

Paylocity Onboarding Backend (v3)

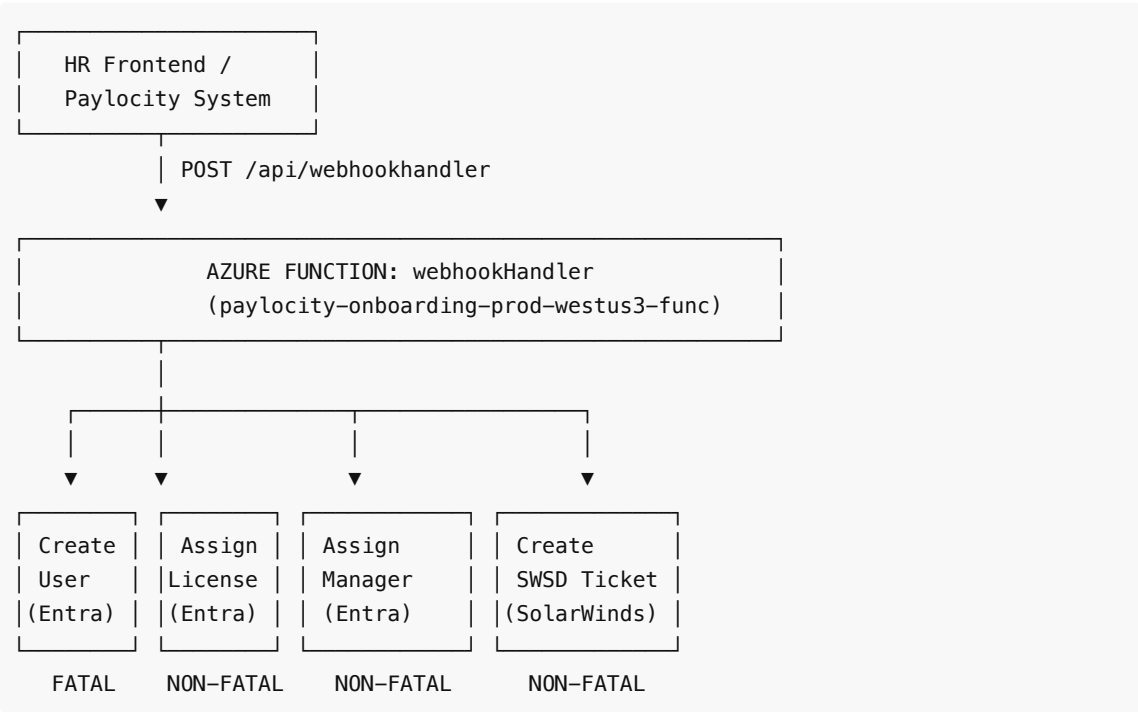
Executive Summary

The Paylocity Onboarding Backend is an **Azure Functions-based webhook service** that automates the new hire provisioning process. When triggered by the HR frontend or Paylocity system, it orchestrates a complete onboarding workflow: creating user accounts in Microsoft Entra ID, assigning Microsoft 365 licenses, establishing manager relationships, and creating service desk tickets for IT follow-up tasks.

Business Value

Benefit	Description
Automated Provisioning	New hires get accounts within seconds of onboarding submission
License Management	Automatic Microsoft 365 E5 license assignment
Org Structure	Manager relationships established automatically
IT Notification	Service desk tickets created for additional setup tasks
Multi-Tenant	Supports sandbox testing and production environments

Architecture Overview



Workflow Steps

Step 1: Create Entra ID User (Critical)

- Creates new user account in Microsoft Entra ID
- Sets display name, email (UPN), job title, department
- Assigns temporary password: Newhire1! (force change on login)
- **FATAL:** If this fails, entire operation fails

Step 2: Assign Microsoft 365 License (Non-Critical)

- Retrieves available license SKUs from tenant
- Assigns Microsoft 365 E5 license (configurable)
- Continues even if license assignment fails

Step 3: Assign Manager (Non-Critical)

- Parses supervisor name from Paylocity data
- Searches for manager in Entra ID directory
- Establishes manager-subordinate relationship
- Continues even if manager not found

Step 4: Create Service Desk Ticket (Non-Critical)

- Creates incident in SolarWinds Service Desk
- Documents new hire details for IT follow-up
- CC's People department for awareness
- Continues even if ticket creation fails

API Contract

Webhook Endpoint

POST `https://paylocity-onboarding-prod-westus3-func.azurewebsites.net/api/webhookhandler`

Request Body

```
{
  "companyId": "163160",
  "employeeFirstName": "John",
  "employeeLastName": "Doe",
  "employeeWorkEmailAddress": "john.doe@catalystsolutions.com",
  "employeeJobTitle": "Software Developer",
  "employeeCostCenter1": "Engineering",
  "employeeSupervisor": "Manager Name",
  "employmentType": "RFT"
}
```

Response Codes

Status	Description
200	Success - user created (sub-operations may have warnings)
400	Bad Request - invalid payload or missing companyId
409	Conflict - user already exists (duplicate UPN)

500	Server Error - configuration or processing failure
-----	--

Success Response

```
{
  "message": "User created. See details.",
  "environment": "prod",
  "userId": "uuid-here",
  "userPrincipalName": "john.doe@catalystsolutions.com",
  "licenseResult": { "success": true },
  "managerResult": { "success": true, "manager": "manager@catalystsolutions.com" },
  "ticketResult": { "success": true, "id": "ticket-id" }
}
```

External Service Integrations

Microsoft Entra ID (Azure AD)

- **Authentication:** OAuth 2.0 Client Credentials
- **API:** Microsoft Graph API
- **Operations:** User creation, license assignment, manager assignment

SolarWinds Service Desk

- **Authentication:** Bearer token (X-Samanage-Authorization)
- **Base URL:** <https://catalystsolutions.samanage.com>
- **Operations:** Incident ticket creation

Environment Configuration

Environment	Company ID	Azure Tenant	Domain
Sandbox	CATALYST	ab558d63-c75b-4100-ae33-9160bbbcfbaa	healthplansai.dog
Production	163160	d39a588a-b5a6-4378-9f5f-f9a0e5484b06	catalystsolutions.com

Data Mapping

Paylocity Field	Entra ID Field	Notes
employeeFirstName	givenName	First name
employeeLastName	surname	Last name
employeeWorkEmailAddress	userPrincipalName	Login email
employeeJobTitle	jobTitle	Job title
employeeCostCenter1	department	Department
employeeSupervisor	manager	Manager relationship

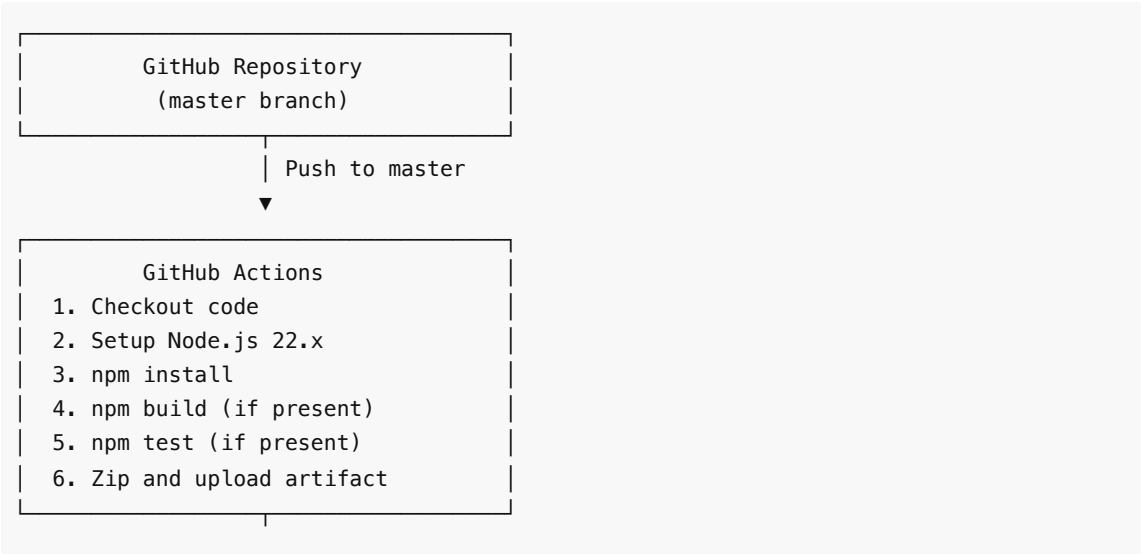
Technical Stack

Component	Technology
Runtime	Azure Functions (Node.js 22.x)
Authentication	@azure/msal-node
HTTP Client	Axios
Query Parsing	qs
Deployment	GitHub Actions
Region	Azure West US 3

Project Structure

```
onboarding-v3/
├── src/
│   ├── functions/
│   │   └── webhookHandler.js    # Main webhook handler
│   ├── env.js                  # Environment configuration
│   ├── graph.js                # Entra ID/Graph API client
│   ├── swsd.js                 # SolarWinds client
│   └── utils.js                # Helper functions
├── index.js                    # Function registration
├── host.json                   # Azure Functions config
├── package.json                # Dependencies
├── .github/workflows/
│   └── master_paylocity-onboarding-*.yaml # CI/CD
```

Deployment Pipeline



Azure Function App
paylocity-onboarding-prod-
westus3-func

Error Handling Strategy

Operation	Failure Behavior	Rationale
User Creation	FATAL - Return 500/409	Cannot proceed without user account
License Assignment	NON-FATAL - Continue with warning	Admin can assign manually
Manager Assignment	NON-FATAL - Continue with warning	Manager may not exist yet
SWSD Ticket	NON-FATAL - Continue with warning	Informational only

Manager Name Parsing

The system handles multiple supervisor name formats:

Format	Example	Parsing
Email	manager@domain.com	Used as-is
"Last, First"	Payne, Dan	Parsed to "Dan Payne"
Standard	Dan Payne	Searched directly

Service Desk Ticket Details

Ticket Properties:

- **Priority:** 3 (Medium)
- **Category:** Account Management
- **Subcategory:** Onboarding
- **CC:** People@Catalystsolutions.com
- **Description:** Contains employee details, job title, department, employment type

Summary

The Onboarding Backend automates the critical first steps of employee provisioning, ensuring new hires have accounts and licenses ready on their start date. Its resilient design allows the core user creation to

succeed even when secondary operations (licensing, manager assignment, ticketing) encounter issues, with detailed response data enabling administrators to address any gaps.

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