

PeopleHR – Access Screening Integration

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Version Control

Version	Date	Author	Change
V1	13.07.2026	Simona Sirb	Document created

Overview

This integration allows a flow of data relating to candidate background checks between Access PeopleHR ATS and Access Screening. It enables PeopleHR ATS to trigger a background check directly from an applicant record and receive real-time status updates and completed results back into PeopleHR — without the user needing to leave the PeopleHR interface.

Please note that you will need an account with Access Screening, and the Access Screening licence must be enabled for the company in Super Admin, for the integration to work.

Data Transferred

Sent from PeopleHR to Access Screening

- First Name (mandatory)
- Last Name (mandatory)
- Email Address (mandatory)
- Tags — only if mandatory within the selected workflow
- Brand and Workflow selection
- Operator (mapped PeopleHR user)

Returned from Access Screening to PeopleHR

- Background check status
- Data check results
- Screening report PDF
- Candidate-submitted documents

Out of scope for this integration: Tags returned from Screening and Static Questions & Answers are not exchanged as part of this integration. PeopleHR ATS will also not store any dates (e.g. issue date / expiry date) for documents the candidate provides during the background check process.

The Transfer Process

The PeopleHR–Screening integration uses a webhook model. A webhook URL, generated per company in PeopleHR Super Admin, is provided to Access Screening, which returns a webhook secret. Once configured, status updates fire on approximately 2-minute intervals.

When a background check reaches Completed status, PeopleHR automatically pulls through the data check results and attaches the PDF report and any candidate-submitted documents to the applicant's Files tab.

A manual Refresh Status button is also available on the Screening tab in PeopleHR ATS for an immediate update.

How to Configure the Integration

Services Involvement

Before configuration begins, the PeopleHR Consultant and Access Screening Consultant must exchange setup details.

The PeopleHR Consultant provides:

- IP addresses to whitelist (DC2-hosted, same for all Prod customers):
 - TN2 (London) – 185.113.242.133
 - DRW (Woking) – 185.113.243.133
- The webhook URL, generated in Super Admin under License > Access Product Integrations > Access Screening

The Access Screening Consultant returns:

- The API Key
- The Webhook Secret

Setup — Access Screening

Setting up the integration

An API Key will be made available via the screening system by the Screening consultant.

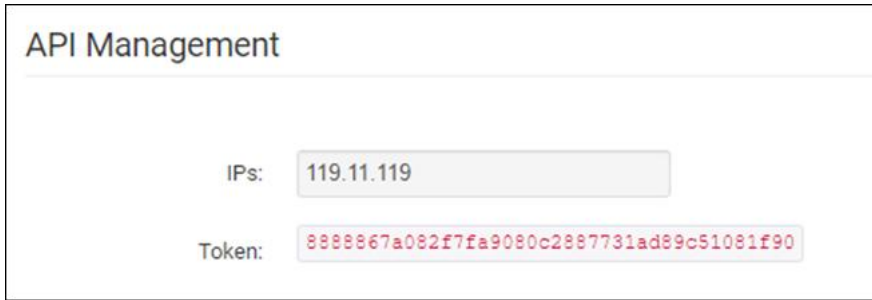
A new user will be set up called 'API User' under Users & Permission, to view the API Token you will need to edit against this user.

How to Create an API Key

1. Admin mode into customer
2. Go to Configuration > Users and Permissions > Actions > Add User
3. In 'Email Address' put `api@CUSTOMERNAME.screeningdevops.co.uk`
4. In 'First Name' put 'API'
5. In 'Last Name' put 'User'
6. In 'Contact Number' put '-'
7. In 'Position' put '-'
8. In the Brands sections, select all Brands (please note if the customer creates new Brands, they will need to tick the Brands in API User, so it is picked up by the API)
9. In the Additional Roles section, 'Operator' will be automatically selected, you will not need to tick any other additional role.
10. Click 'Save Changes'
11. Go to 'Admin'
12. Find the customer in the list and click 'View'
13. Under 'API Users', select the API User you just created and click 'Add API User'
14. You will need to add the IP addresses to whitelist for the customer (see above section 'The PeopleHR Consultant proves' for the IP addresses). Once you have these, click 'Edit API User' next to the API user you just added.
15. Copy the IP addresses into the 'IP' field; if there are multiple, make sure they are comma separated and click 'Save Changes' (it will look like it's not done anything when you click save changes, but it would have done it. To double check, go back and click on 'Edit API User' again and you will see the IP addresses in the field).
16. Go to Configuration > Users and Permissions > Edit next to API User
17. Go to the API Management section and you will see the following:

IPs: This is a list of IP addresses which have been whitelisted.

Token: This is the API key which you need to share with the PeopleHR consultant in a secure manner



The screenshot shows a web interface titled "API Management". Below the title, there are two input fields. The first field is labeled "IPs:" and contains the value "119.11.119". The second field is labeled "Token:" and contains a long alphanumeric string: "8888867a082f7fa9080c2887731ad89c51081f90".

18. Reach out to the PeopleHR consultant and ask them to provide you with the webhook URL for the customer
19. Go to ADO and raise a ticket to setup a webhook for 'CUSTOMER NAME' and provide the webhook URL in the ticket. Engineering will confirm when this is completed via the ticket.

Setup — PeopleHR Super Admin

Navigation: Super Admin > Company > License > Access Product Integrations > Access Screening

A licence for Access Screening must be enabled in Super Admin under Access Product Integrations.

Steps in Super Admin, after receiving the API Key and Webhook Secret:

1. Enable the ATS Access Screening toggle.
2. Add the API URL: <https://eu.safescreening.co.uk/> (same value for all companies).
3. Add the API Key (received from Access Screening). The key is obfuscated on screen; leave blank on save to keep the existing value.
4. Webhook Secret (received from Access Screening). The secret is obfuscated on screen
5. Click Save Settings.
6. Trigger an initial data sync from Access Screening using the Sync Access Screening option in Super Admin. Re-run manually whenever brands or workflows change — there is no automated sync.

Super Admin — Access Screening integration panel

Access Screening ?

ATS Access Screening

API URL

API Key

75fd****f62c

Webhook URL

Copy

Provide this URL to Access Screening for webhook configuration.

Webhook Secret

ahL2****ZcSA

Save Settings

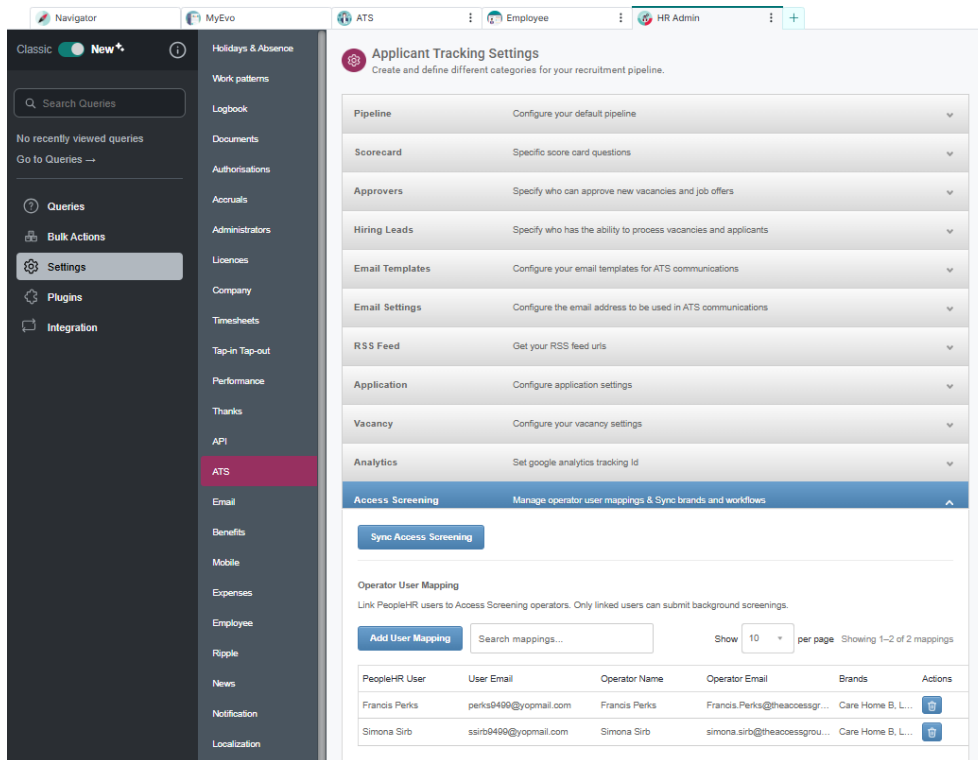
Sync Access Screening ?

3 brands · 14 workflows · last synced 7/9/2026, 8:28:33 AM

Setup — PeopleHR HR Admin: User mapping and Data Sync

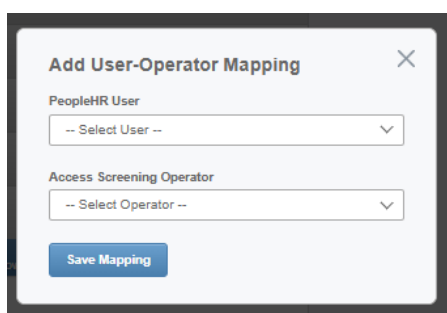
Navigation: HR Admin > Settings > ATS > Access Screening

This section is visible only when the Access Screening licence is enabled in Super Admin and is used to map PeopleHR ATS users to Access Screening operators and sync data from Access Screening.



Set up the user mapping between PeopleHR ATS and Access Screening

1. Select **Add User Mapping**.
2. Review the two user lists:
3. Users with access to **PeopleHR ATS**
4. Users with access to **Access Screening**
5. Choose the matching PeopleHR user and the corresponding Access Screening operator.
6. Click **Save Mapping** to complete the connection.



- Only users with the Operator role in Screening appear in the list; the API user does not.
- Each PeopleHR ATS user can be mapped to only one operator.
- Deleting a mapping, by clicking on the bin icon, immediately revokes that user's ability to submit background checks.

Access Screening Data Sync

Use the Sync Access Screening option on the screen to refresh operator and brand / workflows / tags data; existing mappings are preserved.

Re-run manually the sync whenever brands, workflows, user access change — there is no automated sync.

Notes:

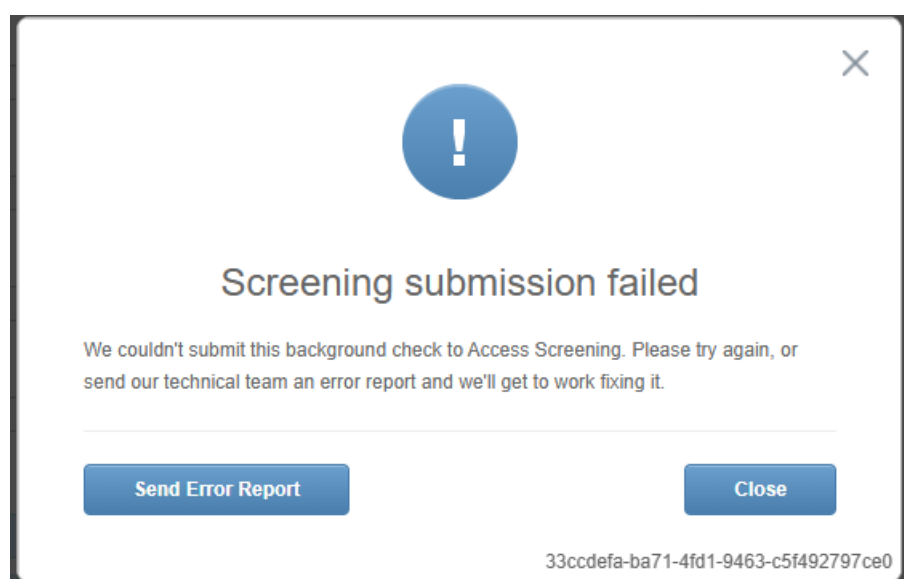
- if the user's access has been removed from Access Screening, after performing a data sync, the user will appear with the Inactive status in the User mapping table and they won't be able to submit screenings in PeopleHR ATS. If the mapping is not needed anymore, it needs to be manually deleted in the User Mapping table.

[Add User Mapping](#)

Show 10 per page Showing 1–2 of 2 mappings

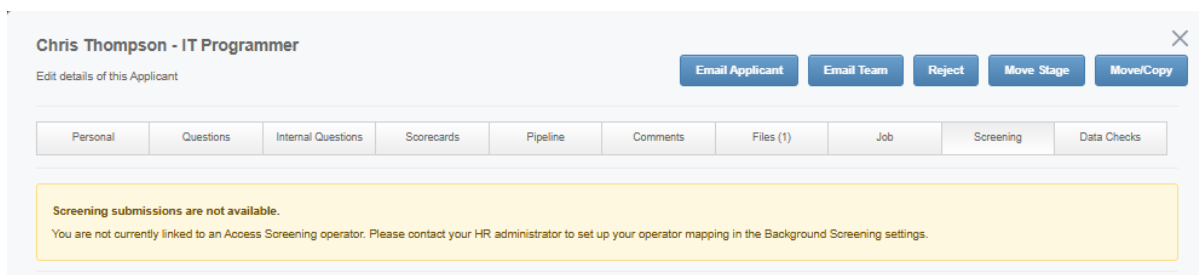
PeopleHR User	User Email	Operator Name	Operator Email	Brands	Actions
Francis Perks	perks9499@yopmail.com	Francis Perks	Francis.Perks@theaccessgr...	Care Home B, L...	
Simona Sirb	ssirb9499@yopmail.com	Simona Sirb Inactive	simona.sirb@theaccessgrou...		

- if a user's permissions to brands have changed in Access Screening, but a data sync hasn't been performed in PeopleHR, when that user tries to submit the screening for a brand, they no longer have access to, they would get an error message:



Prerequisites for Background Check Submission

- Before submitting a background check, make sure the following are in place:
- Licence enabled: the Screening and Data Checks tabs only appear when the Access Screening licence is enabled in Super Admin.
- Operator mapping: you must be mapped to an Access Screening operator, or the submit option won't be available.



Chris Thompson - IT Programmer

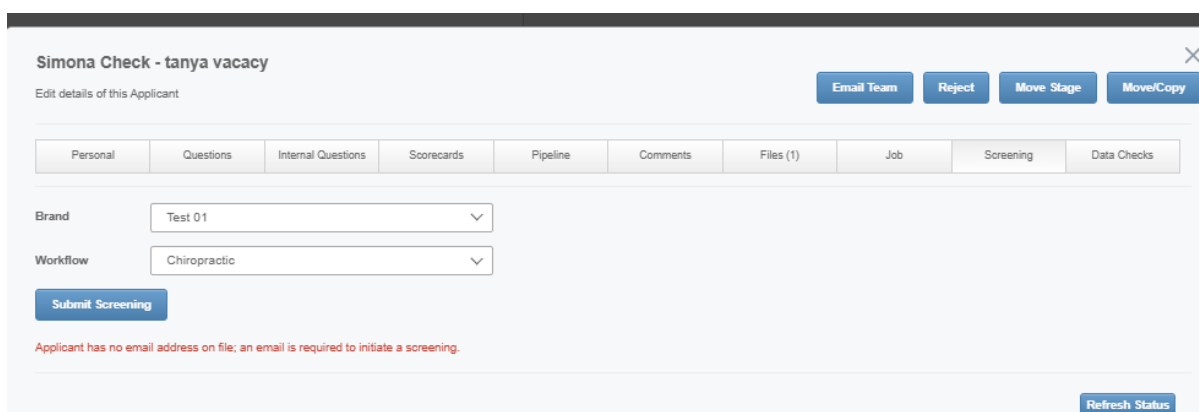
Edit details of this Applicant

Email Applicant Email Team Reject Move Stage Move/Copy

Personal Questions Internal Questions Scorecards Pipeline Comments Files (1) Job Screening Data Checks

Screening submissions are not available.
 You are not currently linked to an Access Screening operator. Please contact your HR administrator to set up your operator mapping in the Background Screening settings.

- Email address on applicant record in PeopleHR ATS: the applicant needs an email address, or submission is blocked.



Simona Check - tanya vacancy

Edit details of this Applicant

Email Team Reject Move Stage Move/Copy

Personal Questions Internal Questions Scorecards Pipeline Comments Files (1) Job Screening Data Checks

Brand Test 01

Workflow Chiropractic

Submit Screening

Applicant has no email address on file; an email is required to initiate a screening.

Refresh Status

- Brand/workflow access: dropdown options are filtered to the mapped operator's Screening access.

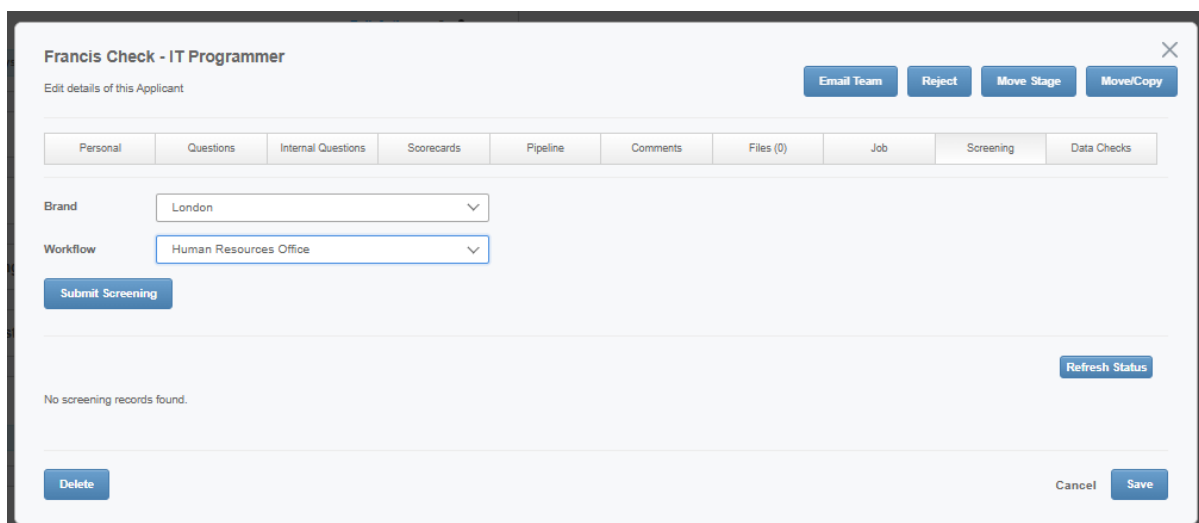
Running a Check and Seeing the Results

A candidate must exist as an applicant in PeopleHR ATS, created either manually or via the ATS API. The standard screening flow below applies regardless of how the applicant was created.

There is no correlation between ATS pipeline stage and the ability to trigger screening — the Screening tab is available at any stage.

1. Open the applicant record in PeopleHR ATS and select the Screening tab.

2. Select brand, workflow and tags (if assigned to a workflow), then click Submit Screening to trigger the background check process:



Francis Check - IT Programmer

Edit details of this Applicant

Personal Questions Internal Questions Scorecards Pipeline Comments Files (0) Job Screening Data Checks

Brand: London

Workflow: Human Resources Office

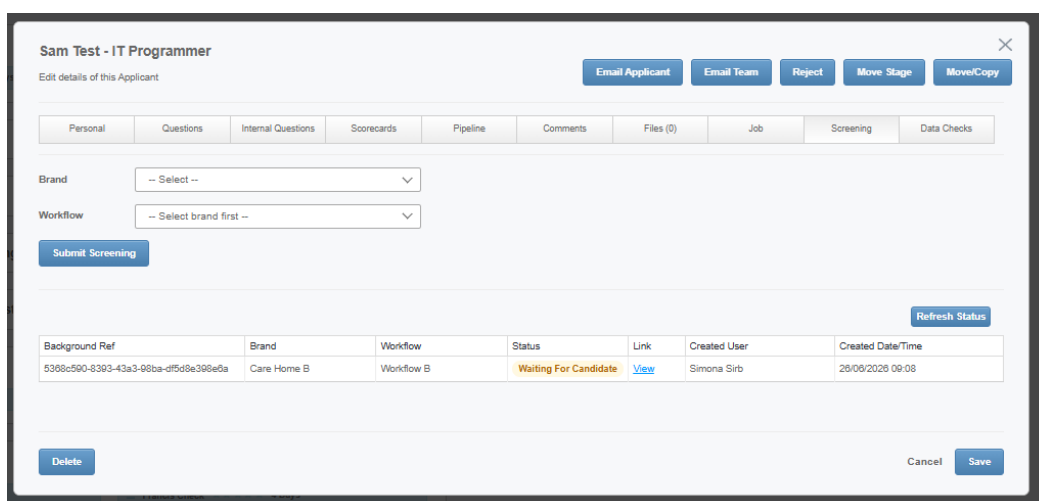
Submit Screening

No screening records found.

Refresh Status

Delete Cancel Save

3. The applicant's background check status changes to Waiting for Candidate. The Link option, next to the Status - can be used to Navigate to Access Screening for further details.



Sam Test - IT Programmer

Edit details of this Applicant

Email Applicant Email Team Reject Move Stage Move/Copy

Personal Questions Internal Questions Scorecards Pipeline Comments Files (0) Job Screening Data Checks

Brand: -- Select --

Workflow: -- Select brand first --

Submit Screening

Refresh Status

Background Ref	Brand	Workflow	Status	Link	Created User	Created Date/Time
5388c590-8393-43a3-98ba-df5d8e369eda	Care Home B	Workflow B	Waiting For Candidate	View	Simona Sirb	25/05/2026 09:08

Delete Cancel Save

4. The candidate receives an email with a link to complete their details in the candidate portal.

5. The status updates automatically as the candidate progresses (e.g. to In Progress). Use Refresh Status on the Screening tab for an immediate update.

6. Once completed, the status changes to Completed.

- the report and any candidate documents are attached to the applicant's Files tab.
- the data check results are available in the Data Checks tab.

Chris Thompson - IT Programmer
Edit details of this Applicant

Email Applicant Email Team Move/Copy

Personal Questions Internal Questions Scorecards Pipeline Comments Files (2) Job Screening Data Checks

Right to Work Document - Right to work.pdf
26/06/2026 19:58:01 [Download](#) x

Screening Report - Standard - 150.pdf
26/06/2026 19:58:02 [Download](#) x

Drop documents into this box or [click here](#) to upload

Use an existing template
Select an existing template.

Add a link
Specify a link to where the user will be redirected.

Delete Cancel Save

Chris Thompson - IT Programmer
Edit details of this Applicant

Email Applicant Email Team Move/Copy

Personal Questions Internal Questions Scorecards Pipeline Comments Files (2) Job Screening Data Checks

Background Check	Data Check	Type	Status	Decision	Decided At	Ref
London / Human Resources Office (28/08/2026)	ID Scan	IDscan	Completed			CH-3580315

Delete Cancel Save

7. Once you've reviewed the outcome, move the applicant to the Accepted stage to trigger the New Starter Wizard.

8. Completing the wizard creates the employee record; documents from the applicant record are automatically migrated to it.

There is no validation preventing you from moving an applicant to Accepted before the screening outcome has been reviewed. Always confirm the result before proceeding.

Field Mapping

Use this table to map PeopleHR ATS data to the corresponding Access Screening fields.

Push — PeopleHR to Screening

Field Name in PeopleHR	Field Name in Screening	Description
Applicant First Name	first_name	Mandatory.
Applicant Last Name	last_name	Mandatory.
Applicant Email Address	email	Mandatory. Portal invite is sent here; submission is blocked if not present on the applicant record.
Applicant/Employee ID	your_reference	Cross-reference key used to match the Screening background check back to the PeopleHR record.
Selected Brand	brand_uuid	Selected by the user from the dropdown; filtered to the mapped operator's Screening access.
Selected Workflow	workflow_id	Selected by the user; options depend on the Brand selected.
Tag Selection	tags	Only required if the selected workflow has mandatory tags configured.
Mapped Operator	operator_email	The email of the Access Screening operator mapped to the PeopleHR user initiating the check.

Pull — Screening to PeopleHR

Field Name in PeopleHR	Field Name in Screening	Description
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Screening status badge on applicant record	Background check status	Updated via webhook on ~2-minute intervals, or manually via Refresh Status.
Data Checks tab	Data check results	Populated when results are returned from Screening (including type, status, decision, and reference).
Files tab — screening report	Background check PDF report	Generated and attached automatically when status reaches Completed.
Files tab — candidate documents	Candidate-submitted documents	Attached automatically alongside the report.

UAT & Switch To LIVE

Please note that all testing will be conducted in your LIVE PeopleHR environment.

Post testing, in order to cleanse your PeopleHR system of any dummy Background Checks, please remove the downloaded document from the candidate document store.

The Screening Implementation team will clear your Demo Screening account as part of the Screening GO LIVE process.

Support

Please contact your PeopleHR Support Team for any issues or queries arising from this document or plugin.

All other queries should be directed to your Account Manager or Customer Success Manager.