Alchemer Workflow UKG Integration

The Alchemer Workflow UKG Integration is available for purchase as an add-on. If you are interested in purchasing, please contact us for more information.

Overview

With the UKG Integration for Alchemer Workflow you can:

- Get Person: Pull in information from a UKG person record into your Workflow in Alchemer.
- Get Supervisor Details: Pull UKG supervisor details into your Workflow in Alchemer.

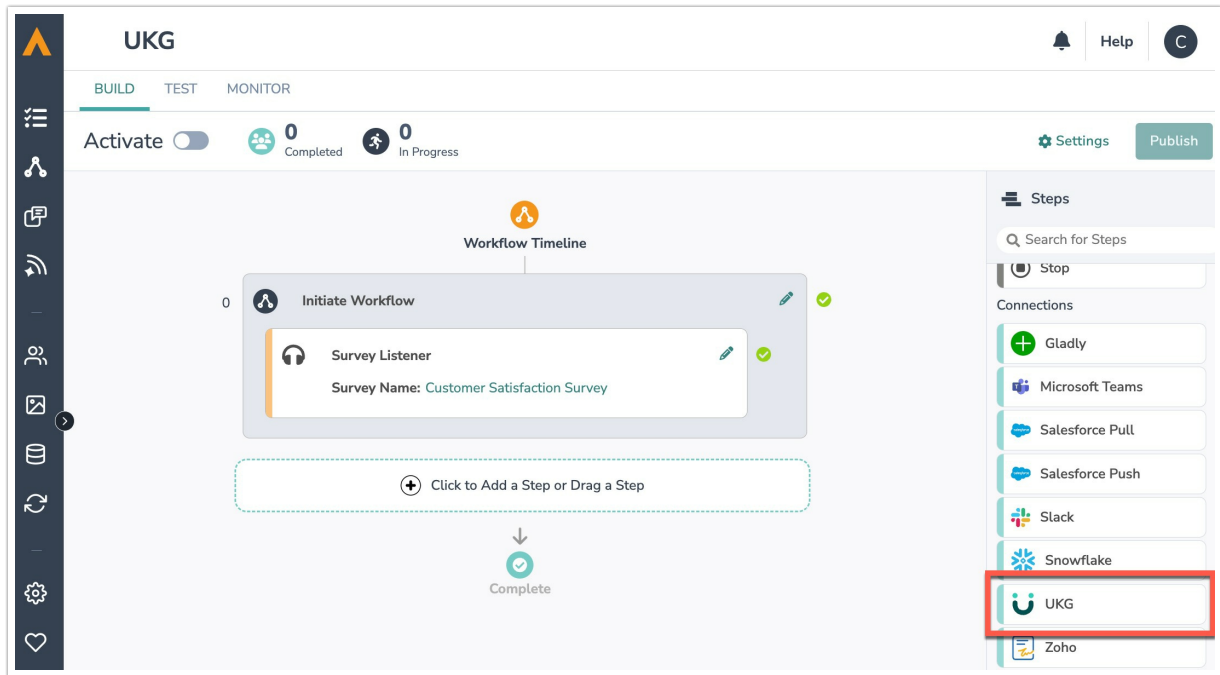The integration lets you personalize workflow steps in Alchemer using information from UKG.

Integration Setup

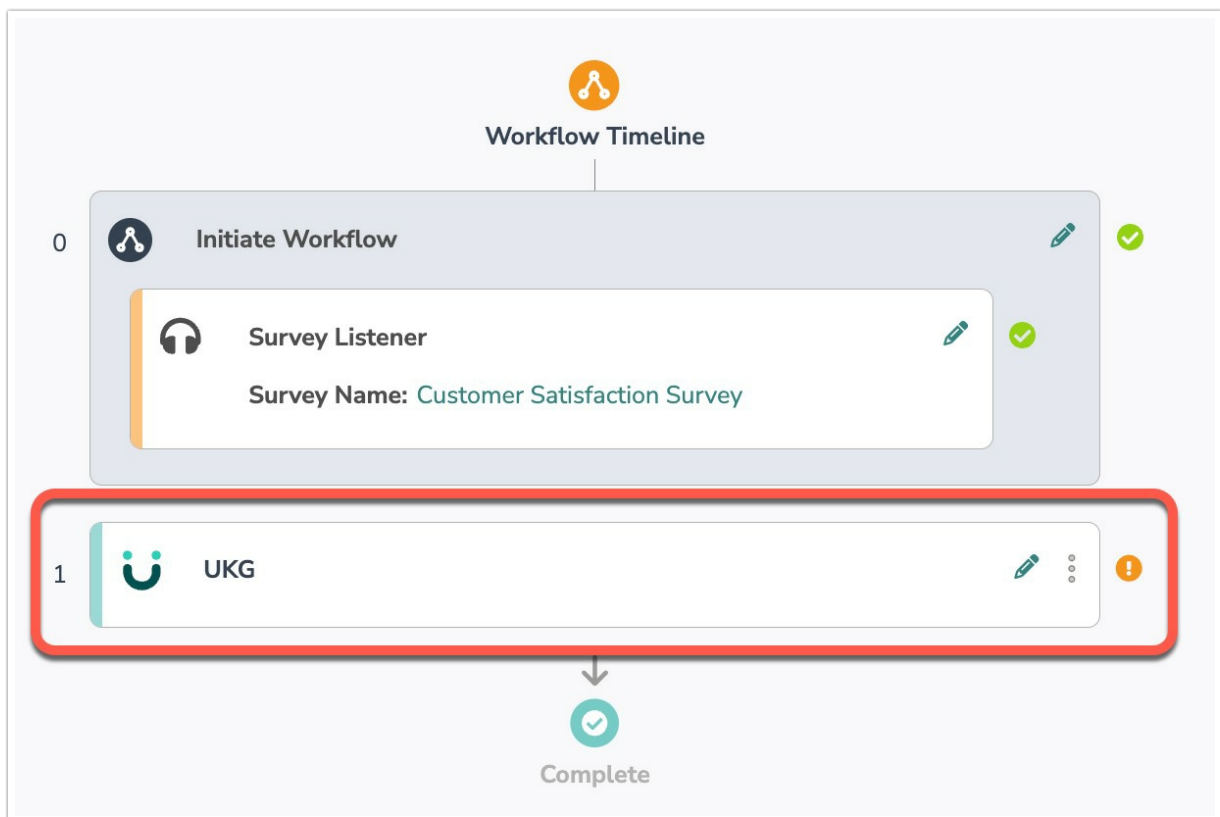1. Create a Workflow in Alchemer and select your initiator.

For more information on building Workflows in Alchemer refer to the following documentation:
- Getting Started with Alchemer Workflow
- Building a Workflow

2. When you are ready to add the UKG step to your Workflow, drag the UKG step from the Step Library under Connections.

3. Click the pencil icon to configure your UKG integration step.

UKG | Get Person

> Before configuring this integration action, you will need:
> - Your UKG API information and login
> - Fields in this survey that contain information to use to find the person to get (employee id, email, etc.)

1. Select "Get Person" and Click "Next" on the integration overview screen.

2. Click "Add New Authentication". Then name your authentication and provide your:

- Customer API key
- Basic auth username
- Basic auth password

Click "Create" when done.

Create a new authentication   ✕

Your authentication name

[   ]

Customer API key

[No value   ]

Basic auth username

[No value   ]

Basic auth password

[No value   ]

                                    Previous   **Create**

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3. Provide your UKG API Base URL

> Your base URL should be something like this: *https://service2.ultipro.com*

Configure Action

PRIMARY SETUP   LOGIC   ADVANCED

UKG | Authentication
Authenticate with UKG

UKG connected
U PRODUCTIONUS:C731671:T1057705's UKG account   ⌄   ...

UKG API Base URL*

[<empty string>   ]

UKG API Base URL is required

Your base URL should be something like this: *https://service2.ultipro.com*

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4. Select the fields in this survey that contain the values you want to use to find the person record in UKG

Configure Action

PRIMARY SETUP   LOGIC   ADVANCED

UKG | Find person

Select the fields in this survey that contain the values you want to use to find the person in UKG.

At least one field is required

Use this Alchemer field value	to match this UKG field
Question	3. What is your email address? (id: 73)	UKG	emailAddress

Add a new mapping

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5. Click "Save" to complete integration setup.

A status code is available in a merge code:
- *200: A single record was successfully found*
- *201: More than one record was found. The first record is used for the values returned to Alchemer.*
- *202: Query ran successfully, but no records were found*
- *400: The external integration returned an error. This will halt the Workflow. See the message or log for details.*

Configure Integration

PRIMARY SETUP

A log of each run result can be found in the Monitor tab. Metadata about this action are also available as merge codes.

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Previous   **Save**

Now what / Where is my data?

All of the information from this integration is now available in this workflow and all surveys in this workflow. You can use them to:

- Add Merge Codes to Email or Survey Invite steps.
- Use with Logic in the workflow.
- Use to personalize the survey in the workflow.

UKG | Get Supervisor Details

Before configuring this integration action, you will need:
- To authenticate with UKG
- Your UKG base URL
- A field in this workflow used to find the supervisor details for the specific employee

1. Select "Get supervisor details" and click next.

2. Authenticate with UKG.

3. From the drop-down list, select the field in your survey that contains the value you want to use

to find the supervisor information of the employee.

Edit Integration

PRIMARY SETUP

UKG | Find supervisor details

Select the field in this survey that contains the value you want to use to find the supervisor information for the employee.

Use this Alchemer field value   **to match this UKG field**

| Step 0 | Survey Listener Questions - Initate | 1. Input 1 (i... ⌄ | | UKG | Email Address ⌄ | 🗑 |

Add a new mapping

You can use either email address or employee ID to pull supervisor details. Only map one, if employee ID is mapped that is what will be used.

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4. Set up is complete.

Edit Integration

PRIMARY SETUP

UKG | Setup complete

A log of each run result can be found in the Monitor tab. Metadata about this action are also available as merge codes.

A status code is available in the action metadata:
200: Supervisor details were successfully returned.
400: The external integration returned an error.

· · · ●   Previous   **Save**

FAQs

▷   What permissions do I need within Alchemer to set-up and use the UKG integration?

▷   This integration doesn't fit my use cases, or I want to provide feedback to the Alchemer Product Team!

Related Articles