



Vistra / HiBob API Integration

Boost Your Business with Seamless Integration Services

Date:
January 2025



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1 Vistra/HiBob API Integration

Introduction to the API Integration Vistra's API integration enables the sync of HR data including basic salary, allowances and also variable Pay from your Bob application to Vistra for the purposes of capturing and processing periodic payroll data changes. Clients may choose to integrate only one type of data or both. This guide describes a pre-built, out of the box integration.

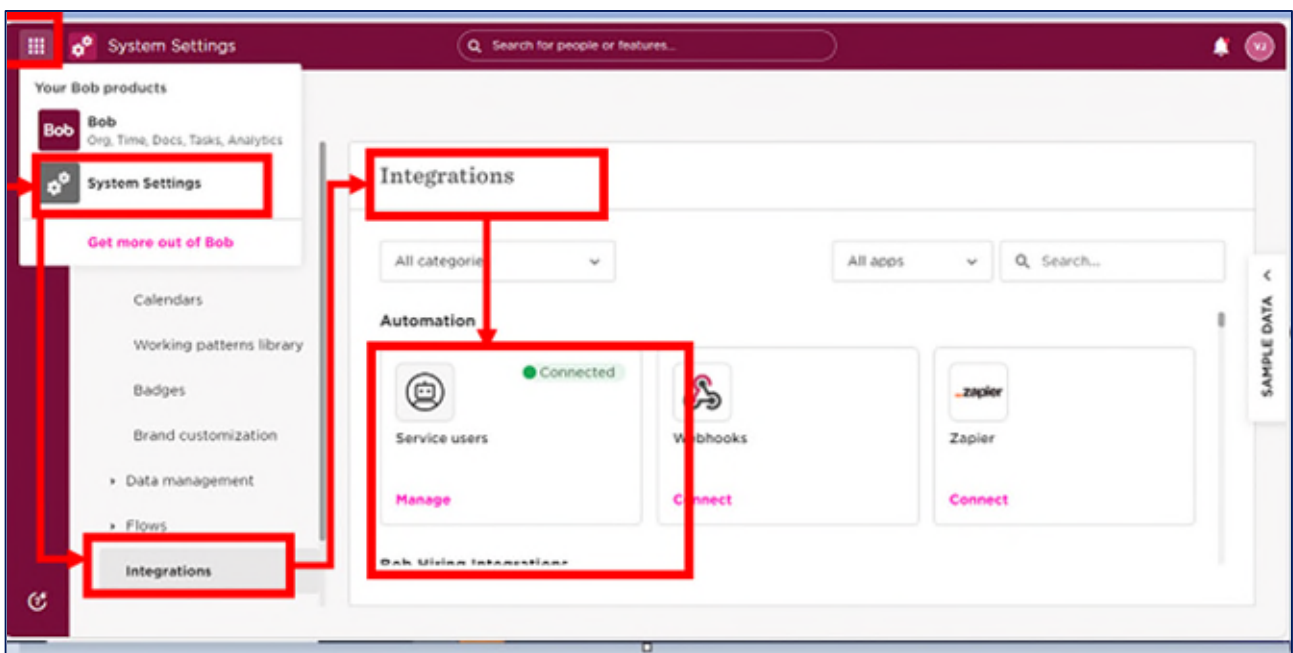
	HR Data Sync
Worker service types	Payroll and Contractors workers
Initial sync	A full data snapshot for the first sync
Sync schedule	Data integration from HiBob to Vistra's OverseasConnect (OsC) application will run daily on weekdays delivering a full stack extract of the agreed data set
Worker status	"Active" and "Inactive" workers
Manual sync	Manual sync for troubleshooting with a full data snapshot can be requested via a Support ticket in OverseasConnect

2 Prerequisites for the integration setup

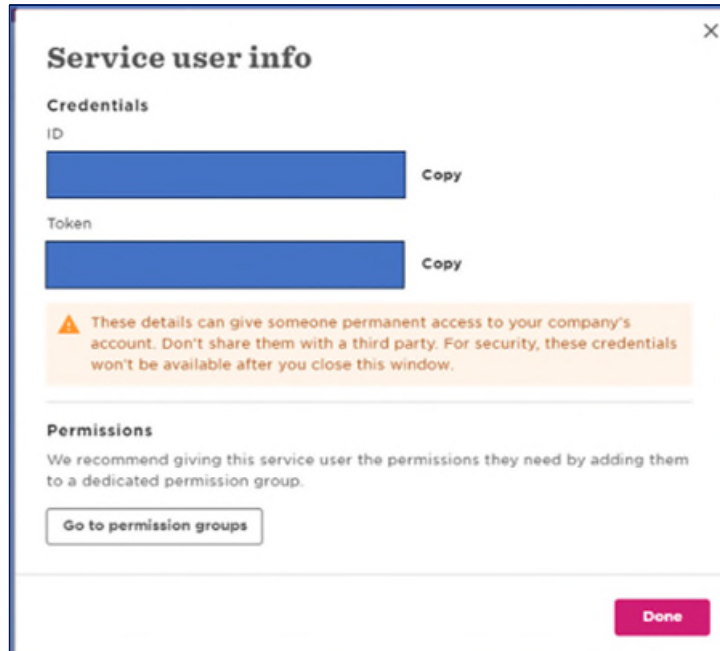
HiBob requires you to create an API Service User to configure this API integration; this means personal accounts are not used to connect.

2.1 How to create a Service user and token

- Log into Bob via an Administrator User
- From the left menu, please select settings > integrations
- Click the Service Users icon.



- Enter a unique name and display name. Suggest naming as **"Vistra API Services"**
- After adding these mandatory fields, please click 'Save' and the service user's ID and token will be displayed.
- Please share the Service ID and Token to Vistra Business Analyst to test the Connection. **(Note: please copy the user token at this point, as once you click 'Done' it is no longer accessible)**
- Below screen shot for reference to copy and share the service ID and Token.

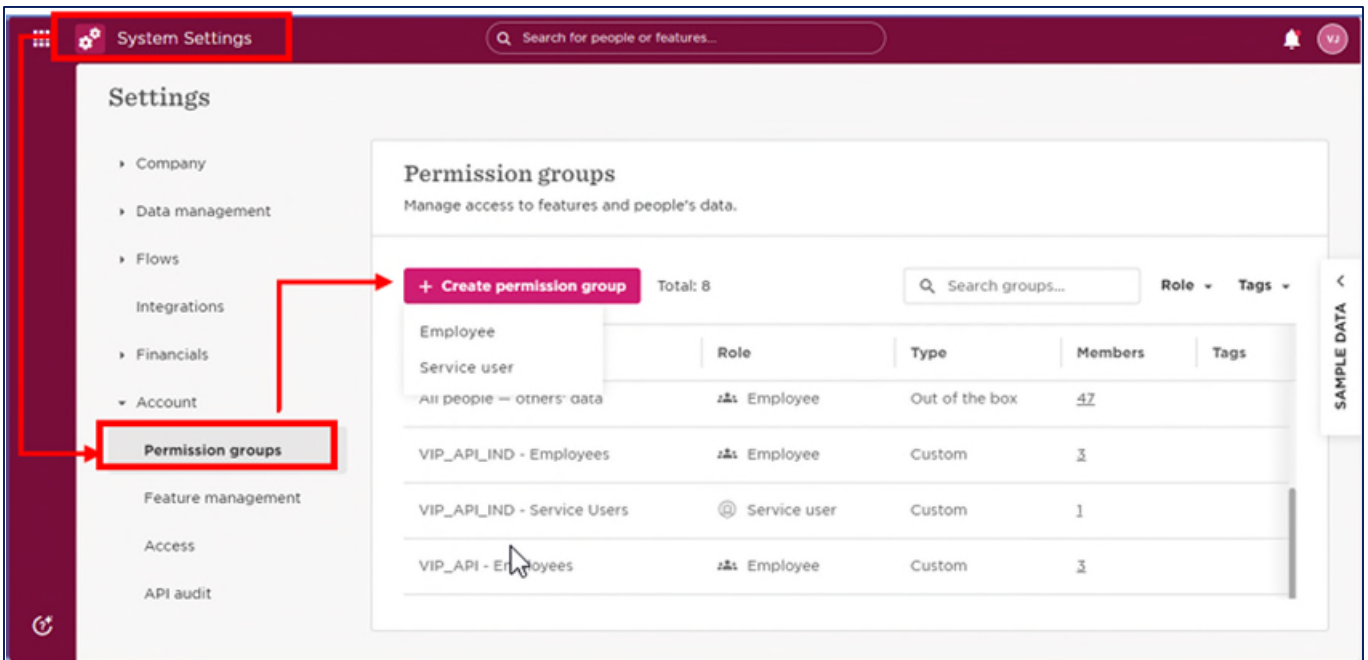


Note: HiBob has provided further details on creating a service user and token which can be found [here](#).

2.2 Create a permission group

Permission group allows you to specify what data you want the service user, and therefore Vistra, to have access to. So, let's follow these steps:

- Settings
- From the left menu, select Settings → Account → Permission Group
- Create Permission group: i.e., 'Vista Service User Group, this will allow you to find the group easily if you ever want to modify the data Vistra has access to.



- On clicking you will ask to select Service User or Employee. Please select Service user and the below pop-up will appear.
- Enter the Group Name and Add Description to select the Service User you previously created and click apply.

Create service user permission group

Group name * Tags

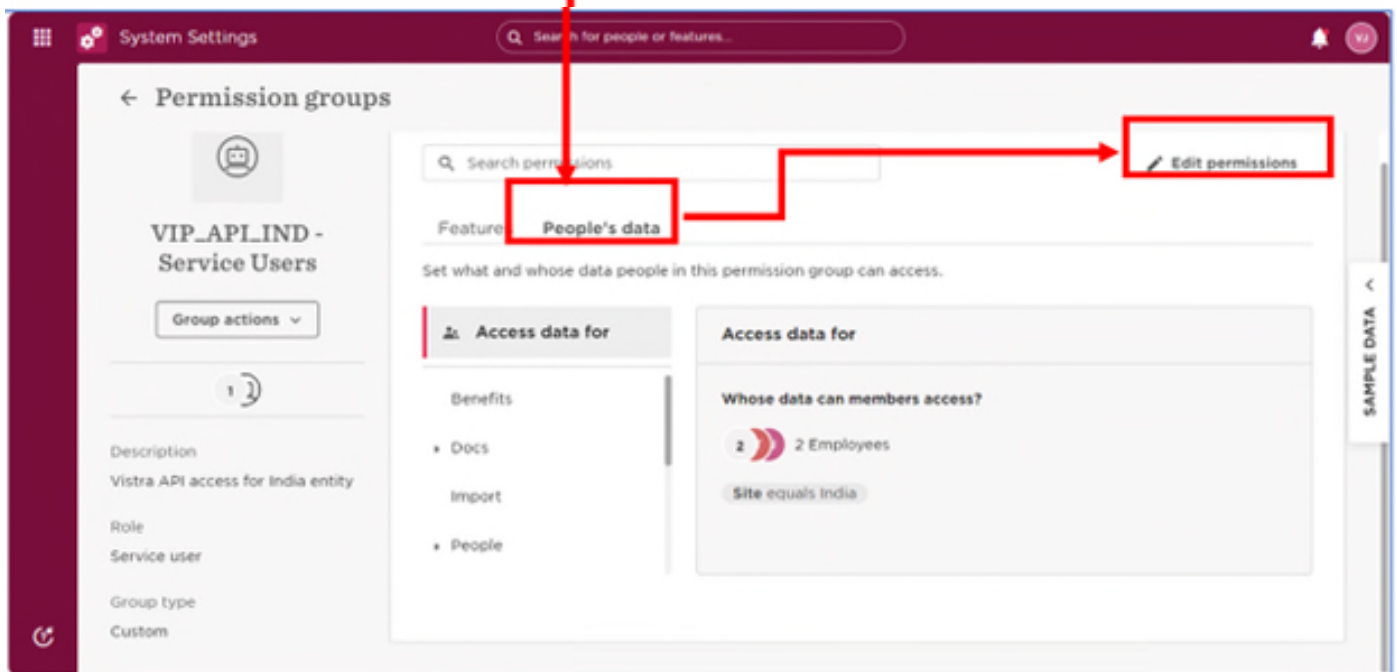
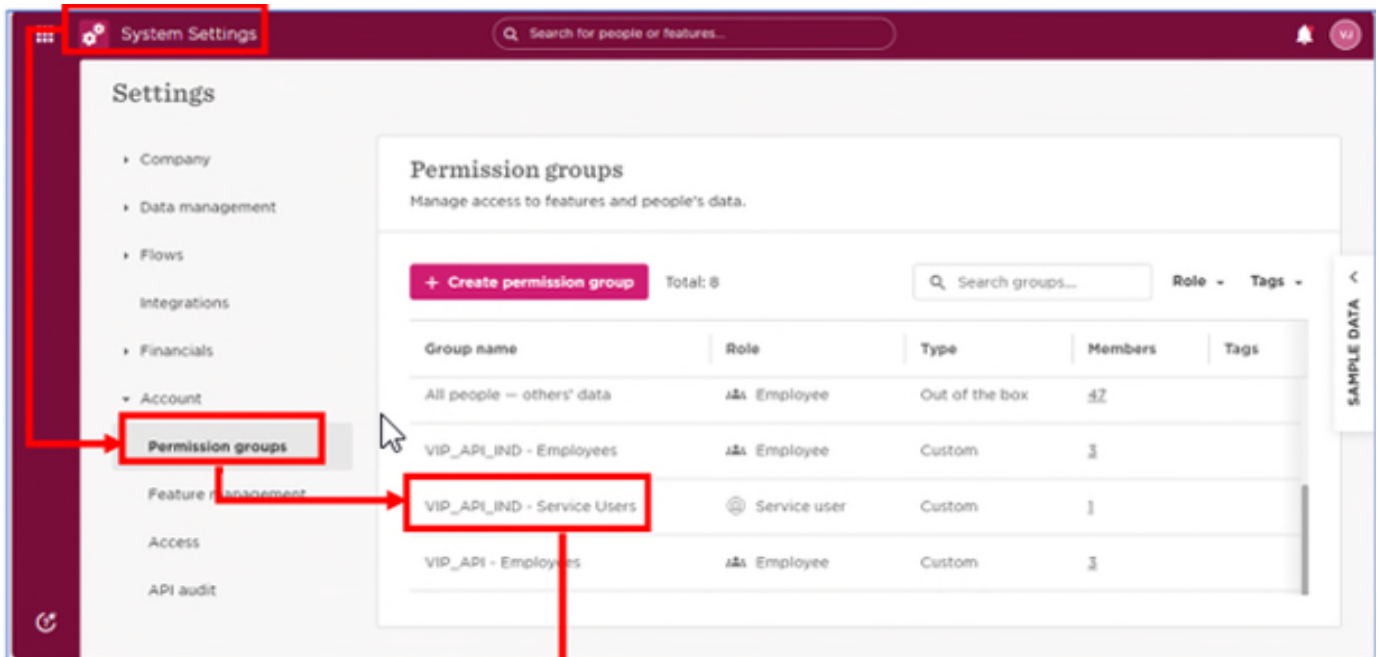
Description

VIP
 VIP_IND
 VPIS_UK

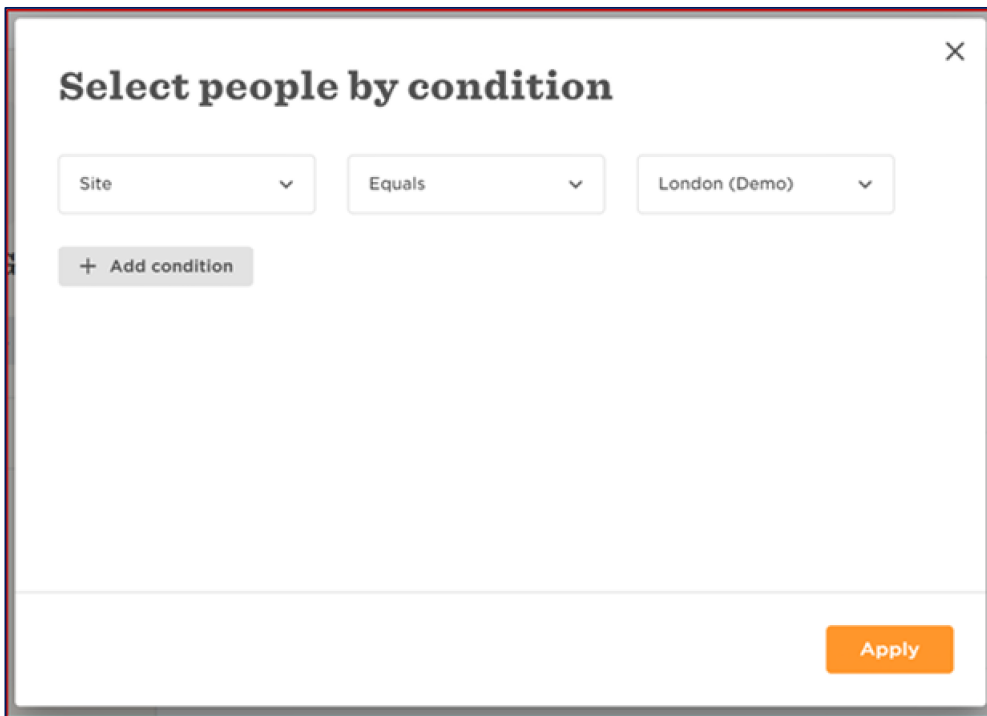
Note: By adding the users to the permission group, you are granting them access to the data fields you will configure in the next step.

2.3 Configure permissions for the Permission group

To be fully operational with HiBob, Vistra needs the Permission group to have access to the data sections indicated below. These can be configured under People's Data --> Access Rights:



Note: By using the 'Select people by condition' option, you can opt to exclude certain employees from the API if necessary.



- Vistra requests that Clients to ensure that the subcategories under “People’s Data” referenced in the below table are selected with the relevant View permissions (with one Edit permission included) to ensure the Vistra API has access to this data. Certain subcategories such as EEO and Aadhar Card will depend on the countries in-scope for the integration solution and can be discussed during the implementation kick-off meetings.

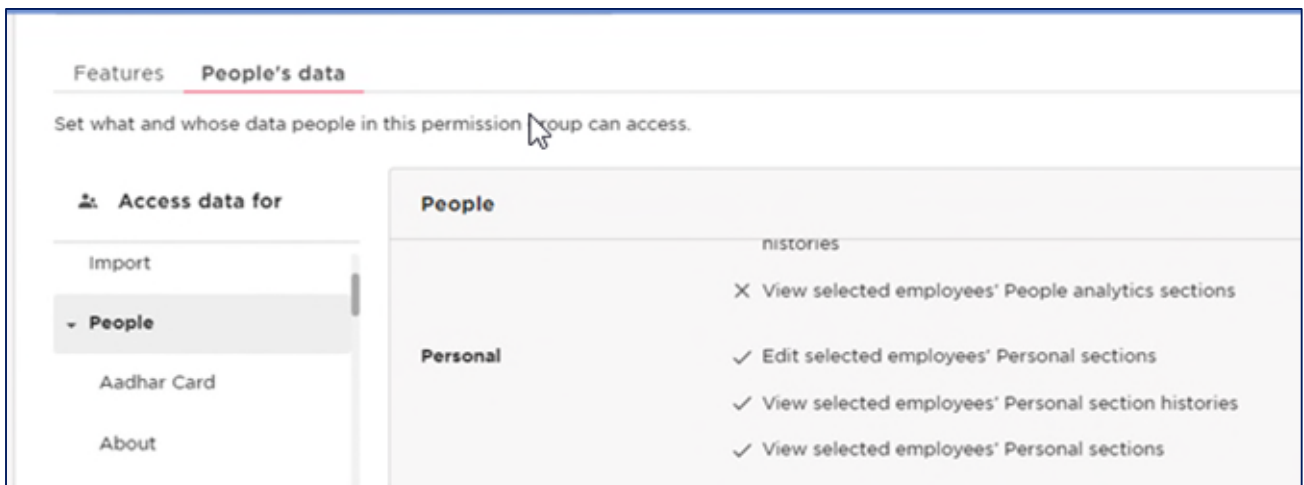


Table of subcategories of People's Data and applicable permissions

Bob Subcategory	Permissions Required	Mandatory	Descriptions
Aadhar Card	View all other employees' Aadhar Card sections	N	Only enable when India is in-scope
About	None	N	
Address	All 'View' permissions	Y	Deliver employee home addresses
Badges Awarded	None	N	
Basic Info	All 'View' permissions	Y	Deliver Legal Name and main E-mail
EEO	All 'View' permissions	N	Deliver Ethnicity values for certain countries (e.g. SG/ZA/BR)
Email	None	N	
Emergency	None	N	
Employment	All 'View' permissions	Y	Deliver employment dates, Employee ID
Equity	All 'View' permissions	N	Only enable if Stock/Equity plans are in-scope
Financial	All 'View' permissions	Y	Deliver employee banking data
History	None	N	
Home	All 'View' permissions	Y	Deliver employee personal data
Identification	All 'View' permissions	Y	Deliver employee national id data
Jobs	All 'View' permissions	N	Generally not needed. Only enable if multiple jobs/assignments
Lifecycle	All 'View' permissions	Y	Delivers employee termination date
Payroll	All 'View' permissions	Y	Delivers employee compensation data including variable pay
People Analytics	None	N	
Personal	All 'View' and Edit permissions	Y	Delivers employee personal data (Edit for Date of Birth formatting)
Personal Contact Details	All 'View' permissions	N	Only enable if delivering personal E-mail or Phone
Temporary Address	None	N	
Training	None	N	
UK Tax Settings	None	N	
User Data	All 'View' permissions	Y	Deliver employee status
Work	All 'View' permissions	Y	Full-Time/Part-Time status
Work Contact Details	All 'View' permissions	N	Only enable if delivering work phone information
Work Eligibility	All 'View' permissions	N	Only enable if work permit/visa data in-scope

Note: EDIT permissions for the Personal subcategory are needed in order to receive a full 'Date of Birth' value.

2.3.1 Configuring in-scope countries for the API integration

Vistra may not be processing payrolls for all of a client's employees in all countries. As such in order to ensure Vistra only has access to the relevant employee groups and to adhere to GDPR principles for data processors the proposed API solution assumes the creation of one Service User Account and one Permission Group per Site as configured on Bob.

This option does mean some additional one-time effort during the initial configuration; however, Vistra will subsequently manage the schedules and remaining build activities, and this proposed solution ensures each Service User is restricted to accessing data for only one Client entity at a time.

An **alternative option** would be to **create a custom field** in Bob to enable Vistra to link each employee to a payroll entity. The custom field should consider the following parameters:

1. Site - Country
2. Frequency of pay cycle - Monthly, Weekly, Semi-Monthly, Bi-Weekly

The custom field would be discussed during the project kick-off and mapped during the integration build to a specific payroll entity on Vistra's OverseasConnect (OsC) application. It could be a pay group reference or a legal entity ID/Name for example.

2.4 Populating Mandatory Fields

To enable Vistra to extract and integrate HR data to the global middleware application - OsC - certain fields **must be populated in Bob for each employee being sent to Vistra**. In the OsC Payroll Administration Tool there is a backend data mapping process to link the fields from Bob to Vistra.

The following tables specify which fields are relevant to the Vistra integration, and which are **mandatory**.

Personal Data fields:

Bob Fields	OverseasConnect Field	Mandatory	Descriptions
Employee ID	Employee ID	Y	This is the Client's defined employee id
Prefix	Title	Y	This is employee title/salutation. Not mandatory in all countries
First Name	First Name	Y	
Middle Name	Middle Name	N	
Last Name	Last Name	Y	
Date of birth	Date of Birth	Y	
Gender	Gender	Y	
Marital Status	Marital Status	Y	This is required for payroll purposes in majority of countries
Nationality	Nationality	Y	This is required for payroll purposes in majority of countries
National ID/NI Number / SSN	National ID *	Y	The National ID type will vary by country
Number of Dependents	Number of Dependents	N	This is required for payroll purposes in certain countries
Disability Status	Disabled?	N	This is required for payroll purposes in 3-4 countries

Contact Fields:

Bob Fields	OverseasConnect Field	Mandatory	Descriptions
Address line 1	Address Line 1	Y	Employee Home Address
Address line 2	Address Line 2	N	Employee Home Address
City	City	Y	Employee Home Address
Zip/Post/Postal Code	Zip Code/Post Code	Y	Employee Home Address. Certain field value validations apply
State/Province/Region	State/Province	N	Employee Home Address
Country	Country	Y	Employee Home Address
Email	E-mail Address	Y	This is a required field for all employees
Personal email	Personal E-mail	N	This can be extracted but is not required
Personal mobile	Mobile Phone Number	N	This can be extracted but is not required

Employment Status Fields:

Bob Fields	OverseasConnect Field	Mandatory	Descriptions
Job title	Job Title	Y	Contracted job title
Start Date	Start Date	Y	Contracted Start Date in Legal Entity
Termination Date	Termination Date	N	Contracted Termination Date
Reason for termination	Termination Reason	N	Required in certain countries for statutory reporting
Department Name	Department	N	Can be Department or Cost Center depending on Client requirement
Department ID	Department ID	N	
Cost Center Name	Cost Center Name	N	
Cost Center ID	Cost Center ID	N	
Weekly hours	Contracted Working Hours	Y	Contracted working hours
Original start date	Continuous Service Date	N	
Contract Days	Contract Days	N	
FTE	FTE %	N	Contracted FTE %
Employment contract	Type of employment	Y	Full-Time/Part-Time status

Compensation Fields:

Bob Fields	OverseasConnect Field	Mandatory	Descriptions
Base salary	Annual Salary/Monthly Salary	Y	Amount paid to employee
Effective Date	Annual Salary Start Date	Y	Effective Date of amount paid to employee
Salary Pay Type	N/A	Y	Defines the Compensation Type
Pay Frequency	N/A	Y	Payment Frequency (used to derive field on OverseasConnect)

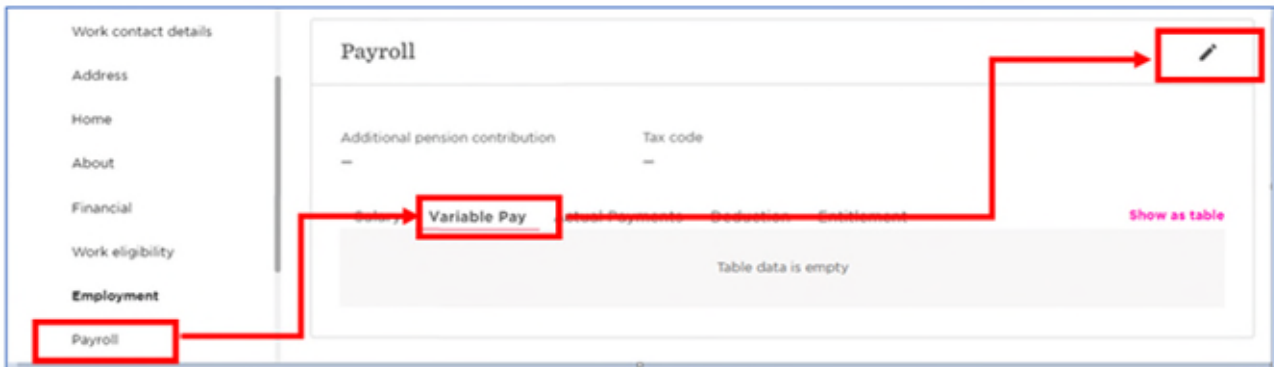
Note : In addition to Base Salary there may be other Fixed Monthly Allowances/Deductions which may vary by country and Client. These would be discussed during the implementation and Vistra will map the fields from Bob to OsC.

Employee Bank Fields:

Bob Fields	OverseasConnect Field	Mandatory	Descriptions
Account Name	Bank Account Name	N	Employee Personal Bank Details for Salary payments. Required fields vary by country
Account Number	Bank Account Number	N	
Routing Number	Routing Number	N	
Bank Name	Bank Name	N	
Sort Code	Sort Code/Bank ID	N	
IBAN	IBAN	N	
Swift Code	BIC/Swift Code	N	
Account Type	Type of Account	N	

2.5 Employee Variable Pay

These are custom fields and will be specific to each HiBob Client. During implementation the configuration will be discussed and any in-scope variable pay types will be included in the data to be integrated.



- On click of the edit icon you will be asked to add row at the bottom of the payroll section and enter the mandatory fields for the variable pay to be added to the payroll.

Payroll

Cancel
Done

Additional pension contribution

Tax code

Salary	Variable Pay	Actual Payments	Deduction	Entitlement	
Effective date	End date	Variable type	Amount	Pay period	% Comp
01/11/2024	01/11/2024	Bonus	£2,000.00	Monthly	⋮

Add new row

Add new row

×

Effective date*

End date

Variable type*

Amount

Pay period* Ⓞ

% Company

% Department

% Individual

Reason

Cancel
Add

Important: *Vistra would like to confirm that if the pay item is a once-off payment both the Effective Start Date and End Date should be added to the record in Bob. This is to avoid the same record being delivered in multiple pay periods in error.*

3 Configuring the Integration in Vistra OsC application

Upon completion of the configuration in Bob, the next step is for in-scope data fields to be agreed and for the Vistra Integration Team to undertake data mapping activities, connectivity tests and integration build and data conversion in the Vistra Integration Platform (VIP) and in OsC.

Below are the high-level steps for the API integration:

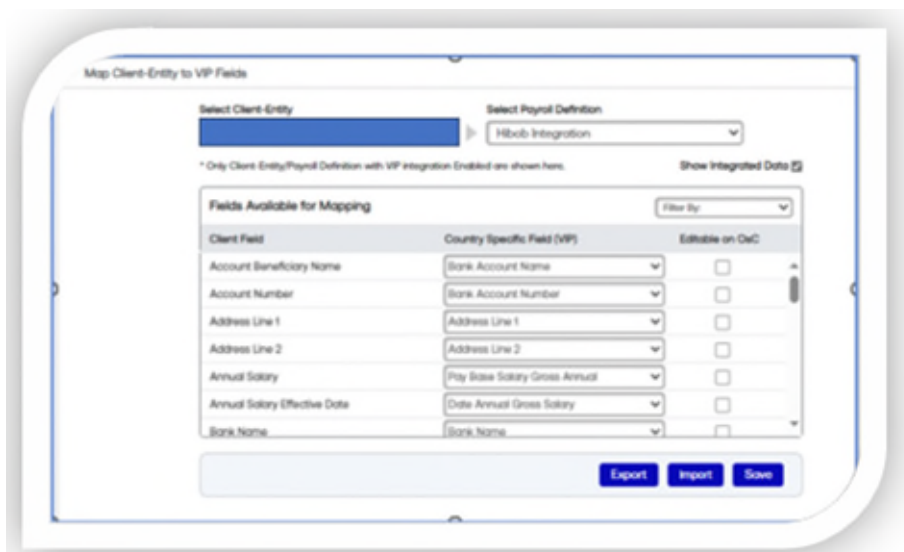
- Agree in-scope data fields to be integrated
- Map fields between Bob and Vistra's OsC application
- Configure the API Connector in VIP
- Set-up the integration with the Client Entity in the OsC Admin Tool
- Data conversion build

3.1 Mapping of Integrated Fields between HiBob and OsC

- Upon the Client providing the Service ID and Token the Vistra VIP developer configures the API Connector, test connectivity and requests the metadata for the integrated country from Bob (permission granted to Site under Group Permission).
- Vistra Integration Team performs a one on one mapping w.r.t the fields pulled in the metadata API with OsC.
- In case of any missing mandatory fields Vistra will get connect with Client and request these are added to Bob.
- On completing unit test and confirming agreed integrated fields Vistra Integration Team will start working on the Mapping Specification Document.
- This is delivered to Client for review and sign off.

3.2 Configure Integration in Vistra OsC Administration Tool

- All configuration activities will be handled by the Vistra Team.
- Configure the Integration process for the integrated Client, this activity will be completed by the Vistra Development team.
- Set-up Client Entity as integrated and configure the agreed fields in the OsC Payroll Administration Tool.
- Vistra's VIP Developer configures the field mapping process based on the approved Mapping Specification.



Note: The above table is an example of the field mapping process in the OsC Payroll Administration Tool and uses Data Dictionary field reference names. There is a process where Vistra team transform the HiBob API fields in the API response to the OsC Data Dictionary values.

3.3 Integration Build

HiBob Connectivity

The Vistra Integration Platform connects to Bob using Basic Authentication:

- User Name: Service User code will be shared by client on creating the user service user. EX: SERVICE- 12091
- API Name: <https://api.hibob.com/v1/people/search>
- Method: Post
- Password : Security Token that is shared by the Client on creating the Service user

Get_Data_Search_Emp General

Action Input **Binding** Output Test Results

URL:

Verb: **POST**

Multi Using: Semicolon Separated

Authentication Type: **Basic**

Username: SERVICE-12091

Password: Expression in Password

Enforce Multipart Request:

HTTPS/Mutual Authentication:

- On successful connection, below is the list defined in the body.

Get_Data_Search_Emp General

Action **Input** Binding Output Test Results

Input Fields (1)

Name*	Label	Type	Required	Description	Parameter	Test with
Body		Text	<input type="checkbox"/>	This is a list	<input type="checkbox"/>	<pre>["/role/id", "/role/roleId", "/role/roleId", "/role/roleId", "/employee/employeeId", "/personal/startDate", "/role/roleId", "/address/line1", "/address/line2", "/address/postCode", "/address/city", "/address/country", "/work/role", "/financial/accountName", "/financial/accountNumber", "/financial/branchName", "/personal/salary/weeklyPayment", "/personal/salary/activeEffectiveDate", "/work/startDate", "/financial/identificationNumber", "/internal/terminationCode", "/work/active", "false", "humanReadable"]</pre>

- Fetching the data as per the list provided in the body using the HiBob Search API delivers the metadata fields in an xml response.

The screenshot shows a REST client interface for the endpoint `Get_Data_Search_Emp`. The test server is set to `VIP_AWS_AGT`. The URL is `https://api.hibob.com/v1/people/search`. The response status is `200`. The output fields section displays a large XML response snippet, including fields like `<firstName>Rahul</firstName>`, `<workStartDate>2024-06-01</workStartDate>`, and `<workTitle>Senior Developer</workTitle>`.

- The fields to include in the API request are added to the Vistra API Connector resulting in a response containing top of stack record(s).

The screenshot shows the REST client interface with the XML response expanded. The response is a REST response. The XML structure is as follows:

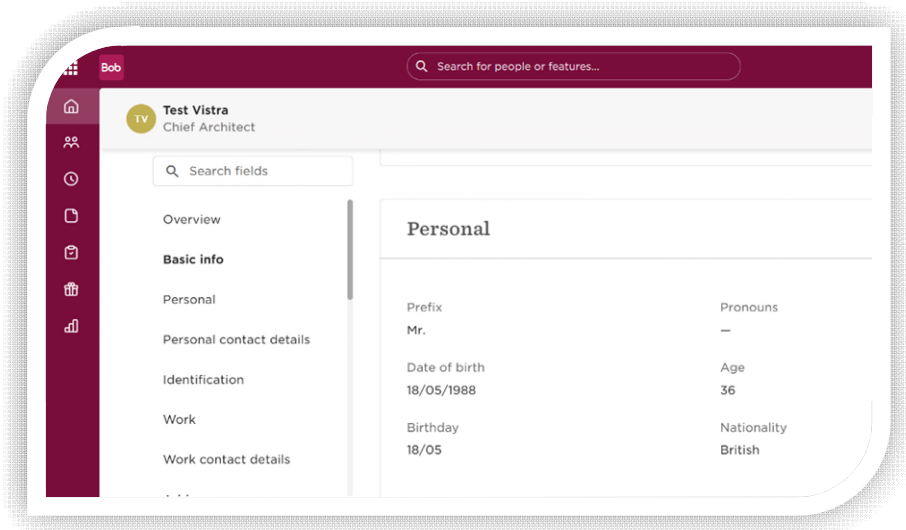
```

1 <root>
2 <employees>
3 <rootid>
4 <value>3390204062635917678</value>
5 </rootid>
6 <firstName>Rahul</firstName>
7 <rootfullName>
8 <value>Rahul Tiwari</value>
9 </rootfullName>
10 <work>
11 <title>Senior Developer</title>
12 <startDate>2024-06-01</startDate>
13 </work>
14 <rootemail>
15 <value>rahul.tiwari@vistra.com</value>
16 </rootemail>
17 <rootfirstName>
18 <value>Rahul</value>
19 </rootfirstName>
20 <fullName>Rahul Tiwari</fullName>
21 <id>3390204062635917678</id>
22 <workStartDate>
23 <value>2024-06-01</value>

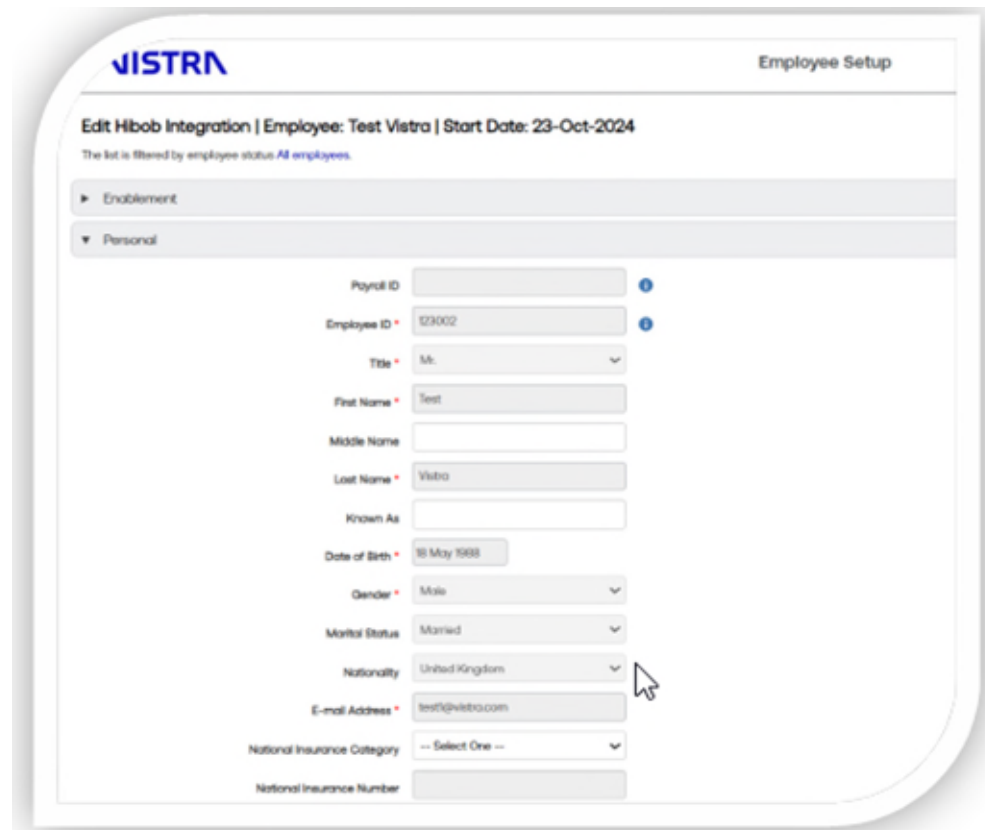
```

- Data is transformed by VIP Developer into JSON format for syncing to and processing the data in Osc.

Sample record in Bob:



Sample record in Vistra OverseasConnect after API sync:



About Vistra

Here at Vistra, **our purpose is progress**. As a close ally to our clients, our role is to remove the friction that comes from the complexity of global business. We partner with companies and private capital managers along the corporate and private capital lifecycle. From HR to tax and from legal entity management to regulatory compliance, we quietly fix the operational and administrative frustrations that hamper business growth. With over 9000 experts in more than 50 markets, we can accelerate progress, improve processes and reduce risk, wherever your ambition takes you.

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