

Workday HR

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Workday - How do I link using OAuth?

Overview

To authenticate your Workday account, you will need to provide the following information:

- WSDL
- Workday Tenant Name
- Client ID
- Client Secret
- Refresh Token
- Token Endpoint

Prerequisites

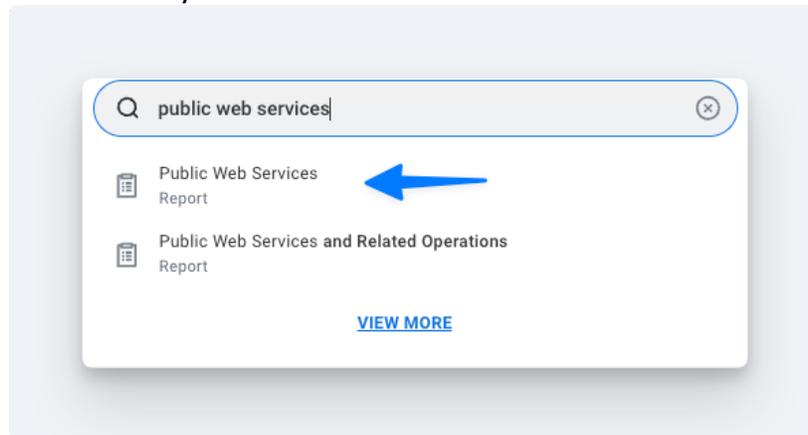
Please ensure you fulfill all the requirements to set up the integration:

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

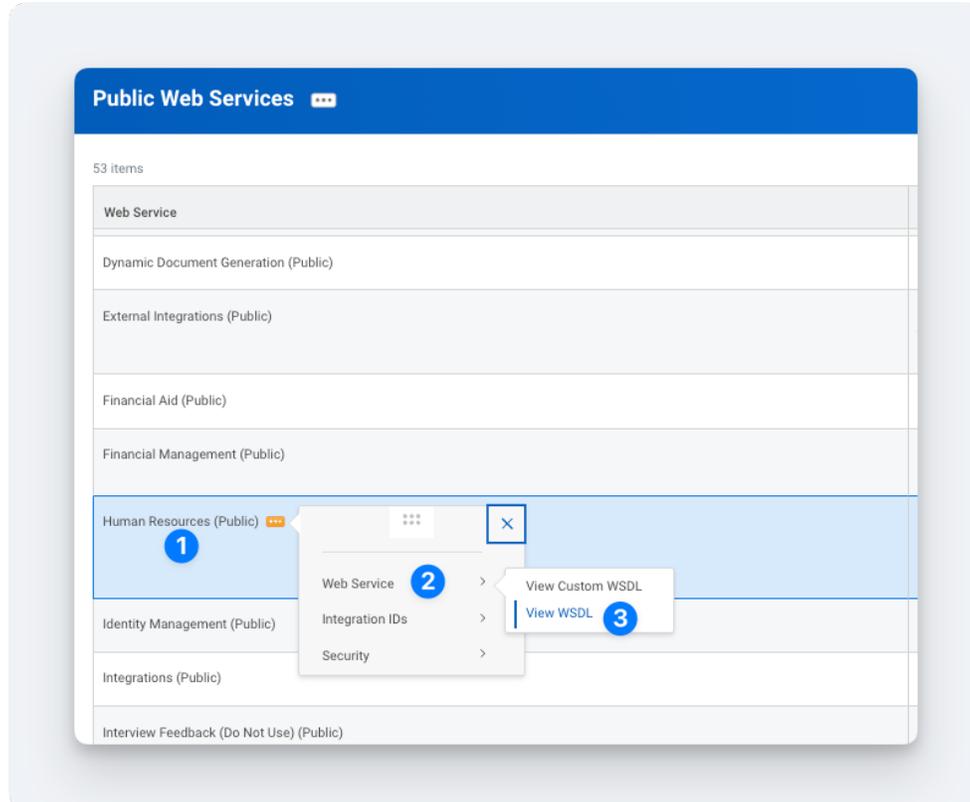
Instructions

Step 1: Obtain the web services endpoint URL

1. Search in Workday for Public Web Services



2. Find Human Resources (Public) as you are connecting Workday HRIS.
3. Click the three dots to access the menu. Click Web Services > View WSDL



4. Navigate to the bottom of the page that opens (it may take a few seconds to load)
5. Copy the full URL provided under Human_ResourcesService (Workday HRIS). The URL will have a format similar to `https://wd2-impl-services1.workday.com/ccx`

```

</wsdl:binding>
<wsdl:service name="Human_ResourcesService">
  <wsdl:port name="Human_Resources" binding="wd-wsdl:Human_ResourcesBinding">
    <soapbind:address location="https://wd2-impl-services1.workday.com/ccx/service/acme/Human_Resources/v43.0"/>
  </wsdl:port>
</wsdl:service>
</wsdl:definitions>

```

Copy this

6. Enter the Web Services Endpoint URL prefix into the linking flow

< Back ×



Enter your web services endpoint URL

- 1 Search in Workday for **Public Web Services**
- 2 Open the **Public Web Services Report**
- 3 Hover over **Human Resource** and click the three dots to access the menu
- 4 Click **Web Services**, and then click **View WSDL**
- 5 Navigate to the bottom of the page that opens and then you'll find the host
- 6 Copy everything until you see `/service` and paste below. This should look something like `https://wd5-services1.myworkday.com/ccx`

URL

7. Click Next

Step 2: Enter in your tenant name

1. From the web services URL find your tenant name. In this example, the value is "acme"

```

</wsdl:binding>
<wsdl:service name="Human_ResourcesService">
  <wsdl:port name="Human_Resources" binding="wd-wsdl:Human_ResourcesBinding">
    <soapbind:address location="https://wd2-impl-services1.workday.com/ccx/service/acme/Human_Resources/v43.0"/>
  </wsdl:port>
</wsdl:service>
</wsdl:definitions>

```

2. Enter the tenant name into the linking flow



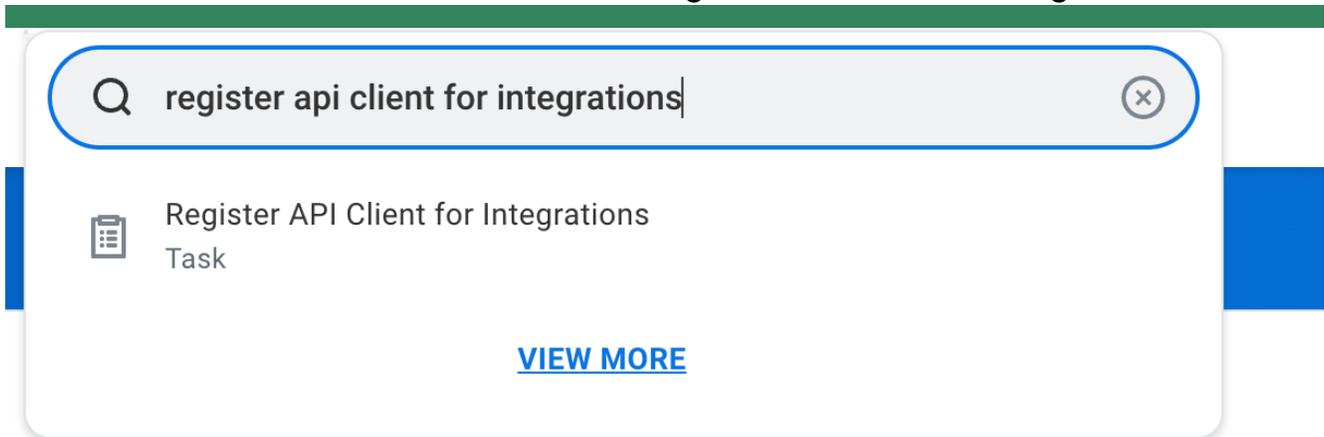
Enter your subdomain

[Stuck? See detailed instructions with screenshots](#)

3. Click Next

Step 3: Register a new API Client for Integrations

1. In the Search field, select the Task Register API Client for Integrations.



2. On the **Register API client for Integrations** page, in the Client Name field, enter the **Client Name, Scope** (Functional Areas), and check **Non-Expiring Refresh Tokens** and Include **Workday Owned Scope**. Add the following **Scope** (Functional Areas):
 - a. Staffing
 - b. Tenant Non-Configurable
 - c. Public data

Register API Client for Integrations



Client Name	* Test_Client
Refresh Token Timeout (in days)	0
Non-Expiring Refresh Tokens	* <input checked="" type="checkbox"/>
Disabled	<input type="checkbox"/>
Scope (Functional Areas)	* <ul style="list-style-type: none">× Staffing ...× Public Data× Tenant Non-Configurable ...× Time Off and Leave ...
Include Workday Owned Scope	<input checked="" type="checkbox"/>
Locked Out due to Excessive Failed Signon Attempts	<input type="checkbox"/>
Restricted to IP Ranges	<input type="text"/>

Cancel

OK

3. Click Ok. Save the Client Secret and Client ID. Click Done.
4. Enter the Client Secret and Client ID to the linking flow



Enter your client ID and client secret

page, in the **Client name** field, enter the client name

- 4 Select the **Non-Expiring Refresh Tokens** option
- 5 In the Scope (Functional Areas) field, select: **Tenant Non-Configurable, Staffing, Time Off, and Leave**
- 6 Click **OK**
- 7 Enter **Client ID** and **Client Secret** below
- 8 Click **Done**.

[Stuck? See detailed instructions with screenshots](#)

5. Click Next

Step 4: Generate a non-expiring Refresh Token

1. In the Search field, select View API Client.



View API Clients
Report

[VIEW MORE](#)

2. On the View API Clients page, click the API Clients for Integrations tab. Save your Token Endpoint.

View API Clients

Workday REST API Endpoint <https://impl-services1.wd12.myworkday.com/ccx/api/v1/r>

Token Endpoint <https://impl-services1.wd12.myworkday.com/ccx/oauth2/> token

Authorization Endpoint <https://impl.wd12.myworkday.com/1/authorize>

API Clients [API Clients for Integrations](#)

API Clients for Integrations 11 items

3. Click the client you created in Step 3: Register a new API Client for Integrations
4. Open the three dots > API Client > Click on Manage Refresh Tokens for Integrations

View API Client

APL_MK_TO

Client Name

Client Grant Type

Access Token Type

Refresh Token Timeout (in days)

API Client

Audits >

Favorite >

Integration IDs >

View API Clients >

Edit API Client for Integrations

Generate New Client Secret

Manage Refresh Tokens for Integrations

5. On the Manage Refresh Tokens for Integrations page, in the Workday Account field add a user. Save your Refresh Token.

Delete or Regenerate Refresh Token

Continuing with this task will DELETE any existing refresh token for this API client and user. Any existing integrations that rely on that token will no longer work, unless they are updated to use the new token. If you do not select 'Generate New Refresh Token', no token will be generated and you will need to re-run this task to get a new one.

API Client for Integrations APL_MK_TO

Workday Account ISU_MK_TO

Existing Refresh Token 1 item

API Client	Workday Account	Refresh Token	Issue Time	Expiration Time	Non-Expiring
APL_MK_TO	ISU_MK_TO	20h8sj8edd	09/23/2024 10:44:47.138 AM		<input checked="" type="checkbox"/>

Generate New Refresh Token

Confirm Delete

6. Add your Token URL and Refresh Token to the linking flow



Enter your refresh token and token URL

- 1 Log in to your Workday tenant
 - 2 In the search field, type **View API Client**
 - 3 Select the **View API Clients** task
 - 4 On the **View API Clients** page, save the URL in the **Token Endpoint** field
 - 5 Enter the token endpoint URL below
- Generate a non-expiring refresh token**
- 6 In the search field, type **View API client**

[Stuck? See detailed instructions with screenshots](#)

- 7. Click Submit
- 8. You are done 😊

If you face any issues during this process, please don't hesitate to reach out to us!

Workday - How do I link my account with an Integration System User?

Overview

To authenticate your Workday account, you will need to provide the following information:

- WSDL
- ISU Username
- ISU Password
- Workday Tenant Name

Prerequisites

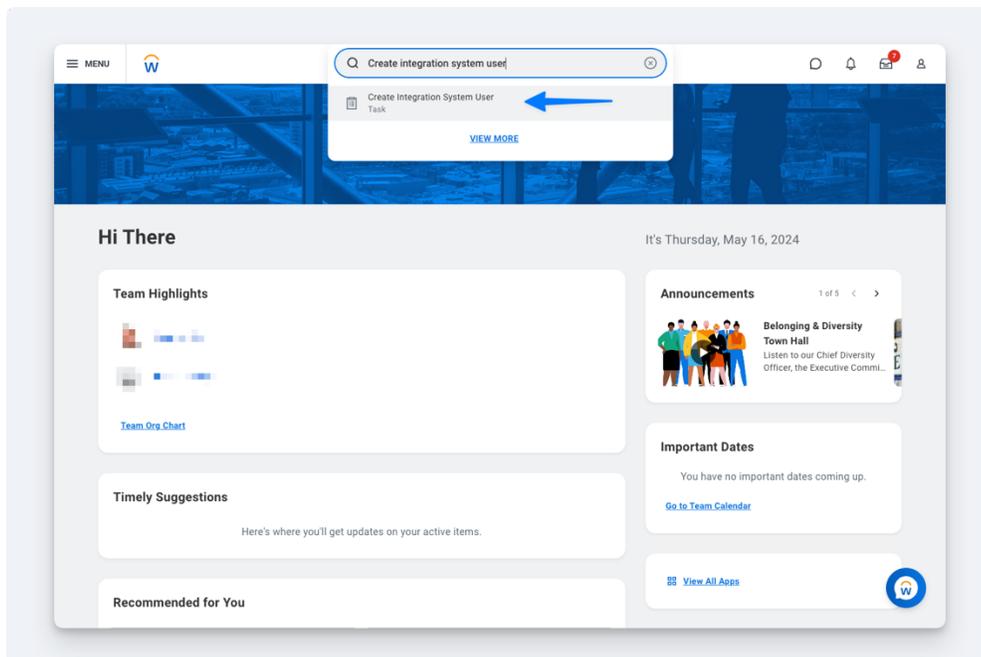
Please ensure you fulfill all the requirements to set up the integration:

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

Instructions

Step 1: Create an Integration System User (ISU)

1. In your Workday portal, log into the Workday tenant
2. In the Search field, type **Create Integration System User**
3. Select the Create Integration System User task



4. On the Create Integration System User page, in the Account Information section, enter a user name, and enter and confirm a password
 - a. Important: "&", "<", or ">" characters cannot be included in the password
5. Click OK

Create Integration System User

Account Information

User Name * ISU_MergeTest2 1

Generate Random Password

New Password * 2

Password Rules Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#\$%&'()*+,-./:;>?@[\\]^_`{|}~.

New Password Verify * 3

Require New Password at Next Sign In ← Do not check this box

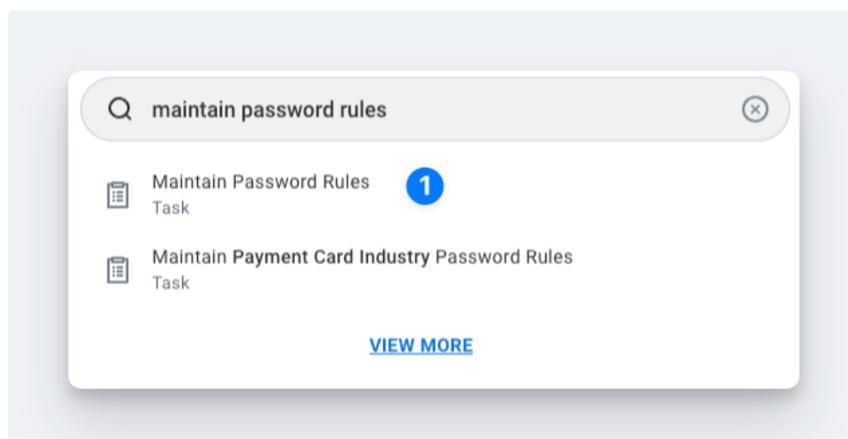
Session Timeout Minutes Enforced 120

Session Timeout Minutes 0

Do Not Allow UI Sessions

Cancel OK

To ensure the password doesn't expire, you'll want to add this new user to the list of System Users. To do this, search for the Maintain Password Rules task.



6. Add the ISU to the System Users exempt from password expiration field

Session Timeout

Default Session Timeout Minutes * 120

* Apply to Users with no Individual Session Timeout
 Override Session Timeout for All Users

System Users exempt from password expiration

2 Add the ISU here →

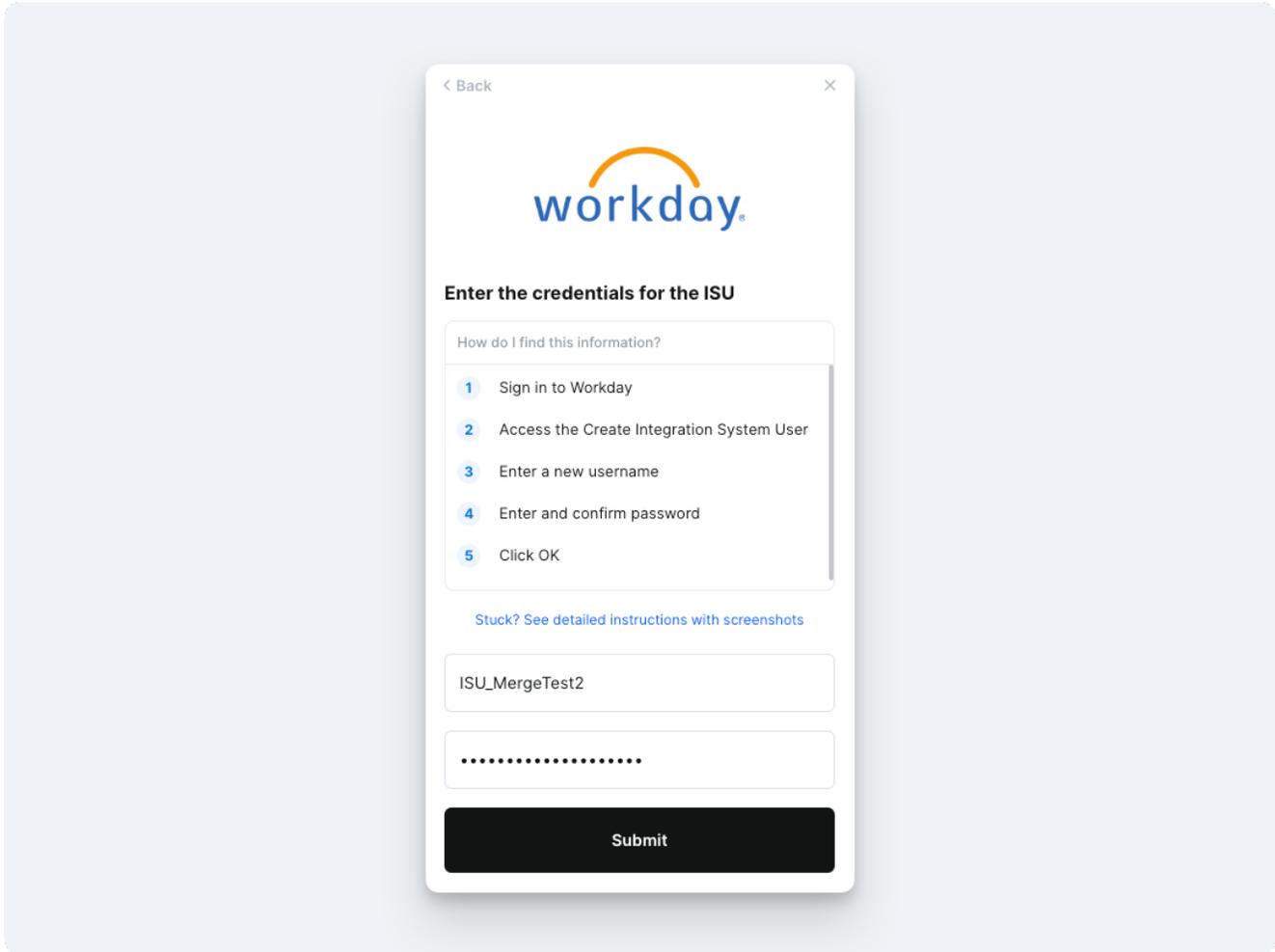
- × cjdevera-impl / CJ De Vera
- × ic2vertexsandboxint
- × IS_Assessment
- × ISULoopIntegrationUser
- × wd-developer / Developer Generic User

MORE (2)

3 OK Cancel

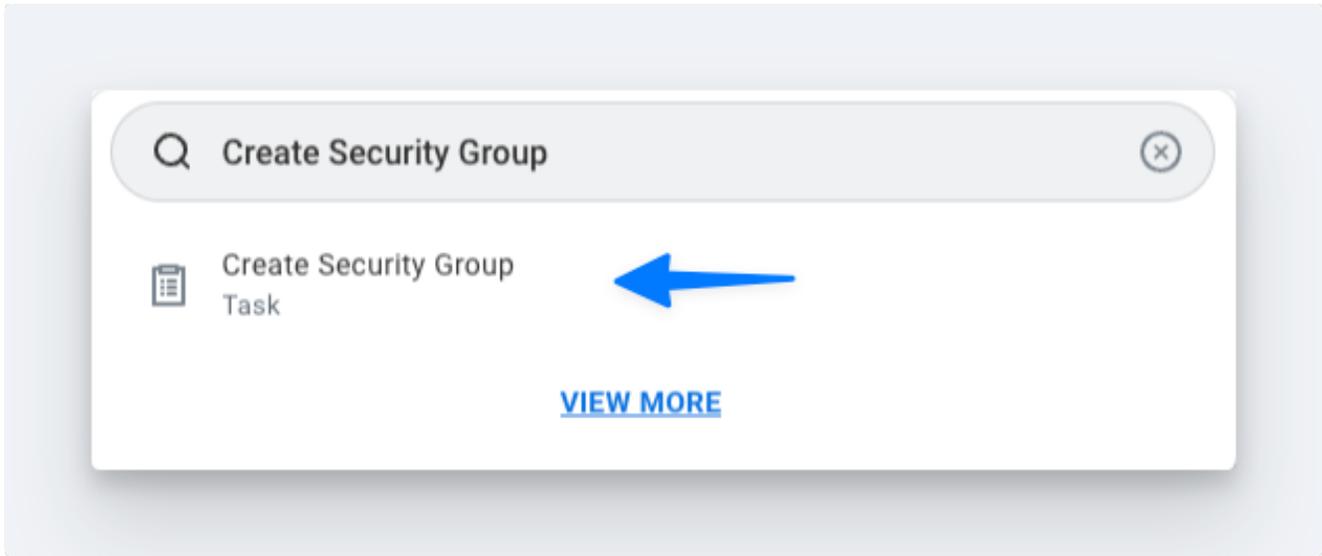
7. Enter the Integration System User name in the linking flow

8. Enter the Integration System User password in the linking flow



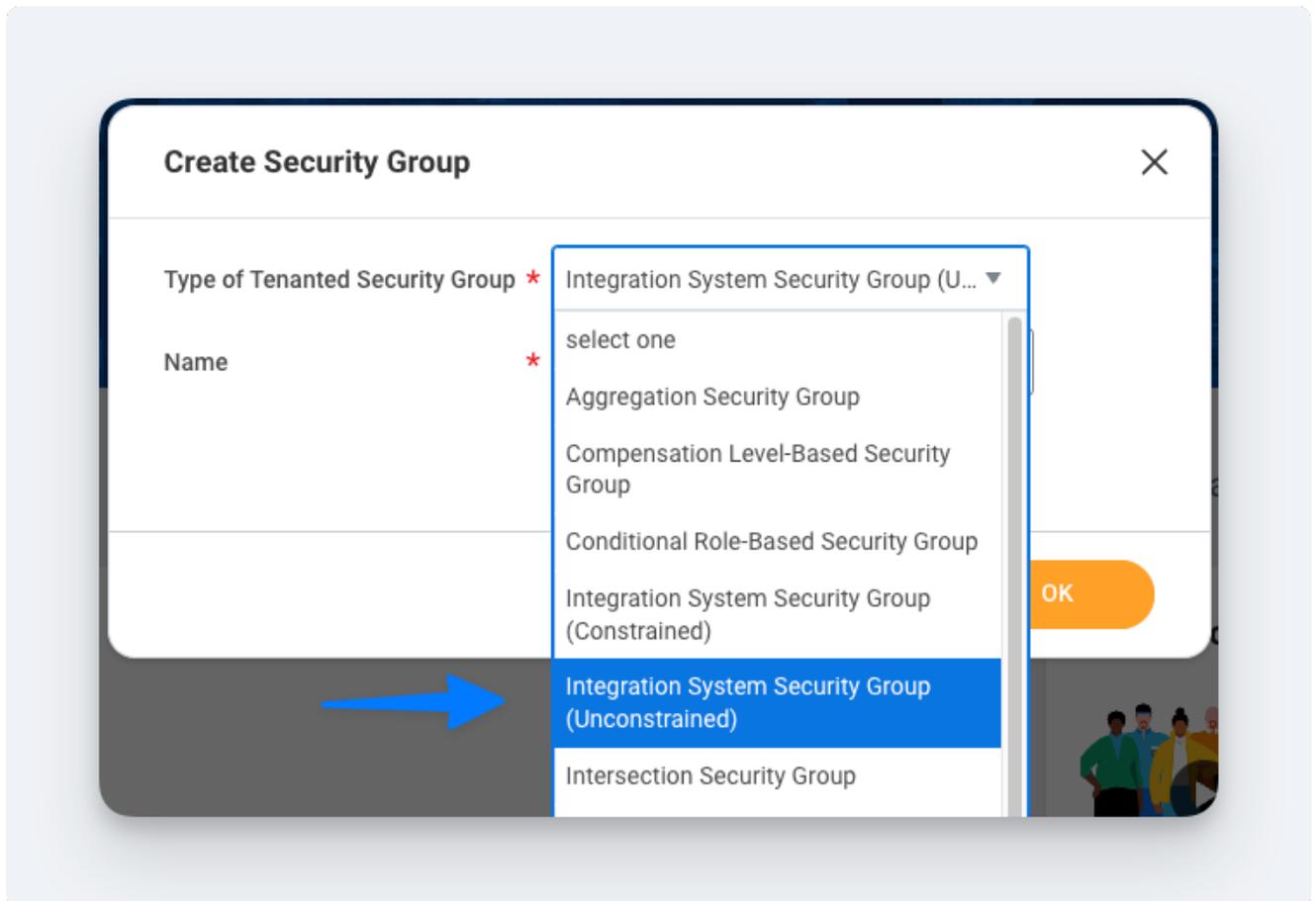
Step 2: Create a Security Group and assign an Integration System User

- 1. In the Search field, type Create Security Group



2. Select the Create Security Group task.

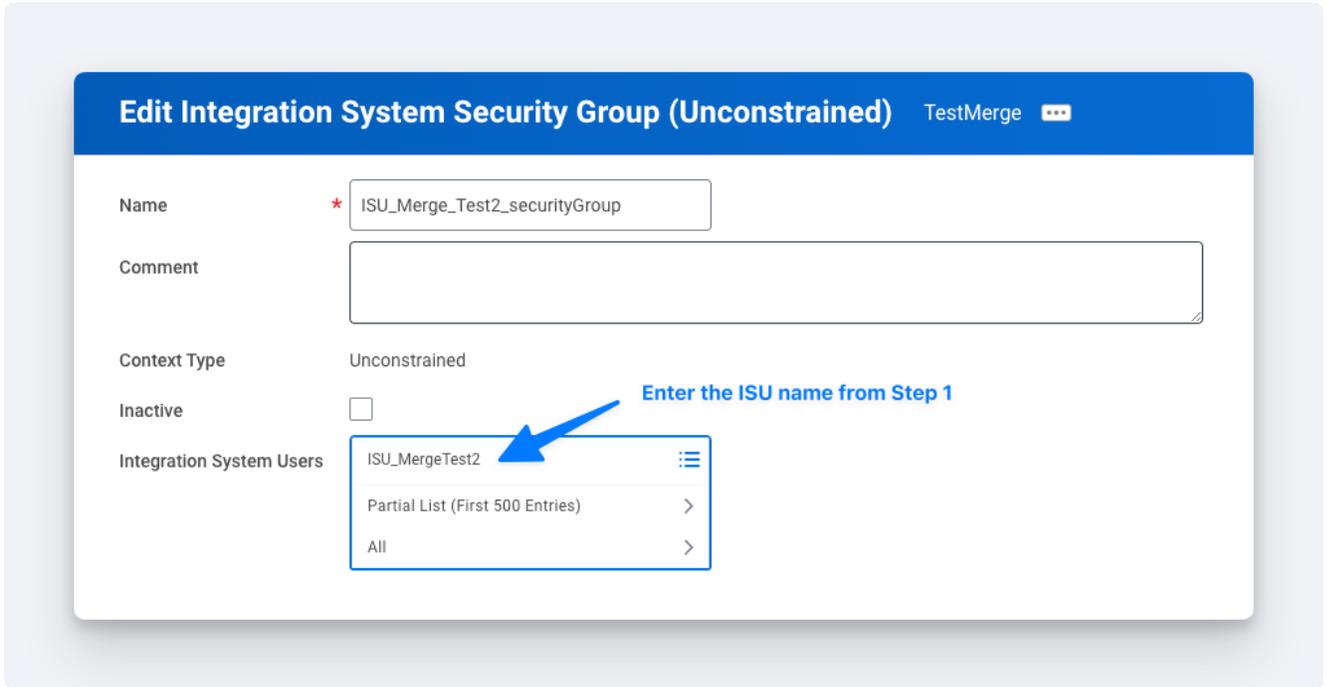
On the Create Security Group page, select Integration System Security Group (Unconstrained) from the Type of Tenanted Security Group pull-down menu.



3. In the Name field, enter a name

4. Click OK

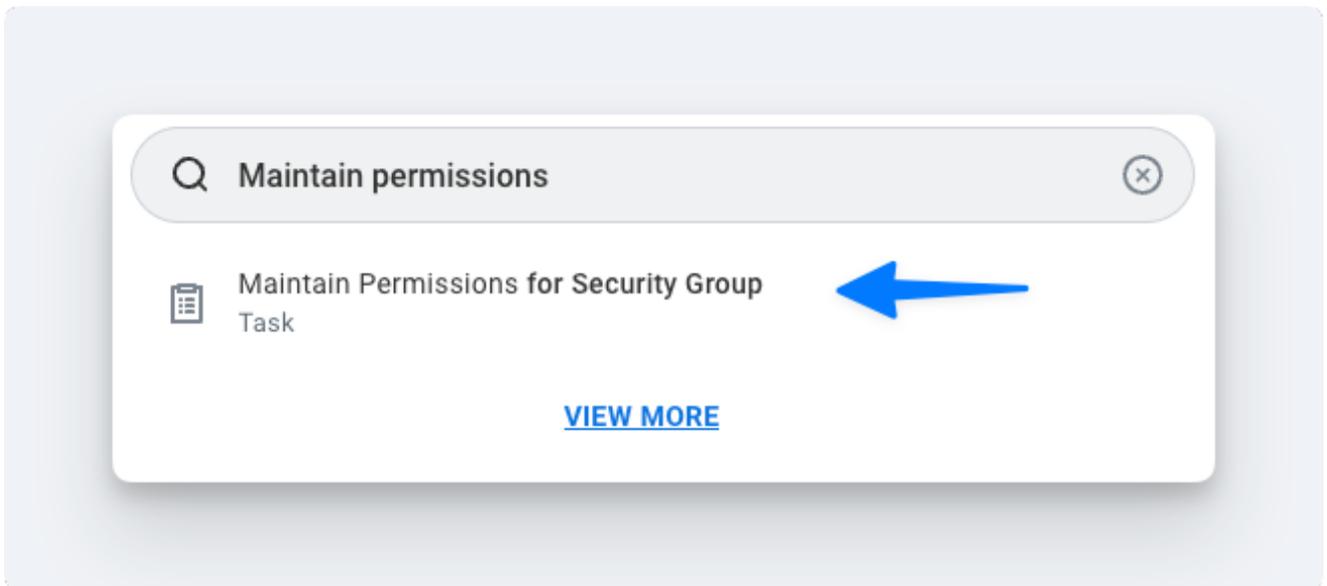
5. On the Edit Integration System Security Group (Unconstrained) page, in the Integration System Users field, enter the same name you entered when creating the ISU in the first section



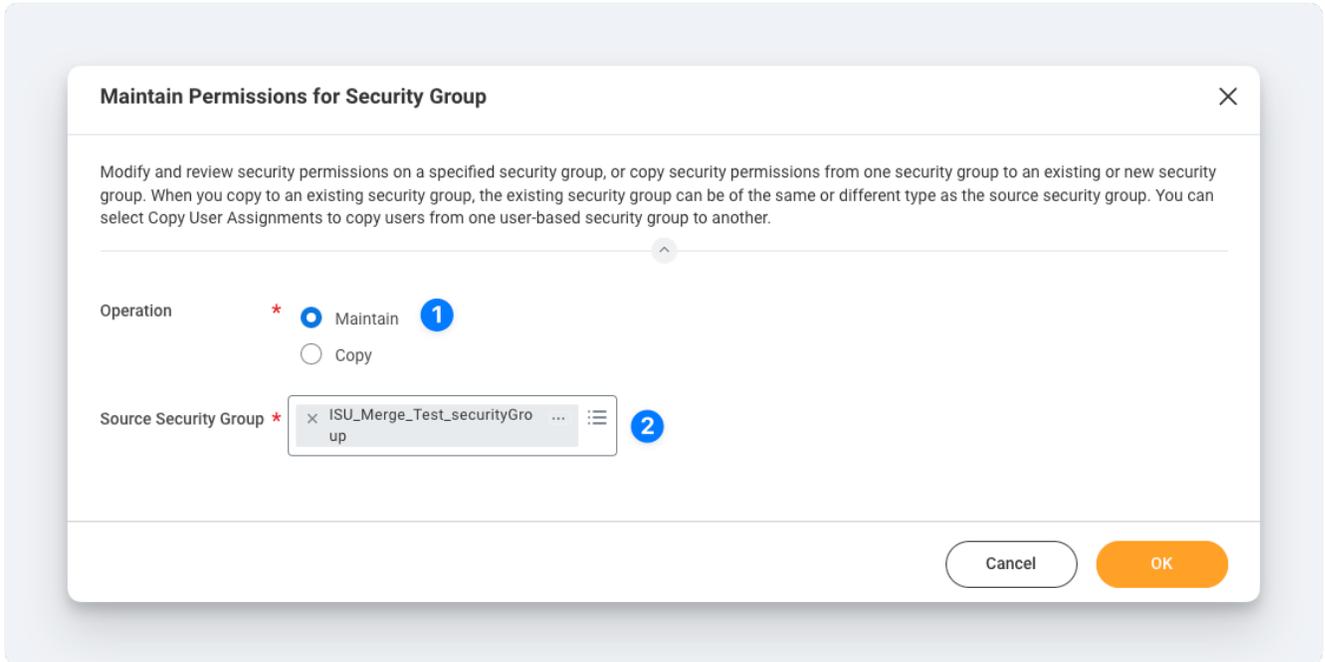
6. Click OK

Step 3: Configure domain security policy permissions

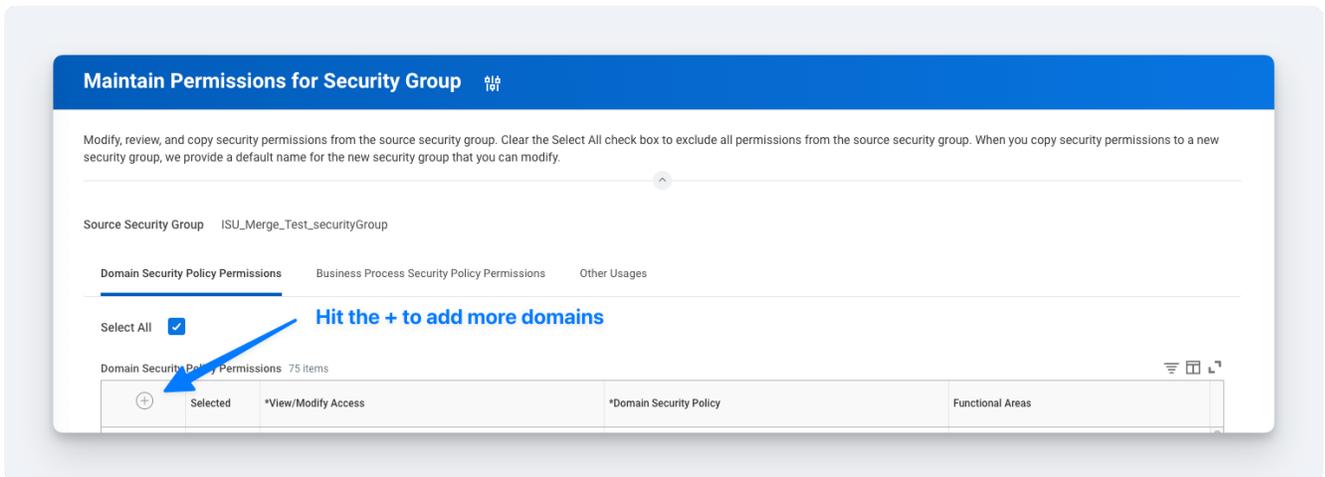
1. In the Search field, type Maintain Permissions for Security Group



2. Make sure the Operation is Maintain, and the Source Security Group is the same as the security group that was assigned in Step 2



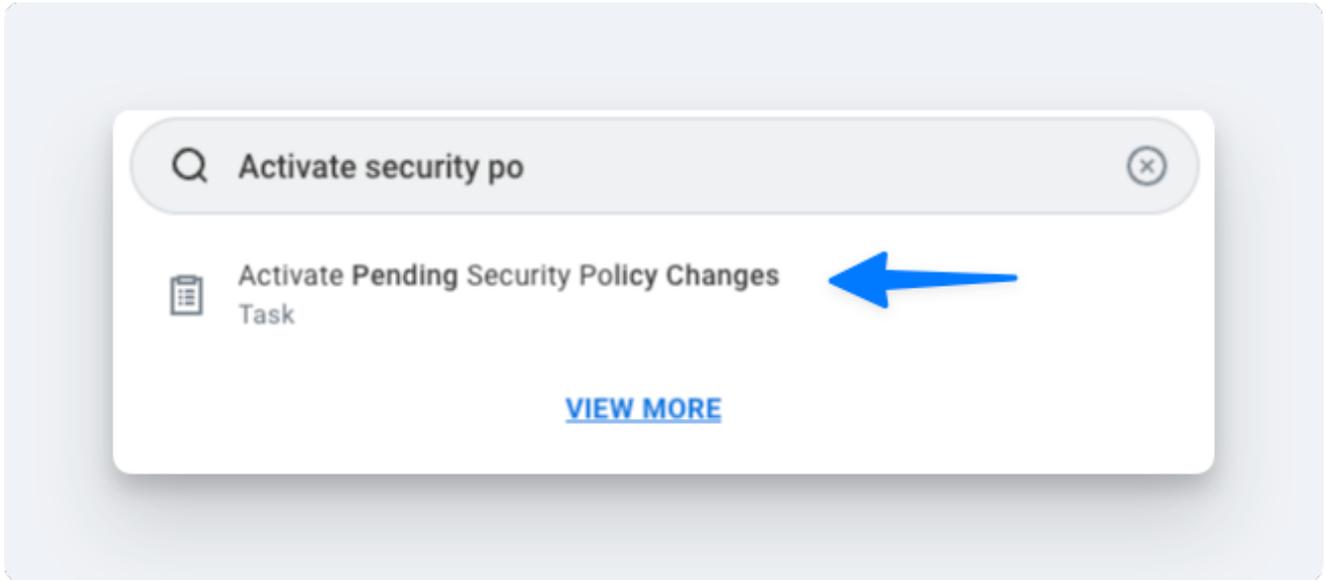
3. On the next screen, add the corresponding Domain Security Policies depending on your use case:



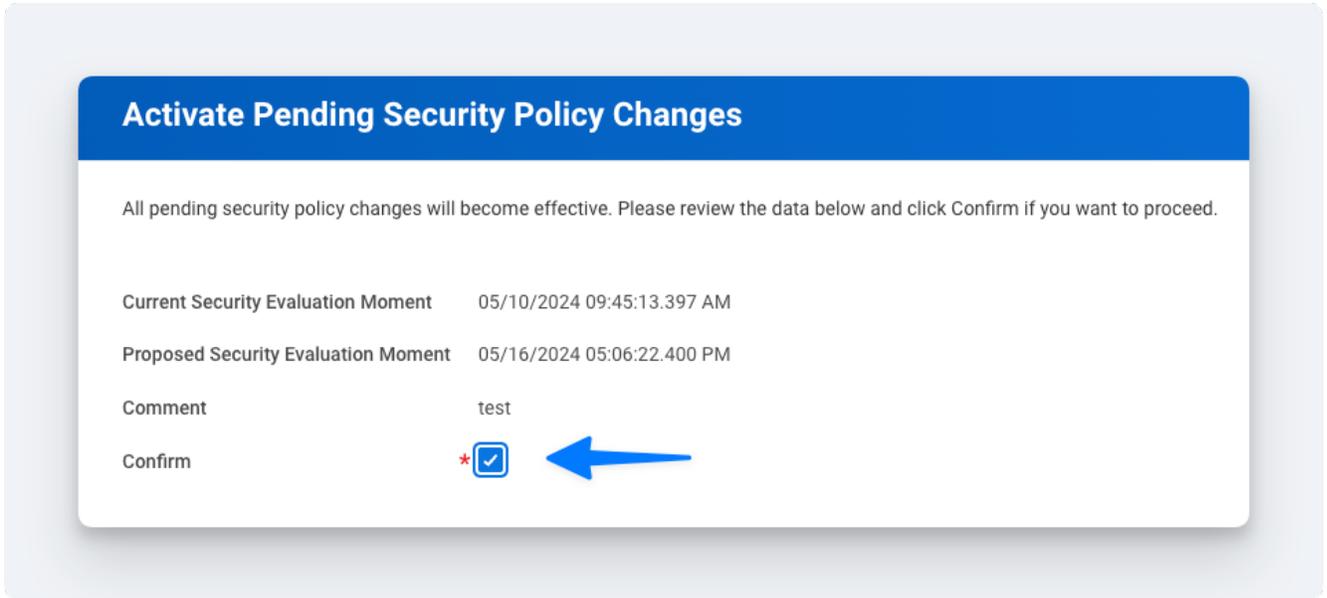
4. As you are connecting Workday HRIS HRIS Permissions

Step 4: Activate security policy changes

1. In the search bar, type "Activate Pending Security Policy Changes" to view a summary of the changes in the security policy that needs to be approved

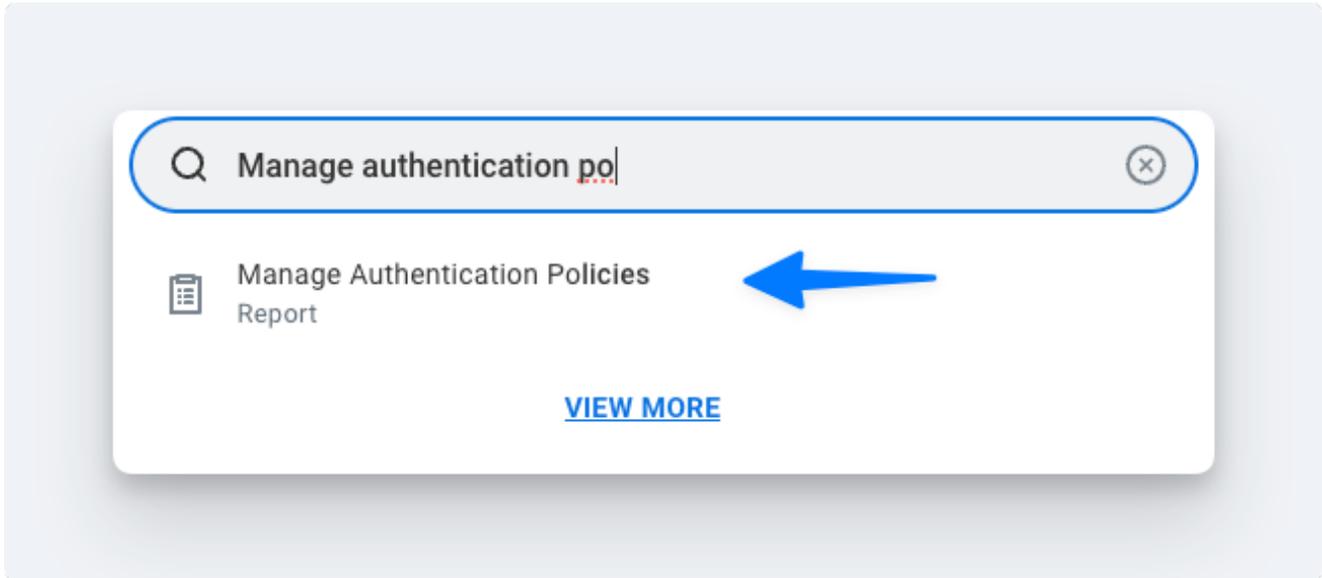


2. Add any relevant comments on the window that pops up
3. Confirm the changes in order to accept the changes that are being made and hit OK

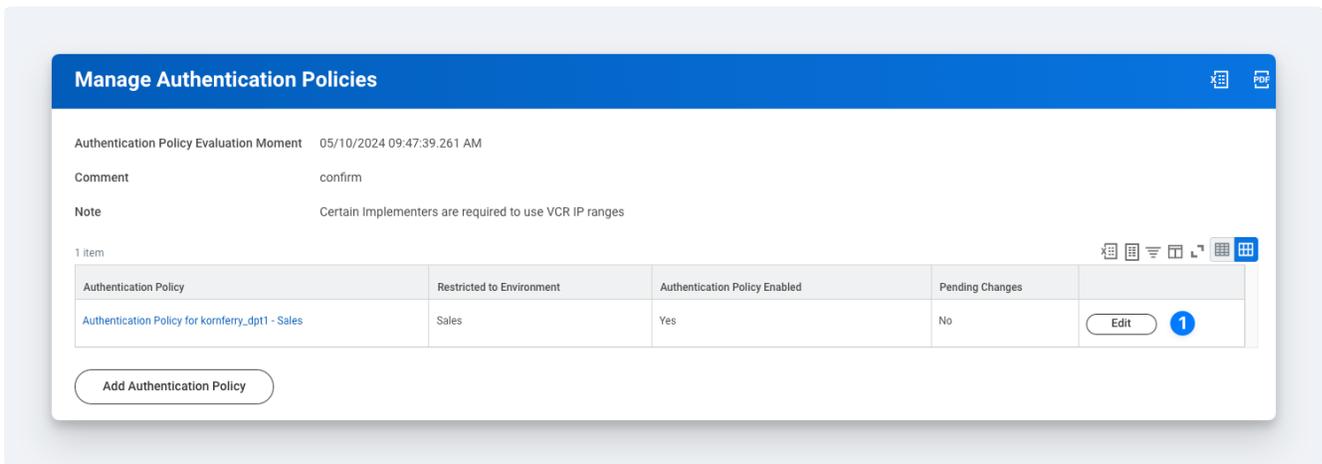


Step 5: Validate the authentication policy is sufficient

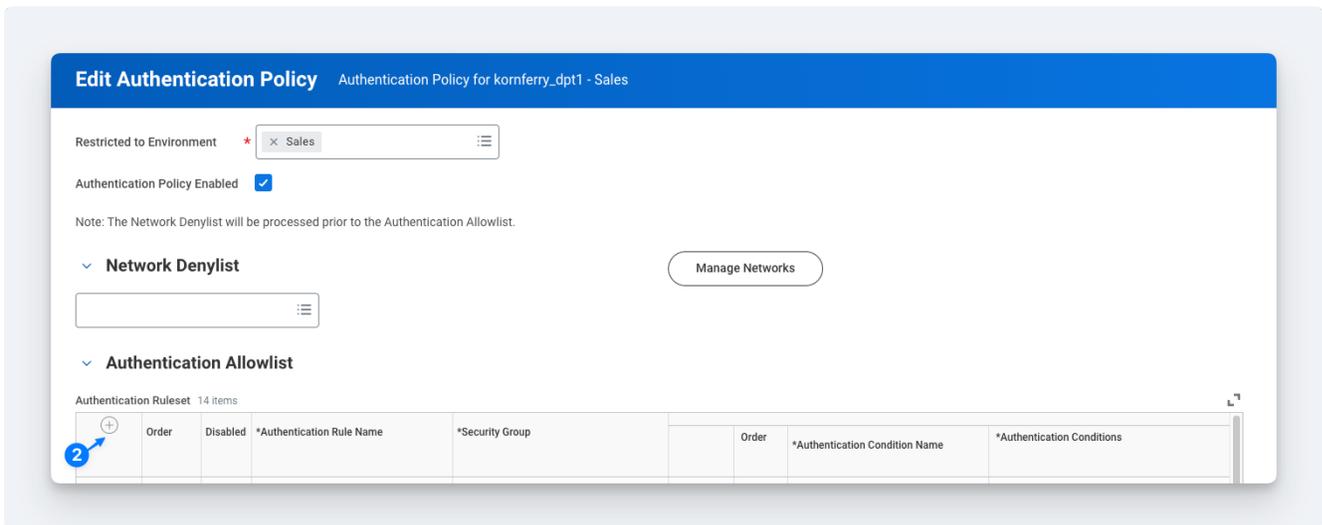
1. Search for Manage Authentication Policies



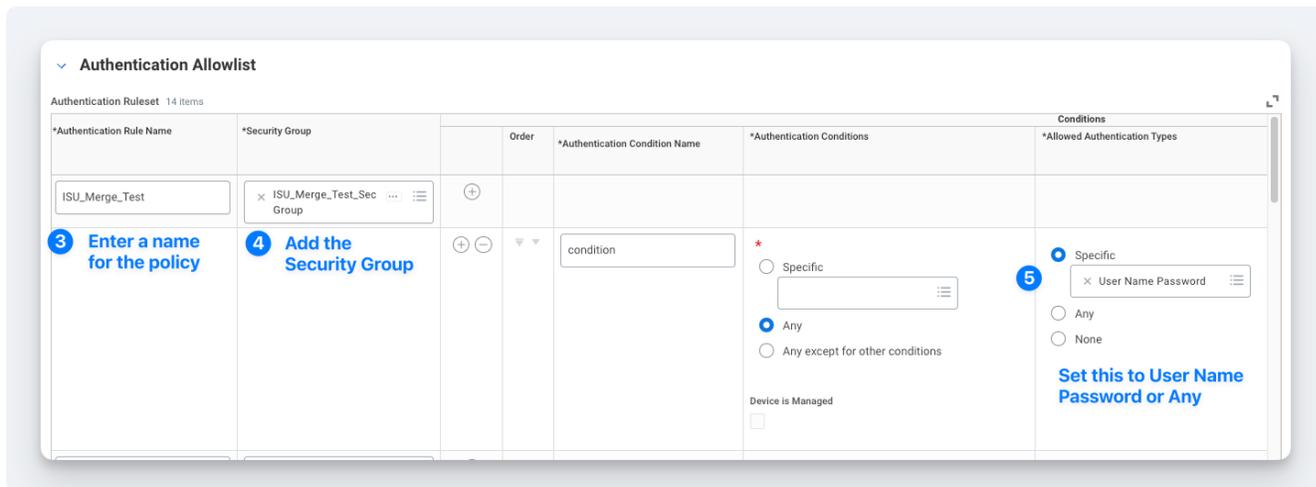
2. Click Edit on the authentication policy row



3. Create an Authentication Rule



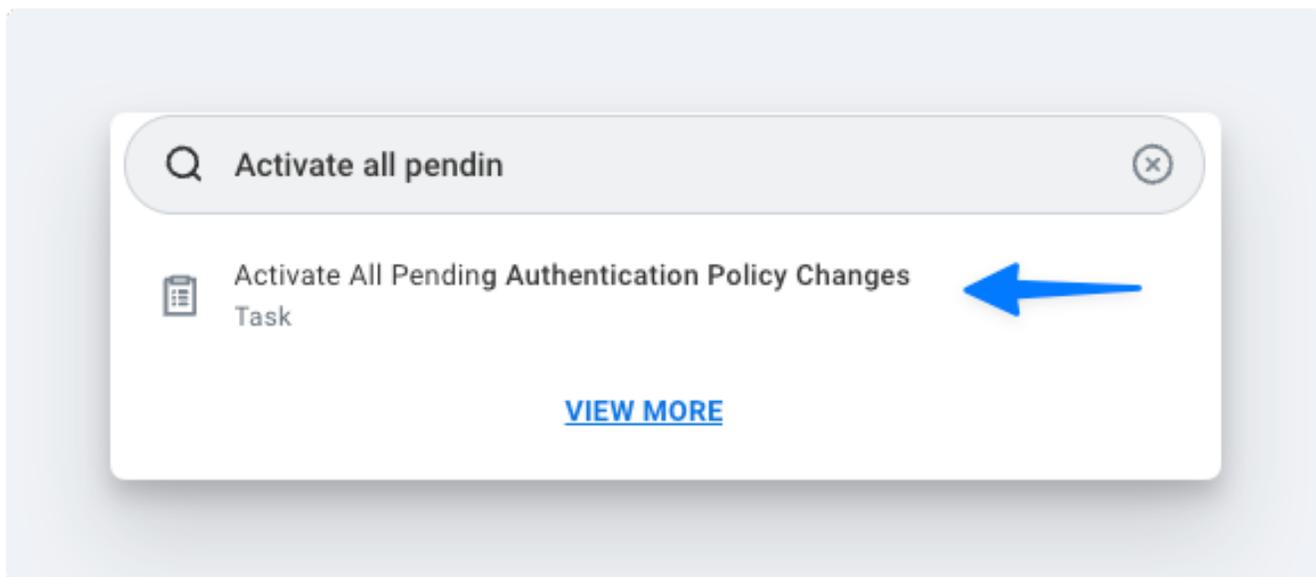
4. Enter a name, add the Security Group, and ensure Allowed Authentication Types is set to Specific User Name Password or Any



- Note: You don't have to create a new Authentication Rule if you already have an existing one set to User Name Password or Any. You can add the ISU you created to that rule instead.
- You will need to create a new rule if SAML is the only Authentication Rule you see for "Allowed Authentication Types."

Step 6: Activate all pending authentication policy changes

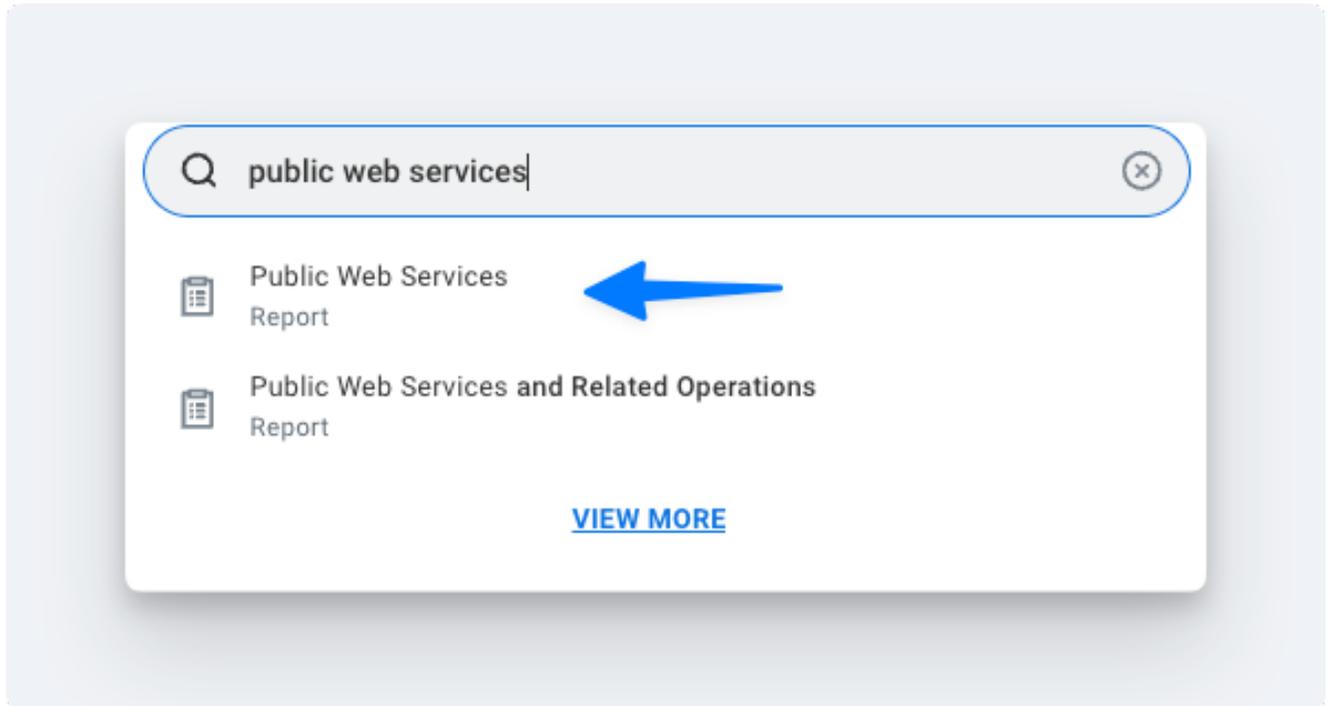
1. In the search bar type, activate all pending authentication policy changes



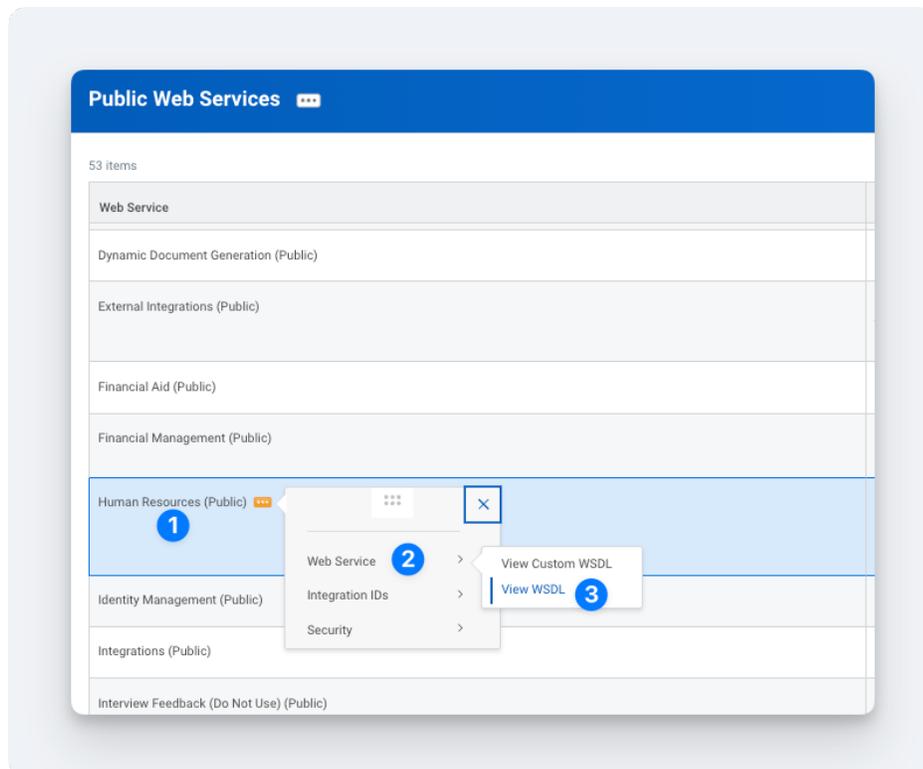
2. Proceed to the next screen and confirm the changes. This will save the Authentication Policy that was just created or edited

Step 7: Obtain the web services endpoint URL

1. Search in Workday for Public Web Services



2. Find Human Resources (Public)
3. Click the three dots to access the menu. Click Web Services > View WSDL



4. Navigate to the bottom of the page that opens (it may take a few seconds to load)
5. Copy the full URL provided under Human_ResourcesService (Workday HRIS)
 - The URL will have a format similar to `https://wd2-impl-services1.workday.com/ccx/service/acme/Human_Resources/v43.0`

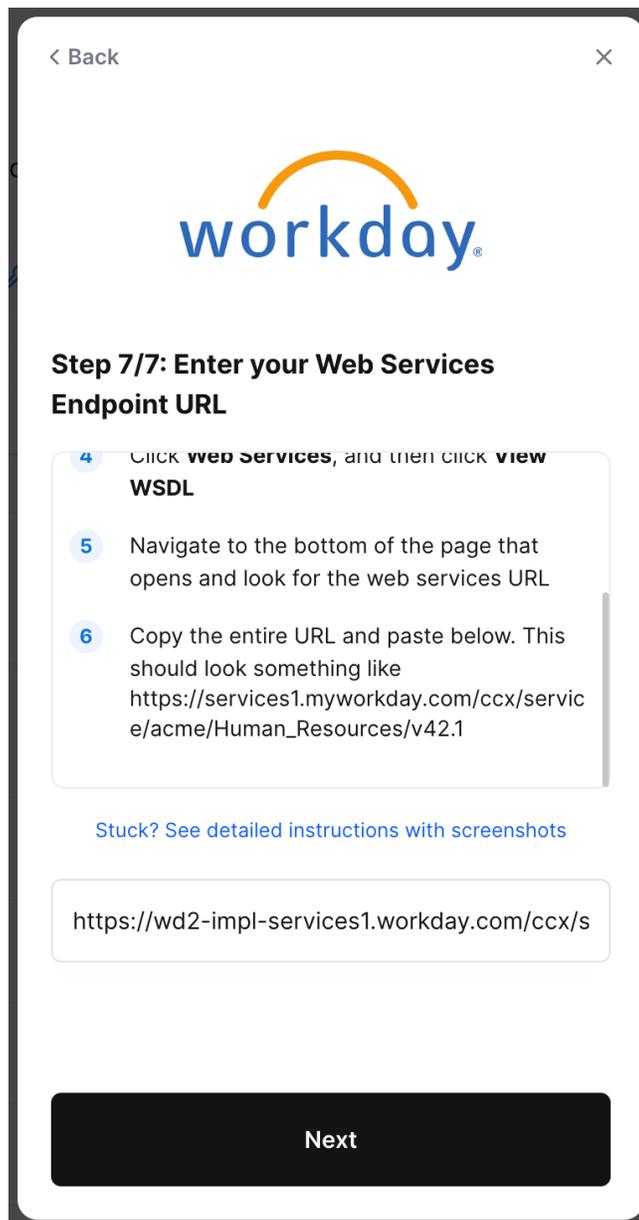
```

</wsdl:binding>
<wsdl:service name="Human_ResourcesService">
  <wsdl:port name="Human_Resources" binding="wd-wsdl:Human_ResourcesBinding">
    <soapbind:address location="https://wd2-impl-services1.workday.com/ccx/service/acme/Human_Resources/v43.0"/>
  </wsdl:port>
</wsdl:service>
</wsdl:definitions>

```

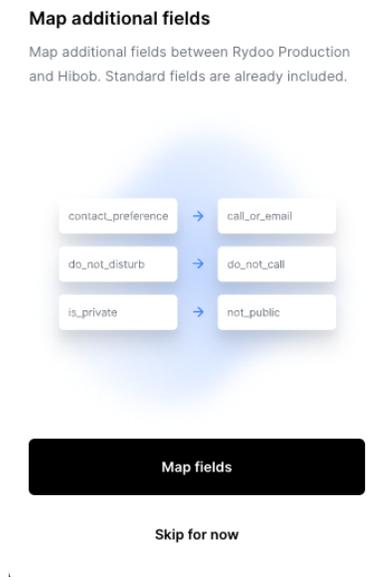
Copy this

6. Enter the Web Services Endpoint URL into the linking flow



7. Click Submit

8. After the connection is established, you will be given the option to map 4 fields to the equivalent of a RydooBranchName, RydooBranchID, RydooGroupName and RydooGroupID.



- 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.

<input type="text" value="Q Select or start typing..."/>	→	RydooBranchID Employee
<input type="text" value="Q Select or start typing..."/>	→	RydooBranchName Employee
<input type="text" value="Q Select or start typing..."/>	→	RydooGroupID Employee
<input type="text" value="Q Select or start typing..."/>	→	RydooGroupName Employee

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

<input type="text" value="Site"/>	→	RydooBranchID	Employee
T Site Endpoint: GET /people/search	→	RydooBranchName	Employee
T Site address line 1 Endpoint: GET /people/search	→	RydooGroupID	Employee
T Site address line 2 Endpoint: GET /people/search	→	RydooGroupName	Employee

Important Notes

- Implementation/sandbox tenant Workday accounts will result in slower syncs, as fewer resources are dedicated to the tenant
- In order to increase resourcing for API limits for your Workday tenant, please reach out to Workday Support or your Workday Customer Account Manager.
- You can submit a request to Workday Support through the Workday Community support portal