

Personio

Table of Contents

PERSONIO	1
How do I link my PERSONIO ACCOUNT?	1
Overview	1
Prerequisites	1
Instructions	1

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:

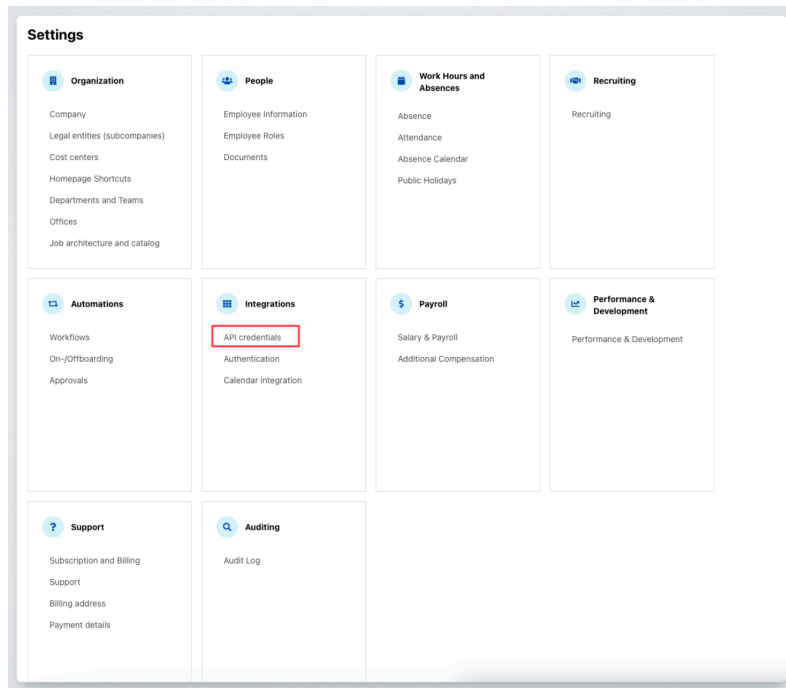
- You have **Administrator** permissions in your company's Personio instance, or someone has shared their access with you

Instructions

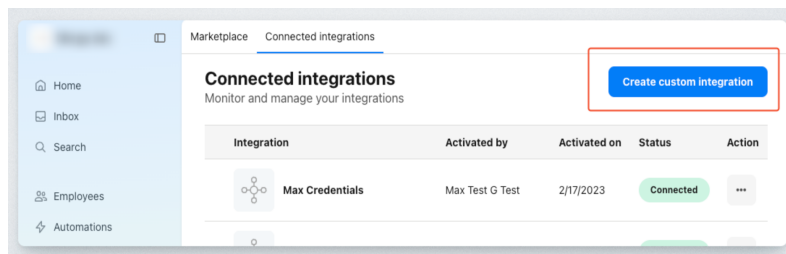
Step 1: Generating your API credentials

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

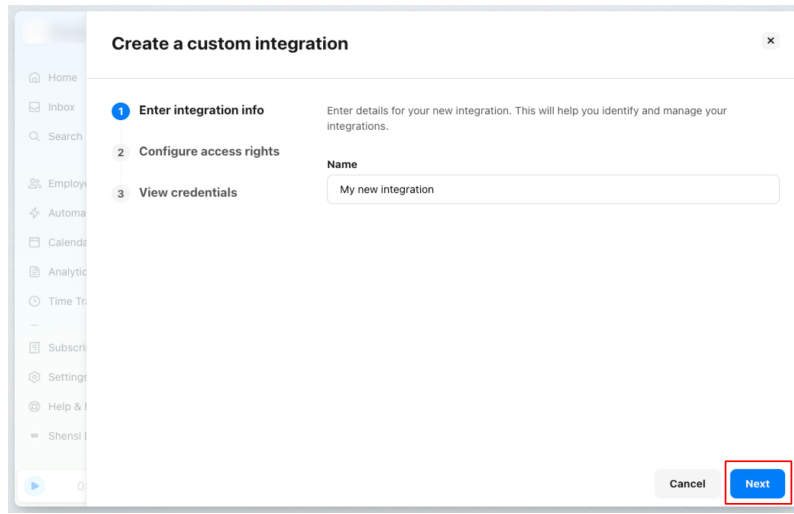
2. On the **Integrations** tile, select **API credentials**



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

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

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

API credentials

Your client ID

Copy client ID

Your secret ⓘ

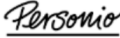
Copy secret

Step 2: Paste your Client ID and Secret into the linking flow

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

< Back

×



Enter your Personio Client ID and Client Secret

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

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



.....

Next

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 → 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.

Q Site

T Site
Endpoint: GET /people/search

T Site address line 1
Endpoint: GET /people/search

T Site address line 2
Endpoint: GET /people/search

→ RydooBranchID Employee

→ RydooBranchName Employee

→ RydooGroupID Employee

→ RydooGroupName Employee