Worktags_Reference> element as follows.
	
	`<wd:Worktags_Reference>`
	`  <wd:ID`
	`  wd:type="Custom_Worktag_3">Sales</`
	`wd:ID>`
	`</wd:Worktags_Reference>`
	
	Then populate as many instances of <wd:Worktags_Reference> as are necessary for you to have the worktags you need on that journal line, and repeat across all journal lines in the journal.
	
	Note: Any worktags you populate must have a matching and valid Custom Worktag Type ID.

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Web Service Performance Considerations

Note: *We recommend splitting the journals into smaller groups when the line volume approaches 100,000 lines per journal. Based on performance testing benchmarks, where possible, target to load your journals with approximately 10,000 lines per journal.*

Journal Balancing

As with any journals in Workday, journals created using the Import_Accounting_Journal web service must have their Debits and Credits balance by **Company** at the header of the Journal, and if worktag balancing is enabled for your tenant (for example, fund balancing), the journals must additionally balance by the balancing worktag.

Workday allows the use of an Anchor Balancing Worktag in the web service request so that balancing worktag entries are automatically generated for you where possible. To leverage this, populate the <wd:Balancing_Worktag_Reference> field with the anchor worktag to base this balancing off of.

Common Issues and Errors

Issue	Cause and Solution
The request is running slowly	There are various reasons that the request may run slowly. Review the following: • Custom Validations can slow down performance, especially if you have a large amount of custom validations or the validations are complex. Check the validation rules for accounting journals using task **Maintain Custom Validations**. There is a **Test validations** button that will help you determine if a validation rule has a slow execution time. • Note that each SOAP web service request equates to one background job. If you run one large journal, make sure you are not running more than 100k lines in that journal and that you are batching your lines so that each journal has about 10,000 lines if possible. • Intercompany Accounting: Note that intercompany accounting requires additional journals to be created thus increasing processing time. • Worktag Balancing: You have the option to specify the balancing worktag in the transaction header. Workday automatically creates **due to** or **due from** entries for the other balancing worktag values in the journal. As a result, journal line volumes increases when the feature is enabled, thus increasing processing time.
After loading a large journal, you are unable to edit it. You may receive a **notify me later** message if editing during the review step. You may see that the step has a **Withdrawn** status.	There are some restrictions within the User Interface (UI) in regard to editing large transactions (even within the business process event). We expect to see this behavior when editing a transaction that is too large for the user

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Issue	Cause and Solution
	interface to process and display. For this reason, you need to rely on the web service to supply all information for the journal, so you don't have to make any updates in the UI. We do offer the ability to add an attachment to the journal without actually getting into edit mode. If you merely need to add an attachment, you can do this from the related actions (Journal > Add/Change Attachment) on the journal. This feature was specifically added due to the above mentioned limitations when editing large journals in the UI.
The web service completes successfully but the journal cannot be found in the UI.	Try running the report **Find Journals** to search for the journal. It may have been loaded to the wrong period, loaded with Submit set to **false**, or have some other issue causing it to not fully load.
Web service issues errors such as:**Invalid ID value. '5000' is not a valid ID value for type = 'Ledger_Account_ID'**	Make certain you are populating the Account Set field in the **Journal Entry Line Replacement section** of the web service request

Business Process Used by this Web Service

Accounting Journal Event: be sure that the user that will be calling the web service to import the journals has the permission to call this web service in the Business Process Security Policy for *Accounting Journal Event.*

Details About Add, Update, and Delete Capabilities for This Web Service and How to Recover From Bad Load

- This web service allows you to create new journals or update existing journals (that are not yet posted). You can't delete journals, and there is no Cancel or Rescind option available in the **Account Journal Event**.
- If you have inadvertently uploaded incorrect entries, below are options to consider:
    - If the journals are not yet posted, you can do the following:
        - Get the reference IDs of the accounting journals you loaded and populate an EIB input file with these values. To get the reference ID values, make a copy of the standard report Find Journals and then add Reference ID to the report.
        - Make any other necessary data corrections to the source input file or data source.
        - Re-run the integration process to update the previously loaded journals, with corrections.
    - If journals are posted:
        - You may want to look into using EIB **Cancel Accounting Journal** to back out the entries.
        - There is also an EIB **Unpost Reverse Accounting Journal** that you can use, if the journal is not locked, to unpost the journal, which would then allow you to correct it.

Sample Example Files

Import Accounting Journal Super PDF

Note that this is an XML file built from GMS data that will run successfully using SOAP UI or the Workday Studio Web Service Tester if the appropriate values for your specific FDM are included in the request.

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Review this sample and copy the information from this sample file if you want to use it to help get you started with populating your request.

Import Budget

The Import Budget web service is used to add or update budget details, and replaces other web services (including Import Budget Details, Put Budget Incremental, and Put Business Plan Details). If you're using any of those web services, you will need to switch to **Import Budget**.

There are other web services related to the budget functionality. Review the following web services to figure out what works best for you:

- **Import Budget Amendment:** Used strictly for amending budgets. If you have an approved amendable budget you want to update, use this web service.
- **Import Position Budget:** Used to add or update Position Budgets.
- **Import Headcount Plans**: Used to add Headcount Plans (HCM).
- **Put Budget Template:** Used to add Plan Templates.

To view API documentation for all web services (including Import Budget), see Operation Directory.

Note: *The Import web service runs asynchronous returning immediately a runtime ID of a process that runs in the background breaking up a budget into chunks and process them in parallel.*

Equivalent Workday Task

Maintain Budget

Tips for Populating your Request

Note: *Before calling the web service for the first time, you may want to test populating a budget entry via the user interface using **Maintain Budgets** task. This helps ensure that everything is properly configured and you are able to successfully add a budget line.*

Data at the Header or Budget Level	**<wd:Import_Budge_High_Volume_Request>** **<wd:Budget_Reference>**: Use a unique value for each budget. If you upload a budget with an identical Budget_Reference to a budget that has already been created, and intend on updating or overwriting that budget with your SOAP request, ensure that the Budget_Reference matches the original. **<wd:Import_Mode_Reference>**: Report **View Plan Import Modes** will show you the allowable values, descriptions, and their associated reference ID value. The most commonly used values are: • **REPLACE_ALL**: Replaces the budget with the info in the SOAP request. • **INCREMENTAL_ADD_ONLY**: Add new or update existing entries. • **INCREMENTAL_ADD_WITH_DELETE**: Delete existing plan lines by specifying an amount of 0.00 • **REPLACE_ALL_BY_PERIOD**: Replace all plan lines in a single budget period. Note: *If your budget contains over 25,000 entries, we suggest you load 25,000 per web service*

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	*request. For the first load, use import mode **REPLACE_ALL**. For each additional load, use import mode **INCREMENTAL_ADD_ONLY**.* **<wd:Budget_Structure_Reference>**: One way to identify this value is to: 1. Locate your budget using**Find Plan Templates**. You'll see the company, plan structure, plan name, and more for your budget. 2. Next, from the related actions of your Plan Structure value, choose **Integration IDs->View IDs**. This will display the value for the reference ID type **Budget_Structure_ID**. **<wd:Budget_Name_Reference>**: Based on the Plan Type you're importing, you'll need to update the format for the Budget Name. This fields defaults to Award_Proposal_ID. For Project Budgets, specify the reference ID type *Project_Budget_ID*. For Financial Budgets, specify the reference ID type *Custom_Budget_ID*. To find the reference ID value: 1. Locate your budget using **Find Plan Templates** . You'll see the company, plan structure, plan name, and more for your budget. 2. Next, from the related actions of your Plan Name value, choose **Integration IDs->View IDs**. This will display the value for the reference ID type and ID.

Business Process Data

<wd:Auto_Complete>: Set this to true for the business process event to automatically process, then skip approval and to do steps. <wd:Auto_Complete> won't auto complete a required action step where the value for the action is not provided in the call.

Budget Line Data

<wd:Year>: The year associated with the budget; take caution to ensure that the Fiscal Year Number and Fiscal Year Name are both created with logical and clear values when these are first created in the tenant. To determine what value to include:

1. Use report **View Fiscal Year** and choose the fiscal schedule used by your plan structure.
2. Next, find the value for the fiscal year and fiscal time interval from the related actions of the fiscal year and fiscal posting interval.

<wd:Fiscal_Time_Interval_Reference>: To determine the value for this field:

1. For **Budgets by Duration**, the fiscal year should be the fiscal year corresponding to the start of the project. The Fiscal Time Interval must be set to **Fiscal_Posting_Interval_ID** and the Fiscal Time Interval must be the first period of the plan. If the plan starts on March 3, 2019 and your calendar year is the same as your fiscal year, then the fiscal year would be 2019 and the Fiscal Posting Interval for all plan lines would be March.
2. For **Project Budgets by Period**, use the Fiscal Year and Fiscal Posting Interval corresponding with the budget period.

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Sample Example File

Import Budget PDF

Import Charges for Students

- You can use this web service to apply a charge to a student or adjust a given charge to a new amount and due date.
- Don't use these web services because they were replaced byImport Charges for Students:
    - Import Student Charges (DNU)
    - Submit Student Charge (DNU)

Equivalent User Interface (UI) Task

- There are 2 different tasks depending on whether you're adding or adjusting student charge:
    - To create a new charge: Apply Student Charge
    - To adjust an existing charge: From Student's Profile, go to Account Transactions in the Student Financials section. From related action of the transaction, choose Student Charge > Adjust.

Tips for Populating Your Request

What to Populate If Adding New Student Charge	• If creating a new Student charge, populate section <wd:Apply_Student_Charge_Data>. Below are the more commonly used text boxes in this section: • <wd:Student_Reference>: Reference ID value of the Student. Specify the reference ID type you wish to use such as Academic_Person_ID or Student_ID. • <wd:Institution_Academic_Unit_Reference>: To find reference ID values, run the View Reference IDs report and search business object Academic Unit • <wd:Transaction_Date>: Student Charge Transaction Date. Enter date using format YYYY-MM-DD • <wd:Due_Date>: Student Charge Due Date. Enter date using format YYYY-MM-DD • <wd:Academic_Period_Reference>: To find reference ID values, run the View Reference IDs report and search business object Academic Period • <wd:Student_Charge_Item_Reference>: To find reference ID values, run the

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	View Reference IDs report and search business object Student Charge Item • <wd:Amount>: Amount • <wd:Currency_Reference>: Reference ID value for Currency • <wd:Worktags_Reference>: Reference ID of any worktags associated with the student charge
What to Populate If Adjusting Existing Student Charge	If adjusting an existing Student Charge, populate the ID along with section <wd:Apply_Student_Charge_Data> • <wd:ID>: If adjusting an existing charge, enter the reference ID value of the original charge. You can create a custom report, with data source Student Charges to find reference ID value. Refer to sample custom report definition below • <wd:Amount>: Adjust the new amount that the charge Enter $zero to back out charge. • <wd:Due_Date>: Student Charge Due Date. Enter date using format YYYY-MM-DD • <wd:Student_Charge_Adjustment_Reason>: To find reference ID values, run the Integration IDs report and search business object Student Charge Adjustment Reason

Web Service Performance Considerations

Always launch only 1 request for ALL the student charges, instead of submitting a separate request for each individual student charge. This is important because each web service request triggers a background job that processes the student charges along with another job that processes accounting information for the student charges submitted by the request. So if you submit multiple web service requests, you trigger multiple jobs, which can severely degrade tenant performance.

The import web service limit is 2gb, which equates to around 750,000 charges. If you believe that you'll exceed this limit, then you can break up the charges into another one or 2 requests. But submit just 1 request at a time and allow it to finish loading and processing accounting documents before initiating the next request.

Common Issues and Errors

Issue	Cause and Solution
One or both of these occurs: • Although the web service request completes successfully, some of the student charges have no accounting attached to them • Performance is slow	Both of these behaviors occur if submitting 1 charge per web service request. Refer to Web Service Performance Considerations section for more details.
Web service response returns error: The task submitted it not authorized.	This error is most likely security-related. The View Security for Securable Item report will show you that Import Charges for Students (WS Background Process) requires access to the Student Charge

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Issue	Cause and Solution
	Event business process security policy. Check your security configuration as follows: • Bring up the business process security policy for Student Charge Event. • Verify that you have access to Initiating Action Import Charges for Students (WS Background Process). Ideally, you should have unconstrained access (If you have constrained access, make certain that you don't need to load any student charges where you don't have access to the organizations that the student belongs to.). • If you make any security changes, activate the changes.

Business Process Used by this Web Service

Student Charge Event

Details About Add, Update, and Delete Capabilities and How to Recover from a Bad Load

- This web service enables you to add new student charges or update existing student charges. You can’t delete or cancel charges.
- If you have inadvertently uploaded incorrect entries, below are options to correct the entries:
    - If the business process is still in progress, use task Mass Cancel Business Processes to cancel the student charge events.
    - The business process doesn’t have a rescind option. So if the business processes successfully completed loading the student charge events, 1 option is to rerun the EIB and update the student charges with correct amount/due date. Another option is to cancel the entries using web service Import Mass Cancel Student Charges

Sample Example Files

- Import Charge for Student REQUEST to ADD New Charges PDF: This request is creating 3 new student charges. The 2nd and 3rd entries demonstrate how to add worktags.
- Import Charges for Students REQUEST to ADJUST Existing Charges: This request is adjusting 2 existing student charges
- Import Charges for Students RESPONSE SAMPLE : This sample displays a sample response.

Import Payroll Input

The Import Payroll Input web service is used to create or update payroll input.

- You might also consider managing bulk payroll input using Worksheets. Refer to this What's New Post for use and availability of this feature
- There is also a payroll input connector called **Worker Payroll Input Async**. Review Steps: Set Up Integration for Worker Payroll Data Import for more details.
- You may want to review other integrations related to the payroll input functionality to determine what works best for your requirement. Use the:
    - **Put_Payroll_Off-Cycle_Payment** and **Import_Payroll_Off-Cycle_Payment** web services to add or update off-cycle on-demand or manual payments.
    - **Put_Payroll_History** web service to add or update historical payments.

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- For a list of the API documentation for all web services including Import Payroll Input, see Operation Directory.

Equivalent Workday Task

Add Payroll Input by Worker

Tips for Populating the Web Service

Note: *This Import web service batches the payroll input entries into jobs and processes them asynchronously. We recommend you batch at least 1,000 payroll inputs per Import request. Test in a non-production tenant first to find out what works best for you.*

Data at the Header Level	**<wd:Default_Batch_ID>:** The web service uses this when you don't specify any Batch IDs in the Payroll Input SOAP request. Note: *You typically use the same Batch ID for all entries. The batch ID is useful when you need to validate or delete the entries you loaded. Use the task **Payroll Input by Batch ID** to monitor and validate Payroll Input organized by its Batch ID, and use the task **Delete Payroll Input by Batch ID** to recover from a bad load and delete the entire batchNote: You can only delete Payroll Input in the **Delete Payroll Input by Batch ID** task if no input in the batch is part of a completed payroll. Put another way, if a single entry in even a large batch of payroll inputs is part of a completed payroll, the entire batch will not be able to be deleted. If you need to rerun a SOAP process to import an update to that* Note: *You can only delete Payroll Input in the **Delete Payroll Input by Batch ID** task if no input in the batch is part of a completed payroll. Put another way, if a single entry in even a large batch of payroll inputs is part of a completed payroll, the entire batch will not be able to be deleted. If you need to rerun a SOAP process to import an update to that batch, first run Cancel Pay Complete on any payrolls associated with your batch that were already completed, then run the Delete Payroll Input by Batch ID task on that batch, and then rerun the SOAP request.*
Data at the Payroll Input Level	**<wd:Batch_ID>:** The Batch ID associated with this input. Typically use the same value across all inputs. This drives what inputs will be grouped together and able to be viewed or deleted together using the **Payroll Input by Batch ID** and **Delete Payroll Input by Batch ID** tasks. **<wd:Payroll_Input_ID>:** When you update an existing payroll input, you must specify the input ID for that payroll input. For new entries, the web service will populate this value. If you choose to enter a value, make certain you specify a new ID that will be unique to that transaction. This ID is your best safeguard against duplicate entries.

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<wd:Ongoing_Input>: when this is set to **true**, the Payroll Input on this line will continue on into subsequent pay periods. The default when not populated is **false**.

Note: *When dealing with ongoing inputs, once the original ongoing Payroll Input is included in a completed payroll, you can neither update nor delete it. You can only end date it. To alter the amount or rate of an ongoing input, or to end it entirely, you will need to end date the existing payroll input and create a new one with the new amount (if the input needs to continue at the updated amount or rate). If you are updating Payroll Inputs as part of an integration or custom process, your technical solution will need to house logic for looking up the appropriate End Date in these situations, end dating existing Payroll Inputs as of that end date, and creating a new, updated Payroll Input when necessary at the appropriate Start Date.*

<wd:Start_Date>: the date this input should begin. This field is required for ongoing entries. Required for one-time entries (entries where wd:Ongoing_Input is set to **false**).

<wd:End_Date>: the date this input should end. This field is not required for ongoing entries, but is necessary when end-dating existing ongoing entries (populate this field with a given date to have an input end as of this date). Required for one-time entries (entries where wd:Ongoing_Input is set to **false**).

<wd:Worker_Reference>: the worker this Payroll Input should be assigned to. For two inputs with the same ID to be processed, they must both reference the same worker.

<wd:Position_Reference>: when required for your pay component, populate this with the appropriate position for the worker.

<wd:Earning_Reference>: The Reference ID of the earning associated with this line. Depending on the earning included, and depending on functional configuration that's already been completed by a Payroll consultant, you may have to populate specific worktags, rate, hours, or amount for this Payroll Input to be entered into Workday successfully. This element is mutually exclusive with the <wd:Deduction_Reference> element for a given Payroll Input.

<wd:Deduction_Reference>: The Reference ID of the earning associated with this line. Depending on the Deduction included, and depending on functional configuration that's already been completed by a Payroll consultant, you may have to populate specific worktags, rate, hours, or amount for this Payroll Input to be entered into Workday

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	successfully. This element is mutually exclusive with the <wd:Earning_Reference> element for a given Payroll Input. **<wd:Amount>:** Flat amount for this Payroll Input; may be required depending on the pay component **<wd:Hours>:** Hours worked represented on this Payroll Input; may be required depending on the pay component Note: *this element can be **critical** for a customer's Payroll GL processing and labor reporting. For hours from the Payroll Input to not only flow through to Payroll, but to flow through to the Operational Journals generated when the payroll for this input is completed (and to the customer's GL integrations), work with your Payroll consultant to ensure that any pay components used in a Payroll Input integration that will require Hours for GL purposes have had the **General Ledger: Hours** group added to them before running Run Pay Calculation.* **<wd:Rate>:** Rate value for this Payroll Input; may be required depending on the pay component **<wd:Adjustment>:** set to **true** if you want this Payroll Input to show as an additional entry that increases or decreases a pay component on the Payroll Result. The default is **false**, which **overrides** any matching input, including its amount and related calculations.
Worktag Data	For each input entry use the element appropriate for the Custom Worktag type to tag the input with the values needed for the customer's payroll and GL requirements. Unlike other web services that deal with worktags such as Import_Accounting_Journal and Import_Budget that have generic worktag reference elements that you can populate IDs and their associated ID types into, the Import Payroll Input web service has dedicated elements in the <wd:Worktag_Data> section for given worktags. Take care to ensure that both the worktag's Reference ID and Reference ID type are populated accurately and match the correct element. The ID types are case sensitive.
When Adding Delivered Worktags	When adding worktags like **Cost Center**, **Location**, **Job Profile**, **Project**, and others, you must leverage the pre-defined element for that worktag, and populate a wd:type appropriate for the field, or use a type of WID and populate the WID. For example, if adding in a Cost Center, Location, and Job Profile (shown here with arbitrary values), you

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	would populate your request as follows with your own valid references:
	
	`<wd:Cost_Center_Reference>`
	`  <wd:ID`
	`  wd:type="Cost_Center_Reference_ID">Office`
	`  of the CEO</wd:ID>`
	`</wd:Cost_Center_Reference>`
	`<wd:Location_Reference>`
	`  <wd:ID`
	`  wd:type="Location_ID">PLEASANTON_HQ</`
	`wd:ID>`
	`</wd:Location_Reference>`
	`<wd:Job_Profile_Reference>`
	`  <wd:ID`
	`  wd:type="Job_Profile_ID">JOB_ID2345</`
	`wd:ID>`
	`</wd:Job_Profile_Reference>`

When Adding Custom Orgs	When adding other Custom Orgs besides the orgs that may have been included above, the format is as follows; include as many <wd:Custom_Organization_Reference> tags as there are Custom Organizations you need to tag:
	
	`<wd:Custom_Organization_Reference>`
	`  <wd:ID`
	`  wd:type="Custom_Organization_Reference_ID">WES`
	`wd:ID>`
	`</wd:Custom_Organization_Reference>`

When Adding Custom Worktags	For example, to add a worktag for a Custom Worktag called Line of Business, either through Workday Report Writer or the Integration IDs report, note down which Custom Worktag Type ID that worktag has (this may very from tenant to tenant, so ensure that your request *exactly* matches the type that's defined in Workday) as well as the Reference ID for the exact Custom Worktag value your are linking to.
	
	If you see that Line of Business is Custom Worktag 3 and has a Custom_Worktag_Type_ID of Custom_Worktag_3 and the specific Line of Business *Sales* you want to include has a Reference ID of *Sales*, you would populate the <wd:Custom_Worktag_03_Reference> element as follows.
	
	`<wd:Custom_Worktag_03_Reference>`
	`  <wd:ID`
	`  wd:type="Custom_Worktag_3">Sales</`
	`wd:ID>`
	`</wd:Custom_Worktag_03_Reference>`
	
	You would then populate any other Custom Worktag references as are necessary for you to have the worktags you need on that payroll input,

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	being careful to use only Custom Worktags with a given Worktag number in the corresponding Custom Worktag Referenc element in the SOAP request (e.g., Custom Worktags with ID types of *Custom Worktag 7* will only ever be accepted in the <wd:*Custom_Worktag_03_Reference*> element). Note: *Any Custom Worktags you populate must have a matching and valid Custom Worktag Type ID, and the number of the Custom Worktag must align with the reference element you've populated it in.*
Additional Input Data	**<wd:Additional_Input_Details_Data>** **<wd:Related_Calculation_Reference>**: Note that some Related Calculation codes are Workday-owned, so be sure you specify the correct reference ID. For example, Related_Calculation_ID vs. Workday_Related_Calculation_ID. A reminder that after loading the payroll input, you can use the **Payroll Input by Batch ID** report to view the entries.

Common Issues and Errors

Issue	Cause and Solution
The request successfully finishes, but some payroll inputs are missing.	A few possible causes: • Since this is an Import web service, Workday processes the data asynchronously. Though the SOAP request has finished, the background job may still be running. Use the **Payroll Input by Batch ID** report to periodically monitor progress and verify that payroll inputs continue loading. • If you accidentally use the Payroll Input ID value for all entries, each entry will wipe out the previous entry. Make certain that the line key is unique for each payroll input entry. • The performance will be very slow if you call the Import web service once for every line of input. Example: You call Import_Payroll_Input 1,000 times to process 1,000 payroll inputs with one input per line. Workday creates 1,000 background jobs that queue up and take a long time to process. There is no easy way to recover from this scenario other than to wait for all the jobs to complete their processing. It is important to batch up the pay input lines together into consolidated requests.

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Issue	Cause and Solution
You receive the message: **Changing the worker associated with a Payroll Input is not allowed when updating an existing Payroll Input.**	This error message indicates that you already used some of the Payroll Input IDs in the SOAP request. The web service is trying to update the entries, but is unable as they are either completed or are assigned to a different worker. When you add new payroll input and want to specify the Payroll Input ID, you may want to preface the Payroll input ID with a date (for example, 2018-06-12) to ensure that it is unique.
When populating a related calculation in the input file, you receive an error message such as: **Validation error occurred. Invalid ID value. 'W_NETGU is not a valid ID value for type = 'Related_Calculation_ID'**	You are specifying the incorrect Reference ID type in the input file for the related calculation: Note that for related calculations, there is one reference ID type called **Related_Calculation_ID** and another called **Workday_Related_Calculation_ID**. If you are not sure which ID to specify, run **Integration IDs** report to search the values. For example, for related calculations, search Related Calc in the business object prompt. Then choose **Related Calculation** and **Related Calculation (Workday Owned)**. This will show you a list of all related calculations and the reference ID type they are using. Then populate the web service request accordingly.

Business Process Used by This Web Service

This web service does not use a business process.

Details About Add, Update, and Delete Capabilities for This Web Service and How to Recover From Bad Load

- This web service allows you to add new entries or update existing entries. You cannot delete entries through the web service.
- If you inadvertently upload incorrect entries, access the **Delete by Batch ID** task to remove the entries by specifying the batch ID you used in the input file. See above notes for considerations on deleting existing batches and end-dating previously-entered ongoing inputs.

This web service does not use a business process.

Note: *Reminder: You cannot delete payroll inputs used in completed payroll results.*

Sample Example File

Import Payroll Input Super PDF

We update an existing payroll input and add a couple of new payroll inputs, though you typically use the Import Payroll Input to process large volumes of payroll input. For the purposes of this example, we show only 3 entries.

Import Payroll Off-Cycle Payment

You can use this web service to add or update manual or on-demand off-cycle payments. These are some of the other web services related to payroll input functionality that you might want to review based on your business need:

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- *Import Payroll Input* : This web service is used to add or update payroll input data.
- *Put Payroll History*: This web service is used to add or update historical payments.

Note: *This Import web service batches the off-cycle payments into multiple jobs and processes them asynchronously. We recommend you batch at least 1,000 off-cycle payments per Import request (test in a non-production tenant first to find out what works best for you).*

For API documentation of all web services including *Import Payroll Off-Cycle Payment* , see Operations Directory.

Equivalent Workday User Interface (UI) Task

From related actions on Worker profile, access **Payroll > Manual Payment** or access **Payroll > On-Demand Payment**.

Business Process Used by this Web Service

This web service does not use a business process.

Tips for Populating your Request

To validate the data you are loading, use the **Pay Calculation Off-cycle Inputs for Group of Workers** report. This report can be run for specific statuses and/or Batch IDs.

To use an inbound EIB, see Concept: Dates in Payroll Off-Cycle Payment EIB Spreadsheets.

Data at the Header Level

Repeat <wd:Payroll_Off-cycle_Payment_Data> elements for each separate payment in your SOAP request.

<wd:Batch_ID> : The Batch ID associated with this payment. You can use it to group off-cycle payments together to run pay calculation, complete, cancel and settlement. Ensure to use the same value across all payments in your request.

<wd:Payment_ID>: This field is required. Enter a unique value when creating a new off-cycle payment. If you put an existing Payment ID, Workday will overwrite that payment with the data from this request unless the payment has a status of **Complete**.

<wd:Employee_Reference>: The employee for whom you are entering the off-cycle payment.

<wd:Payment_Date>: The date associated with this off-cycle payment.

<wd:Period_Date>: This date determines the period or sub-period that the off-cycle payment is included in. See Concept: Dates in Payroll Off-Cycle Payment EIB Spreadsheets for further details on how dates are used by this web service.

<wd:Payment_Priority>: If a worker has multiple off-cycle payments in the same period or sub-period, Workday uses this value to determine the pay calculation order when processing the payments. If there is only 1 off-cycle payment for the worker in a given period or sub-period, enter 1.

<wd:Result_Type_Reference>: Possible values are **ManualPayment** or **OnDemandPayment**. The value you specify, must align with the <wd:On_Demand_Payment_Data> section or the <wd:Manual_Payment_Data> section of the payment, which are mutually exclusive.

Data at the Off-Cycle Input Level

<wd:Off-Cycle_Input_Data>

<wd:Earning_Reference>: The Reference ID of the earning associated with this line. Depending on the earning included, and depending on functional configuration that's already been completed by a Payroll consultant, you might need to populate specific worktags, rate, hours, or amount for submitting this

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operation successfully. This element is mutually exclusive with the <wd:Deduction_Reference> element for a given Payroll Off-Cycle Payment.

<wd:Deduction_Reference>: The Reference ID of the earning associated with this line. Depending on the Deduction included, and depending on functional configuration that's already been completed by a Payroll consultant, you might need to populate specific worktags, rate, hours, or amount for submitting this operation successfully. This element is mutually exclusive with the <wd:Earning_Reference> element for a given Payroll Off-Cycle Payment.

Common Issues and Errors

Issue	Cause and Solution
The web service completes successfully, however you do not see the off-cycle payments in the tenant.	When you load the off-cycle payments via the web service, they get loaded as unprocessed. You would then need to run pay calculations to process them. One way to validate the data that you loaded, is to use report **Pay Calculation Off-cycle Inputs for Group of Workers**. This report can be run for specific statuses and/or Batch IDs.
The web service issues an error such as one of the following: • *Invalid ID value. W_TTWG is not a valid ID value for type = Related_Calculation_ID* • *Invalid ID value. W_OASER is not a valid ID value for type = Deduction_Code*	You are using the wrong Reference IDs in your request for deduction and/or related calc. Note that for deductions, there is one Reference ID called **Deduction_Code** and another called **Workday_Deduction_Code**. Also, for related calculation IDs, there is one Reference ID called **Related_Calculation_ID** and another called **Workday_Related_Calculation_ID**. If you are not sure which ID to specify, run Integration IDs report to search the values. For example, for deductions, search **Deduction** in the business object prompt. Then choose **Deduction** and **Deduction (Workday Owned)**. This will show you a list of all deductions and the Reference ID they are using. For related calculations, choose **Related Calculation** and **Related Calculation (Workday Owned)**. Then populate the pay component or related calc value in the appropriate line of your SOAP request.
The web service issues error *Validation error occurred. No eligible processing period exists for the period date.*	There are multiple causes for this issue, which are described below. Also, If you receive this error, it may be helpful to test in the user interface by entering the off-cycle payment using the same information you populated in the input file. You may find that you receive an error and/or cannot enter the information you provided in the input file, as it is not valid for the worker. • Previous Period is not complete: You cannot process payments in a given period until the previous period is complete. • The Period Date/Run Category/Pay Group that you provided is not allowing the web service to find a period for processing: Note that the web service uses the Period Date to identify the target period for the off-cycle

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Issue	Cause and Solution
	payment. If you populate Run Category, the web service will check for the period date within the run category you specified. If Run category is left blank, the web service will look for the period date in the regular run category. If you populate the pay group, this is also used to assist in identifying the correct period. If the pay group is left blank, then the web service looks for the pay group that the worker is in as of the period date.
Slow Performance	A few possible causes: • Since this is an Import web service, Workday processes the data asynchronously. Though the SOAP request has finished, the background job may still be running. Use the **Pay Calculation Off-cycle Inputs for Group of Workers** report to periodically monitor progress and verify that Off-Cycle Payments continue loading. • The performance will be very slow if you call the Import web service once for every Off-Cycle Payment. Example: You call Import_Payroll_Off-Cycle_Payments 1,000 times to process 1,000 Off-Cycle Payments with one input per line. Workday creates 1,000 background jobs that queue up and take a long time to process. There is no easy way to recover from this scenario other than to wait for all the jobs to complete their processing. It is important to batch up the Off-Cycle Payment lines together into consolidated requests.

Web Service Processing

This web service enables you to add new entries or update existing entries. You cannot delete entries nor can you rescind since this web service doesn't use a business process.

Guidelines for Recovering from a Bad Load

When you inadvertently upload incorrect entries, you can use the **Delete by Batch ID** task and then remove the entries by specifying the Batch ID you used in the input file.

Security: *Process: Delete Payroll Input by Batch ID – batch / Initialize Reference IDs* domain in the Core Payroll functional area.

Note: *You cannot delete entries that are used in completed payroll results.*

Sample Example File

Refer to the attached sample file for reference. Some of the entries in the input file might not make business sense, but demonstrate different examples of how to add multiple earnings, deductions, and multiple related calculations for a single off-cycle payment.

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Import Payroll Off Cycle Payment Sample File

Import Reported Time Blocks

Purpose

This web service is intended for bulk loads such as holiday time blocks, or bulk loads from a third-party system. Workday Time Tracking will process these time blocks into reported and calculated time blocks.

Use Case

For API documentation for all web services, including Import Reported Time Blocks, see Operation Directory.

Equivalent User Interface (UI) Task

Enter Time for Worker

Tips for Populating the Web Service Request

Note: *This Import web service batches the time block entries into jobs and processes them asynchronously. We recommend you batch at least 1,000 time block entries per Import request (test in a non-Production tenant first to find out what works best for you).*

<wd:Worker_Reference>: Worker is required. Most likely you'll need to change the reference ID in row 4 from Contingent_Worker_ID to Employee_ID

<wd:Worker_Time Block_Reference>: Enter a value here only if you're updating an existing time block. Currently this field doesn't support setting the *initial* value of the time block's Reference ID. To identify the Reference ID value of a time block to update later, you may find it helpful to make a copy of standard report **Time Block Audit**, then add field Reference ID (the field you need to populate in the Worker Time Block field). You may also want to add field Is Deleted to the report.

<wd:Delete_Time_Block>: Enter **true** if you need to delete an existing time block. Note that you'll also need to specify a <wd:Worker_Time_Block_Reference> value for the time block you wish to delete.

<wd:In_Date_Time> and <wd:Out_Date_Time>: Keep in mind that when populating **In Date Time** and **Out Date Time**, Workday is assuming the times are in US Pacific Time. For this reason, you may find it preferable to populate the input file using a UTC offset to correctly load the time zone for each time block. Below are examples showing the UTC format:

- Oct 25 at 8:00am CET is 2018-10-25*T08:00:00+02:00*
- Oct 25 at 8:15am EST is: *2018-10-25T08:15:00-05:00*
- Oct 25 at 8:15am EDT is *2018-10-25T08:15:00-04:00*

Worktag Data	For each input entry, use the element appropriate for the Custom Worktag type to tag the input with the values needed for the customer's payroll and GL requirements. Unlike other web services that deal with worktags such as Import_Accounting_Journal and Import_Budget that have generic worktag reference elements that you can populate IDs and their associated ID types into, the Import Reported Time Blocks web service has dedicated elements in the SOAP request body for given worktags. Take care to ensure that both the worktag's Reference ID and Reference ID type are populated

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	accurately and match the correct element. The ID types are case-sensitive.

When Adding Delivered Worktags	When adding worktags like **Cost Center**, **Location**, **Job Profile**, **Project**, and others, you must leverage the predefined element for that worktag, and populate a wd: type appropriate for the field, or use a type of WID and populate the WID. For example, if adding in a Cost Center, Location, and Job Profile (shown here with arbitrary values), you would populate your request as follows with your own valid references:
	
	`<wd:Cost_Center_Reference>`
	`  <wd:ID`
	`  wd:type="Cost_Center_Reference_ID">Office`
	`  of the CEO</wd:ID>`
	`</wd:Cost_Center_Reference>`
	`<wd:Location_Reference>`
	`  <wd:ID`
	`  wd:type="Location_ID">PLEASANTON_HQ</`
	`wd:ID>`
	`</wd:Location_Reference>`
	`<wd:Job_Profile_Reference>`
	`  <wd:ID`
	`  wd:type="Job_Profile_ID">JOB_ID2345</`
	`wd:ID>`
	`</wd:Job_Profile_Reference>`

When Adding Custom Worktags or Custom Orgs	For example, to add a worktag for a Custom Worktag called Line of Business, either through Workday Report Writer or the Integration IDs report, note down which Custom Worktag Type ID that worktag has (this may very from tenant to tenant, so ensure that your request *exactly* matches the type that's defined in Workday) and the Reference ID for the exact Custom Worktag value you are linking to.
	
	If you see that Line of Business is Custom Worktag 3 and has a Custom_Worktag_Type_ID of Custom_Worktag_3 and the specific Line of Business **Sales** you want to include has a Reference ID of **Sales**, you would populate the **<**wd:Custom_Worktag_03_Reference**>** element as follows.
	
	`<wd:Custom_Worktag_03_Reference>`
	`  <wd:ID`
	`  wd:type="Custom_Worktag_3">Sales</`
	`wd:ID>`
	`</wd:Custom_Worktag_03_Reference>`
	
	You would then populate any other Custom Worktag references as are necessary for you to have the worktags you need on that payroll input, being careful to use only Custom Worktags with a given Worktag number in the corresponding

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	Custom Worktag Reference element in the SOAP request (such as Custom Worktags with ID types of Custom Worktag 7 will only ever be accepted in the <wd:Custom_Worktag_03_Reference> element).
	
	Unlike in other web services, the same structure applies to the Custom Org elements as well:
	
	`<wd:Custom_Organization_01_Reference>`
	
	`<wd:ID wd:type="Custom_Organization_Reference_ID">WEST</wd:ID>`
	`</wd:Custom_Organization_01_Reference>`
	
	Note: *Any Custom Worktags you populate must have a matching and valid Custom Worktag Type ID, and the number of the Custom Worktag must align with the reference element you've populated it in.*

Common Issues and Errors

Issue	Cause and Solution
Even though the web service successfully finishes, some time block entries are missing.	Since this is an import web service, the data is processed asynchronously. Though the SOAP request has completed, the background job may still be running.
The Time Block Entries are taking hours to show up in the tenant.	This will occur if you load each entry in a separate web service call (not recommended). For example, you upload 1,000 time blocks in 1,000 separate SOAP requests rather than calling a single SOAP request with 1,000 time blocks in it. If you do this, the result is that 1,000 background jobs are created, thus they queue up and take a long time to process. There's no easy way to recover from this scenario, other than wait for all the jobs to complete their processing.
The web service issues error **Invalid ID value. 'xxxxx' isn't a valid ID value for type = 'Contingent_Worker_ID'**.	This usually occurs because the Reference ID type for the worker in the SOAP request is set to **Contingent Worker** instead of Employee ID. If you're attempting to add time blocks for employees, check the value in <wd:Worker_Reference> and make certain it's **Employee_ID**.

Design Notes

Business Process Used by This Web Service	Reported Time Batch Event
Details about Add/Update/Delete Capabilities for this Web Service and How to Recover from Bad Load	This web service allows you to **Add, Update,** and **Delete** time blocks.

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	If you have inadvertently uploaded incorrect entries, one option would be to use the **Mass Rescind** task. You'll find the entries you uploaded by searching for business type **Reported Time Batch Event** for the period of time the entries were loaded. To view the batch event associated with a worker, make a copy of report **Time Block Audit**, then add field **Batch Events**.

Sample Example File

Import Reported Time Blocks Sample PDF

Import Statistic

The Import Statistic web service is used to add or update statistic lines for a given period's statistic in mass. **Note** that any update to a statistic definition for a given period using this web service will perform a complete overwrite of the existing statistic lines with the lines in your request.

There is a corresponding Put Statistic operation if you need to add a single statistic with relatively few lines; but if you're adding or overwriting many statistic lines at a time, you will need to switch to Import Statistic.

There are other web services related to the statistic functionality. Review the following web services to figure out what works best for you:

- **Put Statistic:** Used to add or update a single statistic for a given period.
- **Import Position Budget:** Used to add or update Position Budgets.
- **Import Statistic Plans**: Used to update Statistic Plan Lines asynchronously.
- **Put Statistic Definition:** Used to add Statistic Definitions.

To view API documentation for all web services (including Import Statistic), see Operation Directory.

Note: The Import web service runs asynchronous returning immediately a runtime ID of a process that runs in the background breaking up a budget into chunks and process them in parallel.

At this time, loading a statistic to a statistic definition will overwrite all existing statistic line values in that definition's statistic for the period, regardless of whether the lines you are adding have unique worktag values. This web service should be thought of as providing a **Replace All** overwrite of statistic lines within a statistic definition for a given period.

Equivalent Workday Task

Create Statistic / Edit Statistic

Tips for Populating your Request

Before calling the web service for the first time, you may want to test populating a statistic entry via the user interface using Create Statistic task. This helps ensure that everything is properly configured and you are able to successfully add a statistic line.

Data at the Header or Statistic Definition Level	**<wd:Import_Statistic_Request>** **<wd:Add_Only>:** Boolean value. If set to **true**, the web service will not load statistic lines to a statistic definition that already has statistic lines populated for the given fiscal period. If set to **false**, overwrites to the statistic definition will be possible, and the existing lines for the period will be replaced by the lines in the web service request.

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	<wd:Statistic_Reference>: Use a unique value for each statistic. If you upload statistic data with an identical Statistic_Reference to a statistic that has already been created, and intend on updating or overwriting that statistic with your SOAP request, ensure that the Statistic_Reference matches the original.
Data at the Header / Statistic Definition Level	**<wd:Statistic_ID>:** A unique reference ID for the statistic being loaded. **<wd:Statistic_Definition_Reference>**: One way to identify this value is to: 1. Locate your statistic definition using View Statistic Definition. 2. You'll then see the company, statistic type, statistic definition name, Ledger/Plan Structure, and required dimensions for your statistic. 3. Next, from the related actions of your Statistic Definition value, choose Integration IDs->View IDs. 4. This will display the value for the reference ID type Statistic_Definition_ID. **<wd:Ledger_Budget_Structure_Statistic_Reference>**: Every Statistic Definition is tied to at least one Ledger / Plan Structure; in order to import the statistic lines to the Statistic Definition identified above, populate the ID of the Ledger Type(s) or Plan Structure(s) associated with the Statistic Definition. If there are both Ledger Types and Plan Structures on the statistic definition, you can enter values for either a Ledger (actuals) or Plan. To find the reference ID value(s): 1. Locate your statistic definition using View Statistic Definition. 2. You'll then see the company, statistic type, statistic definition name, Ledger/Plan Structure, and required dimensions for your statistic. 3. Next, from the related actions of each of your Ledger / Plan Structure values, choose Integration IDs->View IDs. 4. This will display the value for the reference ID type and ID. Note: *Only enter Plan Structures with matching worktag dimensions to your Statistic Definition.* **<wd:Fiscal_Period_Reference_Data>** **<wd:Fiscal_Year_Reference>:** ID of the Fiscal Year (you must populate the reference ID, the ID Type, the Parent ID, and the Parent ID Type). To find the reference ID and ID Type value(s):

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	1. Locate your Fiscal Year using View Fiscal Year. 2. You'll then see the details related to that Fiscal Year 3. Next, from the related actions of the Fiscal Year itself, choose Integration IDs->View IDs. 4. This will display the value for the reference ID type (Fiscal_Year_ID or WID), the ID, the Parent Type (Fiscal_Schedule_ID), and the Parent ID. **<wd:Fiscal_Posting_Interval_Reference>:** ID of the Fiscal Posting Interval (you must populate the reference ID and the ID Type). To find the reference ID and ID Type value(s): 1. Locate your Fiscal Year using View Fiscal Year. 2. You'll then see the details related to that Fiscal Year 3. Next, from the related actions of the individual Fiscal Posting Interval itself, choose Integration IDs->View IDs. 4. This will display the value for the reference ID type (Fiscal_Posting_Interval_ID or WID) and the ID. You can also find this value using the Integration IDs report, by navigating through the results of the View Fiscal Schedule report and drilling into a Fiscal Year, or by using the Maintain Fiscal Schedule Posting Intervals task. Note: *If available, use <wd:Fiscal_Summary_Year_Reference> and <wd:Fiscal_Summary_Interval_Reference> elements to specify the Fiscal Summary Year and Fiscal Summary Interval. You can find the appropriate IDs to populate using the View Fiscal Summary Schedule task.* **<wd:Statistic_Memo>:** A description of the overall statistic entry.
Statistic Line Replacement Data	**<wd:Company_Reference>**: The company associated with the statistic entry. If a company was included on the Statistic Definition, this field is required and must match the company on the Statistic Definition. Correspondingly, Company cannot be entered if the Statistic Definition does not include Company. **<wd:Budget_Name_Reference>:** The Budget associated with the statistic entry; this must match the Budget on the header if a Budget is included there. **<wd:Statistic_Line_Value>: T**he numeric value of the statistic line.

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Worktag Data	For each statistic line, entry use the <wd:Worktag_Reference> element to specify all worktags that are necessary for the statistic to post successfully to the statistic definition and to meet the customer's financial requirements.
	
	Note: *All Custom Organizations are Custom Worktags, so Custom Orgs can be tagged on the statistic line using this element as well, as long as the ID and the ID type are accurate.*
	
	You will populate one <wd:Worktag_Reference> element for each worktag on the statistic line. Take care to ensure that both the worktag's Reference ID and Reference ID type are populated accurately. The ID types are case sensitive.
	
	For example, to add a worktag for a Custom Worktag called Line of Business, either through Workday Report Writer or the Integration IDs report, note down which Custom Worktag Type ID that worktag has (this may very from tenant to tenant, so ensure that your request *exactly* matches the type that's defined in Workday) as well as the Reference ID for the exact Custom Worktag value your are linking to.
	
	If you see that Line of Business is Custom Worktag 3 and has a Custom_Worktag_Type_ID of Custom_Worktag_3 and the specific Line of Business *Sales* you want to include has a Reference ID of *Sales*, you would populate the <wd:Worktag_Reference> element as follows.
	
	`<wd:Worktag_Reference>`
	`  <wd:ID`
	`  wd:type="Custom_Worktag_3">Sales</`
	`wd:ID>`
	`</wd:Worktag_Reference>`
	
	You would then populate as many instances of <wd:Worktag_Reference> as are necessary for you to have the worktags you need on that statistic line, and repeat across all statistic lines in the statistic.

Common Issues and Errors

Issue	Cause and Solution
The web service fails with error *Use Worktags for required or optional dimensions* or *Enter Worktags for each Required Dimension.*	This indicates you haven't specified the correct Year or Fiscal Time Interval. Check the instructions in Tips for Populating the Input File above for advice on how to populate the year and fiscal time interval.

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Issue	Cause and Solution
The web service fails with error *Use Worktags for required or optional dimensions* or *Enter Worktags for each Required Dimension.*	This indicates your Statistic Definition had required dimensions (worktags) you did not specify in your Statistic Lines.
The web service fails with error *The following worktags are not allowed*	This indicates your Statistic Lines included dimensions (worktags) that were neither required nor optional in the Statistic Definition.
The web service fails with error *Worktag is not valid*	Below are causes of this issue. If you encounter this error, you may want to test whether you can enter the information via the user interface using **Create Statistic** or **Edit Statistic** to determine if this is a configuration issue or an issue with how you're populating the SOAP request. This can occur if: 1. You specify an inactive worktag. 2. You specify a worktag that references a related worktag that is inactive. 3. The worktag is not configured in the structure dimension or if the worktag is configured in the structure dimension but doesn't include all members.
The web service fails with error *Fiscal Period is required if Statistic has Ledger Type or Budget Structures without Summary Schedule* or *A Fiscal Period does not exist for the year and posting interval provided*	This indicates you haven't specified the correct Year or Fiscal Time Interval. Check the instructions in Tips for Populating the Input File above for advice on how to populate the year and fiscal time interval.
The web service fails with message *The task submitted is not authorized*.	This happens if you don't have the proper access to the **Process Statistics** domain security policy. To fix this, you can: 1. Check the Process Statistics domain security policy to make certain you have Put access, 2. Activate the change.

Business Process Used by this Web Service

None.

Details About Add/Update/Delete Capabilities for This Web Service and How to Recover From Bad Load

There is no option to mass rescind or mass cancel the load of the statistics. However, if you inadvertently loaded incorrect entries, one option would be to reload the correct entries with Add_Only set to **false**.

Sample Example File

Import Statistic PDF

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Import Time Clock Events

The Import Time Clock Events web service is intended to load large batches of Time Clock Events on an infrequent basis. There is a similar web service called **Put Time Clock Events**. Consider the following when determining which web service should be used:

- **Put Time Clock Events** is intended for use with real-time integrations with 3rd-party time clock devices. Typically, this would be frequent, small batches.
- **Import Time Clock Events** is intended to be used for loading larger volumes of time clock events (1,000 or more).
- Refer to the Import Time Clock Events Community page for more details.
- For API documentation for all web services including *Import Time Clock Events*, see Operation Directory.

Equivalent User Interface (UI) Task

From related actions in Worker Profile, navigate to **Time and Leave** -> **Add Time Clock Event**.

Tips for Populating the Web Service Request

Note: This Import web service batches the Time Clock Events into jobs and processes them asynchronously. We recommend you batch at least 1,000 Time Clock Events per Import request (test in a non-production tenant first to find out what works best for you).

<wd:Time_Clock_Event_ID>: This is a unique ID assigned to each Time Clock Event. When adding new Time Clock Events you can leave this blank (or assign a value that hasn't yet been used). If updating or deleting an existing Time Clock Event, be sure to populate the Time Clock Event ID for the existing time clock.

There is a report definition below that you can use to identify the Time Clock Event IDs.

<wd:Time_Clock_Event_Date_Time>: Refer to the FAQ Time Entry for details on how time zones are handled.

<wd:Time_Entry_Code>: Note that the **out punch** doesn't have a time entry code associated with it. When you load the **out punch**, the value does not need populated.

<wd:Clock_Event_Type_Reference>: Used to determine whether the event is an In, Break, Meal, or Out time punch.

Worktag Data

For each input entry, use the element appropriate for the Custom Worktag type to tag the input with the values needed for the customer's payroll and GL requirements. Unlike other web services that deal with worktags such as **Import_Accounting_Journal** and **Import_Budget** that have generic worktag reference elements that you can populate IDs and their associated ID types into, the **Import Time Clock Events** web service has dedicated elements in the SOAP request body for given worktags and orgs.

Take care to ensure that both the worktag's Reference ID is populated accurately and matches the correct element. The IDs are passed in as a simple string.

Common Issues and Errors

The most common issue is time clocks not visible in the tenant after the web service successfully completes. If you see this behavior, keep in mind that the time clocks are initially loaded and saved with a status **Unprocessed**.

Although the request completed, all the entries may not be processed. There is a background job called TCE Sweeper that runs every 15 minutes to look for unprocessed entries. This sweeper processes just one "batch" of Time Clock Events at a time (the events associated with a single SOAP call to this web service). If you have a process that calls this web service multiple times, the entries from the first request would

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be immediately processed. The entries from your next request would then be processed 15 minutes later when the TCE Sweeper job runs, and entries from a subsequent call would be processed in another 15 minutes when the TCE Sweeper runs again, and so on.

This is why it is important to load at least 1,000 time clocks per SOAP call. If you unnecessarily spread your time clock events across multiple SOAP calls, then it will take a very long time for the processing to complete. Below are some tools you can use to monitor the loading of the time clock events:

- Report **Unprocessed Time Clock Events**: If you see the entries here, then your events were loaded but haven't been processed yet.
- Task **Maintain Invalid Time Clock Events**: This will show you if there are any errors for the time clock events you loaded.
- You could also create a custom report, from data source **All Time Clock Events** that checks the **TCE Status** and use this to monitor the load.

Business Process Used by this Web Service

No business process is used by this Web Service.

Details About Add/Update/Delete Capabilities for This Web Service and How to Recover from Bad Load

- This web service allows you to add, update and delete time clocks.
- If you have inadvertently uploaded incorrect entries, you can either:
    - Rerun the process that created the entries and set **<wd:Delete_Time_Clock_Event>** to true. (You will need to be sure to populate the **Time Clock Event ID** values for the entries to be deleted.)
    - Or you can rerun the request and update the existing entries to correct them. (You will need to be sure to populate the **Time Clock Event ID** values for the entries to be updated.)
    - Below is an example of a custom report that could be used to identify the Reference ID (populated in the **Time Clock Event ID** field) for the for entries that you wish to update or delete.

Sample Example File

Import Time Clock Events Sample File PDF

Put Applicant

This web service should be used to upload pre-hires into Workday. Note that an Applicant is a pre-hire in Workday.

For API documentation for all web services including **Put Applicant**, see SOAP Operation Directory.

Equivalent User Interface (UI) Task

The equivalent UI task for this web service operation is Create pre-hire.

Common Issues and Errors

Issue	Solution
Validation error occurred. The ethnicity doesn't exist in the specified Location Context. The Location Context is derived from the Country of the Location of the Position.	Check these: • Run the Maintain Localization Settings task and validate Additional Nationalities (Pre-Hire) is Active.

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Issue	Solution
	• Check the Allow for Countries and Region text box.
Message: ERROR: Processing error occurred. Attempt to delete instance with 1 references as target of 1 way Indexed Student Decorator.indexes Contact Interface relationship	If the worker has existing Primary Home Contact information in Workday, submitting another request(Put_applicant) with the Home contact information included, will trying to delete the information that is existing in the tenant and update with the current data in the soap request. To resolve this issue, please add "wd:Do_Not_Replace_All="true" " for each of the contact data section (email, phone, and address) to add/update the primary home contact info.

Business Process Used by This Web Service

None

Details About Add/Update/Delete Capabilities and How to Recover from a Bad Load

- This web service allows you to add new entries or update existing entries. You can't delete entries via the web service.
- This web service doesn't use a business process, therefore there's no **Rescind** option. However, if you have inadvertently uploaded incorrect entries, use can use task **Delete Pre-Hires**.

Sample Example File

Put Applicant v36 Add PDF

Put Applicant v36 Update PDF

Put Time Clock Events

This web service is intended to add time clock events from a third party vendor.

Note that there is also another similar web service called **Put Time Clock Events** to load time clocks. Consider the following when determining which web service should be used:

- **Put Time Clock Event** is intended for use with real-time integrations with 3rd-party time clock devices. Typically, this would be frequent, small batches.
- **Import Time Clock Events** is intended to be used for loading larger volumes of time clock events (1,000 or more).

For API documentation for all web services including **Put Time Clock Events** see SOAP Operation Directory.

Equivalent User Interface (UI) Task

This would be similar to choosing **Time and Leave -> Add Time Clock Event** from related actions in Worker Profile.

<wd:Time_Clock_Event_ID>: This is a unique ID assigned to each Time Clock Event. When adding new Time Clock Events you can leave this blank (or assign a value that hasn't yet been used). If updating or deleting an existing Time Clock Event, be sure to populate the Time Clock Event ID for the existing time clock.

There is a report definition below that you can use to identify the Time Clock Event IDs.

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<wd:Time_Clock_Event_Date_Time>: Refer to the FAQ Time Entry for details on how time zones are handled.

<wd:Time_Entry_Code>: Note that the **out punch** doesn't have a time entry code associated with it. When you load the **out punch**, the value does not need populated.

<wd:Clock_Event_Type_Reference>: Used to determine whether the event is an In, Break, Meal, or Out time punch.

Worktag Data

For each input entry use the element appropriate for the Custom Worktag type to tag the input with the values needed for the customer's payroll and GL requirements. Unlike other web services that deal with worktags such as Import_Accounting_Journal and Import_Budget that have generic worktag reference elements that you can populate IDs and their associated ID types into, the **Put Time Clock Events** web service has dedicated elements in the SOAP request body for given worktags and orgs.

Take care to ensure that both the worktag's Reference ID is populated accurately and matches the correct element. The IDs are passed in as a simple string.

Common Issues and Errors

The most common issue is time clocks not visible in the tenant after the web service successfully completes. If you see this behavior, keep in mind that the time clocks are initially loaded and saved with a status **Unprocessed**.

Although the request completed, all the entries may not be processed. There is a background job called TCE Sweeper that runs every 15 minutes to look for unprocessed entries. This sweeper processes just one "batch" of Time Clock Events at a time (the events associated with a single SOAP call to this web service). If you have a process that calls this web service multiple times, the entries from the first request would be immediately processed. The entries from your next request would then be processed 15 minutes later when the TCE Sweeper job runs, and entries from a subsequent call would be processed in another 15 minutes when the TCE Sweeper runs again, and so on.

Even though this web service is for frequent, small batches, it remains important to batch events together in your SOAP requests where possible. If you unnecessarily spread your time clock events across many, many SOAP calls, then it will take a very long time for the processing to complete. Below are some tools you can use to monitor the loading of the time clock events:

- Report **Unprocessed Time Clock Events**: If you see the entries here, then your events were loaded but haven’t been processed yet.
- Task **Maintain Invalid Time Clock Events**: This will show you if there are any errors for the time clock events you loaded.
- You could also create a custom report, from data source **All Time Clock Events** that checks the **TCE Status** and use this to monitor the load.

Business Process Used by this Web Service

No business process is used by this Web Service.

Guidelines for Recovering from a Bad Load

- This web service allows you to add, update and delete Time Clock Events.

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- If you have inadvertently uploaded incorrect entries, you can either:
  - Rerun the process that created the entries and set <wd:Delete_Time_Clock_Event> to true. (You will need to be sure to populate the **Time Clock Event ID** values for the entries to be deleted).
  - Or you can rerun the request and update the existing entries to correct them (You will need to be sure to populate the **Time Clock Event ID** values for the entries to be updated).
  - Below is an example of a custom report that could be used to identify the Reference ID (Populated in the **Time Clock Event ID** field) for the for entries that you wish to update or delete.

Sample Example Files

Refer to the attached files for examples:

- Create TCE GMS PDF: This sample will create a time clock event (TCE).
- Delete TCE GMS PDF: This sample will delete the the TCE that was created in the previous sample.

Request Leave of Absence

This web service enables you to add new leave of absence events or correct existing leave of absence events.

To load large volumes of Leave of Absence events, use the Import Request Leave of Absence Events. If you're loading more than 1,000 events, you might want to test both web services in a non-production tenant to evaluate which web service provides the best performance.

Use web service operation Request Return from Leave of Absence to add new return from leave of absence requests.

For API documentation for all web services including Request Leave of Absence, see SOAP Operation Directory.

Equivalent User Interface (UI) Task

Examples of equivalent Workday tasks include:

- From the related actions menu of the worker profile, select **Time and Absence > Manage Absence**.
- The **Manage Absence** report.

Tips for Populating Your Request

Note: ***Regarding Canadian Workers: I****f you're loading Leave of Absence Events for Canadian workers, you must first edit the leave type and configure the Last Date for Which Paid field to be required. If you don't do this, the date won't be loaded (even if you populate the date in the request). Refer to the first entry in the Guidelines for Recovering from a Bad Load section on how to configure the leave type so that the data is properly loaded.*

NOTE: Regarding Notifications for Corrections: The Correction functionality doesn't support suppression of notifications, even if you enable Auto_Complete. If you have a business requirement to not send notifications for corrections, we recommend you complete these steps:

1. Add a condition to the business process notifications, such as External Load is Blank to prevent them from firing when making corrections through the web service.
2. Also note that any changes to the notifications, will be honored only for newly initiated Request Leave of Absence events. If you need to correct leaves that were already initiated (before making the change in item#1 above), then you might want to temporarily disable all notifications in the tenant, using task Edit Tenant Setup - Notifications, while you run the requests.

Below are details on how to populate some of the more commonly used fields in the request:

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- **Business Process** section:
  - **Auto_Complete:** Set to 1 if you want all approvals, review steps, to do steps and notifications to be bypassed. Set to zero if you want the approval/review/to do steps to be manually processed (and the notifications sent).
  - **Comment**: You'll need to enter a comment if you're correcting any Leave of Absence Entries.
- **Request Leave of Absence** section:
  - **Request_Leave_of_Absence_ID**: This field is required only if you're correcting an existing Leave of Absence Request. Refer to the sample report in the Guidelines for Recovering from a Bad Load section to identify the values for Request Leave of Absence ID. Note that if correcting a Leave of Absence request, you also need to set the Correction field to true.
  - **Correction:** Set this to true to correct an existing Leave of Absence Request (you'll also need to populate the Request_Leave_of_Absence_ID field).
  - **Leave_of_Absence_Type**: (required): To determine the reference ID type value needed to populate this field, run the View Reference IDs report and search business object Event Classification Subcategory. You can then filter the Business Object Instance column (for example, search Leave or Disability) to find the reference ID value for the leave types you wish to use.
  - **First_Day_of_Leave:** (Required) Date for first day of leave. Enter using format YYYY-MM-DD.
  - **Last_Day_of_Work:** Date for last day of work. Enter using format YYYY-MM-DD.
  - **Estimated_Last_Day_of Leave:** (Required) Date value for estimated last day of leave. Enter using format YYYY-MM-DD.
  - **Last_Date_for_Which_Paid**: This field is required for Canada. In addition, verify that the leave type is configured in your tenant, to be required. Refer to the first entry in the Common Issues and Errors section for details.

Common Issues and Errors

Issue	Cause and Solution
The web service doesn't load the Last Day for which Paid (LDFWP) field even though it's populated in the web service request. This is needed to submit ROE for Canada.	When using this web service, you must configure the Leave Type so that Last Date for Which Paid (LDFWP) is required. Do this as follows: • Access the **Edit Leave Type** task. • Select the Leave Type that you're referencing in the request. • Go to the Additional Field tab. • Go to the bottom of the page and select the + in the Additional Fields section. • In the Additional Field, select Last Date for Which Paid • Select the Required box. • You might see a warning that there are Pending requests that need corrected or canceled. Go ahead and click Ok. If you've already loaded Leave of Absence events where the LDFWP is missing, then you'll need to complete one of these steps: • **Option 1**: Mass Rescind the Events and reload them • **Option 2:** Correct the existing events by rerunning the web service requests and

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Issue	Cause and Solution
	populating the Request Leave of Absence ID and Correction fields.
Web service response returns errors like this: *Processing error occurred. The task submitted isn't authorized.*	This is most likely security-related. When running report View Security for Securable Item for securable item Request Leave of Absence (Web Service), you'll see that you need access to business process Request Leave of Absence. To change the security: 1. Edit the business process security policy for *Request Leave of Absence*. 2. Access the section for Initiating Action *Request Leave of Absence (Web Service)*. 3. Confirm that you have access (Ideally, you should have access through an unconstrained security group so that you can load Leaves for any worker.). 4. Activate the change.
Web service response returns errors like this: • Invalid format for date text=3/1/2020 on attr Event Effective Date • Invalid format for date text=02/29/2020 on attr Last Day of Work • Invalid format for date text=02/29/2020 on attr Estimated Last Day of Leave • Invalid format for date text=02/29/2020 on attr Last Day for which Paid	Enter the dates in your request with format YYYY-MM-DD.
Web service response returns an error like this: Each correction must have a comment. Add comments for each correction that you're processing.	If you're making any corrections, you must populate the Comment field.
When submitting corrections, notifications are sent even though I enabled Auto_Complete.	The Correction functionality doesn't support suppression of notifications. Refer to instructions in the Tips for Populating the Input File section, to work around this restriction.

Business Process Used by this Web Service

Request Leave of Absence

Guidelines for Recovering from a Bad Load

This web service enables you to add new entries or correct existing entries. You can't delete entries but you can rescind or cancel the Business Process event.

When you upload incorrect entries, access 1 of these tasks:

- The **Mass Cancel Business Processes** task when the business process event is still in progress.
- The **Mass Rescind Business Processes** task when the business process event is complete.
- Select *Request Leave of Absence* in the **Business Process Types** prompt and enter a date range for when you ran the API.
- Security: *Business Process Administrator* domain in the System functional area.

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After you cancel or rescind the events, rerun the web service requests with correct values. To correct data, complete these steps:

- Set the Correction field to Y for entries that need corrected
- Populate the Request Leave of Absence ID field with the Leave of Absence event that needs corrected. You can create a custom report, such as the one below, to identify the values to populate in the Request Leave of Absence ID field.
- Change any fields that have incorrect values before reloading.

Sample Example Files

Refer to these attached files for examples:

- Request Leave of Absence Request Add New Canada PDF: This request adds a new Leave of Absence request for a Canadian worker.
- Request Leave of Absence Request Correction v38 PDF: This request corrects an existing Leave of Absence request.
- Request Leave of Absence Request Add New Leave US PDF: This request adds a new Leave of Absence request for a U.S. worker.

Workday Web Services Attributes, Filters, and Patterns

Suppress or Display Descriptor Attribute

Context

For WWS versions v27.0 and earlier, the reference descriptor attribute displays automatically in web service responses. For WWS versions v27.1 and later, the reference suppresses the descriptor attribute automatically. Suppressing the descriptor attribute increases the performance of many operations.

A Workday SOAP header controls the display of the descriptor attribute for all references returned in a response. You can override this behavior for any WWS version.

Steps

Set the `Include_Reference_Descriptors_In_Response` element in the `Workday_Common_Header` section of your request to include or exclude the descriptor attribute from the response.

Example

These SOAP requests will suppress the descriptor attribute in the response, even though the default for WWS version v25.0 is to display the descriptor:

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:bsvc="urn:com.workday/bsvc">
   <soapenv:Header>
      <bsvc:Workday_Common_Header>
         <bsvc:Include_Reference_Descriptors_In_Response>false</
bsvc:Include_Reference_Descriptors_In_Response>
      </bsvc:Workday_Common_Header>
   </soapenv:Header>
   <soapenv:Body>
      <bsvc:Get_Workers_Request bsvc:version="v25.0">
   ...
```

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The response is similar to this code:

```
 ...
          <wd:Response_Data>
            <wd:Worker>
               <wd:Worker_Reference>
                  <wd:ID wd:type="WID">3aa5550b7fe348b98d7b5741afc65534</
wd:ID>
                  <wd:ID wd:type="Employee_ID">21001</wd:ID>
               </wd:Worker_Reference>
             ...
```

For version v25.0, if you set the `Include_Reference_Descriptors_In_Response` element to `true`, or don't include the element, the response is similar to this code:

```
 ...
          <wd:Response_Data>
            <wd:Worker>
               <wd:Worker_Reference wd:Descriptor="Logan McNeil (CHRO)">
                  <wd:ID wd:type="WID">3aa5550b7fe348b98d7b5741afc65534</
wd:ID>
                  <wd:ID wd:type="Employee_ID">21001</wd:ID>
               </wd:Worker_Reference>
             ...
```

Concept: Disable Integration Subscriptions

To disable integration subscriptions for a web service request, you set the *x-disable-subscriptions* header value to 1 in the HTTP request. In Workday Studio, you can use the *set-headers* component to set the header value before performing a web service request.

You can also use various languages to set the property. Example (Java):

```
// Create a new URL object and set the Workday Web Services endpoint
URL url = new URL("https://{Workday Web Services endpoint}");

// Create an HTTP URL connection object and open the connection to the URL
HttpURLConnection httpCon = (HttpURLConnection) url.openConnection();

// Disable the integration subscriptions by setting the x-disable-
subscriptions
// property to 1 in the HTTP URL connection object
httpCon.setRequestProperty("x-disable-subscriptions", "1");
```

When *x-disable-subscriptions* is set to 1, all integration subscriptions are disabled for that request. You can't disable individual integration subscriptions. The default for *x-disable-subscriptions* is zero, which means integration subscriptions are enabled.

Concept: Import Web Service Pattern

The Import web service pattern enables you to load large documents (data sets) from external systems into Workday. Import web services automatically split up a large document to improve processing performance. You can use a single import call to import large amounts of data to Workday. The web service returns a reference to a Workday background process that imports the data.

An Import web service request from an integration creates a sub business process step. When that happens, later steps in the parent integration business process don't fire until the Import web service request has finished processing. For this reason, a synonymous term for an Import Web Service is a Web Service Background Process.

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Using an Import Web Service

An Import web service sends a response that contains a Workday ID (WID) that identifies the background process importing the data.

This example response from the *Import Accounting Journal* web service includes the WID of the process importing the data:

```
<env:Envelope xmlns:env="http://schemas.xmlsoap.org/soap/envelope/">
  <env:Body>
    <wd:Put_Import_Process_Response wd:version="v21.0"
 xmlns:wd="urn:com.workday/bsvc">
      <wd:Import_Process_Reference wd:Descriptor="Import Accounting Journal">
        <wd:ID wd:type="WID">1e1e4b0388fa1080ce4fdb18d8531e43</wd:ID>
      </wd:Import_Process_Reference>
    </wd:Put_Import_Process_Response>
  </env:Body>
</env:Envelope>
```

Note: The *Import Accounting Journal* web service performs the same function as the *Submit Accounting Journal* web service.

You can monitor the activity in the Process Monitor in your Workday tenant, or using Workday Web Services.

The Process Monitor displays a link to detailed information if any errors or warnings generate during processing.

If you monitor the activity using Workday Web Services, the:

- Get Import Processes operation monitors the status.
- Get Import Process Messages operation retrieves the processing messages.

You resolve errors for Import web services in the same way as for non-Import web services.

If you upload information using an Import operation with an EIB, specify an Errors & Warnings Spreadsheet during setup. Workday creates the spreadsheet during upload. You can use this spreadsheet to resolve issues. The topic Launch EIB Spreadsheet Upload explains how to set this up.

Bulk Import Web Services

You can use Bulk Import web services to load many individual documents asynchronously.

Bulk import web services support these processing modes, which you can specify in the header:

- High concurrency – which enables you to process a high amount of requests simultaneously, maximizing throughput and performance. High concurrency helps your bulk import web service run faster, but also increases the risk of data conflicts.
- Low concurrency - which enables you to process a lower amount of requests simultaneously, reducing the risk of data conflicts.
- Serial mode - which enables you to process requests sequentially, further reducing the risk of data conflict issues.

You can specify a processing mode in the header by entering *x-bulk-processing-mode-override = mode*, where mode is either *high-concurrency*, *low-concurrency*, or *serial*.

Related Information
Tasks
Launch EIB Spreadsheet Upload

Concept: Replace_All and Delete Attributes

The *Replace_All* and *Delete* attributes enable you to add, edit, and remove data without resending element entries. You use these attributes with multiple instance sets that have reference IDs.

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Example:

```
<bsvc:Multi_Instance_Data bsvc:Replace_All="?">
   <bsvc:Instance_Data bsvc:Delete="?">
      <bsvc:Instance_Data_Reference>
         <bsvc:ID bsvc:type="?">?</bsvc:ID>
      </bsvc:Instance_Data_Reference>
      <bsvc:Data_1></bsvc:Data_1>
      <bsvc:Data_2></bsvc:Data_2>
      [...]
      <bsvc:Data_n></bsvc:Data_n>
   </bsvc:Instance_Data>
</bsvc:Multi_Instance_Data>
```

In this example, the *Instance_Data* element represents 1 instance of a multiple instance set. *Instance_Data* contains:

- *Reference* element.
- *Instance_Data_Reference* element.
- Multiple data elements, *Data_1* through *Data_n*.

Example: This SOAP message, from the *Change Personal Information* web service for disability information, creates a new *Disability_Status_Information_Data* entry. The SOAP message doesn't affect existing entries (*Disability_Status_Data* contains the added data, but no reference element because a new entry is specified).

```
<bsvc:Disability_Information_Data bsvc:Replace_All="0">
   <bsvc:Disability_Status_Information_Data bsvc:Delete="0">
      <bsvc:Disability_Status_Data>
         [...]
      </bsvc:Disability_Status_Data>
   </bsvc:Disability_Status_Information_Data>
</bsvc:Disability_Information_Data>
```

If you set *Replace_All* to:

- False: Workday preserves existing data for the worker.
- True: Workday replaces all existing data for the worker.Workday also performs this action if you omit *Replace_All*.

If you set *Replace_All* to false and *Delete* to:

- True: Workday removes the existing data entry. Specify the instance data reference if *Delete* is set to true. The instance reference identifies the data instance to remove.
- False: Workday adds or modifies the data entry to conform with the supplied information.

If you set *Replace_All* to true, there's no use case for the *Delete* flag, so you omit it. If you're deleting all the entries, you use an empty data element instead.

This table summarizes the use cases and the settings:

Use Case	Replace_All	Delete
Create a new data entry, or modify an existing one, and preserve existing data entries.	False	False
Delete an existing data entry, and preserve existing data entries.	False	True
Create a new data entry, or modify an existing one, and remove existing data entries.	True	(Omit)

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Use Case	Replace_All	Delete
Remove existing data entries (use an empty data entry in the request message).	True	(Omit)

Create a New Entry and Preserve Existing Data

This SOAP message creates a new *Disability Status* entry, but preserves existing *Disability_Status_Information_Data* entries for the worker:

- *Replace_All*: Set to false.
- *Delete*: Set to false.
- *Reference* element: Omit.

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:bsvc="urn:com.workday/bsvc">
   <soapenv:Header/>
   <soapenv:Body>
      <bsvc:Change_Personal_Information_Request bsvc:version="v20">
         <!--Optional:-->
         <bsvc:Business_Process_Parameters>
            <!--Optional:-->
            <bsvc:Auto_Complete>1</bsvc:Auto_Complete>
            <!--Optional:-->
            <bsvc:Run_Now>1</bsvc:Run_Now>
         </bsvc:Business_Process_Parameters>
         <bsvc:Change_Personal_Information_Data>
            <bsvc:Worker_Reference bsvc:Descriptor="Brady">
               <!--Zero or more repetitions:-->
               <bsvc:ID bsvc:type="Employee_ID">22106</bsvc:ID>
            </bsvc:Worker_Reference>
            <bsvc:Personal_Information_Data>
               <bsvc:Disability_Information_Data bsvc:Replace_All="0">
                  <bsvc:Disability_Status_Information_Data bsvc:Delete="0">
                     <bsvc:Disability_Status_Data>
                        <bsvc:Disability_Status_Date>2012-11-10</
bsvc:Disability_Status_Date>
                        <bsvc:Disability_Date_Known>2013-11-10</
bsvc:Disability_Date_Known>
                        <bsvc:Disability_End_Date>2020-11-10</
bsvc:Disability_End_Date>
                        <bsvc:Disability_Grade_Reference bsvc:Descriptor="?">
                           <bsvc:ID
 bsvc:type="Disability_Grade_ID">DISABILITY_GRADE-15-25</bsvc:ID>
                        </bsvc:Disability_Grade_Reference>
                        <bsvc:Disability_Degree>100</bsvc:Disability_Degree>
                        <bsvc:Disability_Remaining_Capacity>100</
bsvc:Disability_Remaining_Capacity>
                        //You have a CHOICE of the next 2 items at this level
                        <bsvc:Disability_Certification_Authority_Reference
 bsvc:Descriptor="?">
                           <bsvc:ID
 bsvc:type="Disability_Certification_Authority_ID">DISABILITY_CERTIFICATION_AUTHORITY-15-
bsvc:ID>
                        </bsvc:Disability_Certification_Authority_Reference>
                        <!--<bsvc:Disability_Certification_Authority>CANADA</
bsvc:Disability_Certification_Authority>-->
                        <bsvc:Disability_Certified_At>JAPAN</
bsvc:Disability_Certified_At>
                        <bsvc:Disability_Certification_ID>DISABLED</
bsvc:Disability_Certification_ID>
```

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```
                           <bsvc:Disability_Certification_Basis_Reference
 bsvc:Descriptor="?">
                              <bsvc:ID
 bsvc:type="Disability_Certification_Basis_ID">DISABILITY_CERTIFICATION_BASIS-15-8</
bsvc:ID>
                           </bsvc:Disability_Certification_Basis_Reference>

 <bsvc:Disability_Severity_Recognition_Date>2222-12-22</
bsvc:Disability_Severity_Recognition_Date>
                           <bsvc:Disability_FTE_Toward_Quota>120</
bsvc:Disability_FTE_Toward_Quota>
                           <bsvc:Disability_Work_Restrictions>none</
bsvc:Disability_Work_Restrictions>
                           <bsvc:Disability_Accommodations_Requested>none</
bsvc:Disability_Accommodations_Requested>
                           <bsvc:Disability_Accommodations_Provided>none</
bsvc:Disability_Accommodations_Provided>
                           <bsvc:Disability_Rehabilitation_Requested>none</
bsvc:Disability_Rehabilitation_Requested>
                           <bsvc:Disability_Rehabilitation_Provided>none</
bsvc:Disability_Rehabilitation_Provided>
                           <bsvc:Note>none</bsvc:Note>
                           <bsvc:Worker_Document_Reference bsvc:Descriptor="?">
                              <bsvc:ID
 bsvc:type="WID">abcdefghijklmnopqrstuvwxyz123456</bsvc:ID>
                           </bsvc:Worker_Document_Reference>
                        </bsvc:Disability_Status_Data>
                     </bsvc:Disability_Status_Information_Data>
                  </bsvc:Disability_Information_Data>
               </bsvc:Personal_Information_Data>
            </bsvc:Change_Personal_Information_Data>
         </bsvc:Change_Personal_Information_Request>
      </soapenv:Body>
</soapenv:Envelope>
```

Create a New Entry and Remove Existing Data

This SOAP message creates a new *Disability Status* entry and removes any existing entries:

- *Replace_All*: Set to true.
- *Delete*: Omit.
- *Reference* element: Omit.

```
<bsvc:Disability_Information_Data bsvc:Replace_All="1">
    <bsvc:Disability_Status_Information_Data bsvc:Descriptor="Learning
 Disability starting on 2012-11-10">
        <bsvc:Disability_Status_Data>
           [...]
        </bsvc:Disability_Status_Data>
    </bsvc:Disability_Status_Information_Data>
</bsvc:Disability_Information_Data>
```

Remove an Entry and Preserve Other Entries

This SOAP message removes a specific *Disability Status* entry, but doesn't create or modify other entries:

- *Replace_All*: Set to false.
- *Delete*: Set to true.
- *Reference* element: Required; identifies the instance to delete.

```
<bsvc:Disability_Information_Data bsvc:Replace_All="0">
    <!-- 0 or more -->
```

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```
   <bsvc:Disability_Status_Information_Data bsvc:Descriptor="Learning
 Disability starting on 2012-11-10" bsvc:Delete="1">
       <!-- Optional -->
       <bsvc:Disability_Reference>
           <bsvc:ID
 bsvc:type="Disability_Status_ID">DISABILITY_STATUS_123456</bsvc:ID>
       </bsvc:Disability_Reference>
       <bsvc:Disability_Status_Data>
           [...]
       </bsvc:Disability_Status_Data>
   </bsvc:Disability_Status_Information_Data>
</bsvc:Disability_Information_Data>
```

Disability Status and Disability Elements

The *Change Personal Information* web service includes these elements:

Element Name	Description
Disability Status	Disability status for an individual, including: • Type of disability. • Begin and end dates. • Severity. • Issuing authorities. This field is represented by the XML element *Disability_Status_Reference*.
Disability	A type of disability that individuals can have. Example: Blindness (United States of America). This field is represented by the XML element *Disability_Reference*.

Concept: Workday Web Service API Date, Time, and Time Zone Handling

Workday SOAP Web Services support both datetimes and dates.

For datetimes:

- Send Datetimes requests in ISO 8601 format. The datetime can specify any time zone offset from Coordinated Universal Time (UTC). Provide both minutes and seconds in the time component of a datetime in a request. Seconds can have an optional fraction.
- Workday returns Datetimes in ISO 8601 format. Times are in Pacific Time, either as UTC-07:00 or UTC-08:00, depending on the season.

Dates have:

- No time component or time zone offset.
- The same format as a datetime but without a time component or time zone offset.

Examples:

Datetime or Date Format	Example	Description
YYYY-MM-DDThh: mm:ss.fffZ	2013-02-26T19:06:57.493Z	Datetime with zero offset from UTC. • Fff represents a fractional second. • T indicates a time. • Z indicates zero offset.

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Datetime or Date Format	Example	Description
YYYY-MM-DDThh: mm:ss.fff-hh: mm	2014-04-15T19:06:57.493-08:00	Datetime with a time zone offset of -08:00 hours from UTC.
YYYY-MM-DDThh:mm:ss.fff +hh:mm	2014-04-15T19:06:57.493+03:30	Datetime with a time zone offset of +03:30 hours from UTC.
YYYY-MM-DD	2014-02-26	Date.

When you access Workday from your external system using Workday Web Service API, we recommend that you provide offset values for dates and datetimes. Adjust for the difference between the time zone of your business site and Pacific Time. These options vary according to which web service API version you use.

Note: Your external system adjusts time offsets. Coordinated Universal Time (UTC) doesn't change with Daylight Savings Time.

Web Service API Version	Time Zone Offset Support
Version v10	Date and datetime values don't support time zone offsets: • For web service PUT operations, Workday assumes that all inbound date and datetime values are for Pacific Time regardless of offset. • For web service GET operations, Workday sets outbound date and datetime values to Pacific Time.
Version v9 and earlier	Date and datetime values support time zone offsets: • For web service PUT operations, Workday converts inbound date and datetime values based on offset values to Pacific Time before processing. • For web service GET operations, Workday sets outbound date and datetime values to Pacific Time.
Version v11 and later	Datetime values support time zone offsets, but not date values: • For web service PUT operations, Workday converts inbound datetime values based on offset values to Pacific Time before processing. • For web service PUT operations, Workday assumes that all inbound date values are for Pacific Time regardless of offset. • For web service GET operations, Workday sets outbound date and datetime values to Pacific Time. • If you've opted in to the Workday 32 - Time Zones feature and don't use an ISU, then Workday uses the user's local time zone.

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Concept: Web Services Percentage Behavior

Overview

Workday multiples decimals for percentage fields by 100.

Example: you can send a decimal to Workday when adding a:

- Percentage-based allowance plan using the *Request_Compensation_Change_Request* operation.
- Goal Payout Band using the *Put_Goal_Payout_Band* operation.
- Percentage-based package while submitting an Offer using the *Offer_Request* operation.

Example

Example: Workday multiples this field by 100.

```
<bsvc:Percent>.08</bsvc:Percent>
```

An administrator submits a change for a percentage-based allowance plan and adds a worker using the *Request_Compensation_Change_Request* operation.

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
 xmlns:bsvc="urn:com.workday/bsvc">
 <soapenv:Body>
  <wd:Request_Compensation_Change_Request wd:version="v32.0"
 xmlns:wd="urn:com.workday/bsvc">
   <wd:Business_Process_Parameters>
    <wd:Auto_Complete>1</wd:Auto_Complete>
   </wd:Business_Process_Parameters>
   <wd:Request_Compensation_Change_Data>
    <wd:Employee_Reference>
     <wd:ID wd:type="Employee_ID">21002</wd:ID>
    </wd:Employee_Reference>
    <wd:Compensation_Change_Date>2017-04-01</wd:Compensation_Change_Date>
    <wd:Compensation_Change_On_Next_Pay_Period>false</
wd:Compensation_Change_On_Next_Pay_Period>
    <wd:Compensation_Change_Data>
     <wd:Reason_Reference>
      <wd:ID
 wd:type="General_Event_Subcategory_ID">Request_Compensation_Change_Adjustment_Pay
 Increase</wd:ID>
     </wd:Reason_Reference>
      <bsvc:Allowance_Plan_Data bsvc:Replace="true">
                  <bsvc:Allowance_Plan_Sub_Data>
                     <bsvc:Allowance_Plan_Reference bsvc:Descriptor="?"?
                        <bsvc:ID
 bsvc:type="Compensation_Plan_ID">ALLOWANCE_PERCENT_PLAN-4-1</bsvc:ID>
                     </bsvc:Allowance_Plan_Reference>
                      <wd:Currency_Reference>
    <wd:ID wd:type="Currency_ID">USD</wd:ID>
     </wd:Currency_Reference>
                      <bsvc:Percent>.08</bsvc:Percent>
                  </bsvc:Allowance_Plan_Sub_Data>
               </bsvc:Allowance_Plan_Data>
   </wd:Compensation_Change_Data>
   <wd:Check_Position_Budget_Sub_Process>
    <wd:Business_Sub_Process_Parameters>
     <wd:Skip>1</wd:Skip>
    </wd:Business_Sub_Process_Parameters>
   </wd:Check_Position_Budget_Sub_Process>
  </wd:Request_Compensation_Change_Data>
 </wd:Request_Compensation_Change_Request>
```

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```
 <bsvc:Request_Default_Compensation_Request/></soapenv:Body>
<bsvc:Workday_Common_Header/></soapenv:Envelope>
```

Result

Workday displays an 8% change for employee number 21002 in the UI.

Concept: Workday Web Services Response Filter Element

Many Workday Web Services get request operations contain a *Response_Filter* element. Workday recommends that you use this element in any web service where it's available.

This element filters request results, and also affects:

- Paging consistency.
- Paging optimization
- Performance.

The request element often contains:

Element Name	Description
Request_References	References for the specific entries to retrieve.
Request_Criteria	Categories of entries to retrieve.
Response_Filter	Filters and pages the returned results. Each element is optional.
Response_Date_Range_Filter	Filters by date range. The date range is used in combination with the dates set in *Response_Filter*.
Response_Group	Fields for each entry to return.

Example: *Response_Filter* element where each element is optional

```
<bsvc:Response_Filter>
  <bsvc:As_Of_Effective_Date>2013-07-16</bsvc:As_Of_Effective_Date>
  <bsvc:As_Of_Entry_DateTime>2013-07-16T22:04:00Z</bsvc:As_Of_Entry_DateTime>
  <bsvc:Page>5</bsvc:Page>
  <bsvc:Count>50</bsvc:Count>
</bsvc:Response_Filter>
```

As_Of Filter Elements

The *Response_Filter* element uses these *As_Of* elements:

Element Name	Element Description
As_Of_Effective_Date	Effective date for the changed data. Examples: • Business title change • Change in compensation • New worker employment date • Promotion • New benefits election
As_Of_Entry_DateTime	Set the date and time that you enter data into Workday. This value ensures consistent paging results and performance even for web

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Element Name	Element Description
	services that don't support historic dates and times. Otherwise, the web service automatically populates this field with the current date and time.

The *Response_Filter* element only returns elements up to and including the specified filter date or date and time. Workday doesn't return elements that have an effective date or an entry date and time after what filter specifies.

Some web services contain this message in the web service documentation: *The operation doesn't support criteria-based requests with an As_Of_Entry_DateTime in the past, unless for paging consistency the As_Of_Entry_DateTime matches the page 1 request*. For these web service operations, even though they don't support request criteria for times in the past, Workday recommends that you still use the *As_Of_Entry_DateTime* element for optimized paging and consistent results.

Paging

When you make a web service request that returns a large amount of data, Workday pages search results. The response only returns a subset of data.

These elements control paging:

Element Name	Description
Page	Page of data to return. Paging starts at 1 and the default is 1.
Count	Workday automatically returns 100 data elements per page. The maximum is 999.

Paging Consistency

Always specify the same value of the *As_Of_Entry_DateTime* element as you page through the entries. Specifying the same value for this element will avoid inconsistent paging results. Inconsistent results include missing some entries and retrieving some entries multiple times. If you don’t specify a value for *As_Of_Entry_DateTime*, Workday uses the current time. Therefore, each page uses a different value and doesn’t enforce paging consistency.

Paged SOAP calls require both an *As_Of_Entry_DateTime* and *As_Of_Effective_Date*. If you do not include an *As_Of_Effective_Date*, then each page of the web service request will default to the current date for your timezone when you make the API request. Example: If your Integration System User is in the Pacific Timezone and needs to request data for a use case in a different timezone, such as Japan, then you need to specify an *As_Of_Effective_Date* that is accurate for Japan Standard Time, otherwise the request will default to Pacific Time.

Paging Optimization

If you specify an *As_Of_Entry_DateTime* value and a *Page* value of 1 in a request, Workday optimizes the retrieval of subsequent pages of data. For any large set of data, optimized paging gives you better performance.

Use the paging optimization pattern for all web services that have the *Response_Filter* element. There’s no disadvantage to following this pattern with those web services. You'll still have the advantage of consistent paging, even if the web service doesn’t support optimized paging.

To take advantage of optimized paging:

- Specify an *As_Of_Entry_DateTime* value.
- Retrieve page 1 first. Subsequent calls can be in any order (typically, you’ll retrieve them in order).

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- Perform paged results frequently to avoid error messages, otherwise the optimization will expire and you'll receive an error message.
- Change only the page number in subsequent requests.

If the optimization expires, request page 1 again and continue your requests for other pages. The subsequent requests will use the newly optimized paging data when returning the other pages.

The response won't use optimized paging if:

- There's no *As_Of_Entry_DateTime* element in the request.
- There's only 1 page of data.

Concept: Best Practices for Submit Workday Project Web Service

This section describes best practices when using the *Submit Workday Project* web service.

Setting Reference Identifiers

Set the reference IDs of the objects to the strings shown:

Reference ID	Recommended String for Reference ID	Example Reference ID Strings
Project ID	Project ID	• PRJ-123
Project Plan Phase ID	Project ID + "_" + Project Plan Phase ID	• PRJ-123_Phase-1 • PRJ-123_Design
Project Plan Task ID	Project ID + "_" + Project Plan Phase ID + "_" + Project Plan Task ID	• PRJ-123_Phase-1_Task-2 • PRJ-123_Design_FitGapAnalysis

Note: The + operator in the recommended reference ID means concatenate the string parts.

The *Submit Workday Project* web service uses data for these objects:

- Project
- Project Plan
- Resource Plan

When updating Project Plan and Resource Plan objects, Workday first removes the existing data and then inserts the new data. If no new data is supplied, Workday just removes data from the objects.

During an update, if the reference IDs of the Project Plan Phase and Project Plan Task objects are not supplied or do not match the corresponding Project object, it might cause the Project Plan Phase and Project Plan Task objects to be disconnected from their Project object. (Disconnection means the objects no longer reference each other through reference IDs.)

To prevent disconnection, you set the reference IDs as shown in the previous table.

Updating Project Data

You can update Project data without providing Project Plan or Resource Plan data by setting the Boolean parameters:

- Do Not Update Project Plan
- Do Not Update Resource Plan

If you set either Boolean parameter to true, the respective object is not updated and you can omit data for that object. Example: If you want to only update a Project end date, set both Boolean parameters to true; you can omit Project Plan and Resource Plan data.

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Reference: Workday Web Service Version Reports

Depending on which reports you use, you can identify changes of versions of an entire Workday Web Service (WWS) or individual Web Service operations.

Report	Description
Web Service Change Log	Identifies the changes of an entire web service from 1 version to another. Use this report when you're: • Considering creating a new custom integration. • Looking for new operations in a web service. • Looking for the complete history of changes to a web service. Example: You want to see if there are new operations on the *Human Resources* web service so you can take advantage of any new functionality.
API Change Log	Identifies the changes in a WWS operation from 1 version to another. Use this report when you're: • Considering updating your custom integration to use a newer version of an operation. • Identifying the date of change to an operation. • Looking for a list of additions or removal of features to a single operation. • Looking for changes related to reference IDs. Example: You want to see if Workday has added an effective-dated attribute to an operation you commonly use.

Reference: Common Workday Web Service Operation Types

Note:

For information on any web service operation type not listed here, consult the description of the web service operation in the public web services operations directory.

Web Service Operation Type	Description
Get	Retrieves data from Workday.
Put	Creates or updates data in Workday.
Import	Loads large documents with many lines into Workday.

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Web Service Operation Type	Description
Bulk Import	Processes many small documents into Workday asynchronously.
Submit	Creates or updates data using a relevant business process in Workday.

Reference: Rich Text Fields in WWS

The WWS API documentation indicates Rich Text Format (RTF) fields as *RichText*. The text must be valid HTML markup and you must escape characters with special meaning in XML. If you submit invalid HTML markup using a web service, Workday validated the HTML markup in your tenant to avoid formatting issues. Workday also supports CDATA.

Example 1

Input Text	HTML:
	`<p>Expenses < $40,000</p>`
	XML request:
	`...`
	`<bsvc:Description>`
	`<p>Expenses < $40,000</p>`
	`</bsvc:Description>`
	`...`
	CDATA:
	`<![CDATA[ Expenses < $40,000 ]]>`

Output Display	Expenses < $40,000

Example 2

Input Text	HTML: `Expenses < $40,000 &  ` `<p>only <b>ONE</b> open headcount` `at quarter end</p>` XML request: `...` `<bsvc:Description>` `Expenses < $40,000 &` `  <p>only <b>ONE</b>` `open headcount at quarter end</p>` `</bsvc:Description>` `...`

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	CDATA: `<![CDATA[ Expenses < $40,000 ]& Only <b>ONE</b> open headcount at quarter end]]>`
Output Display	Expenses < $40,000 Only ONE open headcount at quarter end

HTML Markup for RichText Fields in WWS

Function	Markup	Markup Properties
Bold	b	
Italic	i	
Underline	u	
List item	li	style
Unordered list	ul	
Ordered list	ol	
Anchor	a	href target
Font	font	color face size
Paragraphs	p	align
Span	span	id style
Division	div	style
Break	br	

Note: Unlike all other markups, break (br) doesn't require a closing tag.

Related Information
Reference
Workday Community: Workday APIs

Reference: Workday Web Services Error Messages

Workday Web Services (WWS) use the SOAP protocol to exchange information with external systems. If the service encounters an error, Workday returns an HTTP status code of 500, Internal Server Error.

In the response message, errors are in the `<SOAP-ENV:Fault>` element, and consist of at least a `<faultcode>` and a `<faultstring>` element.

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Example:

```
<SOAP-ENV:Envelope xmlns:SOAP-ENV="http://schemas.xmlsoap.org/soap/
envelope/">
   <SOAP-ENV:Body>
      <SOAP-ENV:Fault xmlns:wd="urn:com.workday/bsvc">
         <faultcode>SOAP-ENV:Client.validationError</faultcode>
         <faultstring>Invalid request</faultstring>
      </SOAP-ENV:Fault>
   </SOAP-ENV:Body>
</SOAP-ENV:Envelope>
```

These tables list some common faultstrings for different faultcodes.

ns0:Server faultcode

faultstring	Description/Solution
No service at endpoint=http://{Workday Service}/ccx/servic/{tenant}/Human_Resources/v22.0, Target application service does not exist.	Verify the endpoint URL. In this example, the user truncated service to *servic*, causing the error.

SOAP-ENV:Server.error faultcode

faultstring	Description/Solution
java.lang.IllegalArgumentException: Customer id was not specified	Append the tenant name to your account name when you specify the username in the request. Example: If your account is *ISU_benefits*, and your tenant is *my_tenant*, use *ISU_benefits@my_tenant* as the username.

SOAP-ENV:Client.authenticationError faultcode

faultstring	Description/Solution
invalid username or password	Either the password or username is incorrect. Be sure that you've appended the tenant name to the account to create the username.

SOAP-ENV:Client.validationError faultcode

This table is a small list of errors that you might encounter. For other faultstrings, consult the WWS API Documentation for the web service operation you're calling. Validations listed in that document might display in the faultstring element in WWS error messages.

faultstring	Description/Solution
Request service version has reached its end of life	The Workday Web Service that you're calling has reached its end of life. Change to a currently supported version.
Invalid request service version	The version string you specified isn't a supported WWS version. A common error is to omit the leading letter v from the version string. Example: 22.1 is invalid, but v22.1 is valid.

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faultstring	Description/Solution
Invalid request	Verify that you specified the tenant name correctly in the endpoint URL, and that you've specified a valid operation.
Validation error occurred. Invalid ID value. '2001' isn't a valid ID value for type = 'Employee_ID'	Supply a valid value for this ID.

Related Information
Reference
Workday Community: Public Web Services API Directory

Glossary

Full Glossary of Terms

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

Was this helpful?

A

Academic Date Range	The period of time associated with a student recruiting cycle.
Academic Level	The level of an educational objective that a student can pursue at an institution, such as: • Undergraduate, Graduate, or Professional at a university. • Associates or Baccalaureate at a community college.
Academic Unit	A Workday organization type that represents a school, college, university, or other unit of your institution. These units can recruit prospective students, admit students, offer programs of study or courses, or administer financial aid. Academic units are also used with academic appointments in Workday.
Academic Unit Hierarchy	A hierarchical grouping of academic units primarily used for roll-up reporting.
Accounting Cash	A group of cash ledger accounts that you can use to check cash balances against during settlement.
Accounting Cash Pool	One or more primary balancing worktag hierarchies that you can use to pool cash ledger balances for cash balance checks during settlement.
Active Candidate	A person with an application for a specific job requisition. Candidates must be linked to a job

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	requisition for Workday to initiate a job application event.
All Ledgers Journal	An accounting journal that's not configured as a single ledger for the given company and is posted to both primary and alternate ledgers.
Applicant Pool	A subset of applications in an application grouping. Applicant pools enable you to control and adjust workload for application reviewers.
Application Grouping	A grouping of applications for the same admitting level of an academic unit and the same anticipated start date. Groupings can have 1 or more application pools, with an admissions counselor assigned to each pool.
Auto-fill	A time entry option that copies time blocks from a worker's schedule or from a previous week when entering time.
Award	A contract agreement with your sponsor in the form of funding to perform an activity for a public purpose. It defines how to capture direct and facilities and administration costs, recognize revenue, and bill your sponsor.
Award Costs Processing (ACP)	Processing facilities and administration costs and revenue recognition related to spend transactions on awards.
Award Credits	Percentage of award or award lines you allocate to specific worktags for reporting purposes.
Award Line	A line of authorized amount associated with a grant on an award. It includes information on the line's effective date, spend restrictions, basis limit, salary cap, and facilities and administration cost rates for expenditures charged to the grant.
Award Tasks	Administrative tasks that you do or track for a sponsor to support the terms of your award contract. Example: Quarterly progress report, financial report.
Aggregation Security Group	A security group that grants access rights to members of an included set of security groups. Revokes access of members of any excluded security groups.
Approve	An action in a business process that designated participants select to progress the event to the next step.
Assignable Roles	Positions you can assign to organization roles.

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B

Basis Limit	The maximum amount of direct costs you can use to calculate facilities and administration costs.
Base Pay Element	The compensation components that are included in the calculation of base pay for the purposes of determining the compa-ratio and target penetration. Example: Include both base pay and bonuses in the base pay calculation for compa-ratio.
Benefit Credit Bundle	A defined group of benefit credits that you can award together.
Benefit Defaulting Rule	A rule that identifies the benefit plans, coverage targets, and coverage amounts that employees receive by default when they do not complete an enrollment event.
Benefit Event Rules	These rules specify coverage increase limits, EOI requirements, waiting periods, and other rules and conditions of enrollment for benefits enrollment events.
Benefit Event Type	Identifies the events that trigger benefit enrollment, such as open enrollment, new hires, or the birth of a child. It also identifies the coverage types to make available to employees for when an event of this type occurs.
Benefit Group	A group of employees who qualify for benefits based on eligibility rules. Employees must be included in a benefit group to enroll in a benefit plan.
Business Object	Objects used to store data in Workday (such as organizations or workers). A business object has *fields* and *instances*, which are analogous to rows and columns in a spreadsheet. Workday links related business objects: a worker is associated with a position, the position to a job profile, and so on.
Business Process Definition	The tasks that compose a business process, the order in which they must be done, and who can do them.
Business Process Instance	A business process that the initiator has started. The *Hire Employee for Organization X* business process definition becomes an instance when the initiator uses it to hire an employee.
Business Process Security Policy	A business process security policy secures the steps and process-wide actions including view, rescind, cancel and correct. It specifies which security groups have access to each action.

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C

Calculated Time	Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules.
Calendar-Based Time Entry	A time entry method that uses the time entry calendar as the focal point for entering, editing, and submitting time.
Cancel (business process)	Canceling a business process stops the workflow in progress and reverses changes made to data. You can't cancel a completed business process; you must rescind it. A securable action in a business process security policy.
Candidate	Candidates include both prospects and active candidates.
Candidate Pipeline	All active candidates.
Candidate Pool	Candidates grouped together based on specific criteria.
Cascading Leave	A sequence of related leave types that are linked together. When an employee meets the conditions defined for ending a leave, Workday generates a return from leave request and a separate request for the next leave.
Company	Companies are organizations within Workday that represent the internal business entities within your enterprise. In Workday Financial Management, companies are the primary organization for all business processes. A Company is considered the level at which one holds a balanced set of books and should reflect Legal Entities where possible.
Company Hierarchy	Defines a parent-child or reporting relationship between Companies in your organizations. The way that you structure your hierarchies influences many important Workday functions, especially role assignments, planning, and reporting.
Compensation Basis	A grouping of compensation components, such as salary, commission, and allowance plans, that define estimated earnings for an employee population.
Compensation Component	The umbrella term for compensation packages, grades, grade profiles, and plans that can be associated with compensation eligibility rules.
Compensation Defaulting Rule	A rule that establishes the criteria for how compensation components default to worker compensation during staffing transactions (such as hire or job change).
Compensation Element	Compensation elements link Compensation to Payroll. When a compensation element is attached to a plan that is assigned to an employee, Workday

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	can determine which earnings to use to pay the employee.
Compensation Package	A grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that you can assign to workers as a set. Packages provide a quick view of the eligible plans for a particular job or group of employees.
Compensation Rule	Guidelines for determining which workers are eligible for which components of compensation.
Compensation Step	A specific monetary amount within a grade or grade profile.
Compensation Target Rule	A rule used to segment your employee population for assignment of compensation plans.
Conditional Calculation	Time calculation that tags time blocks that meet certain conditions.
Conditions	Conditions are one or more logical matches that are resolved to True or False and used to decide if some action should be taken. You can add conditions to steps in a business process to determine if the step should run.
Connection Map	A tool on a customer profile that enables you to establish and manage the relationships between business entities and ship-to addresses.
Connector	A set of 1 or more integration templates that provide a framework for building integrations in a particular functional area. The integration can support a specific type of data, or can support a specific endpoint (example: Salesforce.com or Okta).
Consolidated Billing Schedule	A billing schedule type that allows you to combine all charges for multiple projects or services within a specific billing period into one invoice.
Contextual Custom Report	A custom report created from the related actions menu of a Workday object by selecting **Reporting > Create Custom Report from Here**. Simplifies choices of data and fields to those related to the context of the object.
Contract Rate Sheet	A document that outlines the contract billing hourly rates for roles such as the engineer, manager, or consultant, with the option to add billing rules for specific contract considerations.
Conversation Tag	A descriptor, such as Dietary Restrictions or Special Needs that you can assign to an engagement conversation to identify its topic. You can search for conversations by conversation tag.
Conversation Topic	A conversation tag or recruiting event name that you can associate with an engagement conversation to make conversations easier to find.

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Correct (business process)	Correcting a business process changes a specification or data in the workflow while in progress. A securable action in a business process security policy.
Cost Reimbursable Spend	A billing item that Workday creates to help you bill your sponsor for award-related spending. The cost reimbursable spend amount includes both the original spend amount and any overhead costs Workday calculates based on your award costs configurations.
Course Section Cluster	A group of 2 or more course sections that students must complete in the same academic period.
Coverage Target	Defines whether a specific health care plan or insurance plan applies only to the employee or also to the dependents, spouse, family, and so on.
Cross Plan Dependency	Limits the coverage options available to workers during an enrollment event based on their choice of other benefit plans and coverage amounts. Example: You can limit coverage in a specific plan to a percentage of the total coverage in 1 or more other benefit plans.
Custom Report	Reports not delivered by Workday and built using the Workday Report Writer. Can be created new or by copying another standard or custom report.
Customer Payment Matching	A feature that uses historical payment applications to suggest customer invoices and adjustments that match customer payments with insufficient remittance advice.
Customer Refund Payments in Settlement Runs	A refund payment generated by the settlement run with a payment date that reflects the date you settle the refund.

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D

Dashboard (landing pages)	A specialized landing page containing a set of pre-configured worklets for a functional area that you can copy or modify. You can add additional custom worklets to dashboards using the report writer.
Data Source	A data source defines a set of business object instances for reporting purposes. Allows reporting access to all business objects related to those in the data source.
Day Breaker	The time of day on which a worker's work day and work week begins. Defines the 24-hour period over which daily time calculations execute and the 168-hour period over which weekly time calculations execute. Unless otherwise specified, the default day breaker is 12am.

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Deny (business process)	When you deny a business process, the business process is terminated and all Workday data is restored to its state before the business process started. To restart the business process, you need to submit the process again, and redo all previously completed steps.
Depreciation Profile	A configuration that determines how Workday depreciates assets by defining a depreciation method, convention, and useful life.
Designation	An attribute, such as Community Learning Partner, Honors, or STEM, that you can associate with educational institutions and external associations to make them easy to find and report on.
Discrete Composite Asset	A combination of related but distinct assets for which you can individually track cost, depreciation, and lifecycle events.
Disposition	Status of candidates that have been rejected for hire or declined a job during the job application event.
Domain	A collection of related securable items such as actions, reports, report data, report data sources, or custom report fields. Each domain is secured by a domain security policy.
Domain Security Policy	A collection of related securable elements of different types and user-specified security groups that have access to elements of each type.
Dynamic Period	A date that identifies the anticipated start date for a student of online education or other asynchronous learning.

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E

Educational Taxonomy	A taxonomy scheme and set of codes you can assign to programs of study and their concentrations to meet state, local, or other classification requirements.
Effort Grant	The sponsor funded grant associated with the worker's certified effort.
Effort Recertification	The process you use to recertify an employee's effort in response to payroll accounting changes that occur after you last certified the effort.
Eligible Investigator	A type of role that you can use to assign individuals to awards, grants, and grant hierarchies, so that the role assignments remain intact even when the person's position or organization changes.

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Engagement Action Item	Defines a requirement that must be met for an application for admission to be considered complete. Example: Submit transcripts.
Engagement Item	An engagement email or printed engagement item. You can include engagement items in engagement plans and use them to support student recruiting events.
Enrollment Event Rule	A rule that defines coverage start and end dates, waiting periods, coverage increase limits, Evidence of Insurability requirements, and other coverage rules and conditions. Rules ensure that the benefits process presents only the options that each employee is eligible for based on the event type.
Enterprise Interface Builder (EIB)	An integration tool that enables you to create simple, secure, and customizable integrations with Workday. Alternately, an EIB is a simple integration created by the integration tool. An EIB consists of an integration system, an integration data source, an integration transformation, and an integration transport protocol.
Estimate at Completion (EAC)	Includes all the hours logged and approved for the project, as well as the future hours the worker expects to complete.
Estimate to Completion (ETC)	Includes the future hours the worker expects to complete.
Event	A business process transaction that occurs within your organization, such as hiring or terminating an employee.
External Association	A nonprofit, community-based, or other noneducational organization that you can associate with student prospects or identify as a location for recruiting events.
External Engagement Item	Used to send and track third-party engagement items for recruiting events, communication plans, or ad hoc communications.

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F

Fast Path	A streamlined approach to moving applications for admission from submission to matriculation as quickly as possible.
Field Overrides	A tool that lets you customize integration systems that are based on a connector template. Field overrides are managed through an integration service. They use calculated fields or report fields to supply values to an integration system. Example: member IDs in benefit provider integrations.

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Financial Aid Period Record	A record containing data such as academic unit, academic level, and program of study for a student that Workday uses to process financial aid for an academic period.
Functional Area	A collection of domain or business process security policies that are related to the same set of product features, for example, Benefits or Compensation.

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G

Grade Profile	A breakdown of a compensation grade by functional task, geographical region, or other categorization your business requires. A profile enables you to assign more granular compensation ranges to workers.
Grant	A worktag you use to charge award-related expenditures to an award line.

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H

Headcount Plan	Provides visibility into the number of workers necessary to achieve your business goals within a specified period of time.

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I

Individual Target	An individual bonus or merit target for a worker during a compensation review process that overrides the target defined on the compensation plan.
Integration Attribute	An integration component that specifies the tenanted value of a data element in Workday. Example: Plan Sponsor Name is a type of attribute in benefit provider integrations.
Integration Data Source	Indicates the type of data that Workday receives from or exports to an external system and its location.
Integration Event	The record of an integration process. Every integration—current or past, involving the import or export of data, successful or not—gets recorded as an integration event. The integration event contains all the information about the integration process, including its status.
Integration Map	An integration component that specifies how values in Workday map to values in an external system. Example: Pay Rate Frequency is a type of map in third-party payroll integrations.

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Integration Service	A group of related integration attributes, maps, and XSLT that provides a framework to transform Workday data into the format required by an external system.
Integration System	A tenanted definition of an integration between Workday and an external system based on a template that provides the methodology for communicating data.
Integration Template	A collection of integration services that enables communication between Workday and an external system. Workday provides integration templates in categories such as Benefits, Financials, HCM, Payroll, Payroll Interface, Procurement, Recruiting, Security, and Settlement. Many of the delivered templates contain default values for attributes, as well as prompt values for attributes and maps, to define the integration further.
Integration Transformation	Converts data into a format that Workday or a receiving external system can understand. Workday provides some delivered transformations, and you can also create custom transformations.
Integration Transport Protocol	Controls how Workday exports data to an external endpoint or service or imports the data from an external endpoint or service. Workday supports several types of transport protocols, including email, FTP and SFTP, HTTP/SSL, Workday attachments, and Workday Web Services.
Intersection Security Group	A security group whose members are other security groups. Members associated with all included security groups are granted access through an intersection security group.
Initiation Step	The first step of a business process.

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J

Job-Based Security Group	A security group that includes one or more job-related attributes or objects including job profile, job family, job category, management level, or exempt/non-exempt status.
Job Management Staffing Model	A structure that defines 1 set of hiring restrictions for all jobs in a supervisory organization, with no specific limits on the number of jobs that can be filled.
Job Profile	The generic features and characteristics of a job or position, such as management level, pay rate type, compensation, skills, and other qualifications.

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K

Knowledge Article	An article that is accessible to workers in your organization based on the assigned article audience. You can use these articles to document, share, and manage HR information specific to your organization.
Knowledge Article Audience	A group of employees that can view designated Knowledge articles. Their access to articles is determined by condition rules assigned to the audience.

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L

Landing Page	Landing pages display a collection of worklets. Landing pages may have different display formats (grid or bubble) and support different functions. The Home landing page is intended for common worklets, such as self-service worklets.
Leave Family	A set of similar leave of absence types. Example: A company-specific family includes disability leave and bereavement leave, while a separate regulatory family includes jury duty and family medical leave.
Leave of Absence Rule	A rule that defines worker eligibility for leaves of absence.
Line Tax Rate Application (LTRA)	A collection of tax amounts that apply to a given transaction line or supplier invoice line split on a taxable document.
Linked Customer Contracts	Child customer contracts that you associate with a parent customer contract for revenue allocation purposes.
Linked Leave	A leave type that shares an entitlement with other leave types or time offs. Eligibility rules, validation rules, and supporting data reference the combined balance of the associated leave types and time offs. Also known as coordinated leaves and time off.
Location Membership Security Group	A security group whose members are any workers assigned to that location.

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M

Match and Merge	A process that helps eliminate duplicate student prospect information in Workday.
Micro-edit	The ability to edit existing time blocks or add time blocks directly to a day by clicking the time entry calendar.

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Multiplier-Based Coverage	Insurance coverage based on multiples of salary, such as 1x, 2x, or 3x salary.

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N

Nonbillable	A nonbillable project is an internal project that you don't invoice customers for.

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O

Object Class	The spend categories that award sponsors agree to reimburse award recipients for maintaining their projects.
On-Account Document	A document that’s generated when you place a payment amount on an existing customer account. You can apply on-account documents to future payments.
Organization Security Group	A security group whose members are any workers assigned to that organization.

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P

Parent Customer Contract	A customer contract that you associate with a child customer contract so you can add contract lines across contracts to the same schedule. When you view the parent customer contract, Workday displays the child customer contracts as linked contracts.
Passive Event	Events that result from the passage of time rather than from a specific change to employee data.
Payment Group	The payments that result from a settlement run.
Payment Tax Rate Application (PTRA)	A collection of tax amounts that apply to a given payment on a taxable document.
Position Management Staffing Model	A structure that defines different staffing rules and restrictions for each position in an organization.
Position Restrictions	The attributes and conditions that apply to an unfilled position in a supervisory organization that uses the position management staffing model. Example: Job profile, location, qualifications, and worker type.
Pre-Hire	In Staffing, an individual you're tracking before employment. In Recruiting, a candidate who is in the *Offer*, *Employment Agreement*, *Background Check*, or *Ready for Hire* stage.

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Procurement Contract	Contracts enable your organization to define preferred suppliers, analyze spend for better control, and standardization. They also allow your organization to implement contractual spend to better negotiate and enforce discounts and other supplier terms.
Procurement Contract Type	A procurement contract in Workday is always associated with a Contract Type that dictates how the contract can be used across the procure-to-pay chain. Example: when a Contract Type has the **Scheduled Purchase Orders** option set, Workday can use the contract to automatically create purchase orders based on a predefined schedule.
Pro Forma Effort Certification	A report you can run before you run effort certification to review estimated effort based on salaries and wages that payroll accounting attributes to grants. It allows you to take corrective action, such as payroll accounting adjustments, prior to certifying employee effort, to ensure a more seamless certification process.
Project Advanced Labor Costing	Prorating project labor costs using standard or fully burdened costing.
Project Asset	A container that captures separate, ongoing costs of a capital project in progress. You can associate multiple projects assets with a project to track costs over the life of a project.
Project Billing Rate Sheet	A document that outlines the hourly or daily rates charged per project role, with the option to be more specific based on defined categories such as Region, Skill Level, and Project Size.
Project Plan Phase	A phase in the project plan that represents a stage in the project work. Example: Plan and Strategize. A project plan organizes projects into sequenced phases and tasks. A project phase is generally project agnostic, but when you add that phase into a project plan, it becomes a project plan phase.
Project Plan Task	The work details in a project plan phase. Example: Define Project Objectives.
Project Transaction Source	The source of project billing transactions. Example: Supplier Invoice, Expense, or Time.
Prospect	Someone you are interested in tracking who isn't associated with a specific job. You can use tags, prospect types, and prospect statuses to help track these individuals.

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Q

Quick Add	A time entry option that enables you to create a time block and copy it to multiple days in a week.

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R

Recipient Threshold	The maximum number of prospects to whom you can send an engagement item at the same time without requiring approval.
Recruiting Cycle	A recruiting period for 1 or more academic levels of an academic unit. You associate recruiting cycles with campaigns to measure the effectiveness of each campaign per recruiting cycle.
Reference ID	A unique identifier used to look up data for integration purposes.
Reference Pay Range	A range of pay established for a compensation grade or grade profile.
Related Customer Contract	A customer contract that you associate with another customer contract for reporting purposes. When you create a customer contract, you can associate 1 related customer contract with it. The related customer contract must share the same company and sold-to customer.
Reported Time	A worker's time that has been entered, but has not had any time calculations applied.
Revenue Category	An attribute in customer contracts and billing used to search for and report on goods and services you sell. Also a dimension in account posting rule types for customer contracts, billing, and accounts receivable that drives accounting behavior.
Risk Insight	Provides the reason why Workday identifies an expense report with a High or Medium risk level. Reasons may include 1 or more of these: Amount Anomaly, Duplicate Expense, and Incorrect Expense Item.
Risk Level	The value (Low, Medium, and High) that Workday provides from risk evaluation. Workday provides default risk levels, which can also be configured based on Risk Score.
Risk Score	The numerical value (0 to 100) that Workday provides from risk evaluation. The score helps identify anomalous expense reports.

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S

Salary Over the Cap Basis	A worktag type representing the effort grant on over-the-cap salaries when you have salary over

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	the cap enabled on your tenant. For the portion of salary that's over the cap, the Salary Over the Cap Basis worktag identifies the effort grant, while the Grant worktag, if applied, identifies the grant on the salary over the cap suballocation.
Salary Over the Cap Suballocation	Worktags and their distribution percentages that you want to allocate on the portion of salary that's over the salary cap.
Saved Schedule	A class schedule that students can draft before registering for courses.
Single Ledger Journal	An accounting journal that's a single primary or alternate ledger currency for the given company.
Source	The duplicate record that you want to merge in the Duplicate Management Framework.
Spend Category	A logical grouping to search and report on acquired items and services. Also a dimension in account posting rules for procurement and spend that drives accounting behavior.
Staffing Model	A structure that defines how jobs and positions are created and filled in a supervisory organization. Workday supports 2 kinds of staffing models: • Job management. • Position Management.
Staffing Organization	An organization category that includes supervisory organizations, matrix organizations, or retiree organizations.
Stage	A value, such as Lead, Inquirer, or Applicant, that identifies where a student prospect is in the recruitment or admissions process.
Student Financials Period Record	A record containing data such as academic unit, academic level, and program of study for a student that Workday uses to process student financials transactions for an academic period.
Student Prospect Profile	A worklet that displays information for a prospective student, including contact information and recruitment details.
Student Prospect Type	A value, such as First Year or Adult Returning, that you can assign to prospective students and use to match student prospects to admissions counselors automatically.
Student Recruiting Region	Workday term for recruiting territory. A recruiting region can represent a geographical area, 1 or more schools, or schools in selected school districts.
Student Tags	An attribute, such as Veteran, Athlete, or Scholarship Recipient, that you can assign to student prospects. You can use tags to match student prospects to recruiters automatically,

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	find prospects, and use as criteria for associating engagement plans with prospects.
Supplier Contract	Contracts enable your organization to define preferred suppliers, analyze spend for better control, and standardization. They also allow your organization to implement contractual spend to better negotiate and enforce discounts and other supplier terms.
Supplier Contract Type	A supplier contract in Workday is always associated with a Contract Type that dictates how the contract can be used across the procure-to-pay chain. Example: when a Contract Type has the **Scheduled Purchase Orders** option set, Workday can use the contract to automatically create purchase orders based on a predefined schedule.
System User	An account associated with and required to launch a Connector or Studio integration. Workday delivered integrations and custom integrations require a system user account for authentication and web service calls. A system user account is not associated with a person in Workday.
Staffing Organization	An organization category that includes supervisory organizations, matrix organizations, or retiree organizations.

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T

Target	The record into which you want to merge the source in the Duplicate Management Framework.
Tax Code	A combination of tax rates that you select on transaction lines.
Tax Rate Application (TRA)	A collection of tax amounts across all lines on a taxable document with the same tax applicability, tax code, tax option, tax point date, tax rate, and tax recoverability.
Tax Recovery Pro Rata Factor Percentage	A company-specific percentage that modifies the tax recoverabilities that you configure for the tenant.
Termination Adjustment	A time off adjustment that automatically sets the remaining balance of a worker's time off plan to zero upon the worker's termination.
Time Block	A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.
Time Calculation	A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. Example: You could create a time calculation

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	to convert regular hours into overtime hours automatically if a worker works more than 40 hours in a week.
Time Calculation Tag	Workday applies calculation tags to time blocks during time calculations. The tags map to payroll earnings to drive how time blocks are paid and can be included in time off and accrual calculations. You can also use them to display time and time off totals on the time entry calendar.
Time Clock Event	A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external time clock. Workday matches time clock events to form time blocks, which workers can edit and submit.
Time Code Group	The primary use of a time code group is to determine which time entry codes a worker is eligible for. Time code groups are assigned to a worker or to a position through eligibility rules.
Time Entry Calendar	A set of self-service pages that workers use to enter, edit, and submit time, when using calendar-based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.
Time Entry Code	A time entry code describes the type of time a worker enters, such as worked time or meal allowance. To use time entry codes, you must attach them to time code groups, except for the default time entry code assigned to a time entry template.
Time Entry Template	A template defines how a worker's time entry calendar is configured. Workers are matched to time entry templates through eligibility rules.
Time Entry Validation	Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings display when entering time but don't prevent the worker from submitting time.
Time Off	The rules that apply to a specific type of time off, including eligibility rules, whether adjustments are allowed, and limits that differ from the time off plan.
Time Off Plan	The rules for entering and tracking 1 or more related time offs. Identifies the unit of time, eligibility requirements, whether to track balances, and if time offs are position-based or worker-based.
Time Period Schedule	A time period schedule defines which dates are available for entry at a given time and defines which dates are paid in which pay periods. They can line up with pay periods, or, in more complex scenarios, they can be paid on a lag.

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Time Proration Rule	A rule that prorates employees' target compensation in a bonus or merit increase compensation event according to time-based criteria, such as leave of absence or time since hire.
Time Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.

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U

Unbillable	An unbillable transaction is a billing transaction that has an issue preventing it from being billed. You can't take action on the transaction until you resolve the issue.
Unnamed Resources	Placeholders for project resources that you can use to assign tasks and perform resource forecasting without specific resource assignments.

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V

Value-Based Project	A customer contract line type that you use when your project billing installment values are not known at the time of contract creation.

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W

Wave Picking	Enables you to group picking lists together in groups to better organize and prioritize your inventory picking process
Week Breaker	The day of the week on which a worker's work week begins. Defines the 7-day period over which weekly time calculations execute. Unless otherwise specified, the default week breaker is Sunday at 12am.
Work Schedule Calendar	A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays, and time calculations.
Workday Studio	An Eclipse-based development environment that enables you to build more complex integrations with Workday.
Workday Web Services	Workday’s public API. Based on open standards, Workday Web Services (WWS) provide the core method for integration with Workday.
Worker	An employee or a contingent worker.

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Worklets	Mini applications represented by clickable icons in Workday, providing quick and easy access to tasks and data that you access regularly. Example: the Inventory or Time Off worklets, or a worklet based on a report.

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X

No Entries	

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Y

No Entries	

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Z

Zone Picking	A method of picking for orders from different zones at an inventory site. In Workday, you can split a stock request into multiple zone picking lists for more efficient picking and shipping. You can then ship the zone picking lists separately or merge them before shipment.

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Workday Data Cloud Downloads

Live Data Query Downloads

JDBC Driver (.jar)

Note: These packages are not part of the Service and are subject to the Installed Software License Agreement.

1. Download and extract ldq-jdbc-driver-1.1.0-all.jar.zip.

   SHA-256 Checksum:
   `0ab89caeb68ec5cc85f3e41443c5f6cb9d251890afd68c2648414f8ae2559ac4`
2. Use the resulting .jar file to set up your connection.

Change Log:

Version	Release Date	Change	Minimum Workday Version
1.1.0	2026-10-02	Added: • HTTP (in addition to HTTPS) for the	2026.40

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Version	Release Date	Change	Minimum Workday Version
		local OAuth authorization-code callback server. • Driver name and version emit for server-side logging.	
1.0.2	2026-08-08	Initial release. Support for ISU and user-as-self authentication methods.	2026.32

Python Connector (.whl)

1. Download and extract ldq_python_client-1.1.0-py3-none-any.whl.zip.

   SHA-256 Checksum:
   `d97385fcbc55b28f80ba97188b656a69edb4b4499968e25627b639a63b1a10c9`
2. Use the resulting .whl file to set up your connection.

Change Log:

Version	Release Date	Change	Minimum Workday Version
1.1.0	2026-10-02	Added: • HTTP (in addition to HTTPS) for the local OAuth authorization-code callback server. Fixed: • Dependency pins for known vulnerabilities.	2026.40
1.0.0	2026-08-08	Initial release. Support for ISU and user-as-self authentication methods.	2026.32

Power BI Connector (.mez)

To get access to the .mez file, contact Workday Support.

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