Personio

How do I link my Personio account?

Overview

To authenticate Personio you will need to provide the following information:

- Client ID

- Client Secret

This guide will walk you through finding or creating those credentials within Personio.

Prerequisites

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

- You have **Administrator** permissions in your company's Personio instance or someone has shared their access with you
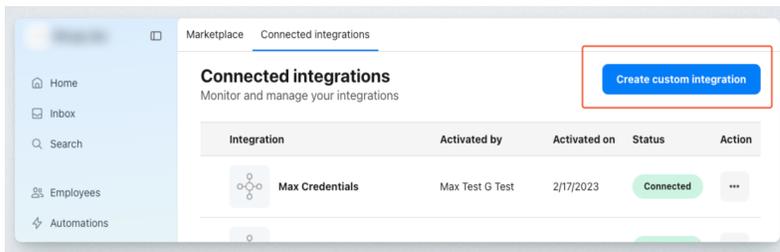
Instructions

Step 1: Generating your API credentials

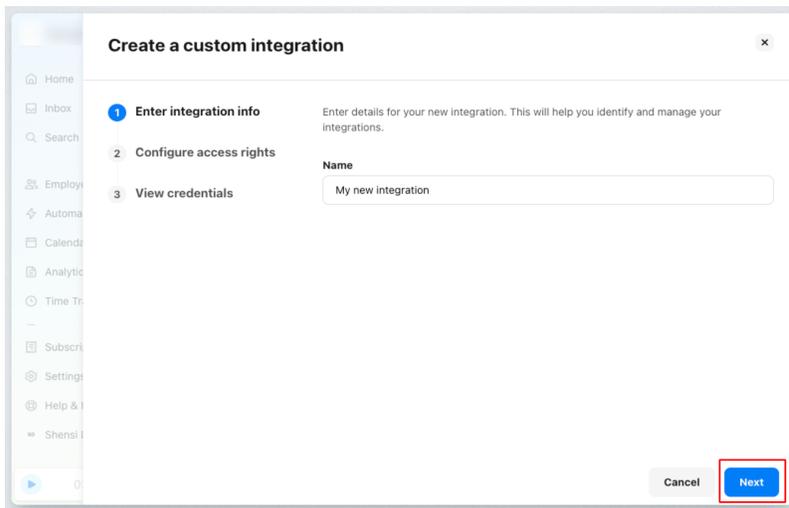1. Log into your Personio account and visit **Settings** in the bottom left

2. On the **Integrations** tile, select **API credentials**
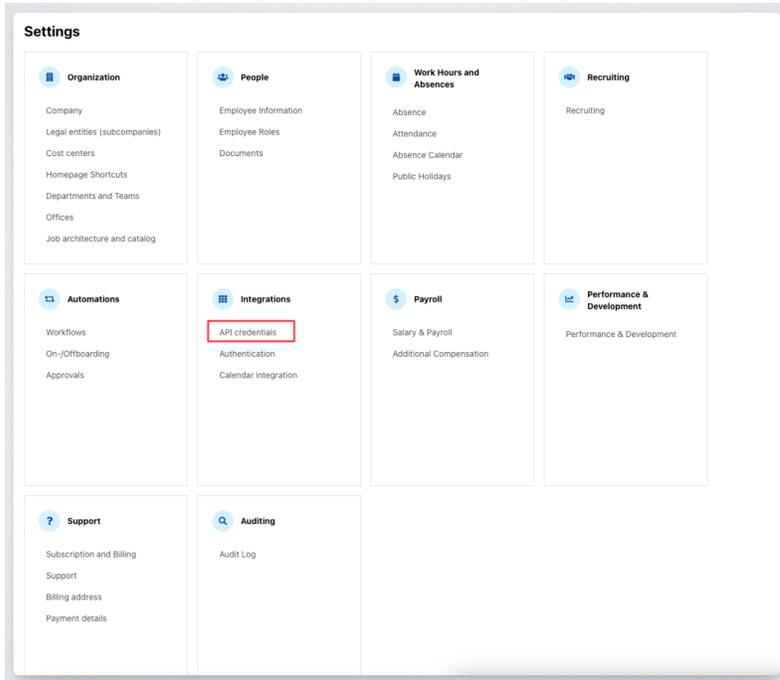
3. Click **Create custom integration**

4. Enter a name for your new integration and click **Next** in the bottom right corner of the page

rydoo

5. Under Select the attributes you want to grant access rights for, select the attributes you want to sync. To sync all data, select at least the following attributes:

    a. Employees
    b. Attendances
    c. Absences
    d. Org units

6. Under **<u>Readable employee attributes</u>**, click **<u>select all</u>** or select the individual fields you want to sync. Commonly used fields include:

    a. Email
    b. First name
    c. Last Name
    d. Gender
    e. Hire date
    f. Office
    g. Profile picture
    h. Termination date
    i. Status
    j. Supervisor
    k. Occupation type (optional)

rydoo
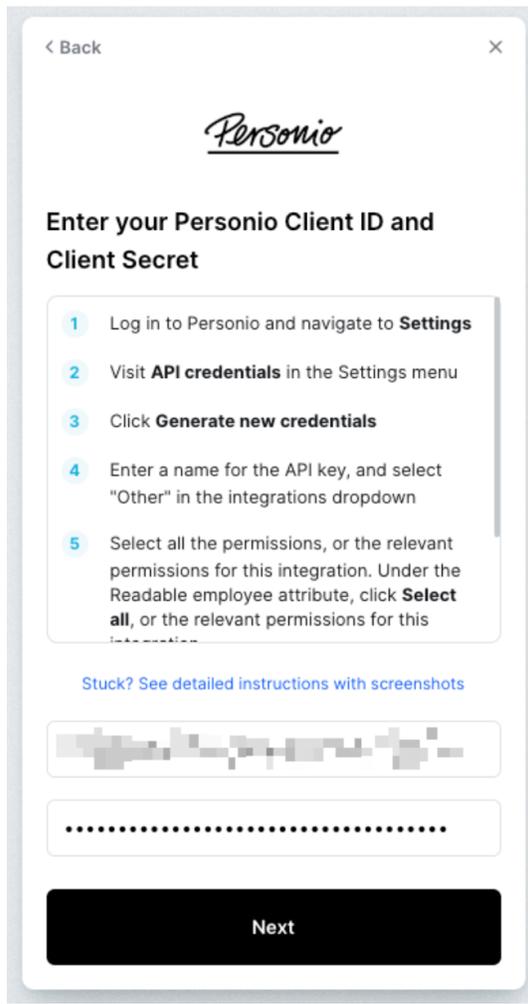
7. Click **<u>Create integration</u>** once done. You will then see your API Credentials populate. Copy and save these in a secure place.
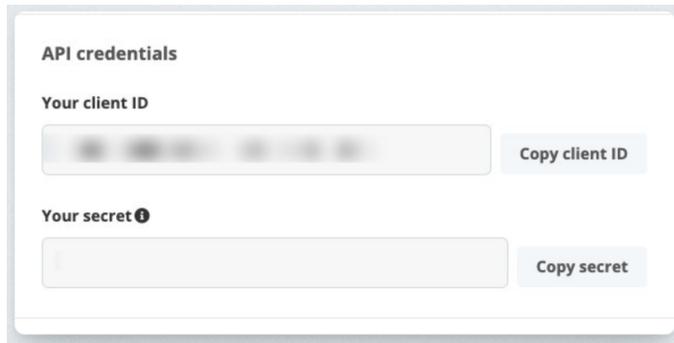
Step 2: Paste your Client ID and Secret into the linking flow

1. Service user Paste your created Client ID and Client Secret into the linking flow and select Next.

rydoo

2. The account will be set up considering our default mapping as table below. If you wish to use different fields for mapping, provide the specific field names present in your BambooHR to your Customer Success Manager (CSM). This ensures the technical team can correctly remap the fields according to your requirements.

Personio	Rydoo
Subcompany	Branch Name
Subcompany	Branch ID
Department	Group Name
Cost Center	Group ID

rydoo