



Microsoft SCIM Integration Guide

Ver 1.0

31-DEC-2025



Introduction

Microsoft SCIM refers to Microsoft's implementation and use of the System for Cross-domain Identity Management (SCIM), an open standard, which automates user and group management (provisioning, updates, deactivation) between identity providers (like Microsoft Entra ID) and cloud applications like Runtime HRMS.

Runtime HRMS provides out of the box SCIM integration with Microsoft Entra ID. This guide explains the steps required to be taken to enable this integration.

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Pre-Requisites

In general, you need following to enable this integration:

1. Admin access to Runtime HRMS
2. Azure Work subscription (this integration will not work with personal Microsoft accounts)
3. Global admin role in Microsoft Entra ID
4. Group based provisioning requires Entra ID P1. If you are on free plan, you may have to assign users individually after creation (explained in steps below).

Integration Steps

Following steps are need to complete this integration:

1. Enable SCIM in Runtime HRMS (~ 1 min)
2. Adding Enterprise Application in Azure (~2 min)
3. Configuring SCIM authorization and endpoints (~2 mins)
4. Enable provisioning (~1 min)

After above steps are completed, the SCIM provisioning will start working automatically once you create a user. However, if you do not have Entra ID P2 subscription, you need to assign each user before it can be provisioned.

Enable SCIM in Runtime HRMS

Login into your Runtime HRMS Portal. Go to:

- > Setup
- > Integrations
- > Microsoft Entra ID

[< Setup](#) / [Integrations](#) / [Microsoft Entra ID](#)


Microsoft Entra ID

Sync users from Microsoft 365 to Runtime HRMS using SCI

Integration Status

SCIM provisioning is not enabled



 Click ON to enable integration.

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Status once integration is enabled:

[< Setup](#) / [Integrations](#) / [Microsoft Entra ID](#)

Microsoft Entra ID

Sync users from Microsoft 365 to Runtime HRMS using SCIM provisioning.

Integration Status

SCIM provisioning is enabled



Bearer Token

Show

Copy

SCIM Provisioning Endpoint

<https://staging.runtimehrms.com/scim/v2>



Keep a note of Bearer Token & Endpoint URL


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Adding Enterprise Application in Azure

Login into Azure Portal. Go to:
Microsoft Entra ID
> Enterprise Applications





[All services](#) > [Runtime Software | Enterprise applications](#) > [Enterprise applications](#)

 **Enterprise applications | All applications** ...
Runtime Software

 New application  Refresh  Down

> Overview

▼ Manage

-  **All applications** View, filter, and search applications in your orga
-  Private Network connectors The list of applications that are maintained by y
-  User settings
-  App launchers

38 applications found

Note: Agent ID (Preview) has been moved to the ...

 Click + New Application

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[All services](#) > [Runtime Software | Enterprise applications](#) > [Enterprise applications | All](#)

Browse Microsoft Entra App Gallery ...

[+ Create your own application](#) | [Got feedback?](#)

The Microsoft Entra App Gallery is a catalog of thousands of apps that make it easy to deploy. In the Microsoft Entra App Gallery, you leverage prebuilt templates to connect your users more securely to their apps. Browse the Microsoft Entra App Gallery for other organizations to discover and use, you can file a request using the




Click + Create your own application

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Create your own application

 Got feedback?

If you are developing your own application, using Application Proxy, or want to integrate an application that is not in the gallery, you can create your own application here.


What's the name of your app?

Runtime HRMS 

What are you looking to do with your application?

- Configure Application Proxy for secure remote access to an on-premises application
- Register an application to integrate with Microsoft Entra ID (App you're developing)
- Integrate any other application you don't find in the gallery (Non-gallery)

 Enter 'Runtime HRMS' in the name

 Select 'Integrate any other application you don't find in the gallery (Non-gallery)'

 Click on Create

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Get started with application provisioning

Configure, test, and deploy your provisioning setup using the steps below.



Create configuration

Provide the credentials to connect to your application and test connectivity.

[Connect your application](#)

 Click on 'Connect your application'

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Microsoft Entra needs the following information to connect to the API for 'Runtime HRMS' and synchronize user data. A successful connection test is required before saving.

Select authentication method:

Tenant URL ⓘ *

Secret token

-  Select Bearer authentication in authentication method
-  Paste the Endpoint URL from Step 1
-  Paste the Bearer Token from Step 1
-  Click on 'Test Connection' to continue

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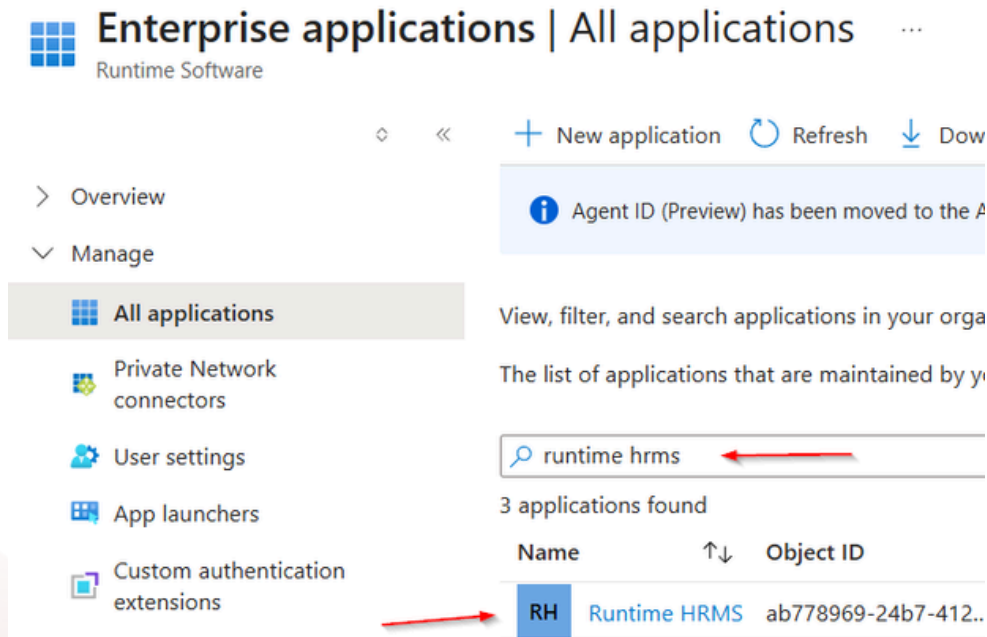
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Enable Provisioning

On the Azure Portal, go to:

- > Microsoft Entra ID
- > Enterprise Applications
- > Search for Runtime HRMS

[All services](#) > [Runtime Software](#) | [Enterprise applications](#) > [Enterprise applications](#)



Enterprise applications | All applications ...

Runtime Software

Overview Manage

All applications Private Network connectors User settings App launchers Custom authentication extensions

New application Refresh Download

Agent ID (Preview) has been moved to the A

View, filter, and search applications in your orga

The list of applications that are maintained by y

runtime hrms

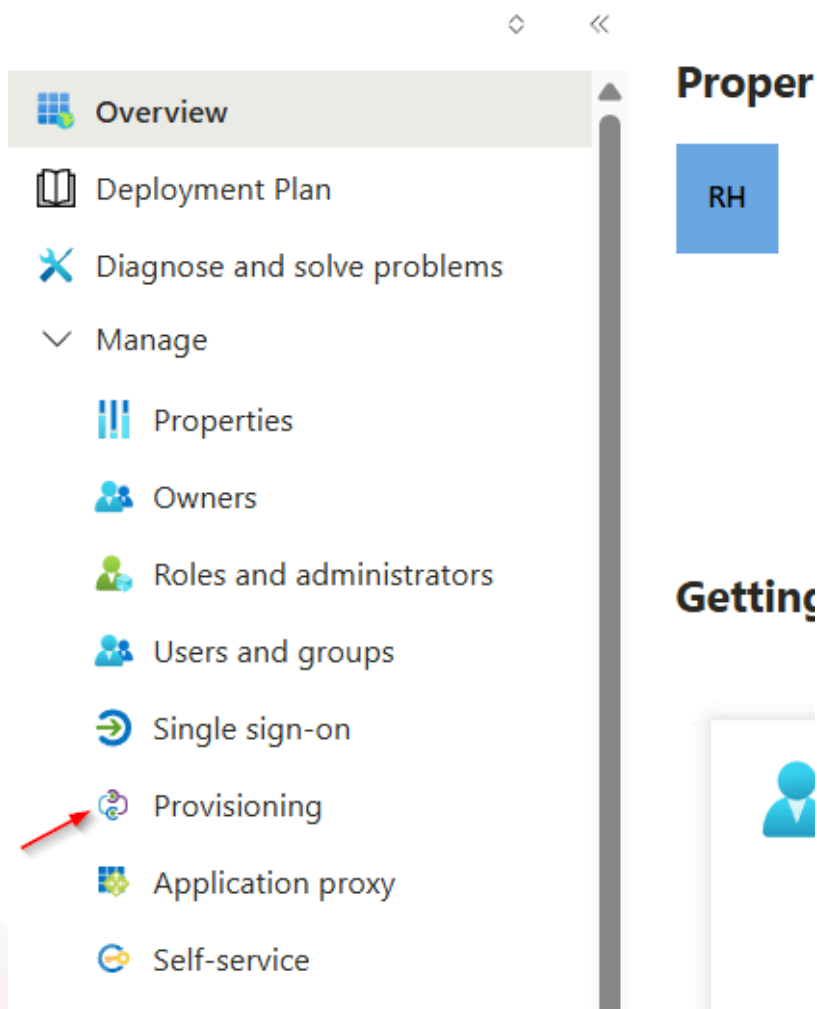
3 applications found

Name	↑↓	Object ID
RH Runtime HRMS		ab778969-24b7-412..

 **Select Runtime HRMS application**

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 **Runtime HRMS** | Overview
Enterprise Application

The screenshot shows a navigation menu on the left side of a web application. The menu items are: Overview (highlighted), Deployment Plan, Diagnose and solve problems, Manage (expanded), Properties, Owners, Roles and administrators, Users and groups, Single sign-on, Provisioning (indicated by a red arrow), Application proxy, and Self-service. On the right side, there are two sections: 'Proper' with a blue box containing 'RH', and 'Getting' with a user profile icon.

 **Select Provisioning from the menu**

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Home > Runtime Software | Enterprise applications > Enterprise applications | All applications

Runtime HRMS | Attribute mapping (Preview) ...


◇ << [Restore default mappings](#)

i Overview (Preview)

👤 Provision on demand

∨ Manage

🔗 Connectivity (Preview)

 Attribute mapping (Preview)

🔄 Provisioning

👥 Users and groups

📝 Expression builder


> Monitor

> Troubleshoot

Name

[Provision Microsoft Entra ID Groups](#)

[Provision Microsoft Entra ID Users](#)

 Click Attribute Mapping, then select Provision Microsoft Entra Id Users

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Attribute Mapping ...

 Save  Discard

addresses[type eq "work"].formatted	physicalDeliveryOfficeName
addresses[type eq "work"].streetAddress	streetAddress
addresses[type eq "work"].locality	city
addresses[type eq "work"].region	state
addresses[type eq "work"].postalCode	postalCode
addresses[type eq "work"].country	country
phoneNumbers[type eq "work"].value	telephoneNumber
phoneNumbers[type eq "mobile"].value	mobile
phoneNumbers[type eq "fax"].value	facsimileTelephoneNumber
externalId	objectId
urn:ietf:params:scim:schemas:extension:enterprise:2.0:User:e...	employeeId
urn:ietf:params:scim:schemas:extension:enterprise:2.0:User:de...	department
urn:ietf:params:scim:schemas:extension:enterprise:2.0:User:m...	manager

[Add New Mapping](#)

 Find **externalId** in the list and edit

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Edit Attribute ...

A mapping lets you define how the attributes in one class of Microsoft Entra object (e.g. Users) should flow to and from this application.

Mapping type ⓘ

Direct ▼

Source attribute * ⓘ

objectId ▼

Default value if null (optional) ⓘ

Target attribute * ⓘ

externalId ▼



If **externalId** is mapped to anything other than objectId, then edit and select objectId in Source attribute



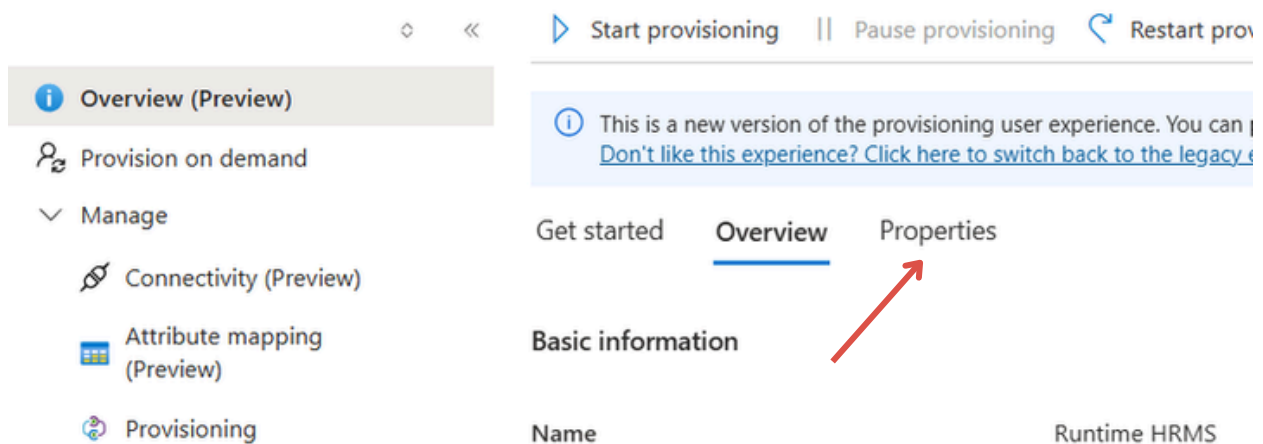
The attribute mapping is an important and mandatory step to make sure the provisioning works correctly.



Close the attribute mapping blades and go back to Overview

All services > Runtime Software | Enterprise applications > Enterprise applications | All applications >

Runtime HRMS | Overview (Preview) ...



Start provisioning || Pause provisioning ↺ Restart prov

Overview (Preview)

Provision on demand

Manage

Connectivity (Preview)

Attribute mapping (Preview)

Provisioning

Get started **Overview** Properties

Basic information

Name	Runtime HRMS
------	--------------

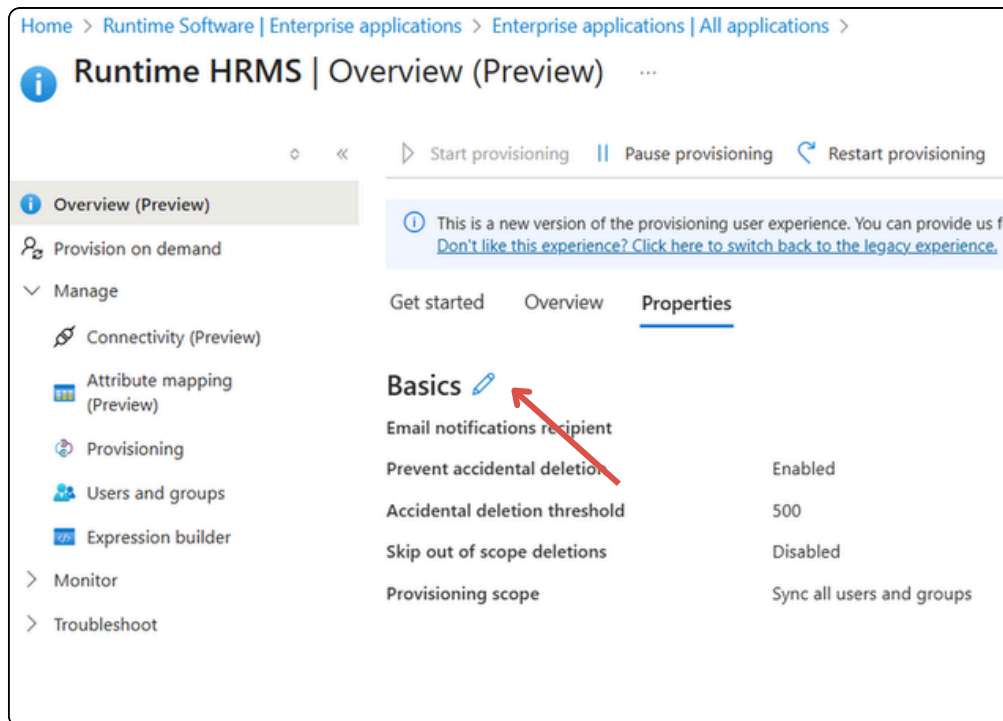
 Select Properties tab

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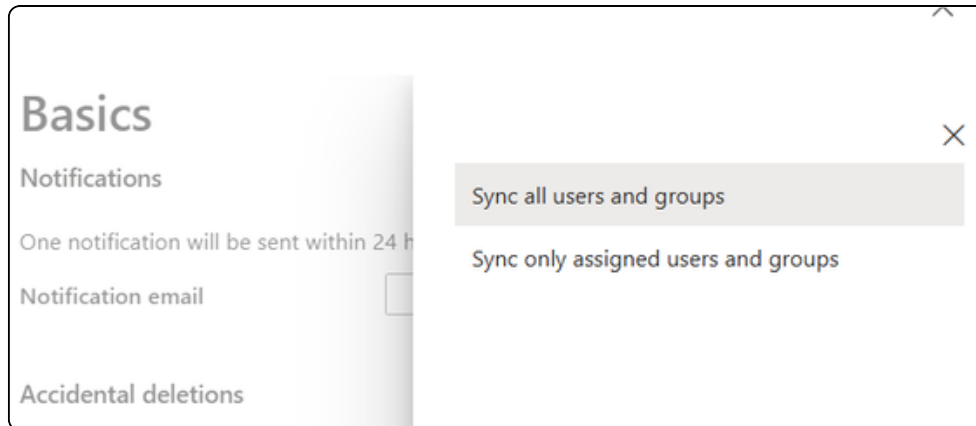
Close the attribute mapping blades and go back to Overview



 Click on Edit icon

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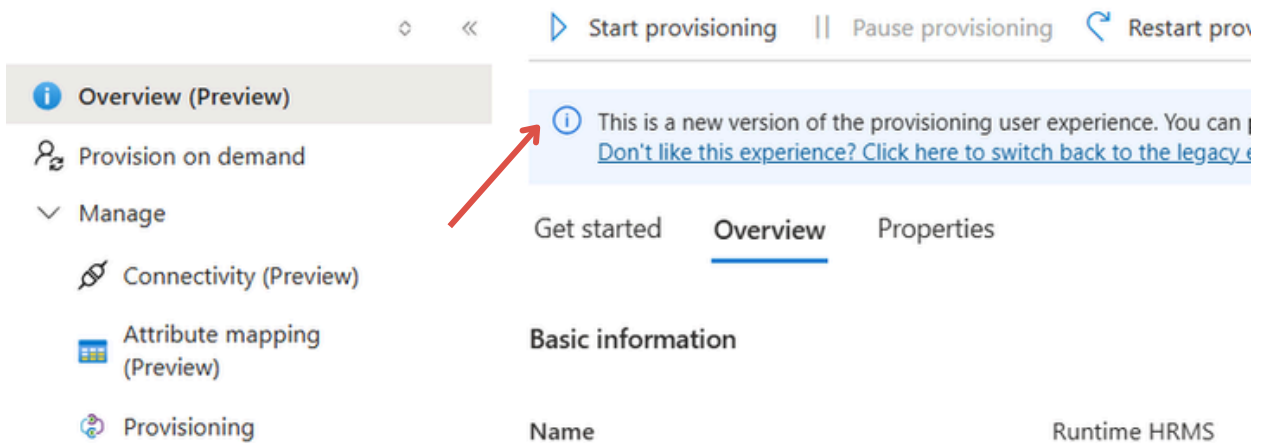
 Select **Sync all users and groups**



Close the blades to get back to Overview

All services > Runtime Software | Enterprise applications > Enterprise applications | All applications >

Runtime HRMS | Overview (Preview) ...



Start provisioning || Pause provisioning Restart provisioning

Overview (Preview)

- Provision on demand
- Manage
 - Connectivity (Preview)
 - Attribute mapping (Preview)
 - Provisioning

Get started **Overview** Properties

Basic information

Name	Runtime HRMS
------	--------------

 Click **Start provisioning**



Congratulations!

You have successfully completed the integration.

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Additional Information

1. Adding Users
2. Assigning Group/Users
3. Checking Provisioning Logs

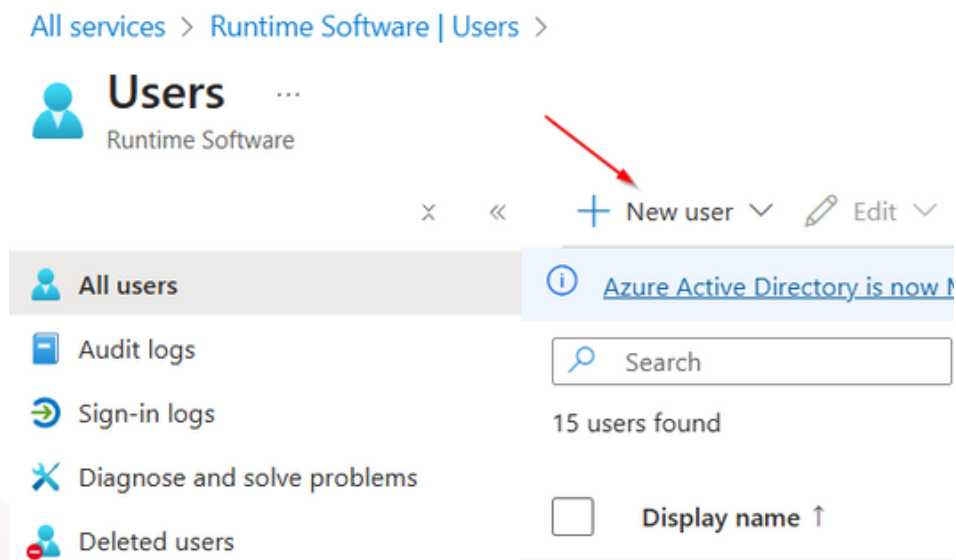
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Adding Users

To add a new user, simply go to:

- > Microsoft Entra ID
- > Users
- > Click on 'New user'





Complete the user information. There are following details to be added:

- 1. Identity
- 2. Job Information
- 3. Contact Information

[All services](#) > [Runtime Software | Users](#) > [Users](#) >

Create new user ...

Create a new internal user in your organization

[Basics](#) [Properties](#) [Assignments](#) [Review + create](#)

Create a new user in your organization. This user will have a user name like alice@contoso.com. [Learn more](#)

Identity

User principal name * @ [Domain not listed? Learn more](#)

Mail nickname *
 Derive from user principal name

Display name *

Password *
 Auto-generate password

Account enabled

[Review + create](#) [< Previous](#) [Next: Properties >](#)

[All services](#) > [Runtime Software | Users](#) > [Users](#) >

Create new user ...

Create a new internal user in your organization

[Basics](#) [Properties](#) [Assignments](#) [Review + create](#)

Identity

First name

Last name

User type

Authorization info [+ Edit Certificate user IDs](#)

Job Information

Job title

Company name

Department

Employee ID

Employee type

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Important points to consider when adding user:

Employee ID

1. Employee Id maps to Employee Code in Runtime HRMS
2. If Employee Id is left blank, system will auto-assign an Employee ID
3. If Employee Id is same as any existing Employee Code, the user addition will fail.

Department

1. The department name specified should already exist in Runtime HRMS Department's list.
2. If department name is not found, the default department will be assigned to the employee.

Job Title

1. Job Title maps to Designation in Runtime HRMS.
2. If Job Title is left blank, system will assign default Designation.
3. If Job Title is sent but does not exist, the user addition request will fail.

Date of Joining

1. Microsoft SCIM does not send Date of Joining in the payload.
2. All employees will be added with current date as the Date of Joining. If the actual date of joining is different, you need to make changes directly in Runtime HRMS.



To grant any licenses (e.g. Microsoft 365) to the new user, you need to visit Microsoft admin center at admin.microsoft.com. License management is not available on Azure portal.

Assigning Group/User

User sync from Azure to Runtime HRMS **will not occur** unless :

1. User is assigned
2. User is added to an assigned Group (requires Entra ID P1 Subscription)



If you are not on Entra ID P1 subscription, you need to assign a user, every time you add a new user, so that it syncs with Runtime HRMS.



On the Azure portal, go to:

- > Microsoft Entra ID
- > Enterprise Applications
- > Search for Runtime HRMS and select the app

All services > Runtime Software | Enterprise applications > Enterprise applications

Enterprise applications | All applications

Runtime Software

+ New application Refresh Download (Export)

Agent ID (Preview) has been moved to the Agent ID experience. View

Overview

Manage

- All applications
- Private Network connectors
- User settings
- App launchers
- Custom authentication extensions

View, filter, and search applications in your organization that are set up for your organization.

The list of applications that are maintained by your organization are:

runtime hrms Application

3 applications found

Name	Object ID	Application ID
RH Runtime HRMS	ab778969-24b7-412...	b9bb475c-002c-4...

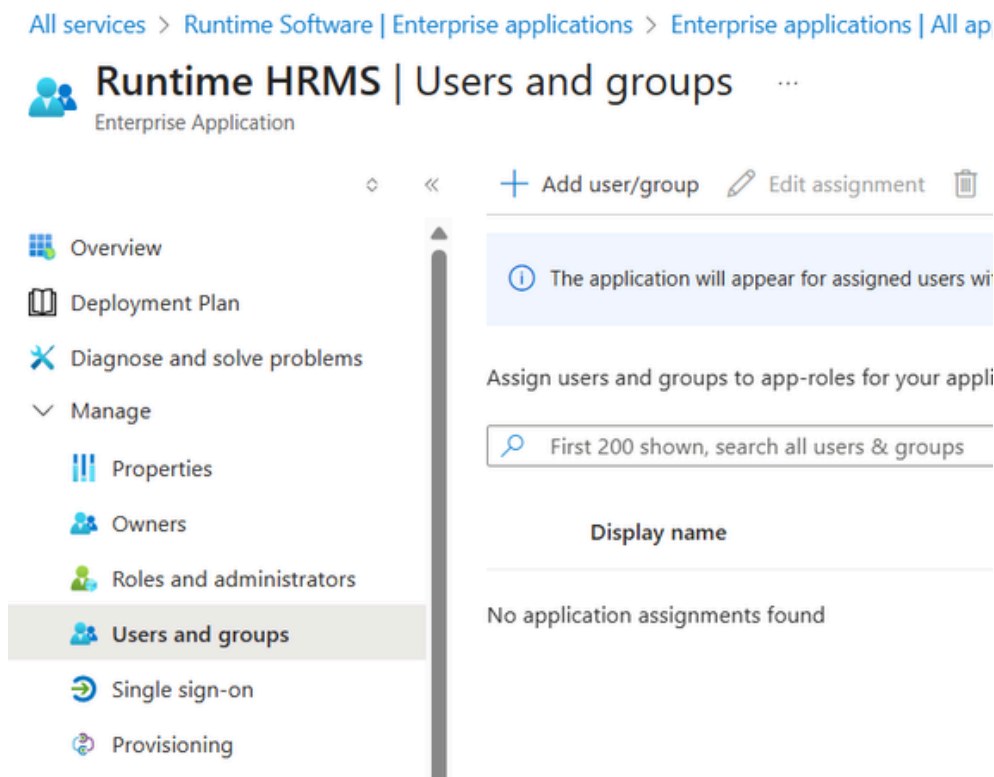
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On the application page:

- > Click on Users and groups
- > Click on Add user/group



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If you see the below warning, it means you are not on Entra Id P1 plan, and you cannot create Groups.

In such case, you need to assign individual users.

[All services](#) > [Runtime Software | Enterprise applications](#) > [Enterprise applications | All applications](#) > [Runtin](#)

Add Assignment ...

Runtime Software

 Groups are not available for assignment due to your Active Directory plan level. You can assign individual users to the application.

Users

None Selected

Select a role

User

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To add a user or a group, click on 'None Selected' under respective section.

A new User search blade will open. Search and select the newly created user or group.

The screenshot shows the 'Users' search blade in the Runtime HRMS interface. On the left, a sidebar contains the breadcrumb 'All services > Runtime Sof', the title 'Add Assignmer', and the subtitle 'Runtime Software'. Below this is a warning message: 'Groups are not available the application.' The sidebar also shows a 'Users' section with 'None Selected' highlighted and a 'Select a role' dropdown menu currently set to 'User'. The main content area is titled 'Users' and features a search bar with a magnifying glass icon. Below the search bar, it indicates '15 results found' and has tabs for 'All', 'Users', and 'Agent users'. A table displays the search results:

	Name	Type
<input type="checkbox"/>	 Abhinav Pandey	User
<input type="checkbox"/>	 Abhishek Sahare	User

After selecting user, on the previous blade, click on Assign.

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View Provisioning Logs

Provisioning logs help you identify and troubleshoot any issues with the SCIM integration.


[All services](#) > [Runtime Software | Enterp](#)


 **Runtime HRMS | Pro**

 Overview (Preview)


 Provision on demand


▼ Manage

 Connectivity (Preview)


 Attribute mapping (Preview)


 Provisioning


 Users and groups

 Expression builder





▼ Monitor


 **Provisioning logs**

 Audit logs

 Insights

> Troubleshoot

 Download ▼
  Refresh
  Manage view ▼
  Got feedback?

 Add filter

Show dates as: Local Date range: Last 24 hours Action: All Status: All Application contains ab7

Reset filters

Date ↓	Identity	Action	Source system	Target system	Status
12/31/25, 11:34:5...	Display name Test for S Source ID 99c2ab8b-6c Target ID 0	Create	Microsoft Entra ID	customappsso	Success
12/31/25, 11:30:0...	Display name Test for S Source ID 99c2ab8b-6c	Create	Microsoft Entra ID	customappsso	Failure
12/31/25, 11:30:0...	Display name Test for S Source ID 99c2ab8b-6c	Create	Microsoft Entra ID	customappsso	Failure
12/31/25, 11:29:5...	Display name Test for S Source ID 99c2ab8b-6c	Create	Microsoft Entra ID	customappsso	Failure
12/31/25, 11:08:1...	Display name Test for S Source ID 99c2ab8b-6c	Other	Microsoft Entra ID	customappsso	Skipped



Thank you!

Thanks for using Runtime HRMS's integration services. Hope this guide has helped you successfully integrate with your Microsoft Entra ID.

Issue Resolution

Any issues and requests should be reported at:
support@runtimehrms.com

Please do not reach out to Chat support for resolution of integration related issues.

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