

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:

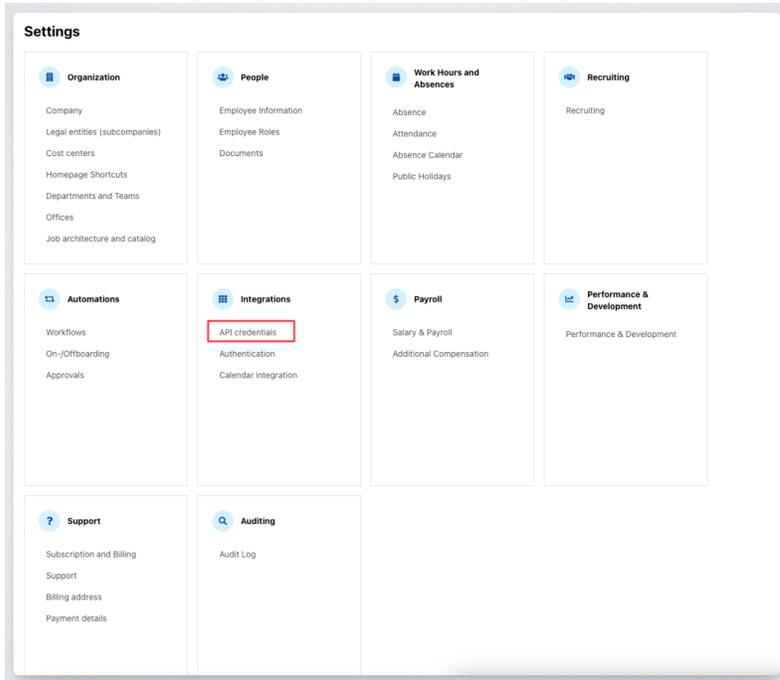
- You have **Administrator** permissions in your company's Personio instance or someone has shared their access with you

Instructions

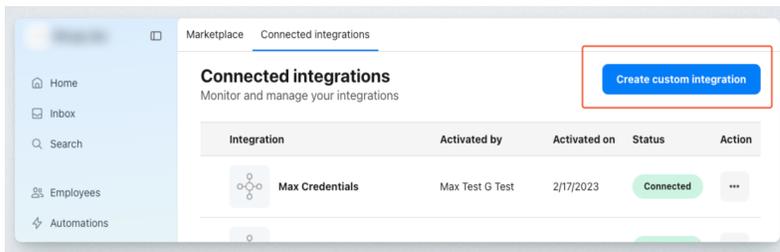
Step 1: Generating your API credentials

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

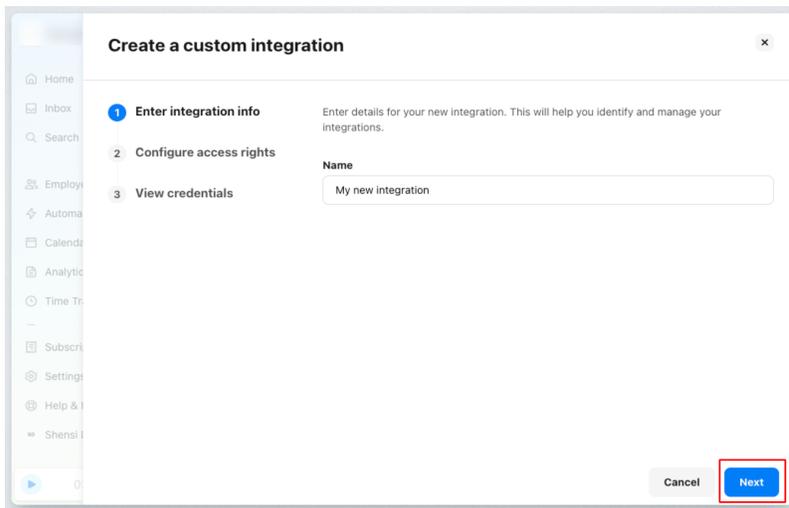
2. On the **Integrations** tile, select **API credentials**



3. Click **Create custom integration**



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



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 **Readable employee attributes**, click **select all** 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)

Create a custom integration [Close]

1 Enter integration info

2 **Configure access rights**

3 View credentials

Select the attributes you want to grant access rights for.

Employees	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Attendances	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Absences	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Documents	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Custom Reports	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Compensations	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Webhooks	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Org Units	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Legal Entities	<input type="checkbox"/> Read	<input type="checkbox"/> Write

Readable employee attributes ⓘ
This integration might require custom attributes. [Learn more](#)

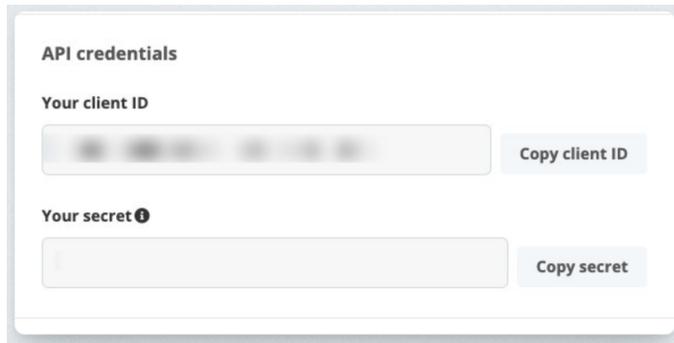
Choose attributes - 70

Legal entities ⓘ
Legal entity selection will override any query parameters passed in the API call. [Learn more](#).

Choose legal entities - 1

Back Create integration

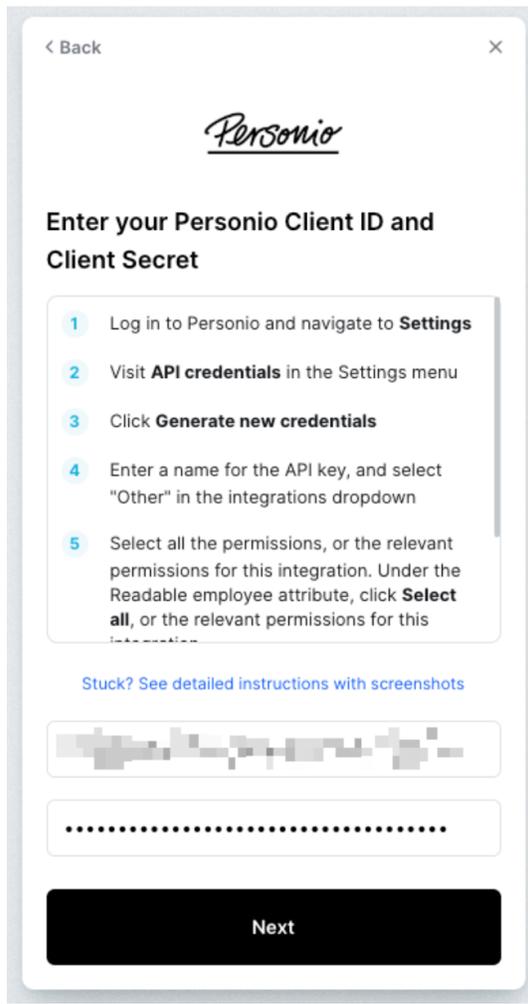
7. Click **Create integration** once done. You will then see your API Credentials populate. Copy and save these in a secure place.



The screenshot shows a form titled "API credentials". It contains two input fields. The first is labeled "Your client ID" and contains a blurred value. To its right is a button labeled "Copy client ID". The second is labeled "Your secret" and also contains a blurred value. To its right is a button labeled "Copy secret".

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.



The screenshot shows a mobile app interface for Personio. At the top, there is a "Back" button and a close icon. Below the Personio logo, the heading reads "Enter your Personio Client ID and Client Secret". A list of five numbered steps provides instructions: 1. Log in to Personio and navigate to **Settings**; 2. Visit **API credentials** in the Settings menu; 3. Click **Generate new credentials**; 4. Enter a name for the API key, and select "Other" in the integrations dropdown; 5. Select all the permissions, or the relevant permissions for this integration. Under the Readable employee attribute, click **Select all**, or the relevant permissions for this integration. Below the list is a link: "Stuck? See detailed instructions with screenshots". There are two input fields: the first contains a blurred client ID, and the second contains a blurred client secret. At the bottom is a large black button labeled "Next".

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