

# Trusted Employees

## Batch Screens Status Update XML Specification

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## 1. Introduction

### 1.1 Purpose

This document describes the Status Updates to Batch Screens web service which provides the screening status of applicants to our partner.

### 1.2 Audience

This document is intended for all Trusted Employees (TE) personnel, upon request from the TE Information Technology (IT) Department and to partners who wish to integrate their applications with our services.

### 1.3 Summary of Changes

The Summary of Changes section provides a cumulative list of changes made to this document. Each change is descriptively noted, given an edition number and date, and shows the date of approval.

Version Number	Version Date	Nature of Change	Date Approved
1.0	4/13/2015	Initial creation of Document	4/13/2015

## 2. Status Updates from Trusted Employees

### 2.1 Access Details

The following is the test URL to the TE StatusRequest XML Gateway for testing purposes:

<http://www.rhrtest.com/ImportScreensStatusUpdate.cfm>

The Trusted Employees Import Screens system is accessed via a secure web service (HTTPS over 443). The production URL will be supplied after the partner is approved by TE.

### 2.2 Overview

The service accepts one ApplicantID or multiple ApplicantIDs delimited with Pipe (|)

### 2.3 Sample StatusRequest XML

```
<StatusRequest>
  <PartnerInfo>
    <UserID>1101MTBR</UserID>
    <Password>RHRTest</Password>
  </PartnerInfo>
  <ApplicantIDList>123456|123457|123458</ApplicantIDList>
</StatusRequest>
```

### 2.3.1 StatusRequest root node

Element/Attribute	Data Type	Occurs	Required	Description
<b>PartnerInfo</b>		1	Yes	
<b>ApplicantIDList</b>		1	Yes	List of one ApplicantID or multiple ApplicantIDs delimited with Pipe ( ) character

### 2.3.2 PartnerInfo node

Element/Attribute	Data Type	Occurs	Required	Description
<b>UserID</b>	Varchar(20)	1	Yes	UserName as supplied by TE
<b>Password</b>	Varchar(20)	1	Yes	Password as supplied by TE

## 3. Sample StatusResponse XML

```
<StatusResponse>
  <DateTime>2015-04-17 13:33:47</DateTime>
  <ResponseCode>0000</ResponseCode>
  <Applicant>
    <ApplicantID>123456</ApplicantID>
    <ResponseCode>0000</ResponseCode>
    <FileNo>152355</FileNo>
    <RequestDate>2015-04-17 10:01:52.183</RequestDate>
    <Status>COMPLETED</Status>
    <ApplicantDecision>Approved</ApplicantDecision>
  </Applicant>
  <Applicant>
    <ApplicantID>123457</ApplicantID>
    <ResponseCode>0000</ResponseCode>
    <FileNo>152356</FileNo>
    <RequestDate>2015-04-17 10:01:52.23</RequestDate>
    <Status>PENDING</Status>
  </Applicant>
  <Applicant>
    <ApplicantID>123458</ApplicantID>
    <ResponseCode>1001</ResponseCode>
    <ErrorMessage>No record of applicant.</ErrorMessage>
  </Applicant>
</StatusResponse>
```

### 3.1 StatusResponse node

Element/Attribute	Data Type	Occurs	Required	Description	Example
<b>DateTime</b>	Varchar(20)	1	Yes	Date and time of response	yyyy-mm-dd HH:mm:ss
<b>ResponseCode</b>	Integer(4)	1	Yes	Other than 0000, an error code will appear along with the ErrorMessage node.	See <a href="#">Response Codes</a>
<b>ErrorMessage</b>	Varchar(100)	0-1	No	Only appears if ResponseCode is not 0000.	See <a href="#">Response Codes</a>
<b>Applicant</b>		0-N*	No		

\* If StatusRequest XML request is not successful, there will not be an applicant node.

### 3.1 Applicant node

Element/Attribute	Data Type	Occurs	Required	Description
<b>ApplicantID</b>	Varchar(50)	1	Yes	Unique identifier supplied by partner system. Trusted Employees uses this ID in the Import Screens XML Response.
<b>FileNo</b>	Varchar(10)	1	No	Present if valid request. If Applicant node produces an error during processing, there will not be a FileNo assigned to that applicant as they will not be entered into our system.
<b>RequestDate</b>	Varchar(12)	1	No	Present if valid request. Date screening request entered Trusted Employees System
<b>Status</b>	Varchar(8)	1	No	Present if valid request. Status of Screen Request Returns one of the following values: <ul style="list-style-type: none"> <li>• Pending</li> <li>• Complete</li> </ul>
<b>ApplicantDecision</b>	Varchar(9)	1	No	Present if valid request, status is Complete and there is either a scoring model or hiring decision set for the applicant in Trusted Employees system. If both a scoring model and hiring decisions are present, the hiring decision will override the scoring model. Returns one of the following values: <ul style="list-style-type: none"> <li>• Pending</li> <li>• Approved</li> <li>• Wait</li> <li>• Denied</li> <li>• Cancelled</li> </ul>
<b>ResponseCode</b>	Integer(4)	1	Yes	Indicates whether the request was valid. If invalid, 1001 will be the ResponseCode value and an ErrorMessage node with the error will be present.
<b>ErrorMessage</b>	Varchar(100)	0-1	No	Only present if request is invalid.

## 4. Response Codes and Error Messages

### 4.1 ScreenResponse and Status Response node error codes

The following table describes a list of possible errors that can occur when processing the ScreenRequest XML. Errors apply to the entire request.

Response Code	Explanation
0000	Request processed successfully
1000	Invalid XML request
2000	No XML request
3000	Authorization failure: Password supplied is invalid.
4000	Authorization failure: UserID supplied could not be found or is inactive.
5000	System error. Call TE Technical Support at 1-952-259-3007 or email RHR-IT@TrustedEmployees.com.

### 4.2 Applicant node error codes

The following table describes a list of possible errors that can occur when processing the Applicant node in the ScreenRequest XML. Errors apply to the respective applicant node.

Response Code	Explanation
0000	Request processed successfully
1001	[element] is invalid/missing. One or many error message node(s) will be present. See sample error messages below.

#### 4.2.1 Sample Error Messages

- [element] value is invalid\*
- [element] value is missing\*
- Package is not valid for this account.
- AcctNbr not associated with UserID. *Note: The UserID must be associated with the AcctNbr indicated for that applicant.*

\*The [element] will be filled in with the element name in the <ErrorMessage> node.

## 5. Special Characters

As part of the XML protocol, five special characters have been identified that require special encoding if they occur within data being sent within the XML. These characters have special meaning to the XML protocol and therefore require the encoding to prevent confusion. If these characters occur in the data being sent by XML, the characters must be replaced by their appropriate encoding. These characters and their encoding are as follows:

<u>Name</u>	<u>Character</u>	<u>Encoding</u>
ampersand	&	&amp;
apostrophe	'	&apos;
greater than	>	&gt;
less than	<	&lt;
quote	"	&quot;

If an encoding is found in the XML data received by TE, it will be replaced by the appropriate character. Likewise, if one of these special characters is found in data being returned to you, it will be replaced by its encoding and you should convert the encoding back to the character once it has been received.

## 6. Contact Information

For Technical questions regarding the TE XML Gateway or this interface specification, please feel free to call TE Technical Support at 1-952-259-3007 or email RHR-IT@TrustedEmployees.com.