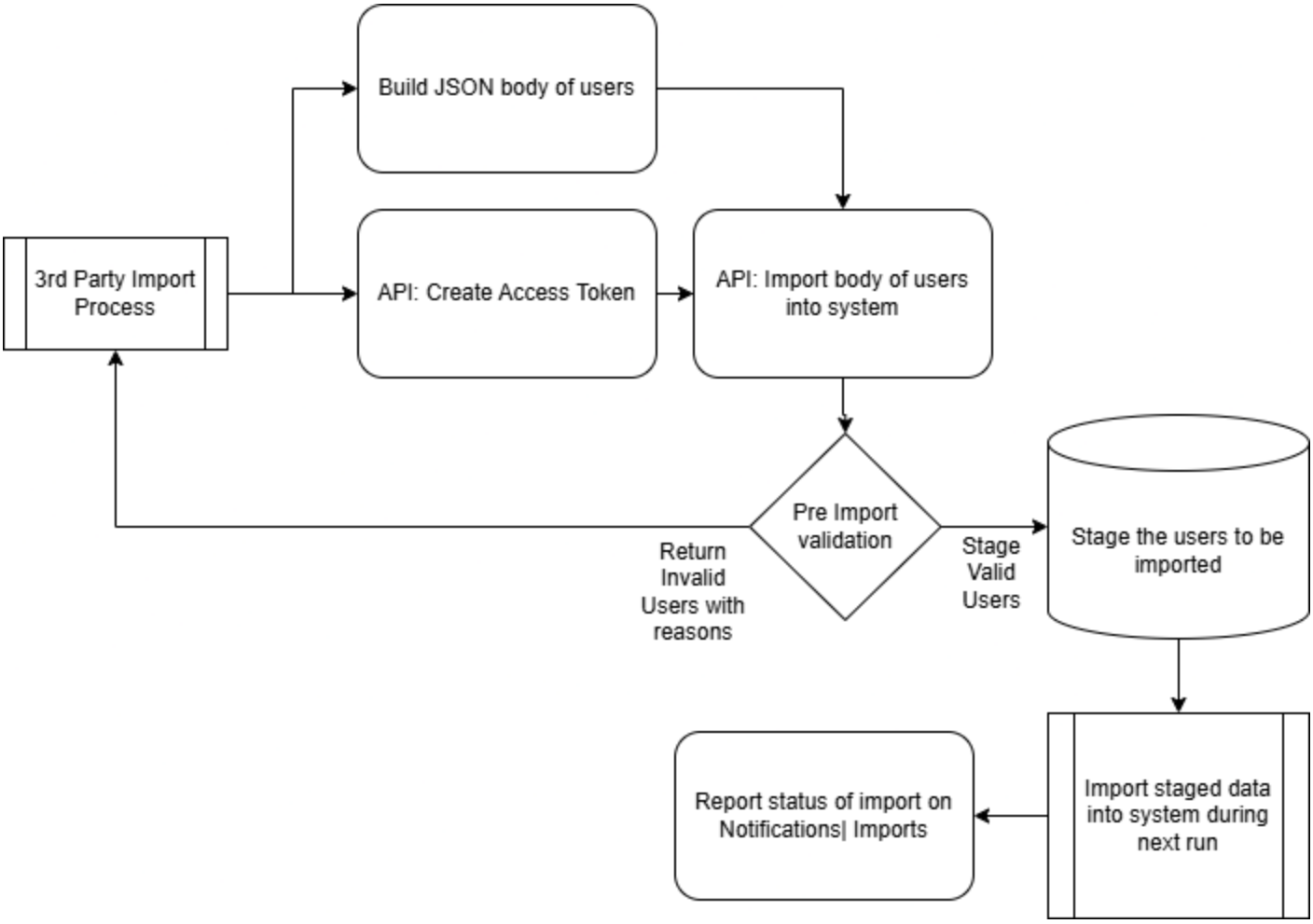
Signify user import API for onboarding

The user import API should be used when a third party needs to push data to Signify on a specific ruleset to update employee records.



1. Get an Access Token

First, you need to authenticate and get an access token.

```
End point: https://{domain}/api/identity/v1/CreateUserAccessToken
```

Run the cURL command (replace the values as needed):

```
curl --request POST \
  --url https://live.signifyhr.co.za/api/identity/v1/CreateUserAccessToken \
  --header 'Content-Type: application/json' \
  --cookie .AspNetCore.Antiforgery.3CuCAIFqZrU=YOUR_ANTIFORGERY_COOKIE \
  --data
'{"username":"YOUR_USERNAME","password":"YOUR_PASSWORD","clientId":"YOUR_CLIENT_ID","skipRules
etActiveCheck":false}'
```

- This will return a JSON response with an accessToken field. This token is valid for 24h from the time generated.
- The values for YOUR_USERNAME, YOUR_PASSWORD must be generated for a valid user in the system and provided by your system administrator.
- The value YOUR_CLIENT_ID can be retrieved on the ruleset by going to
  - Ruleset Management | System Access| Additional Service Section | Copy the GUID e.g.
  - 

2. Use the Access Token to Import Users

Copy the value of accessToken (it starts with Bearer ...).
Now, use this token in the next cURL command to import your user data:

```
End point: https://{domain}/api/importapi/v1/ImportUsers
```

```
curl --request POST \
  --url https://live.signifyhr.co.za/api/importapi/v1/ImportUsers \
  --header 'Authorization: YOUR_ACCESS_TOKEN' \
  --header 'Content-Type: application/json' \
  --cookie .AspNetCore.Antiforgery.aJ9qYnOEx9w=YOUR_ANTIFORGERY_COOKIE \
  --data '{
    "users": [
      {
        "username": "ASmith2025",
        "name": "Alex",
        "surname": "Smith",
```

```
        ...
      }
      // Add more users as needed
    ]
  }'
```

- Replace YOUR_ACCESS_TOKEN with the value from step 1.
- Replace the user data in the user's array as needed.
  - The externalIds in the body of the user are optional and should only be populated should a link to the external identity of that record be needed.
  - Limited to 10K users in a single run
  - Only one run of the import can be active at a time

The following code snippet shows an example of the user array JSON body

```
{
  "users": [
    {
      "externalId": 1001,
      "username": "ASmith2025",
      "name": "Alex",
      "surname": "Smith",
      "emailAddress": "alex.smith@example.com",
      "idNumber": "9001011234088",
      "mobileNumber": "+27798575766",
      "orgLevel1": {
        "externalId": 10,
        "name": "Corporate",
        "code": "CORP",
        "workLocationName": "Headquarters"
      },
      "orgLevel2": {
        "externalId": 20,
        "name": "Technology",
        "code": "TECH",
        "workLocationName": "Tech Campus"
      },
      "orgLevel3": {
        "externalId": 30,
        "name": "Software Development",
        "code": "SWDEV",
```

```
    "workLocationName": "Building A"
  },
  "orgLevel4": {
    "externalId": 0,
    "name": "",
    "code": "",
    "workLocationName": ""
  },
  "orgLevel5": {
    "externalId": 0,
    "name": "",
    "code": "",
    "workLocationName": ""
  },
  "orgLevel6": {
    "externalId": 0,
    "name": "",
    "code": "",
    "workLocationName": ""
  },
  "orgLevel7": {
    "externalId": 0,
    "name": "",
    "code": "",
    "workLocationName": ""
  },
  "orgLevel8": {
    "externalId": 0,
    "name": "",
    "code": "",
    "workLocationName": ""
  },
  "orgLevel9": {
    "externalId": 0,
    "name": "",
    "code": "",
    "workLocationName": ""
  },
  "jobExternalId": 2001,
  "jobTitle": "Software Engineer",
```

```
"jobCode": "SE01",
"positionExternalId": 3001,
"positionTitle": "Full Stack Developer",
"positionCode": "FSD01",
"appointmentType": "permanent",
"lineManagerUsername": "MJones2025",
"performanceManagerUsername": "MJones2025",
"startDate": "2023-01-15",
"endDate": "",
"reasonForTermination": "",
"passportNumber": "X1234567",
"payrollConnectorName": "GlobalPayroll",
"payrollId": "GP-1001",
"middleName": "Taylor",
"initials": "A.T.",
"title": "Mx.",
"knownAs": "Alex",
"homeLanguage": "English",
"gender": "Non-binary",
"race": "Not Disclosed",
"citizenship": "United States",
"maritalStatus": "Single",
"maritalDate": "",
"workNumber": "+15559876543",
"homeNumber": "+15552223333",
"birthDay": "1990-01-01",
"residentialUnitNumber": "12B",
"residentialComplexName": "Green Gardens",
"residentialStreetNumber": "123",
"residentialStreetName": "Maple Avenue",
"residentialSuburbDistrict": "Downtown",
"residentialCityTown": "Springfield",
"residentialCountry": "United States",
"residentialProvince": "Illinois",
"residentialPostalCode": "62704",
"residentialAsPostal": "1",
"postalUnitNumber": "12B",
"postalComplexName": "Green Gardens",
"postalStreetNumber": "123",
"postalStreetName": "Maple Avenue",
```

```
"postalSuburbDistrict": "Downtown",
"postalCityTown": "Springfield",
"postalCountry": "United States",
"postalProvince": "Illinois",
"postalCode": "62704",
"occupationalCategory": "Information Technology",
"occupationalLevel": "Professional",
"jobOfoCode": "2512",
"jobGrade": "P3",
"gradingType": "Standard",
"departmentManagerUsername": "MJones2025",
"trainingManagerUsername": "LChen2025",
"pdpFirstApproverUsername": "LChen2025",
"pdpSecondApproverUsername": "SKumar2025",
"leaveManagerUsername": "MJones2025",
"salaryReviewManagerUsername": "SKumar2025",
"talentManagementManagerUsername": "LChen2025",
"secondaryReportingManagerUsername": "SKumar2025",
"lineManagerOnceRemovedUsername": "SKumar2025",
"workflowOriginatorUsername": "ASmith2025",
"financeManagerUsername": "RPatel2025",
"financeOfficerUsername": "RPatel2025",
"hrOfficerUsername": "JNguyen2025",
"hrRecruitmentOfficerUsername": "JNguyen2025",
"businessUnitHrManagerUsername": "JNguyen2025",
"disability": "None",
"alternateEmailAddress": "alex.smith.alt@example.com",
"location": "Remote",
"employeeCode": "EMP1001",
"startDateInGroup": "2023-01-15",
"secondaryJobRequisitionApproverUsername": "SKumar2025",
"leaveManagerAlternateApproverUsername": "LChen2025",
"startDateInCompany": "2023-01-15",
"customField001": "",
"customField002": "",
"customField003": "",
"customField004": "",
"customField005": "",
"customField006": "",
"customField007": "",
```

```
      "customField008": "",
      "customField009": "",
      "customField010": "",
      "customField011": "",
      "customField012": "",
      "customField013": "",
      "customField014": "",
      "customField015": "",
      "customField016": "",
      "customField017": "",
      "customField018": "",
      "customField019": "",
      "customField020": ""
    }
  ]
}
```

Below is the list of fields that are required and recommended. Fields with no comment are optional.

Field Name	API Field Type	Description	Required/Optional/ ESS Configured
externalId	Int	External Payroll Identity Id	Optional
username	string	Username to allow the user to login	Required
employeeCode	string	When empty it is set equal to username	ESS Configured
name	string	Name of the user	ESS Configured
surname	string	Surname of the user	ESS Configured
emailAddress	string	Email for most notifications in the system e.g. Password reset	ESS Configured
alternateEmailAddress	string	Email for reporting	ESS Configured
idNumber	string	Id Number of the user	ESS Configured
passportNumber	string	Passport number of the user	ESS Configured
mobileNumber	string	Mobile number preferably with country code	ESS Configured

workNumber	string	Work number preferably with country code	ESS Configured
homeNumber	string	Home number preferably with country code	ESS Configured
middleName	string	Middel name of user	ESS Configured
initials	string	Initials of user	ESS Configured
title	string	Title of user	ESS Configured
knownAs	string	Name the user is known as	ESS Configured
homeLanguage	string		ESS Configured
gender	string		ESS Configured
race	string		ESS Configured
citizenship	string		ESS Configured
maritalStatus	string		ESS Configured
birthDay	string	Date of birth of the user	ESS Configured
disability	string	A single disability for the user	ESS Configured
residentialUnitNumber	string		Optional
residentialComplexName	string		Optional
residentialStreetNumber	string		Optional
residentialStreetName	string		Optional
residentialSuburbDistrict	string		Optional
residentialCityTown	string		Optional
residentialCountry	string		Required when any residential field supplied
residentialProvince	string		Required when any residential field supplied
residentialPostalCode	string		Optional

residentialAsPostal	string		Optional
postalUnitNumber	string		Optional
postalComplexName	string		Optional
postalStreetNumber	string		Optional
postalStreetName	string		Optional
postalSuburbDistrict	string		Optional
postalCityTown	string		Optional
postalCountry	string		Required when any postal field supplied
postalProvince	string		Required when any postal field supplied
postalCode	string		Optional
jobExternalId	int	The payroll job id	Optional
jobTitle	string	Name of the job	Optional
jobCode	string	Code of the job	Optional
occupationalCategory	string	Occupation Category of the job	Optional
occupationalLevel	string	Occupational Level of the job within the category	Optional
jobOfoCode	string	OFO code of the job	Optional
jobGrade	string	Grade of the job	Optional
gradingType	string	Grading used for the job	Optional
positionExternalId	int	The payroll position Id	Optional
positionTitle	string	Position Name	Optional
positionCode	string	Position Code	Optional
appointmentType	string	How the user is appointed in the position	Optional

startDate	string	Start date in the position	Optional
endDate	string	End date in the position, when empty the user is not terminated	Optional
reasonForTermination	string	The reason the users employment has been ended	Optional
startDateInGroup	string	The start date in the group	Optional
startDateInCompany	string	The start date in the company within the group	Optional
orgLevel1_externalId	Int	Org unit Id on payroll	Optional
orgLevel1_name	string		Required
orgLevel1_code	string	Unique code per ruleset for org unit	Optional
orgLevel1_workLocationName	string		Optional
orgLevel2_externalId	Int	Org unit Id on payroll	Optional
orgLevel2_name	string		Optional
orgLevel2_code	string	Unique code per ruleset for org unit	Optional
orgLevel2_workLocationName	string		Optional
orgLevel3_externalId	Int	Org unit Id on payroll	Optional
orgLevel3_name	string		Optional
orgLevel3_code	string	Unique code per ruleset for org unit	Optional
orgLevel3_workLocationName	string		Optional
orgLevel4_externalId	Int	Org unit Id on payroll	Optional
orgLevel4_name	string		Optional
orgLevel4_code	string	Unique code per ruleset for org unit	Optional

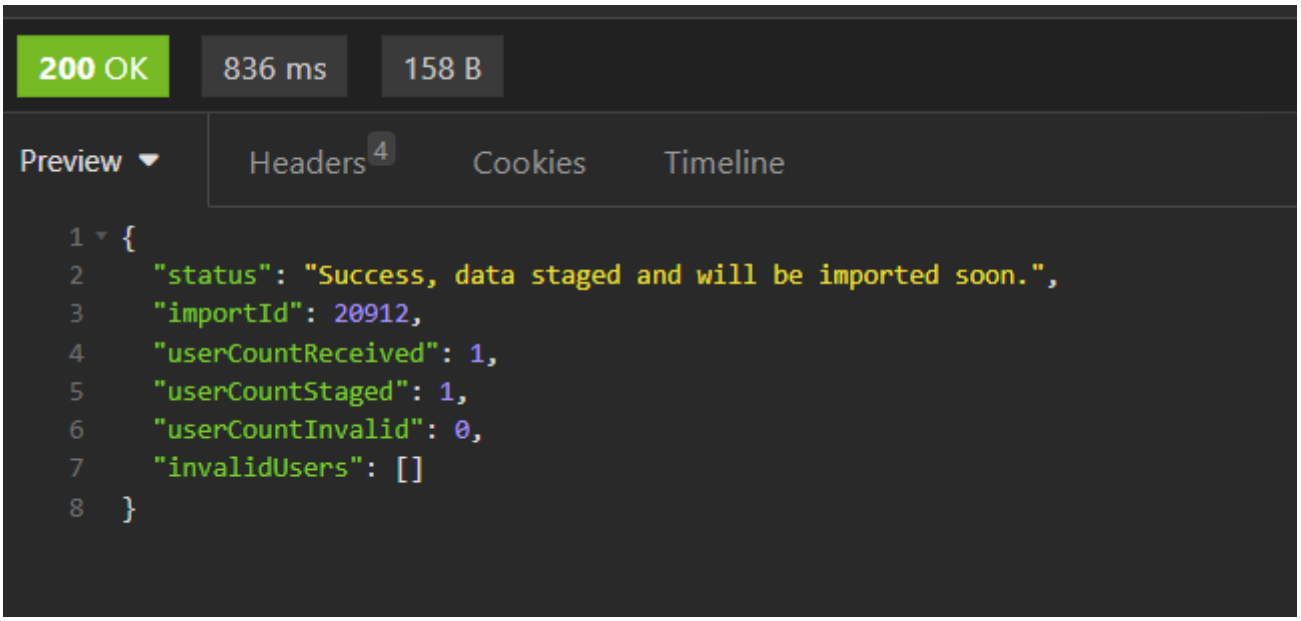
orgLevel4_workLocationName	string		Optional
orgLevel5_externalId	Int	Org unit Id on payroll	Optional
orgLevel5_name	string		Optional
orgLevel5_code	string	Unique code per ruleset for org unit	Optional
orgLevel5_workLocationName	string		Optional
orgLevel6_externalId	Int	Org unit Id on payroll	Optional
orgLevel6_name	string		Optional
orgLevel6_code	string	Unique code per ruleset for org unit	Optional
orgLevel6_workLocationName	string		Optional
orgLevel7_externalId	Int	Org unit Id on payroll	Optional
orgLevel7_name	string		Optional
orgLevel7_code	string	Unique code per ruleset for org unit	Optional
orgLevel7_workLocationName	string		Optional
orgLevel8_externalId	Int	Org unit Id on payroll	Optional
orgLevel8_name	string		Optional
orgLevel8_code	string	Unique code per ruleset for org unit	Optional
orgLevel8_workLocationName	string		Optional
orgLevel9_externalId	Int	Org unit Id on payroll	Optional
orgLevel9_name	string		Optional
orgLevel9_code	string	Unique code per ruleset for org unit	Optional

orgLevel9_workLocationName	string		Optional
lineManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
performanceManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
departmentManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
trainingManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
pdpFirstApproverUsername	string	The username of the manager, existing in the system or part of the API body	Optional
pdpSecondApproverUsername	string	The username of the manager, existing in the system or part of the API body	Optional
leaveManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
salaryReviewManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
talentManagementManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
secondaryReportingManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
lineManagerOnceRemovedUsername	string	The username of the manager, existing in the system or part of the API body	Optional

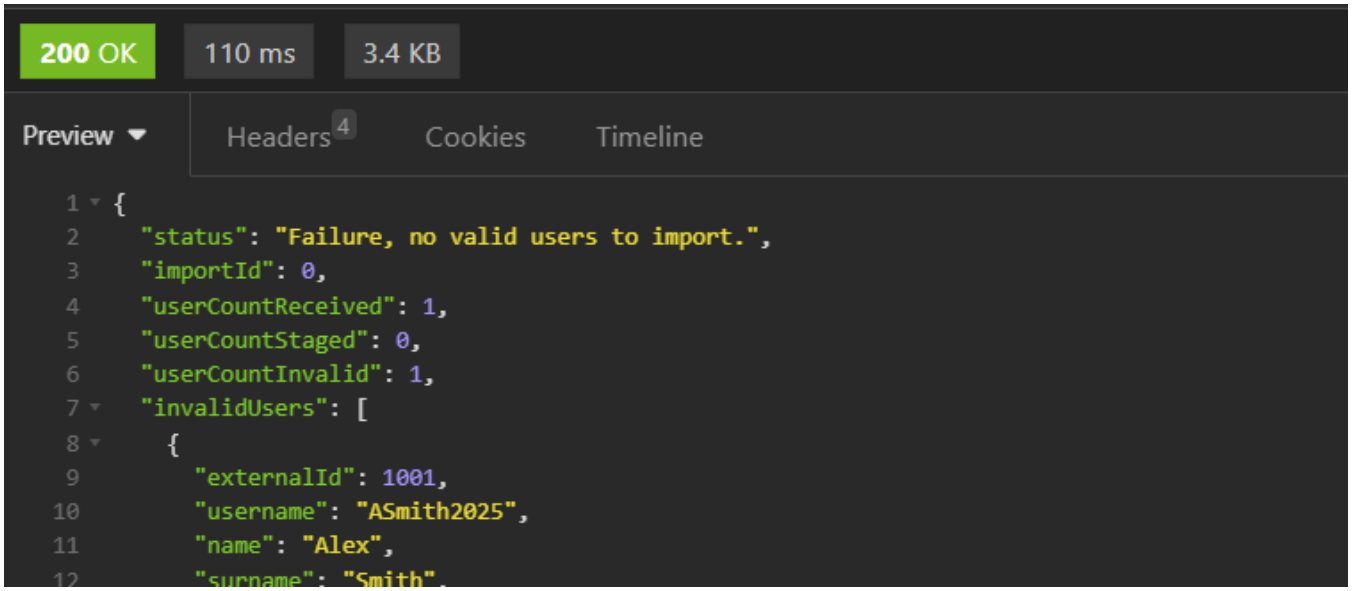
workflowOriginatorUsername	string	The username of the manager, existing in the system or part of the API body	Optional
financeManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
financeOfficerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
hrOfficerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
hrRecruitmentOfficerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
businessUnitHrManagerUsername	string	The username of the manager, existing in the system or part of the API body	Optional
secondaryJobRequisitionApproverUsername	string	The username of the manager, existing in the system or part of the API body	Optional
leaveManagerAlternateApproverUsername	string	The username of the manager, existing in the system or part of the API body	Optional
customField001-customField020	string	Any value that needs to be stored against the user for which an explicit field does not exist	Optional

After posting the data to the API the pre-import validation will run

- The valid users in the body will be staged for import on the next run of the job to process the data



- All the invalid users will be returned with a validation reason of why they failed to import e.g



Verify the current data on the System

To verify the data after the import is complete, the following API can be used to retrieve the data currently on the ruleset. The same auth token used in the import should be added.

```
End point: https://live.signifyhr.co.za/api/jobprofilerapi/v1/ListUsersExport
```

```
curl --request POST \
  --url https://live.signifyhr.co.za/api/jobprofilerapi/v1/ListUsersExport \
  --header 'Authorization: Bearer eyJhbGciOiJSU0EtT0FFUCIsImVuYy' \
```

```
  --header 'Content-Type: application/json' \
  --cookie .AspNetCore.Antiforgery.3CuCAIFqZrU=CfDJ8Hi8OnAP6ORHszWOQew53ZOflprtx-Z7uZWkSEuz9GCof6HofABpqxhDQ44OMf0jhUtql92Qi52mQ5RMyz2B1WWnfCh_UT3sqdirlIE7tVAWNrCMktPKz-45rJPgrDPGB08daEeRo8ZarHwr4nLT_wI \
  --data '{"usernames":[]}'
```

Filter on a list of usernames, for more specific results.

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