

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

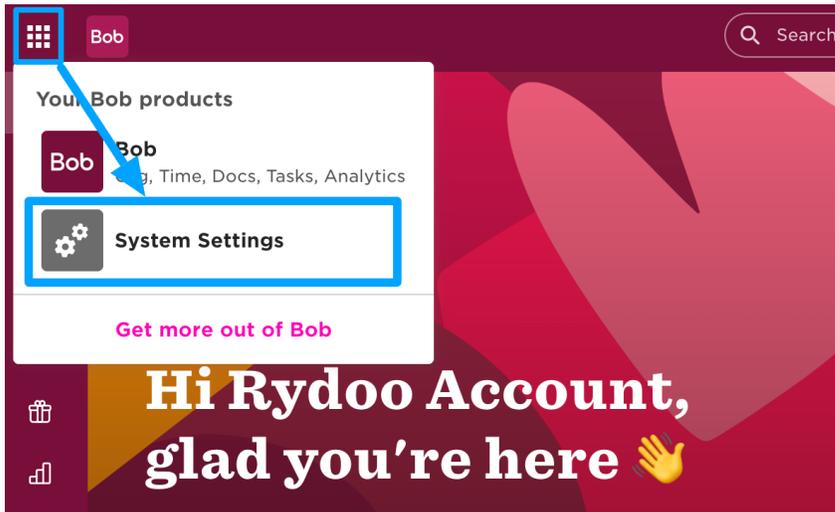
Prerequisites

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

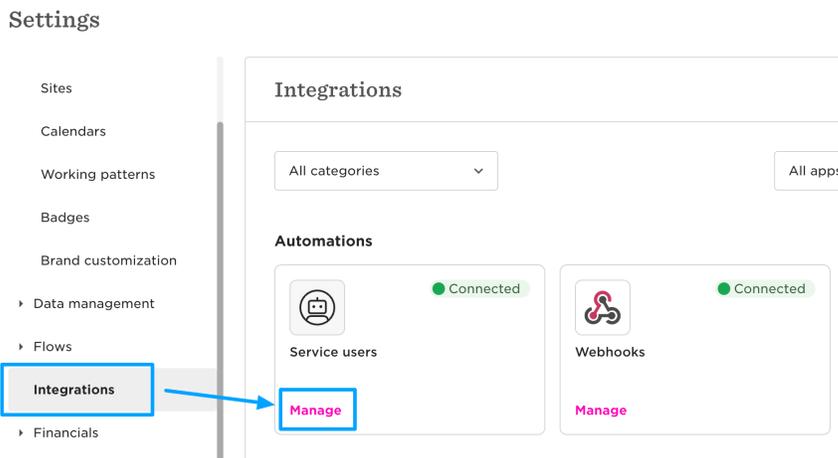
- You have Administrator permissions in your company's Hibob instance

Step 1: Create the Service User in your Hibob Account

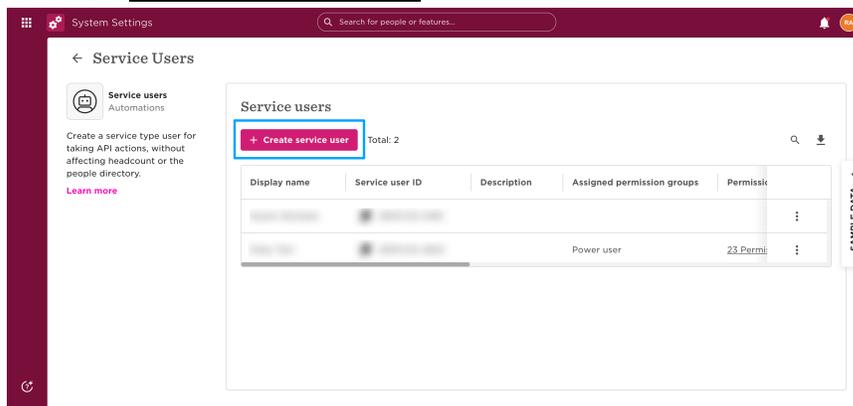
1. Navigate to your Hibob System Settings



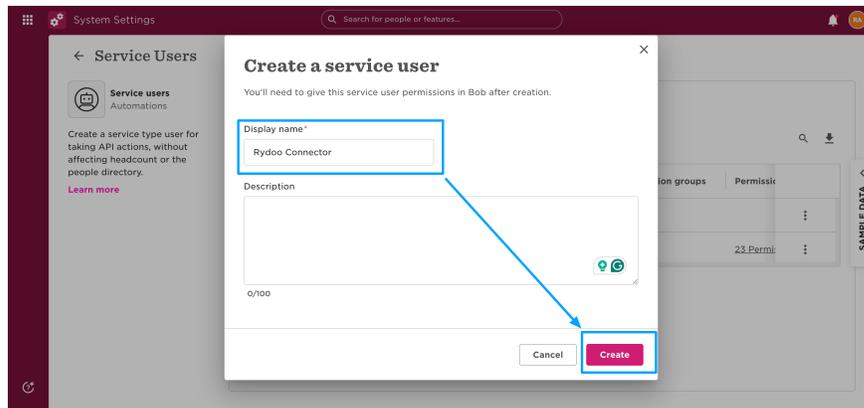
2. On the Settings screen, open **Integrations** and click **Manage** on the **Service users** tile



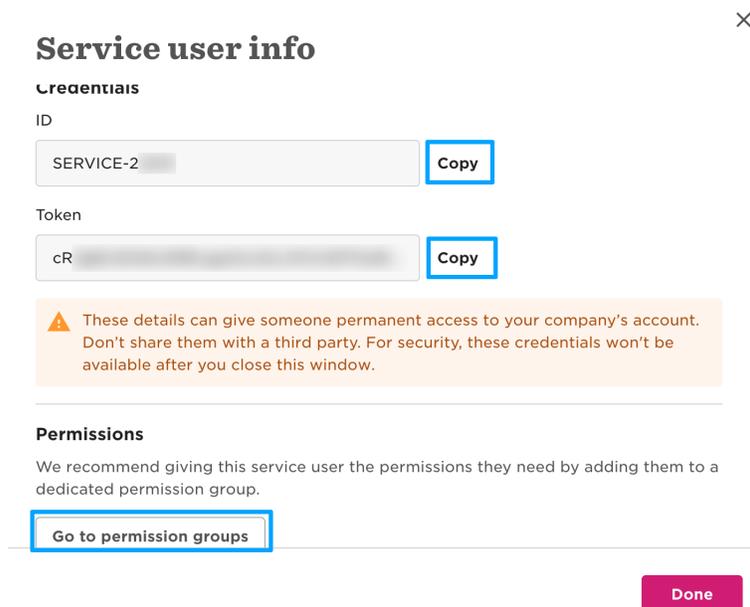
3. Click on **Create service user**



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

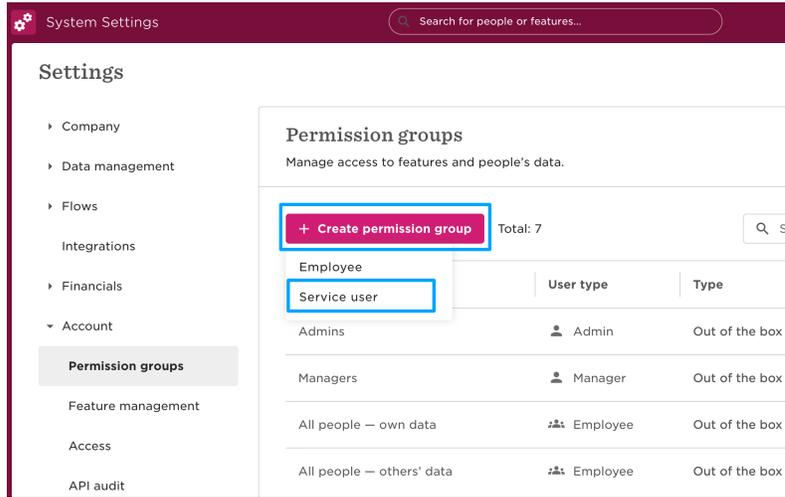


5. On the next screen, Hibob display the credentials for your new service user. Make a note of both the **ID** and the **Token**, then click on **Go to permission groups** and proceed with the next step



Step 2: Create a Permission Group

1. Click **Add permission group**, then **Service user**



2. Enter any **Group name**, select your new service user under **Select service users** and click **Create**

Create service user permission group

Group name*
Rydo Connector

Tags
Select

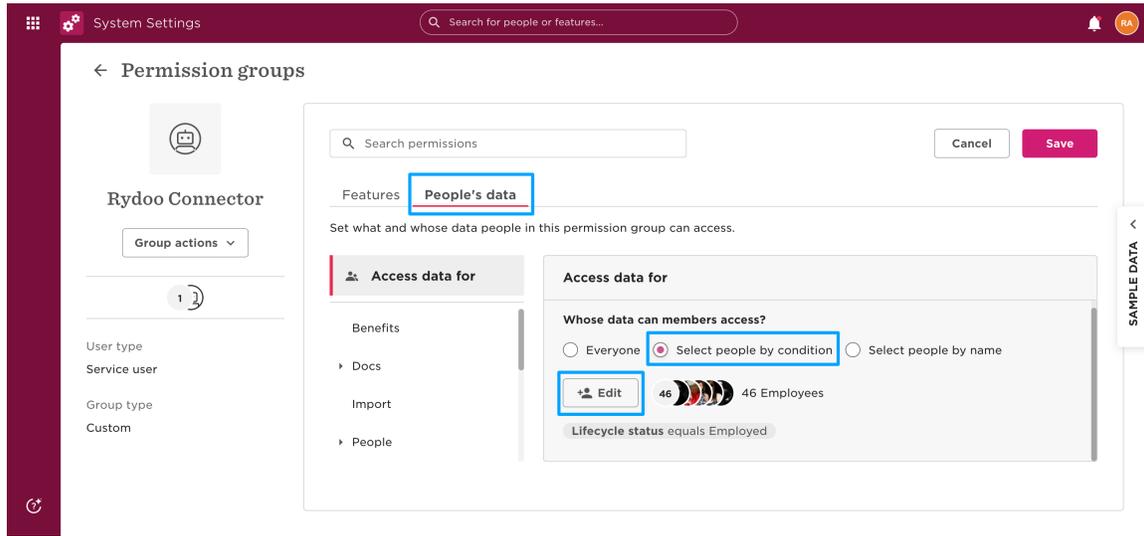
Description
E.g., Grants access and controls for the finance team to manage everyone's salary ...

Members
Select service users*
Rydo Connector

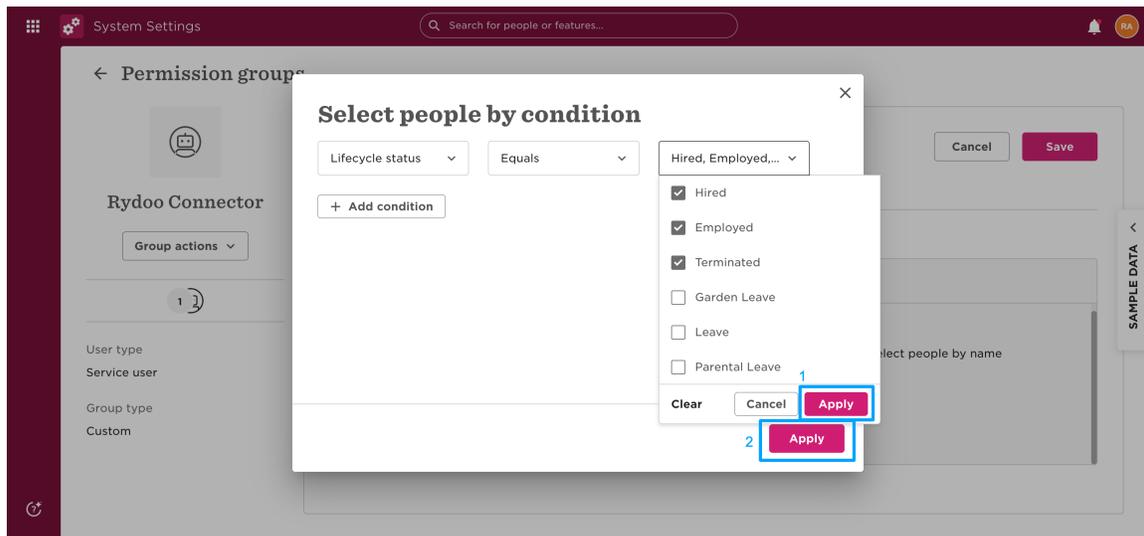
Cancel Create

3. When asked to confirm the changes, click **Confirm**

- Switch to the **People's data** tab of the new Permission Group, pick "Select people by condition" under **Whose data can members access?**, then click on **Edit** to select the people the integration can access



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



- 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

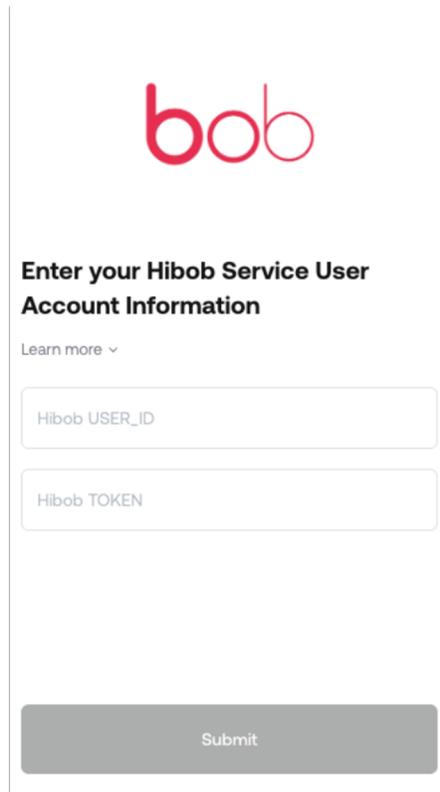
g. **People > Work contact details**

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



The screenshot shows a web form for linking a Hibob account. At the top is the Hibob logo, which consists of the lowercase letters 'bob' in a red, rounded font. Below the logo is the heading 'Enter your Hibob Service User Account Information'. Underneath the heading is a link that says 'Learn more' followed by a downward-pointing chevron. There are two input fields: the first is labeled 'Hibob USER_ID' and the second is labeled 'Hibob TOKEN'. At the bottom of the form is a grey 'Submit' button.

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

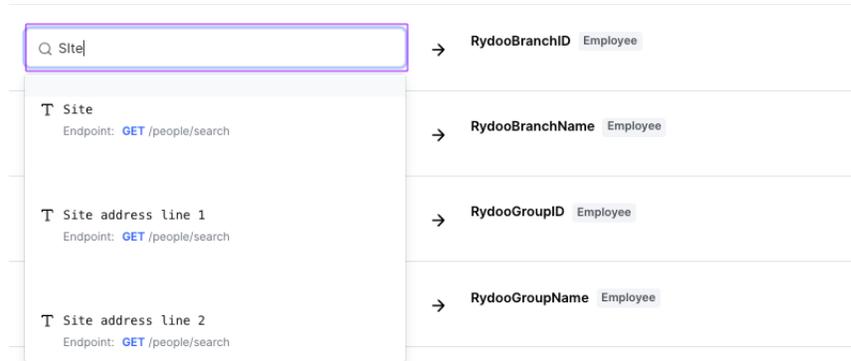
Map additional fields between Rydoo Production and Hibob. Standard fields are already included.

The screenshot shows a mapping interface with three rows of field mappings. Each row consists of a source field name on the left, a right-pointing arrow in the middle, and a target field name on the right. The mappings are: 'contact_preference' to 'call_or_email', 'do_not_disturb' to 'do_not_call', and 'is_private' to 'not_public'. Below the mappings are two buttons: a black button labeled 'Map fields' and a white button labeled '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.

The screenshot shows a field selection dropdown menu with four rows. Each row has a search input field with the placeholder text 'Select or start typing...', a right-pointing arrow, and a dropdown menu. The dropdown menu shows the selected field name and 'Employee' as a tag. The selected fields are: RydooBranchID, RydooBranchName, RydooGroupID, and RydooGroupName.

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 **View** permissions under **People's data** for that category as described above.