

Alchemer Workflow UKG Initiator

The UKG initiator is available as an option for our enterprise customers. If you are interested in purchasing or have questions, please [contact us](#) for additional information.

The UKG Initiator allows you to start a workflow on a schedule, automatically triggering workflow runs based on personnel changes that meet your specified criteria.

What it does

This initiator monitors your UKG (Ultimate Kronos Group) data for personnel changes—such as new hires, terminations, or role changes—and starts a new workflow run for each matching change, based on a defined schedule.

Use this when you want to:

- Automatically launch onboarding or exit workflows for personnel changes.
- Kick off data validation, access provisioning, or feedback collection processes.
- Ensure consistent, scalable automation around UKG events.

How it works

Once configured, the UKG Initiator checks UKG for personnel changes that match your filter criteria. On a scheduled basis (such as daily or weekly), it creates a separate workflow run for each matching change.

Example: You can use the UKG Initiator to trigger onboarding surveys every Monday for all new hires added in the previous week.

Requirements

- A connected UKG integration in your Alchemer Workflow environment.
- Proper permissions to access relevant personnel data in UKG.
- A workflow built and published in Alchemer Workflow to receive the trigger.

How to set it up

1. Access Alchemer Workflow

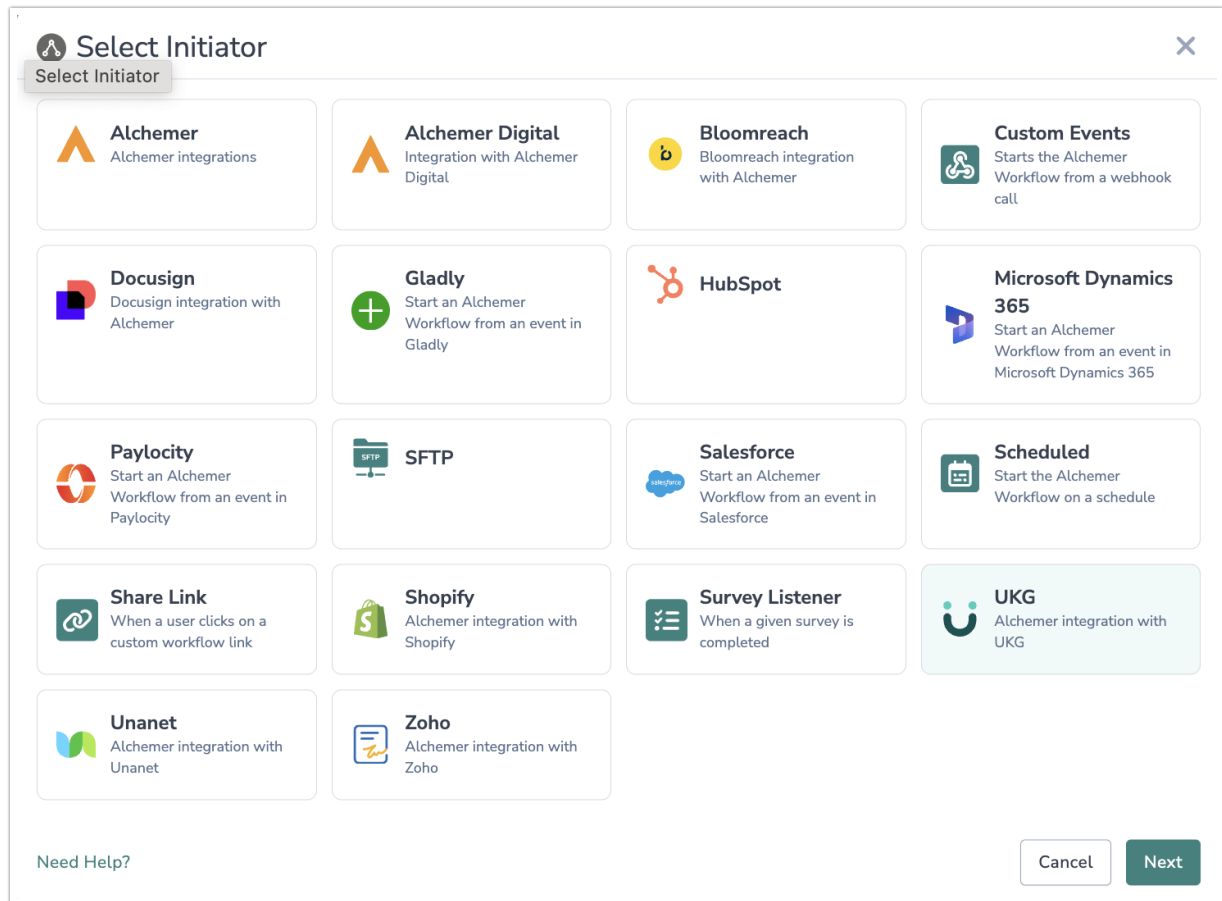
Go to *Alchemer Workflow* in your account navigation.

2. Create or open your Workflow

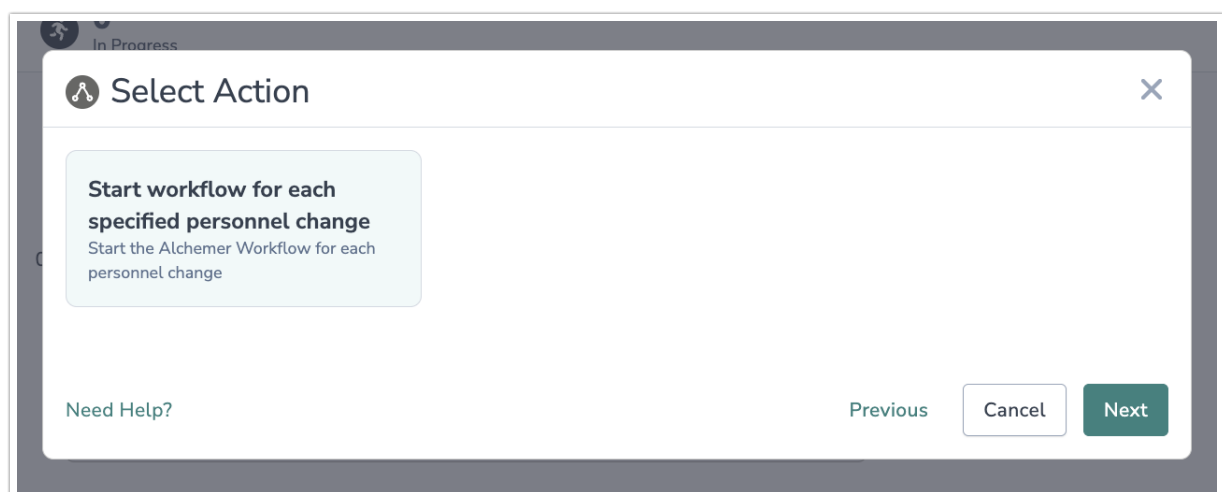
From the Workflows tab, create a new Workflow or select an existing one to modify.

3. Select the UKG Initiator

In your Workflow, add a new step and select **Initiate from a UKG Scenario**. This defines the integration trigger.




4. Select "Start workflow for each specified personnel change" and click next.



5. Configure your UKG scenario

You will need:

- Your UKG API information and login
- Choose an interval to execute this initiator
- Specific criteria you would like to meet for personnel changes

 **Configure Initiator**

UKG | Initiate on personnel change

Start the Alchemer Workflow for each record

You will need:

- Your UKG API information and login
- Choose an interval to execute this initiator
- Select the specific criteria you would like to meet for personnel changes


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6. Authenticate with UKG.

 Configure Initiator

UKG | Authentication

Authenticate with UKG.

 UKG connected
PRODUCTIONUS:C719797:T1036009's UKG account

...

UKG API Base URL*


https://service2.ultiprr.com

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

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7. Set the schedule for how frequently you want to check for personnel changes.

 Configure Initiator

UKG | Choose interval

Set the schedule for how frequently you want to check for personnel changes.

Interval*

1

Time unit*

Days

Start running on*

Mon, March 31st 2025, 6:00 pm

Stop running by*


Sat, March 31st 2035, 6:00 pm

The run will take place at the specified interval, occurring at the same time of day as the time set in the 'Start running on'. The date/time displayed here is in your local time zone'

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8. Enter the criteria that you would like to initiate on. These fields are case sensitive.

 Configure Initiator

×

UKG | Select criteria

Enter the criteria that you would like to initiate on, case sensitive.

Table Name*

Table Name

Field Name*

Field Name

Old Value*

Old Value

New Value*

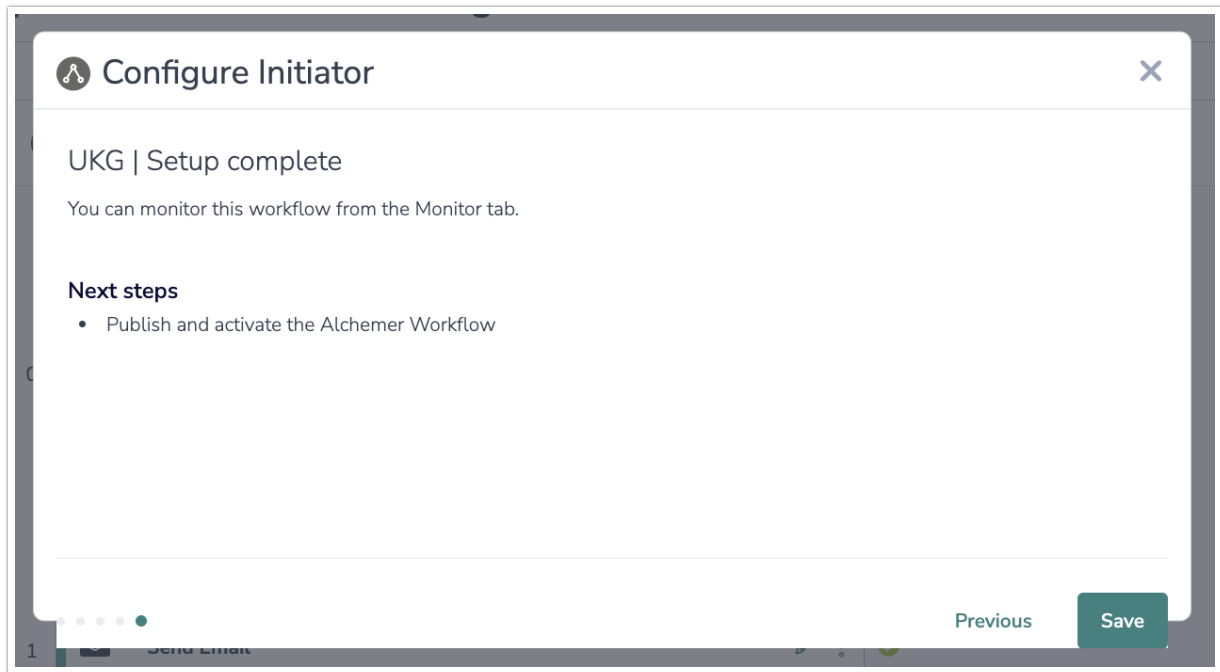
New Value

If you would like either the new or old values to be ANY value, you can use an asterisk *

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9. Set up complete.



Best practices

- **Start small.** Test with a limited group or specific department before scaling.
- **Use filters wisely.** Narrowing down changes ensures only relevant workflows are triggered.
- **Review run logs.** Use Alchemer's run history to monitor activity and refine your setup.

Troubleshooting tips

- **No workflows are running?** Double-check your schedule and filter settings.
- **Missing data?** Ensure mapped fields exist and are populated in UKG.
- **Too many workflows?** Consider refining your criteria to reduce noise.

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

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