

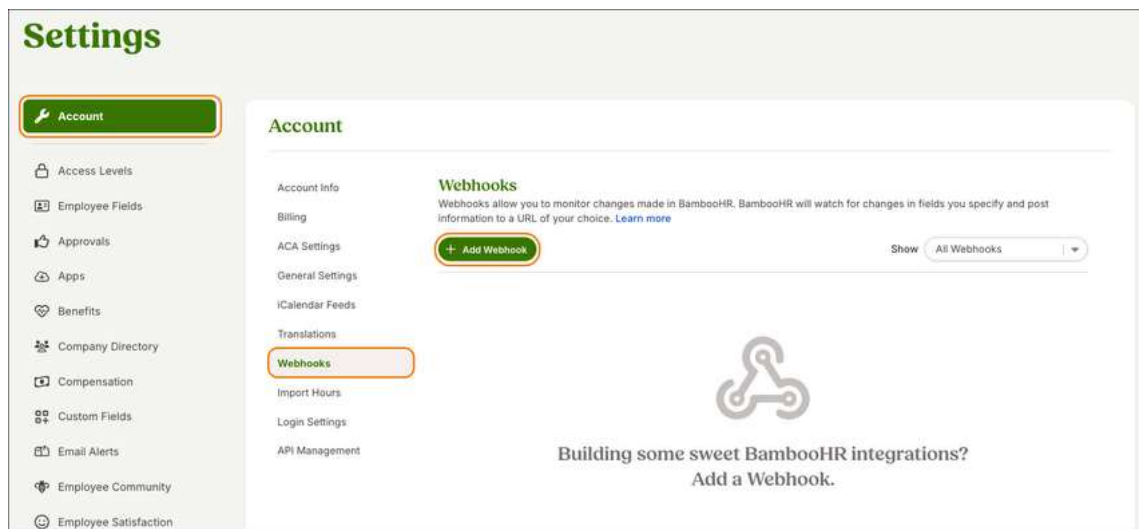
How do I create a webhook?

Purpose: This guide will teach you how to create a webhook in BambooHR that allows you to monitor changes to specific fields.

Webhooks allow you to monitor changes to a specific [list of fields \(https://documentation.bamboohr.com/docs/webhooks\)](https://documentation.bamboohr.com/docs/webhooks). You can choose which fields you want to monitor and the frequency of monitoring. You will also be able to add other fields for monitoring, such as an employee's name. BambooHR will post the information to a URL you must provide, and you will need help from a developer at your company to set up a webhook.

You can learn more about webhooks [here \(https://documentation.bamboohr.com/docs/webhooks\)](https://documentation.bamboohr.com/docs/webhooks).

Add a webhook



(https://media.screensteps.com/image_assets/assets/008/740/634/original/a7f8d57f-ea18-4060-8428-84fe138559b4.png).

To create a webhook, navigate to *Settings > Account > Webhooks* and then click *+Add Webhook*.

- ① If you do not see the Webhooks section in Settings, please [contact a support hero \(http://help.bamboohr.com/s/contactsupport\)](http://help.bamboohr.com/s/contactsupport) to have this feature enabled.

Add Webhook

Choose Fields

- Webhook Name*
Employee Address
- What fields do you want to monitor?
 Department
 Address Line 1
 Address Line 2
 Country
 City
 Zip Code
- What fields do you want to post?
 Search Fields
 Type a field name...
 Browse Fields
 Personal
 Self-service access
 Employee #
 Status
 Middle Name
 Preferred Name
 SSN
 Gender
 Selected Fields
 First Name
 Last Name
 Post Var
 First Name
 Last Name

Choose Data

- What format should the data be in?
 Form Post
 employees[1234][changedFields][0]=first+name&employees[1234][first+name]=John
 JSON
 (employees: [{ id:"1234",changedFields:{"First name"}, fields:{"First name":"John"} }])
- Where should the data be posted?
 Post to URL*
- Private Signature Key
 + Generate Key
- When should the data be sent?
 Hour: Every
 Minute: Every
 Day: Every
 Month: Every
 Limit number of posts to...
 times every seconds Maximum of 1 time every 60 seconds

Save Cancel

(https://media.screensteps.com/image_assets/assets/008/740/677/original/721ba4ae-a5fd-4efb-9a59-5592779a8417.png).

- Webhook Name:** Name the webhook.
- What fields do you want to monitor?:** Select which fields you would like to monitor with this webhook.* Only the fields in [this list](https://documentation.bamboohr.com/docs/webhooks) (<https://documentation.bamboohr.com/docs/webhooks>) are available for monitoring with webhooks.
- What fields do you want to post?:** Select which fields you would like to post along with your webhook. For example, you may want to post an employee's employee # or their name with the fields you are monitoring to make it easier for you to keep track of the changes.
- What format should the data be in?:** Select which format you would like the data to be in.
- Post to URL:** This step requires a developer on your end to create a URL for posting the data changes.
- Private Signature Key:** Click *+Generate Key* to create a private signature key you can save and use to verify that the webhook came from BambooHR. When using a private signature key, the webhook is secured using SHA-256 HMAC.
 - NOTE:** You can only copy this key at the point it is generated. Once you save the webhook, it is no longer available to view, and if lost, you will need to regenerate it. Click *COPY KEY* for safekeeping.
- When should the data be sent?:** Determine how often you would like to have the data sent.

After setting up the webhook, click *Save* to create the webhook.

- ① *A change that occurs to one of the monitored fields (not any additional fields you have selected) will prompt the webhook to notify you of the change.