

Hibob

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How do I link my Hibob account?

Overview

To authenticate Hibob using a Service Account, you will need to provide the following information:

- Service Account User ID
- Service Account Token

Prerequisites

Please ensure you fulfill all the requirements to set up the integration:

- You have Administrator permissions in your company's Hibob instance



Step 1: Create the Service User in your Hibob Account

1. Navigate to your Hibob System Settings



2. On the Settings screen, open <u>Integrations</u> and click <u>Manage</u> on the <u>Service users</u> <u>tile</u>

Settings		
Sites	Integrations	
Calendars		
Working patterns	All categories ~	All apps
Badges	Aut	
Brand customization	Automations	
Data management	• Connected	Connected
 Flows 	Service users	Webhooks
Integrations	Manage	Manage
 Financials 		

3. Click on Create service user

\leftarrow Service Users							
Service users Automations	Service users						
Create a service type user for taking API actions, without affecting backgount or the	+ Create service	user Total: 2				٩	ŧ
people directory.	Display name	Service user ID	Description	Assigned permission groups	Permissio		
						:	
				Power user	23 Permi:	:	



4. Enter **Display Name** and click **Create**

	🗬 System Settings	Q Search for people or features		1
	← Service Users	Create a service user	<	
	Service users Automations	You'll need to give this service user permissions in Bob after creation.		
	Create a service type user for taking API actions, without affecting headcount or the	Display name* Rydoo Connector		۹ 🛓
	people directory. Learn more	Description	ion groups Permissic	ATA ~
				AMPLE D
		99	23 Permi:	:
		0/100		
		Cancel		
Ċ				

 On the next screen, Hibob display the credentials for your new service user. Make a note of both the <u>ID</u> and the <u>Token</u>, then click on <u>Go to permission groups</u> and proceed with the next step

Service use	info
regentiais	
D	
SERVICE-2	Сору
ſoken	
cR	Сору
These details can g Don't share them y available after you	e someone permanent access to your company's account. ch a third party. For security, these credentials won't be ose this window.
Permissions	
We recommend giving t dedicated permission gr	service user the permissions they need by adding them to a p.



Step 2: Create a Permission Group

1. Click Add permission group, then Service user

😴 System Settings	Q Search for peo	ple or features	
Settings			
Company	Permission groups		
 Data management 	Manage access to features and peo	ople's data.	
▶ Flows			
Integrations	+ Create permission group	Total: 7	Q Se
▹ Financials	Employee Service user	User type	Туре
	Admins	💄 Admin	Out of the box
Permission groups	Managers	💄 Manager	Out of the box
Feature management	All people — own data	📇 Employee	Out of the box
Access	All people – others' data	Employee	Out of the box
API audit		Tubiolog	

2. Enter any <u>Group name</u>, select your new service user under <u>Select service users</u> and click <u>Create</u>

Rydoo Connector Select	~
Description	
E.g., Grants access and controls for the finance team to manage even	ryone's salary
Members	
Select service users*	
Rydoo Connector 🗸 🗸	

3. When asked to confirm the changes, click Confirm



4. Switch to the <u>People's data</u> tab of the new Permission Group, pick "Select people by condition" under <u>Whose data can members access?</u>, then click on <u>Edit</u> to select the people the integration can access

	System Settings		piple or features	
	← Permission groups	1		
		Q Search permissions	Cancel	
	Rydoo Connector Group actions v	_ Features _ People's data Set what and whose data people	in this permission group can access.	< 4
	1 2	🚢 Access data for	Access data for	MPLE DA
	User type	Benefits	Whose data can members access? Everyone Select people by condition Select people by name	SA
	Service user Group type	Import	46 Employees	
	Custom	▶ People	Lifecycle status equals Employed	
Ċ				

- In the <u>Select people by condition</u> pop-up, select all relevant <u>Lifecycle Statuses</u>. In most scenarios this will include *Hired*, *Employed*, and *Terminated*.
- 6. Click Apply twice once done:

	ở System Settings	Q Search for people or features		#	RA
	← Permission group	Select people by condition	×		
	Rydoo Connector	Lifecycle status v Equals v	Hired, Employed, >	Cancel	
	Group actions ~		Employed Terminated Garden Leave		PLE DATA ~
	User type Service user		Leave Parental Leave	lect people by name	SAME
	Group type Custom		Clear Cancel Apply 2 Apply		
Ċ					

7. Back in the **People's Data** add the following permissions:

Please note the permissions below are the required permissions for the full HRIS API.



You only need to configure the permissions based on your use case.

a. People > Basic Info

View selected employees' Basic info sections (This is required to surface employees)

b. People > Employment

View selected employees' Employment sections View selected employees' Employment section histories

c. People > History

View selected employees' profile changes history

d. People > Lifecycle

View selected employees' Lifecycle sections (This is needed to surface Employment Status) Edit selected employees' Lifecycle sections View selected employees' Lifecycle section histories

e. People > Personal contact details

View selected employees' Personal contact details sections Edit selected employees' Personal contact details sections

f. People > Work

View selected employees' Work sections View selected employees' Work section history

g. People > Work contact details

View selected employees' Work contact details sections

8. Once done adding the above permissions, finish creating the Permission Group by selecting Save



Step 3: Link your Hibob account

Copy and paste the Service Account User ID and Token created in part 1 into the linking flow

bob			
Enter your Hibob Service User Account Information			
Hibob USER_ID			
Hibob TOKEN			
Submit			

- 1. After the connection is established, you will be given the option to map four fields:
 - a. RydooBranchName
 - b. RydooBranchID
 - c. RydooGroupName
 - d. RydooGroupID.



Map additional fields

Map additional fields between Rydoo Production and Hibob. Standard fields are already included.

contact_preference	→	call_or_email	
do_not_disturb	→	do_not_call	
is_private	<i>→</i>	not_public	
Map fields			
Skip for now			

- If you skip this step, the Rydoo default mapping will be used for these fields.
- If you choose to continue with the field mapping, you will see the following options, and you have the chance to map any field from your HR tool to the Rydoo equivalent fields.

Q Select or start typing	÷	RydooBranchID Employee
Q Select or start typing	÷	RydooBranchName Employee
Q Select or start typing	÷	RydooGroupID Employee
Q Select or start typing	÷	RydooGroupName Employee

- 2. You can type in the field name or select from the dropdown.
- 3. After completing the mapping, you can click save and the authentication is now complete.





Notes

Hibob allows moving fields into categories other than those listed in the guide above. If some fields are missing after linking your Hibob account, view a sample employee in Hibob and confirm under which category (e.g. Personal, Work, About) the missing field can be found. Then add <u>View</u> permissions under <u>People's data</u> for that category as described above.

