Method Attributes

Several methods are provided for access via SOAP to you.

Web services are available via the Web Service Name: Guardian
The Web Services Namespace is: LLX_Guardian

See **Sample Web Service Call** below to see how these two values are used.

Each method is comprised of 2 or more input parameters, and 2 or more result parameters. All inputs and outputs are fully defined in the WSDL file available from the test/production servers. See the WSDL file for the most up to date calls and parameters.

All of the Web Service calls share the following attributes:

The first input parameter is your company ID, an integer.

The second input parameter is your Web Service access Password, a string.

The first output parameter is the result code, an integer.

A result code of 0 indicates no error.

A result code of >0 indicates no error, and this value is the unique key of the record created.

A result code of <0 (e.g. -1) indicates an error.

The second output parameter is the result message, a string which provides specific information regarding the result code, such as the reason for an error. Additionally, for all services, you may choose from one of the following fields to be appended to the Result Message:
1. Employee Name (last, first)
2. Employee ID
3. Employee SSN

The field value will be added to the end of the Result Message, preceded by a colon and a space. The default for this option is to append no value, as well as no colon and no space. Please discuss with your Account Coordinator the value you would like appended if you choose to take advantage of this feature.

A Detailed Example Web Service Method

The primary Web Service call is used to submit a newly-hired employee to Guardian for I-9 processing / E-Verify submission. This method is called WS_SubmitNewHire.

This method has 3 inputs, the first 2 are described above. The third is the actual data to insert into Guardian's database. The parameter is a string array, with each element being a name=data pair.

By using an array, you can pass all of the required data values, and any number of optional data values to the method using the same structure. This approach also allows us to support more data values in the future, without changing the structure of the method calling parameters.

Note: The data in the array does not have to be in any particular order.

Required Data Pairs

Only 5 data pairs are required, shown below with sample data:

Last=Doe	Employee Last Name
First=John	Employee First Name
DOB=08/01/1980	Employee Date of Birth (1)
DateHired=04/01/2008	Date Employee starts work (1)

Also, one of the two following data pairs is required

Social=123456789
ID=AB09709870

If the employee does not have a SSN pass Social=T and a temporary SSN will be created by the system. If using this option it is required that you pass a value for ID.

One or the other of the employee's Social Security Number or the Employee ID is required as it is used as the unique key for the employee. While only one is required, both can be submitted. If both are submitted, then the following formula is used: Guardian will first check for a duplicate using the employee ID value. If no record is found it will run a secondary check for a duplicate by using the SSN value..

If any of these parameters are invalid or missing, the method will return an error.

Note: When a new employee is submitted, the employee ID and/or the Social Security Number is searched, and if found the new employee is rejected, assuming that the employee has already been inserted into the database. No attempt to match on name, or any other data value is attempted.

If the Social is submitted, it must be a valid SS No. A non-recognizable SS No will be rejected by the system, even if an employee ID is provided.

Note: If the employee record is accepted, the result code will be a positive number, and represents the unique primary key for this employee in Guardian.

Please consider saving this value in your database, as it will never change. The other values used for employee identification by Guardian's WS calls include Social Security Number, and Employee ID. These values could be changed on your side (if you use these, be sure that they don't!). Therefore, storing the Primary Key returned by Guardian for future WS calls is a good idea.

Optional Data Pairs

The following data pairs are optional. You should however consider sending all data pairs that you can, as this will reduce the amount of manual entry by your normal web users. It is not necessary to send a one sided pair, i.e.: "Maiden=", but doing so does not cause a problem.

Some of the data values are codes, usually integers. These are marked with foot note (3). Additional Web Service calls are provided to obtain the list of valid codes for your company. See Foot Notes below for more information.

Middle=George	Employee Middle Name
Maiden=Smith	Employee Maiden Name
Title=Directory of Sales	Employee Title
Social=123456789	
Address1=400 W. Jones Ave.	Employee Address, Line 1
Address2=Hancock Building	Employee Address, Line 2 (12)
Apartment=3B	Employee Address, Apartment Number
City=Phoenix	Employee Address, City
State=AZ	Employee Address, State (4)
Zip=85004	Employee Address, Zip Code (5)
Country=	Employee Address, Country (11)
ID=5684A-01	Employee ID (6)
LOC=1	Work Location Code (3)(8)
Loc_Name	Name of the location as it appears in Guardian (14)(8)
Loc_Number	Location Number as it appears in Guardian (15)(8)
OCC	Employee Occupation Class Code (3)(8)
OCC_Name	Name of the Occupation Class as it appears in Guardian (16)(8)
BUN=1	Business Unit Code (3)(13)
BUN_Name	Name of the Business Unit as it appears in Guardian (17)(8)
LNG=1	Language Code (3) [0 = English, default if omitted]

EMail=jdoe@company.com	Employee E-Mail Address
CreateLogin=Yes	If Yes, login record for employee is created (7)
Phone1=(602) 555-1234	Employee Telephone #1 (9)
Phone2=(602) 555-1234	Employee Telephone #2 (9)
Phone3=(602) 555-1234	Employee Telephone #3 (9)
Ext1=5214	Employee Telephone Extension #1
Ext2=5214	Employee Telephone Extension #2
Ext3=5214	Employee Telephone Extension #3
PHNType1=Home	Employee Telephone Type #1 (3)(10)
PHNType2=Work	Employee Telephone Type #2 (3)(10)
PHNType3=Cell	Employee Telephone Type #3 (3)(10)
DateFired=04/02/2008	Date Employee is terminated (1)
CreateI9=Yes	If Yes, I-9 record for employee is created
RemoteHire=Yes	If Yes, Remote Hire I-9 record for employee is created (18)(19)
RemoteHR=1	Remote Hire HR Contact Code (3)(8)(19)
Custom_1	Custom Field (20)
Custom_2	Custom Field (20)
Custom_3	Custom Field (20)
Custom_4	Custom Field (20)
Custom_5	Custom Field (20)
Custom_6	Custom Field (20)
Custom_7	Custom Field (20)
Custom_8	Custom Field (20)
ReHIre=Yes	If Yes, re-hire employee if employee exists and is terminated (21)

Foot Notes:

(1) Dates can be submitted in virtually any format. Examples include: mm/dd/yy, mm/dd/yyyy, yyyy-mm-dd, yyyy-MON-dd.

(2) Social Security Number can be submitted with or without dashes. The Social

(3) These data values are coded. You must call other Web Service calls to obtain these coded values with descriptions. All such data values are optional, but if provided will streamline the I-9, E-Verify process for your HR users.

(4) State can be sent as the states full name, i.e.: Arizona, or by its normal two character abbreviation, i.e.: AZ.

(5) Zip Code can be either 5 or 9 digit code, with/without "-" if 9 digit.

(6) ID is your company's unique Employee ID for this person.

(7) If Email address is provided, login information will be e-mailed to the employee.

(8) These codes, if provided, assign employee to the appropriate HR automatically.

(9) Telephone numbers can be submitted with our without formatting.

(10) The system supports multiple telephone types. If a type is omitted, "Home" will default, but only one time.

(11) Leave blank or don't submit this pair for USA.

(12) Address Line 2 does not get copied to the I-9, just the Employee address record.

(13) Must be a valid code for your company, or an error will occur.

(14) Must match exactly as entered in Guardian in the Location Name field.

(15) Must match exactly as entered in Guardian in the Location Number field.

(16) Must match exactly as entered in Guardian in the Occupation Class field.

(17) Must match exactly as entered in Guardian in the Business Unit Name field.

(18) Creates a Remote Hire I-9 record with a non-specified Remote Agent. Cannot assign a specific Remote Agent to this I-9 record.

(19) Works in conjunction with the "CreateI9", "RemoteHire" and "RemoteHR" data pairs.

(20) Custom_1 thru Custom_8 corresponds to the Custom Field Number in Guardian.

(21) Will not create new I-9 unless the data pair "CreateI9" is also specified.

Available Web Service Calls

WS_SubmitNewHire

Parameters: CompanyID:Integer, Password:String, SubmitData:StringArray
Returns: ResultCode:Integer, ResultMsg:String

See details above in the "An Example Web Service Method" section.

ResultMsg includes the system-generated message plus a unique employee identifier that you choose.

1. Employee ID
2. Employee Name
3. Guardian Employee Key

WS_GetLocCodes

Parameters: CompanyID:Integer, Password:String
Returns: ResultCode:Integer, ResultMsg:String, LocationCodes:StringArray

Call this method to retrieve a list of location codes/names for your company. The data returned is a string array of ordered pairs in the form of: Key=Name. You can use any of the returned location codes in WS_SubmitNewHire method.

WS_GetOccCodes

Parameters: CompanyID:Integer, Password:String
Returns: ResultCode:Integer, ResultMsg:String, OccupationCodes:StringArray

Call this method to retrieve a list of occupation codes/names for your company. The data returned is a string array of ordered pairs in the form of: Key=Name. You can use any of the returned occupation codes in WS_SubmitNewHire method.

WS_GetBunCodes

Parameters: CompanyID:Integer, Password:String
Returns: ResultCode:Integer, ResultMsg:String, BusinessUnitCodes:StringArray

Call this method to retrieve a list of Business Unit codes/names for your company. The data returned is a string array of ordered pairs in the form of: Key=Name. You can use any of the returned business unit codes in WS_SubmitNewHire method.

WS_GetLngCodes

      Parameters: CompanyID:Integer, Password:String
      Returns: ResultCode:Integer, ResultMsg:String, LanguageCodes:StringArray

      Call this method to retrieve a list of Language codes/names for your employees. The data returned is a string array of ordered pairs in the form of: Key=Name. You can use any of the returned language codes in WS_SubmitNewHire method.

WS_GetPhnCodes

      Parameters: CompanyID:Integer, Password:String
      Returns: ResultCode:Integer, ResultMsg:String, PhoneTypeCodes:StringArray

      Call this method to retrieve a list of Phone Type codes/names for your employees. The data returned is a string array of phone codes. You can use any of the returned phone type codes in WS_SubmitNewHire method.

WS_Purge_Emp

      Parameters: CompanyID:Integer, Password:String, EmployeeID: String
      Returns: ResultCode:Integer, ResultMsg:String

      Call this method to purge or delete an employee from Guardian. Besides the normal CompanyID and Password, pass the EmployeeID of the employee you wish to delete. The system allows an employee to be identified by one of three methods; use the method that works for your organization.

      The EmployeeID is formatted as a single data pair: METHOD=VALUE. The three choices for method are:

METHOD	Example EmployeeID Data Pair
Key	Key=501
ID	ID=T701-12
Social	Social=777851234

      The first method, Key is the unique primary key in the Guardian system.

      The second method, ID, corresponds to the employee id value submitted originally for this employee.

      The third method, Social, is the Social Security Number for the employee. It doesn't matter if the number contains dashes or not.

      WS_Purge_Emp will not delete an employee if the record meets one of the following conditions:

- The record has an open case with E-Verify system
- The record has an I-9 and employee is not purgeable

WS_TestEmp

Parameters: CompanyID:Integer, Password:String, EmployeeID: String
Returns: ResultCode:Integer, ResultMsg:String, Data:String

Call this method to determine if an employee is already in the system.

Besides the normal CompanyID and Password, pass the EmployeeID of the employee you wish to test. The system allows an employee to be identified by one of three methods; use the method that works for your organization.

The EmployeeID is formatted as a single data pair: METHOD=VALUE. The three choices for method are:

METHOD	Example EmployeeID Data Pair
Key	Key=501
ID	ID=T701-12
Social	Social=777851234

The first method, Key is the unique primary key in the Guardian system.

The second method, ID, corresponds to the employee id value submitted originally for this employee.

The third method, Social, is the Social Security Number for the employee. It doesn't matter if the number contains dashes or not.

If the employee is found, the ResultMsg will contain the name of the employee found. It will also contain Data, which will contain either IsTermed=Yes or IsTermed=No, which denotes whether the employees most recent job status is termed.

WS_GetNoI9Emps

Parameters: CompanyID:Integer, Password:String, DateFormat:String
Returns: ResultCode:Integer, ResultMsg:String, EmployeesList:TextArray

Call this method to retrieve a list of employees that do not have I-9 records attached to them in Guardian.

Besides the normal CompanyID and Password, pass in the third parameter an optional date formatting string. Dates can be expressed on computers in many ways, with different systems requiring different formats. Use this parameter to specify the format you wish to use. If no format is specified, the standard MM-DD-YYYY will be used. Passing an unrecognized format will result in the default format being used.

See Appendix A for the exact options available for Date Formatting.

The EmployeesList returned is an array of all employees that do not have an I-9 on file in Guardian. Other important data is returned to help you identify if this employee should be purged.

Each element of the array represents one employee, with several data pairs being returned. Here is an example:

Key=112274|Social=123-45-6789|ID=87898|Name=Trammell, James Gary|Created=2009-04-29|Hired=2009-03-31

Each data pair is separated with a pipe " | " character.

Key	The primary key for the employee in Guardian
Social	Social Security Number
ID	Employee's ID Number (may be blank)
Name	Employee's full name: last, first middle
Created	The date the employee record was created
Hired	The date the employee started work

All three identifiers for the employee (Key, Employee ID and Social Security Number) are returned, as either can be used as a unique key to identify the employee in subsequent Guardian WS Calls. Note: Key is recommended.

Note: If any data item contains a pipe " | " character (which is used to delimit values in the EmployeesList), it will be returned escaped: " \| "

WS_Terminate_Emp

Parameters: CompanyID:Integer, Password:String, EmployeeID: String, TermDate: String

Returns: ResultCode:Integer, ResultMsg:String

Call this method to Terminate an employee in Guardian. Besides the normal CompanyID and Password, pass the EmployeeID of the employee you wish to terminate, and the date of termination. The system allows an employee to be identified by one of three methods; use the method that works for your organization.

The EmployeeID is formatted as a single data pair: METHOD=VALUE. The three choices for method are:

METHOD	Example EmployeeID Data Pair
Key	Key=501
ID	ID=T701-12
Social	Social=777851234

The first method, Key is the unique primary key in the Guardian system.

The second method, ID, corresponds to the employee id value submitted originally for this employee.

The third method, Social, is the Social Security Number for the employee. It doesn't matter if the number contains dashes or not.

Pass the TermDate, a string for the termination date. Most valid date formats are acceptable. Passing a blank string will result in the current date being used.

This method will mark the employee as terminated, as long as the employee is found, hasn't already been terminated, and doesn't have an open, current case pending with E-Verify.

WS_EMP_UpdateEMP

Parameters: CompanyID:Integer, Password:String, EmployeeID: String, SubmitData:StringArray
Returns: ResultCode:Integer, ResultMsg:String

Call this method to update an existing employee in Guardian with new data.

This method is very similar to **WS_SubmitNewHire** in that all of the data pairs supported by **WS_SubmitNewHire** are also support by this call.

Besides the normal CompanyID and Password, pass the EmployeeID of the employee you wish to update. The system allows an employee to be identified by one of three methods; use the method that works for your organization.

METHOD	Example EmployeeID Data Pair
Key	Key=501
ID	ID=T701-12
Social	Social=777851234

The primary difference is that the employee must already exist, and the employee's ID (Key, SS No, or ID) must be provided in the third parameter, and any data being updated in the fourth parameter. It is possible to pass both the employee's ID in parameter three and in parameter four if you wish to locate the employee by the current ID, and then update the ID for that employee. If updating the ID for any reason, the system will check to make sure the new ID does not already exist in Guardian.

SubmitData parameter is the name values to submit for changes, and follows the same rules as **WS_SubmitNewHire.**

Only pass data pairs of data that is changed if possible. Old and new data values are not compared except for First, Middle, Last and Maiden names. If an employee's name does change at all, Federal law requires that employee's I-9 to be updated. If submitting a name change, if that employee has an I-9 record in the system, a task will be generated and sent to the employee's responsible HR notifying the HR of the name change and the requirement to amend the I-9.

If you wish to clear an existing data value, do not send a blank value in the data pair, i.e.: "Maiden=", as it will be ignored. To clear a value, pass the string "Null", i.e.: "Maiden=NULL" (no quotes).

Note: Do NOT use this method to terminate an employee by submitting a DateFired data pair. Only submit a DateFired data pair to update or correct the existing date fired. If the employee has not been terminated, then submitting a DateFired will result in an error. Be sure to use **WS_Terminate_Emp** to terminate an employee.

WS_GetEmpExpirations

Parameters: CompanyID:Integer, Password:String, DateFormat:String
Returns: ResultCode:Integer, ResultMsg:String, EmployeesList:TextArray

Call this method to retrieve a list of all non-terminated employees which have controlling I-9s with expiration dates.

Besides the normal CompanyID and Password, pass in the third parameter an optional date formatting string. Dates can be expressed on computers in many ways, with different systems requiring different formats. Use this parameter to specify the format you wish to use. If no format is specified, the standard MM-DD-YYYY will be used. Passing an unrecognized format will result in the default format being used.

See Appendix A for the exact options available for Date Formatting.

The EmployeesList returned is an array of all non-terminated employees which have a controlling I9 with an expiration date in Guardian. Other important data is returned as well.

Each element of the array represents one employee, with several data pairs being returned. Here is an example:

First=Brian|Last=O'Toole|Key=20477|ID=87898788|Social=123-45-6789
|Document=Unexpired Foreign Passport w/attached I-94 or I-94A form
|DocNumber=00000648975|Expires=01-APR-2020

Each data pair is separated with a pipe " | " character.

First	Employee's first name
Last	Employee's last name
Key	Primary Key for employee in Guardian (Never changes)
ID	Employee's ID Number (may be blank)
Social	Social Security number
Document	Document type
DocNumber	Document number
Expires	Document expiration date

All three identifiers for the employee (Key, Employee ID and Social Security Number) are returned, as either can be used as a unique key to identify the employee in subsequent Guardian WS Calls. Note: Key is recommended.

Note: If any data item contains a pipe " | " character (which is used to delimit values in the EmployeesList), it will be returned escaped: " \| "

WS_GetEmpUpdatedExpirations

Parameters: CompanyID:Integer, Password:String, DateFormat:String
Returns: ResultCode:Integer, ResultMsg:String, EmployeesList:TextArray

Call this method to retrieve a list of all non-terminated employees which have controlling I-9s whose expiration status has changed. Only employees whose I-9 gets an expiration date, or an existing expiration date changes, or is removed since the last time this call was executed will be returned. Once called, the employees will be removed from the pending queue, and will not be returned upon the next call to this WS.

Besides the normal CompanyID and Password, pass in the third parameter an optional date formatting string. Dates can be expressed on computers in many ways, with different systems requiring different formats. Use this parameter to specify the format you wish to use. If no format is specified, the standard MM-DD-YYYY will be used. Passing an unrecognized format will result in the default format being used.

See Appendix A for the exact options available for Date Formatting.

The EmployeesList returned is an array of all employees that have controlling I-9s whose expiration status has changed. Other important data is returned to help you identify if this employee should be purged.

Each element of the array represents one employee, with several data pairs being returned. Here is an example:

First=Brian|Last=O'Toole|Key=20477|ID=87898788|Social=123-45-6789
|Document=Unexpired Foreign Passport w/attached I-94 or I-94A form
|DocNumber=00000648975|Expires=01-APR-2020

Each data pair is separated with a pipe " | " character.

First	Employee's first name
Last	Employee's last name
Key	Primary Key for employee in Guardian (Never changes)
ID	Employee's ID Number (may be blank)
Social	Social Security number
Document	Document type
DocNumber	Document number
Expires	Document expiration date

All three identifiers for the employee (Key, Employee ID and Social Security Number) are returned, as either can be used as a unique key to identify the employee in subsequent Guardian WS Calls. Note: Key is recommended.

WS_GetI9Completed

Parameters: CompanyID:Integer, Password:String, DateFrom:String, DateTo:String
Returns: ResultCode:Integer, ResultMsg:String, EmployeesList:TextArray

Call this method to retrieve a list of all employees who have an I-9 completed within the specified time frame. If no DateFrom and DateTo values are passed then the default is the current date only. If only one of the date values are passed, then an error will result. Any employee who has an I-9 marked as Completed within the date range will be returned. An employee may appear in the list multiple times if they completed multiple I-9s within that date range. The list will be sorted in order of I-9 completed date with the latest date first.

Besides the normal CompanyID and Password, pass in the two additional parameters as date formatting strings. Dates can be expressed on computers in many ways, with different systems requiring different formats. Use these parameters to specify the format you wish to use. If no format is specified, the standard MM-DD-YYYY will be used. Passing an unrecognized format will result in the default format being used.

See Appendix A for the exact options available for Date Formatting.

The EmployeesList returned is an array of all employees whose I-9s were marked as Completed during the specified time frame. Additionally, the attestation of the I-9 is returned in the array. Each element of the array represents one I-9, with several data pairs being returned. Here is an example:

First=Brian|Last=O'Toole|I9Key=234789|EmpKey=20477|EmpID=87898788|Social=123-45-6789|I9Completed=06/07/2011 09:30:22| Attestation=U.S. Citizen

Each data pair is separated with a pipe " | " character.

First	Employee's first name
Last	Employee's last name
I9Key	I-9 Key in Guardian (Never changes)
EmpKey	Employee Key in Guardian (Never changes)
EmpID	Employee's ID Number (may be blank)
Social	Social Security number
I9Completed	I-9 Completed Date
Attestation	Attestation from Section I of the i-9

The Attestation string will contain one of the following:
1. U.S. Citizen
2. Noncitizen National of U.S.
3. Lawful Permanent Resident
4. Work Authorized (niv)

All four identifiers for the I-9 (I-9 Key, Employee Key, Employee ID and Social Security Number) are returned, as either can be used as a unique key to identify the employee in subsequent Guardian WS Calls. Note: Key is recommended.

WS_SubmitRehire

        Parameters: CompanyID:Integer, Password:String, SubmitData:StringArray
        Returns: ResultCode:Integer, ResultMsg:String

Call this method to rehire an existing terminated employee in Guardian and also to update data if the rehired individual's information has changed. It is required that the employee be terminated in Guardian. If the employee has not been terminated, then submitting to this method will result in an error.

This method is very similar to **WS_SubmitNewHire** in that all of the data pairs supported by **WS_SubmitNewHire** are also support by this call.

Besides the normal CompanyID and Password, pass the EmployeeID of the employee you wish to rehire. The system allows an employee to be identified by one of three methods; use the method that works for your organization.

METHOD	Example EmployeeID Data Pair
Key	Key=501
ID	ID=T701-12
Social	Social=777851234

Required Data Pair:

EmployeeID	see above
DateHired	Rehire Date

The primary difference is that the employee must already exist, and the employee's ID (Key, SS No, or ID) must be provided in the data array (SubmitData), along with the rehire date (DateHired). Note that it is required that the employee be terminated in Guardian in order to be rehired. This web service method will create a new instance of a job record in Guardian.

SubmitData parameter is the name values to submit for changes, and follows the same rules as **WS_SubmitNewHire.**

Only pass data pairs of data that is changed if possible. Old and new data values are not compared except for First, Middle, Last and Maiden names. If an employee's name does change at all, Federal law requires that employee's I-9 to be updated. If submitting a name change, if that employee has an I-9 record in the system, a task will be generated and sent to the employee's responsible HR notifying the HR of the name change and the requirement to amend the I-9.

If you wish to clear an existing data value, do not send a blank value in the data pair, i.e.: "Maiden=", as it will be ignored. To clear a value, pass the string "Null", i.e.: "Maiden=NULL" (no quotes).

Note: Do NOT use this method to terminate an employee by submitting a DateFired data pair. Only submit a DateFired data pair to update or correct the existing date fired. Be sure to use **WS_Terminate_Emp** to terminate an employee.

WS_USR_UpdateUSR

Parameters: CompanyID:Integer, Password:String, SubmitData:StringArray
Returns: ResultCode:Integer, ResultMsg:String

Call this method to create, update, retire, or unretire an HR User in Guardian. This method can also be used to change a User's Location, Occupation Class, and HR Group assignments.

Note that either UserID or EmailAddress (or both) is the key field used for matching in the Guardian system. If both are submitted then the system will attempt to match on both values and assume a prior record does exist if a match on either value is found. In this scenario, the query is first done on UserID.

UpdateType is used to denote if you would like to Add, Update, Retire, Unretire or Remove data in the data base. The default is Add and Update, meaning that if this column is empty then the system will use the following formula:

- If match is found based on the key field submitted, the record found will be updated. If no match is found then a new record will be created.
- If Add is submitted in this column the system will perform a match on the key field and will create a new record if no match is found. If a match is found then the system will return an error and not update the record.
- If Update is passed in this column the system will perform a check based on the key field and if a match is found the record will be updated. If no match is found then an error will result.

The following three special UpdateTypes can be used on a limited basis. If one of these three is used, no update function is performed.

- Retire triggers a function to retire a user in Guardian.
- Unretire triggers a function to unretire a user in Guardian.
- Remove triggers a function to remove associated linking records from the User. In this case, LOCName, LOCNumber, OCCClass, and HRGroup associations will be removed.

Additional notes:

- The Add UpdateType should be used only to add a user, not to add a Location linkage to the user.
- To add the user to multiple Locations, Occupation Classes, or HR Groups, submit one row for each Location/Occupation Class/HR Group you wish to add.
- The Remove UpdateType does not remove the user's access in Guardian, only the specified LOCName, LOCNumber, OCCClass, and HRGroup associations. To remove the user's access, retire the user.

Data Definition (**bold** denotes required field). Note that **eithe**r UserID **or** EmailAddress is required.

Field Name	Description	Example Value
UserID	User ID field in Guardian	56789
EmailAddress	User's email address	jane@test.com
UpdateType	Update type value or blank	Add, Update. Remove, Retire, Unretire. Default is Add and Update
UserLast	User's Last Name	Smith
UserFirst	User's First Name	Joseph
UserMiddle	User's Middle Name	Lee
LOCNumber	Location Number	12345 Must match values in Guardian
LOCName	Location Name	Corporate Must exactly match values in Guardian
OCCClass	Occupation Class	Programmer Must exactly match values in Guardian
HRGroup	HR Group Membership	Division Must exactly match values in Guardian
NewUserID	User ID field in Guardian	Used only to change a User's ID value
NewEmailAddress	User's email address	Used only to change a User's email address value
NewUserLast	User's Last Name	Used only to change a User's last name value
NewUserFirst	User's First Name	Used only to change a User's first name value
UserTitle	User's title	Administrative Assistant
UserLogin	User Login Name	janedoe30
UserPassword	User Login Password	Must follow Guardian password requirements
SendEmail	Send Login & Password e-mail to user?	Default = N
WorkPhone	User's Work Phone Number	(602) 357-4240
WorkExt	User's Work Phone Number Extension	7500
HomePhone	User's Home Phone Number	(718) 555-1212
HomeExt	User's Home Phone Number Extension	210
CellPhone	User's Cell Phone Number	(602) 999-1515
CellExt	User's Cell Phone Number Extension	725

UserAdmin	Does the User have Admin Privileges?	Default = N
EVerifyAccess	Does the User have E-Verify Access?	Default = N
EnterElectronic	Is the User allowed to Enter Electronic I-9s?	Default = Y
EnterArchival	Is the User allowed to Enter Archival I-9s?	Default = Y
EnterPaper	Is the User allowed to Enter New Hire Paper I-9s?	Default = Y
Approve	Is the User allowed to Approve I-9s?	Default = N
Amend	Is the User allowed to Amend I-9s?	Default = N
ApproveAmended	Is the User allowed to Approve Amended I-9s?	Default = N
ExemptIssues	Is the User allowed to Exempt Issues?	Default = N
LocationPermissions	Define the User's Location Permissions	1 = View/Edit All 2 = View/Edit HR Assigned Only 3 = View/Edit HR Group Assigned Only 4 = View/Edit Restricted Locations (Default) 5 = View/Edit Assigned Plus Locations
LocationPrivilege	Define the User's Location Privilege	0 = None 1 = View Only 2 = View/Edit (Default)
UserType	Define the type of User	Standard or Premium
HRType	Define the type of HR	FF = Full Featured HR LM = Location Manager
UserTrainer	Is the User a Trainer?	Default = N
UserRedirect	Can User redirect to company help desk?	Default = N
DefaultHR	Is User the Default HR?	Default = N
FeaturedExpert	Is the User a Full Featured Expert?	Default = N
ViewCharts	Can User view dashboard mini charts?	Default = N
LMCreateEmployee	Can Location Manager User create employee?	Default = N

LMViewOutside	Can Location Manager User work with employees outside of assigned locations?	Default = N
LMDefaultLOC	Location Manager default location	Corporate Must be already assigned to Location or blank for None
LMDefaultOCC	Location Manager default Occupation	Programmer Must exactly match values in Guardian or blank for None
LMDefaultBUN	Location Manager default Business Unit	Business Must exactly match values in Guardian or blank for None
LMDefaultLang	Location Manager default language	0 = None 1 = English (Default) 2 = Spanish
LMDefaultI9	Location Manager default I9	0 = None 1 = Electronic I-9 (Default) 2 = New Hire Paper I-9

WS_LOC_UpdateLOC
        Parameters: CompanyID:Integer, Password:String, SubmitData:StringArray
        Returns: ResultCode:Integer, ResultMsg:String

        Call this method to create or update a Location in Guardian.

        Note that either LOCName or LOCNumber (or both) is the key field used for matching in
        the Guardian system. If both are submitted then the system will attempt to match on both
        values and assume a prior record does exist if a match on either value is found. In this
        scenario, LOCNumber is checked first.

        UpdateType is used to denote if you would like to add or update data in the data base.
        The default is Add and Update, meaning that if this column is empty then the system will
        use the following formula:
        • If match is found based on the key field submitted, the record found will be updated.
          If no match is found then a new record will be created.
        • If Add is submitted in this column the system will perform a match on the key field
          and will create a new record if no match is found. If a match is found then the system
          will return an error and not update the record.
        • If Update is passed in this column the system will perform a check based on the key
          field and if a match is found the record will be updated. If no match is found then an
          error will result.

        Data Definition (**bold** denotes required field). Note that **either** LOCName **or**
        LOCNumber is required.

Field Name	Description	Example Value
LOC_Name	Location Name	Corporate Must exactly match a Location Name currently in Guardian for updates.
LOC_Number	Location Number	A1234
UpdateType	Denotes whether to Update or Add record	Add, Update Default is Both
EVerify	Location is E-Verify enabled	Yes if E-Verify allowed
Address	Location Address	12345 Elm St
Address2	Location Address Line2	Suite #123
City	Location City	Springfield
State	Location State	MO
Zip	Location Zip Code	88888
Country	Location Country	USA
Phone	Location Main Phone Number	(602) 357-4240
Ext	Location Main Phone Number Extension	7500
Fax	Location Fax Number	(602) 357-4317

NewLOCName	New Location Name	Use only for changing the current Location Name
NewLOCNumber	New Location Number	Use only for changing current Location Number
BUN_Name	Business Unit Name attached to Location	Production Division Must exactly match value currently stored in Guardian under Business Units
OCC_Name	Used in combination with GRP_Name to provide Group membership for the Location	Must exactly match value currently stored in Guardian under Occupation Classes. This option is only available to Add Group membership. Deleting or changing group membership must be done manually.
GRP_Name	Used in combination with OCC_Name to provide Group membership for the Location	Must exactly match value currently stored in Guardian under Groups. This option is only available to Add Group membership. Deleting or changing group membership must be done manually.

WS_OCC_UpdateOCC

Parameters: CompanyID:Integer, Password:String, SubmitData:StringArray
Returns: ResultCode:Integer, ResultMsg:String

Call this method to create or update an Occupation Class in Guardian.

Note that OCC_Name is the key field used for matching in the Guardian system. The system will attempt to match on this value and assume a prior record does exist if a match is found.

UpdateType is used to denote if you would like to add or update data in the data base. The default is Add and Update, meaning that if this column is empty then the system will use the following formula:

- If match is found based on the key field submitted, the record found will be updated. If no match is found then a new record will be created.
- If Add is submitted in this column the system will perform a match on the key field and will create a new record if no match is found. If a match is found then the system will return an error and not update the record.
- If Update is passed in this column the system will perform a check based on the key field and if a match is found the record will be updated. If no match is found then an error will result.

Data Definition (**bold** denotes required field). Note that OCC_Name is required.

Field Name	Description	Example Value
OCC_Name	Occupation Class Name	Engineering Must exactly match value currently stored in Guardian under Occupation Classes
UpdateType	Denotes whether to Update or Add record	Add, Update Default is Both
NewOCCName	New Occupation Class Name	Use only for changing the current Occupation Class Name

Appendix A

Template Patterns for Date Formatting

Dates can be expressed on computers in many ways, with different systems requiring different formats. The Guardian system will accept dates in a few standard formats, as defined in this document. In order to support a wide variety of clients using Guardian Web Services, WS calls that return dates can specify the date format that works best. If no format is specified, the standard MM-DD-YYYY will be used. Passing an unrecognized format will result in the default format being used.

In specifying the date format, please submit a string with at least 3 parts (max of 5 please), specifying the day month and year patterns. Each part must be separated by a "/" or "-" or space character. Commas can also be used as formatting items.

MM-DD-YYYY	DD/MON/YYYY
MM-DD-YY	Day-FMMonth-DD-YYYY
FMMonth-DD-YYYY	Day, FMMonth DD YYYY

Use the Patterns in the table below.

Pattern	Description
Y,YYY	year (4 and more digits) with comma
YYYY	year (4 and more digits)
YYY	last 3 digits of year
YY	last 2 digits of year
Y	last digit of year
IYYY	ISO year (4 and more digits)
IYY	last 3 digits of ISO year
IY	last 2 digits of ISO year
I	last digit of ISO year
BC or B.C. or AD or A.D.	era indicator (uppercase)
bc or b.c. or ad or a.d.	era indicator (lowercase)
MONTH	full uppercase month name (blank-padded to 9 chars)

Month	full mixed-case month name (blank-padded to 9 chars)
month	full lowercase month name (blank-padded to 9 chars)
FMMonth	full uppercase month name (not padded)
FMMonth	full mixed-case month name (not padded)
FMmonth	full lowercase month name (not padded)
MON	abbreviated uppercase month name (3 chars in English, localized lengths vary)
Mon	abbreviated mixed-case month name (3 chars in English, localized lengths vary)
mon	abbreviated lowercase month name (3 chars in English, localized lengths vary)
MM	month number (01-12)
DAY	full uppercase day name (blank-padded to 9 chars)
Day	full mixed-case day name (blank-padded to 9 chars)
day	full lowercase day name (blank-padded to 9 chars)
DY	abbreviated uppercase day name (3 chars in English, localized lengths vary)
Dy	abbreviated mixed-case day name (3 chars in English, localized lengths vary)
dy	abbreviated lowercase day name (3 chars in English, localized lengths vary)
DDD	day of year (001-366)
IDDD	ISO day of year (001-371; day 1 of the year is Monday of the first ISO week.)
DD	day of month (01-31)
D	day of the week, Sunday(1) to Saturday(7)
ID	ISO day of the week, Monday(1) to Sunday(7)
W	week of month (1-5) (The first week starts on the first day of the month.)
WW	week number of year (1-53) (The first week starts on the first day of the year.)
IW	ISO week number of year (1 - 53; the first Thursday of the new year is in week 1.)

CC	century (2 digits) (The twenty-first century starts on 2001-01-01.)
J	Julian Day (days since November 24, 4714 BC at midnight)
Q	quarter
RM	month in Roman numerals (I-XII; I=January) (uppercase)
rm	month in Roman numerals (i-xii; i=January) (lowercase)
TZ	time-zone name (uppercase)
tz	time-zone name (lowercase)