Paycom Client API Checklist

paycom®

Please use API Checklist Project Plan spreadsheet to assign tasks

Discovery

1. Reach out to your Paycom representative to let them know you would like to explore API
    a. Your Paycom representative will ask for more information on what you are wanting to use API for and what systems you are planning to feed information to
    b. Your Paycom representative may request an NDA to be signed prior to sharing documentation or hosting a discovery call
2. Discovery Call held with your Paycom representative, a member of the Paycom Automation team, and your technical resources to talk through what's available and the technical aspect of leveraging API
3. Review/Sign Paycom Proposal and MSA for API to be added to your existing Paycom Suite

Setup

1. User Creation and Connection
    a. Your Paycom representative will provide you with your Paycom API SID and Token as well as the Paycom API Documentation
    b. Provide your technical resources the SID, Token and API Documentation
    c. Your technical contact connects to the API and makes a test call to the API. For the base URL for the API, please reference page 5 of the REST API Companion Guide. If a problem occurs, please email automation@paycomonline.com and copy your Paycom representative for assistance
2. Extracting Data
    a. Call either the Employee ID or Employee Directory endpoint to build a collection of employee IDs
    b. Establish which endpoints will provided the needed data and build scripts to call those endpoints and iterate the employee ID list if needed to capture the desired data
        i. Be sure to keep per call and daily limits in mind when building scripts
    c. Build scripts to parse the desired data from the returned response and push it into the other system
3. Importing Data (if applicable)

a. Build scripts to pull down desired timecard or labor allocation information from other system
b. Build script to import either timecard information or new company labor allocation details
    i. Be sure to keep per call and daily limits in mind when building scripts

4. Maintaining API User Permissions and Allowed IPs list
    a. Your client admin will be able to maintain API User Permissions and the Allowed IPs list by navigating within the Paycom system to User Options → User Access and Security → API Setup → Click the Edit Icon for the applicable API user → Make desired updates → Update
    b. Your client admin will be able to access the most up-to-date API Endpoint Documentation by navigating within the Paycom system to User Options → User Access and Security → API Setup → Click the “Documentation” hyperlink in the upper right hand side of the screen → Either click the “Export to PDF” hyperlink or click the specific tab to expand our the desired endpoint
    c. If your client admin is unable to access these screens, please contact your Paycom Representative for assistance