Trusted Employees Batch Screens XML Specification

Contents

1. Introduction

1.1 Purpose

This document describes the Batch Screens web service to import a compiled list of applicants.

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. Overview

2.1 Background

This document outlines the XML standard payload for the Batch Screens action and provides technical details for its implementation. Detailed discussions and configuration with Trusted Employees technical staff may be required to complete implementation.

2.2 Access Details

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

http://www.rhrtest.com/BatchScreensXML.cfm

The production Trusted Employees Batch 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.

3. Batch Screens Request XML

3.1 Overview

The RequestXML supplied to the Batch Screens web service contains enough information to identify the customer and action. A single request as well as batch requests can be submitted. In a single request only 1 account and 1 applicant node is present in the XML. **The XML request should not exceed 2 MB (approximately 2,500 applicants per request).**

3.2 Sample ScreenRequest XML

```
<ScreenRequest>
    <PartnerInfo>
        <UserID>1101MTBR</UserID>
        <Password>RHRTest</Password>
    </PartnerInfo>
    <Account>
        <AcctNbr>6799S</AcctNbr>
        <PostBackURL CredentialType="NONE">https://www.example.com/program.cfm</PostBackURL>
        <Applicant>
            <ApplicantID>123456789</ApplicantID>
            <Package>2</Package>
            <ReportCopy>NO</ReportCopy>
            <FirstName>JONATHAN</FirstName>
            <MiddleName>JAY</MiddleName>
            <LastName>DOE</LastName>
            <BirthDate>1970-1-15</BirthDate>
            <SSN>001002003</SSN>
            <Phone>123-123-1234</Phone>
            <Email>jonathan.doe@test.com</Email>
            <Street>123 MAIN ST</Street>
            <Unit>101</Unit>
            <City>Hopkins</City>
            <State>MN</State>
            <Zip>55343</Zip>
            <RequestedBy>JANE</RequestedBy>
            <Reference>ANNUAL SCREEN</Reference>
            <WorkState>NY</WorkState>
            <SalaryOver25K>Yes</SalaryOver25K>
        </Applicant>
        <Applicant>
            <ApplicantID>1256789AD</ApplicantID>
            <Package>3</Package>
            <ReportCopy>NO</ReportCopy>
            <FirstName>PENNY</FirstName>
            <LastName>DOE</LastName>
            <BirthDate>1985-01-15</BirthDate>
            <SSN>002020003</SSN>
            <Phone>123-123-1234</Phone>
            <Email>penny.doe@test.com</Email>
            <Street>123 MAIN ST</Street>
            <City>Hopkins</City>
            <State>MN</State>
            <Zip>55343</Zip>
            <RequestedBy>JANE</RequestedBy>
            <Reference>ANNUAL SCREEN</Reference>
            <WorkState>KS</WorkState>
            <SalaryOver20K>Yes</SalaryOver20K>
        </Applicant>
    </Account>
```

```
</ScreenRequest>
```

3.3 ScreenRequest root node definitions

Element/Attribute	Data Type	Occurs	Required
PartnerInfo		1	**Yes**
Account		1-N	Yes

3.3.1 PartnerInfo node definitions

Element/Attribute	Data Type	Occurs	Required	Description	Example
UserID	Varchar(20)	1	Yes	UserName as supplied by TE	110011S
Password	Varchar(20)	1	Yes	Password as supplied by TE	

3.3.2 Account node definitions

Element/Attribute	Data Type	Occurs	Required	Description	Example
AcctNbr	Varchar(6)	1	Yes	Your Trusted Employees Account Number that the records should be imported under.	6799S
Applicant	Varchar(20)	1-N	Yes	Applicants to be screened under the AcctNbr specified	
PostBackURL	Varchar(255)	0-1	No	URL to post back status to. If left blank or missing, it will be ignored. Attribute of "CredentialType" [OnAccount, NONE, something else] is required if using this. If attribute is left empty, then entire node is ignored.	https://www.example.com/program.cfm

3.3.2.1 Applicant node definitions

Element/Attribute	Data Type	Required	Description	Notes
ApplicantID	Varchar(50)	Yes	Unique identifier supplied by partner system. TE uses this ID in the Batch Screens XML Response.	
Package	Integer(2)	Yes	The Package number on the account that represents the screening products to be run for these records.	
ReportCopy	Varchar(3)	No	Indicates whether the applicant requested a copy of their background report.	YES/NO, the default is NO
FirstName	Varchar(20)	Yes	Applicant's First Name. For best results, use full legal names.	Accepts letters, apostrophes ('), spaces, and dashes (-).

MiddleName	Varchar(20)	No	Applicant's Middle Name. For best results, enter where available, with full legal names.	Accepts letters, apostrophes ('), spaces, and dashes (-).
LastName	Varchar(25)	Yes	Applicant's LastName. For best results, use full legal names.	Accepts letters, apostrophes ('), spaces, and dashes (-).
SSN	Integer(9)	Yes	Applicant's Social Security Number. Enter 000000000 if unavailable.	999999999
DOB	Varchar(12)	Yes	Applicant's Date of Birth.	yyyy-mm-dd
Phone	Varchar(12)	No	Applicant's Phone number.	999-999-9999
DLState	Varchar(2)	No*	Applicant's Drivers License State.	
DLNumber	Varchar(30)	No*	Applicant's Drivers License Number.	
Email	Varchar(255)	No	Email address of the applicant. Useful for sending applicant notifications.	
Street	Varchar(40)	Yes	Applicant's Current Street address, PO Box, Route Number	Accepts letters, numbers, spaces, colons (:), commas (,), periods (.), dashes (-), and apostrophes (').
Unit	Varchar(5)	No	Applicant's Current Apartment or Unit Number.	Accepts numbers, letters, spaces, periods (.), forward slashes (/), and dashes (-).
City	Varchar(25)	Yes	Applicant's Current Address City.	Accepts letters, spaces, periods (.), dashes (-), and apostrophes (').
State	Varchar(2)	Yes	Applicant's Current Address State.	Accepts valid U.S. state abbreviations
Zip	Integer(5)	Yes	Applicant's Current Addresses Zip code.	
RequestedBy	Varchar(30)	No	Corresponds to the Requested By field during normal new report order. Value appears on report.	
Reference	Varchar(40)	No	Corresponds to the Reference field during normal new report order. Value appears on report.	
WorkState	Varchar(2)	Yes	The State in which the Applicant will be working from	Two letter state abbreviation. Use 'XX' for non US.
SalaryOver20K	Varchar(3)	No	Will the applicants salary be over 20,000. Only required for states KS, MD, NH, WA	Yes/No
SalaryOver25K	Varchar(3)	No	Will the applicants salary be over 25,000. Only required for NY	Yes/No

* Required for certain products such as Driving History.

4. Screen Response XML

4.1 Overview

If the call was successful, the ScreenResponse XML provides a 0000 response code. If the call was not successful, the response contains an error code and information with specific details (as defined in Response Codes).

4.2 Sample Screen Response XML

```
<ScreenResponse>
```

```
    <DateTime>2015-04-22 13:26:08</DateTime>
    <ResponseCode>0000</ResponseCode>
    <Account>
        <AcctNbr>6799S</AcctNbr>
        <BatchNo>7</BatchNo>
        <ResponseCode>0000</ResponseCode>
        <Applicant>
            <ApplicantID>295438</ApplicantID>
            <FileNo>152389</FileNo>
            <FileURL>http://www.rhrtest.com/clientviewfile1.cfm?ReportID=1385353</FileURL>
            <ResponseCode>0000</ResponseCode>
        </Applicant>
        <Applicant>
            <ApplicantID>732173</ApplicantID>
            <ResponseCode>1001</ResponseCode>
            <ErrorMessage>Zip is invalid.</ErrorMessage>
        </Applicant>
    </Account>
</ScreenResponse>
```

4.3 ScreenResponse node definitions

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

* If ScreenRequest XML request is not successful, there will not be account and applicant nodes.

4.3.1   Account node definitions

Element/Attribute	Data Type	Occurs	Required	Description	Example
AcctNbr	Varchar(6)	1	Yes	Your Trusted Employees Account Number that the batch was imported under.	6799S
BatchNo	Varchar	1	No	Sequential batch number for that account	
ResponseCode	Integer(4)	1	Yes	Other than 0000, an error code will appear along with the ErrorMessage node.	See Response Codes
Applicant	Varchar(20)	0-N	No	Required if Account Node is valid	

4.3.1.1   Applicant node definitions

Element/Attribute	Data Type	Occurs	Required	Description	Notes
ApplicantID	Varchar(50)	1	Yes	Unique identifier supplied by partner system. Trusted Employees uses this ID in the Batch Screens XML Response.	
FileNo	Varchar(10)	1	No	ID of screening report as stored in Trusted Employees System	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.
FileURL	Varchar(255)	1	No	URL for viewing the screening report	Present if valid request
ResponseCode	Integer(4)	1	Yes	Indicates whether the request was valid.	See Response Codes
ErrorMessage	Varchar(100)	0-N	No	Only present if request is invalid	See Response Codes

5. Response Codes and Error Messages

5.1 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.

5.2 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.

5.2.1 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.

6. Processing of TE Batch Screens XML

```
Collect Applicant
Information

▢ Partner System
▢ Trusted Employees System

Format data per TE
XML Gateway
Specification

Partner initiates post of
ScreenRequest XML

Credentials
Authenticated ──No──► Send ERROR
                      response to partner ──────► Partner response
                                                   handling

    │Yes                                              ▲
    ▼                                                 │
Applicant XML                                  Send SUCCESS
Validated ──────No──────►                      response to partner

    │Yes                                              ▲
    │                                                 │
    └──────Yes──────►                          Generate screening
                                                report
```
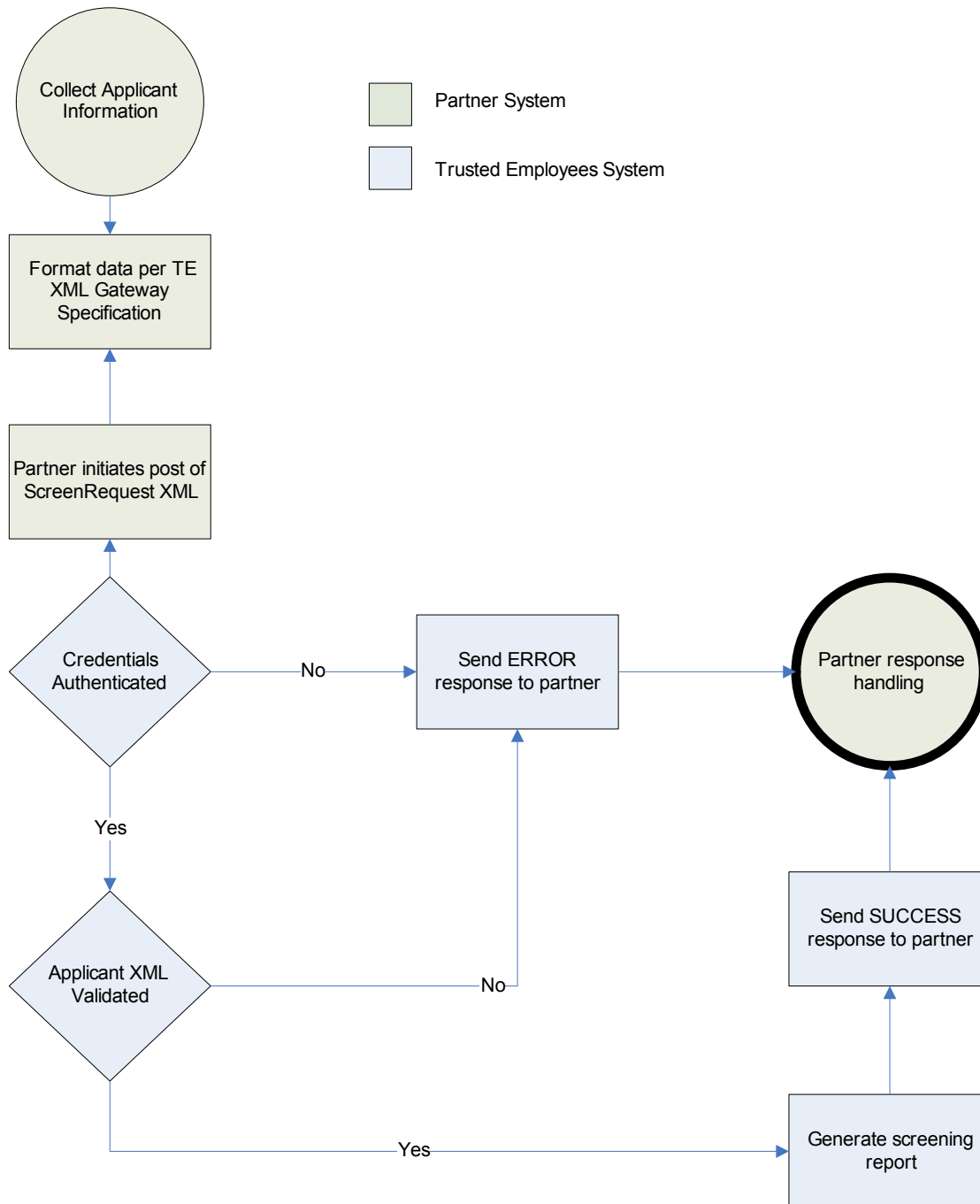
7. Special Characters

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:

Name	Character	Encoding
ampersand	&	&
apostrophe	'	'
greater than	>	>
less than	<	<
quote	"	"

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.

8. Contact Information

For technical questions regarding the TE Batch Screens 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.