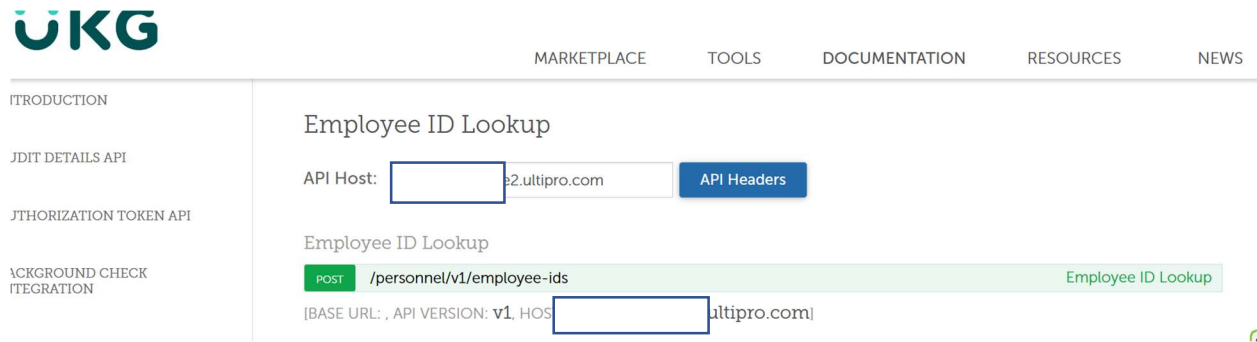


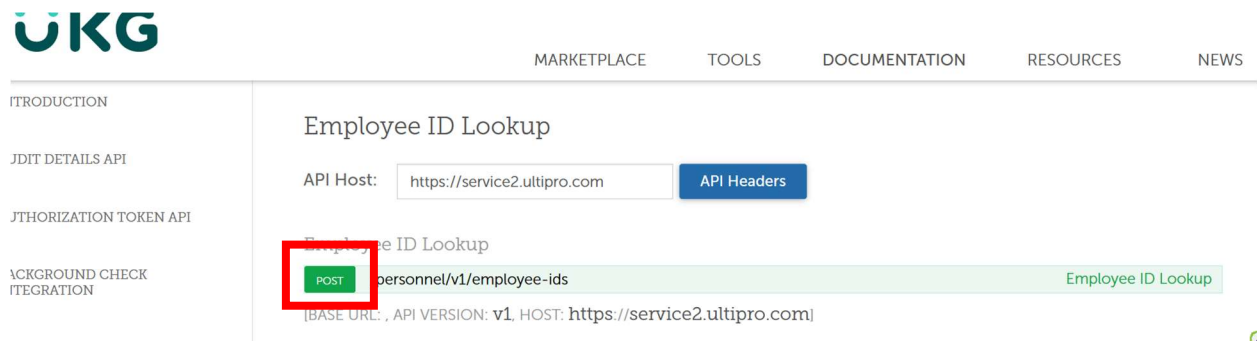
UKG Pro – Rest API Example in PostMan

You've probably come to the post after reading lots of documentation and not quite getting there. Maybe your trying to get UKG Pro/UltiPro to talk to PowerBI. In any case, we're going to give you a step by step walk through of using a Rest API with UKG Pro. (We're planning on dealing with the SOAP API in a different post). For this example, we're using employee lookup API. As a UKG customer, you can find the API documentation [here](#).

One note: When you pull up documentation for the first time, you'll often see a bare minimum screen:



Click on the action (in this case Post)



And more information will appear:

Employee ID Lookup

POST /personnel/v1/employee-ids **Employee ID Lookup**

Implementation Notes
Look up Employee ID/Company ID. This operation is a POST due the sensitive nature of the lookup properties not appropriate for URI. This service also supports multiple records to be looked up in the body of the request (array of Identifier objects).
Permissions - Ultipro service account must have the "View" and "Add" roles for the "Personnel Integration" Web Service.
Headers - US-Customer-API-Key, Authorization (base64 encoded {username}:{password})

Parameters

Parameter	Value	Description	Parameter Type	Data Type
Identifiers			body	Model Model schema

We're doing this in Postman. We've worked with lots of Rest APIs. The only constant is that something will probably break in the future. Therefore, we make sure that our basic calls to our APIs can work in Postman. This way we eliminate as many dependencies as possible when issues arise in the future.

Required Environment Variables

We have created four environment variables in an environment called UKG Rest API. You'll need to supply values for each of these items.

UKG Rest API Fork 0 Save Share ...

	Variable	Type ⓘ	Initial value ⓘ	Current value ⓘ	...
<input checked="" type="checkbox"/>	HOSTNAME	default ▾			
<input checked="" type="checkbox"/>	USCustomerAPIKey	default ▾			
<input checked="" type="checkbox"/>	UserName	default ▾			
<input checked="" type="checkbox"/>	Password	default ▾			
	Add new variable				

To get Host Name and US Customer API Key. Go To Security -> Web Services.

You'll see the Customer API Key. You only need the first part of the URL for the Host Name. We use the same environment for multiple calls. We only want to change the host easily as we move between systems.

The screenshot shows the UKG Web Services configuration page. The left sidebar contains a navigation menu with categories: Page Links, System Settings, Business Rules, Security, and Web Services. The 'Web Services' category is selected, showing a list of endpoints: User API Key, Customer API Key, Tenant ID, Business Intelligence web service endpoint, Business Intelligence report streaming endpoint, Login service endpoint, Employee contacts service endpoint, Employee person service endpoint, and Employee address service endpoint. The main content area is empty, with a large blue box indicating where the configuration details would be displayed. The right sidebar contains 'Learning Resources' with links to various documentation pages.

So, the Customer API Key will be five characters like ABCDE. And the hostname will be like subdomain.ultipro.com.

User Name and Password

You can use a regular account or a service account for most APIs. You want to use a service account. Otherwise, you'll be dealing with password expiration nonsense. You can find Service Account Administration also under security.

For the Rest API, you want the User Name, not the User API Key.

The screenshot shows the UKG Service Account Administration page. The left sidebar contains a navigation menu with categories: Page Links, System Settings, Business Rules, Security, and Service Account Administration. The 'Service Account Administration' category is selected, showing a list of service accounts. The main content area displays a table with columns: User Name, Last Logon, and User API Key. A large blue box highlights the 'User Name' column. The table contains several rows of service accounts, including one with the User Name 'USG1008CE002TSVCRec14' and the User API Key 'EQB488001010'.

User Name	Last Logon	User API Key
USG1008CE002TSVCRec14	Active	EQB488001010
USG1008CE002TSVCRec14	03/24/2023 5:55:28 AM	EQB488001010
USG1008CE002TSVCRec14	03/24/2023 6:23:17 AM	EQB488002010
USG1008CE002TSVCRec14		EQB488004010
USG1008CE002TSVCRec14		EQB488003010

You may either set up a new Service Account or create a new one. In either case, you'll need to review the password or the security.

If you click on an existing account, you'll see the next page which shows the various available services.

Add/Change Service Account

save reset cancel print help

User name
E-mail
Generate New Password ☐

Web Service	Add	View	Edit	Delete
Third Party Pay Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Onboarding Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First, we want to make sure that this account has the appropriate. Scroll down to find Personnel Integration and make sure that Add and View are checked. (The security requirement is specified in the documentation). Note that this screen does not sort alphabetically. Need to confuse the enemy as they say. Make sure to click Save in the top corner:

Add/Change Service Account

save reset cancel

Employee Pay Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Canadian New Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Configuration Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Integration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Opportunity Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talent Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee User Defined Fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have an account where you know the password, great. When you create a new account, the system will show you the password to use.

To create a new password, on the same screen click Generate New Password and then click save.

Add/Change Service Account

User name

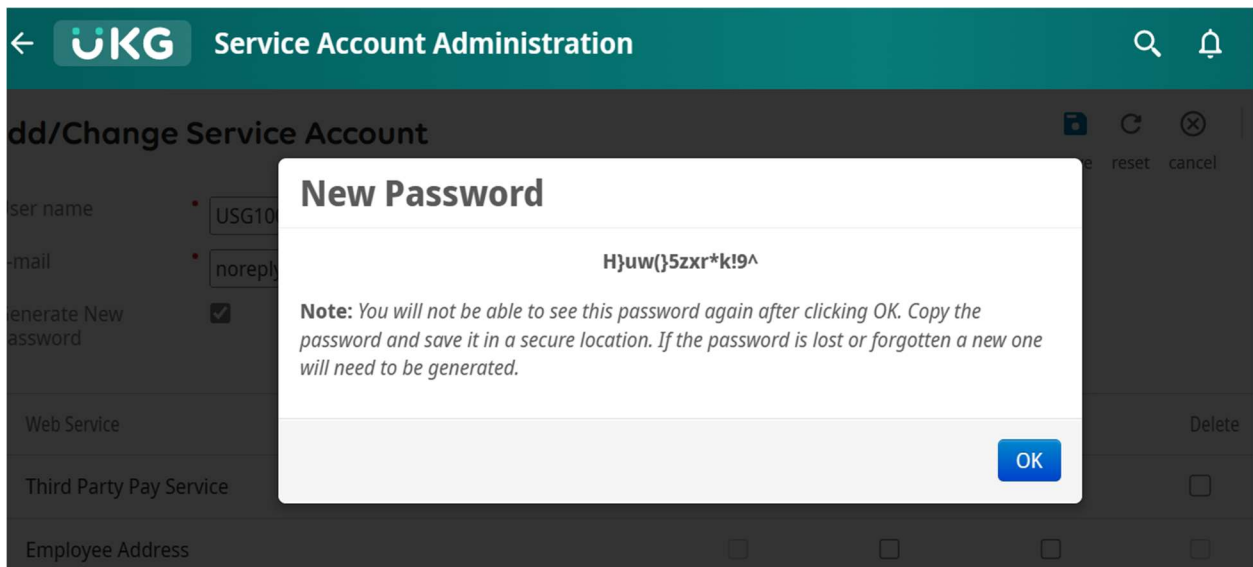
E-mail

Generate New Password ☒



Web Service	Add	View	Edit	Delete
Third Party Pay Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Onboarding Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTO Plan Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The password will appear. Please copy it down.



Values for your specific example:

For our example, we need the CompanyID and an email address for a user. For this test, any email for any user will work.

For example:

UKG Employee Directory

Find by Last name starts with a Search

Filtered by Last name - starts with a [Clear Filters]

Displaying 1-20 of 24 records

Photo	Name	Job	Work	Ext	Home	Primary E-Mail	Location
	Abels, Julia	Chief Executive Officer	+31 20 852 9876		(Private)		
	Abidj. Alfranica	HR Administrator			(Private)	alfranica_abidi@ultimate.com	

The CompanyID is a five-digit unique code for every company in your system. You can find this with a sample BI Report called Organization Structure for Third Party Vendors which can be found here:

Team content > UltiPro Sample Reports > Sample Reports > Setup Validation Reports

1/2 Alerts What's New To read about what's new

Setup Validation Reports

- Active Employee Count
3/6/2023 9:32 AM
- Dependent Data Validation Report
12/4/2022 3:34 AM
- Organization Struc ... Third Party Vendors**
12/4/2022 3:35 AM
- Pre-Check PTO Balances
12/4/2022 3:35 AM
- PTO Accruals & Rollover Testing
12/4/2022 3:35 AM

The first tab of the report has company information.

Country Code							
A	B	C	D	E	F	G	H
Country Code	Company Code	Component Company	Company Name	GL Segment	CmpCoID	CmpMasterCoID	
JSA	C2518	C2518 - ABC Company - Manufacturing(002)	ABC Company - Manufacturing(002)	02	C2518	CE002	
JSA	C9020	C9020 - ABC Company - Retail(002)	ABC Company - Retail(002)	USG_3	C9020	CE002	
JSA	CBX17	CBX17 - ABC Company(002)	ABC Company(002)	11111	CBX17	CE002	
Overall - Summary		C2518 - ABC Company - Manufacturing(002)					

Now, you have all the information you need. Let's go to Postman

Postman

Importing the collection and environment.

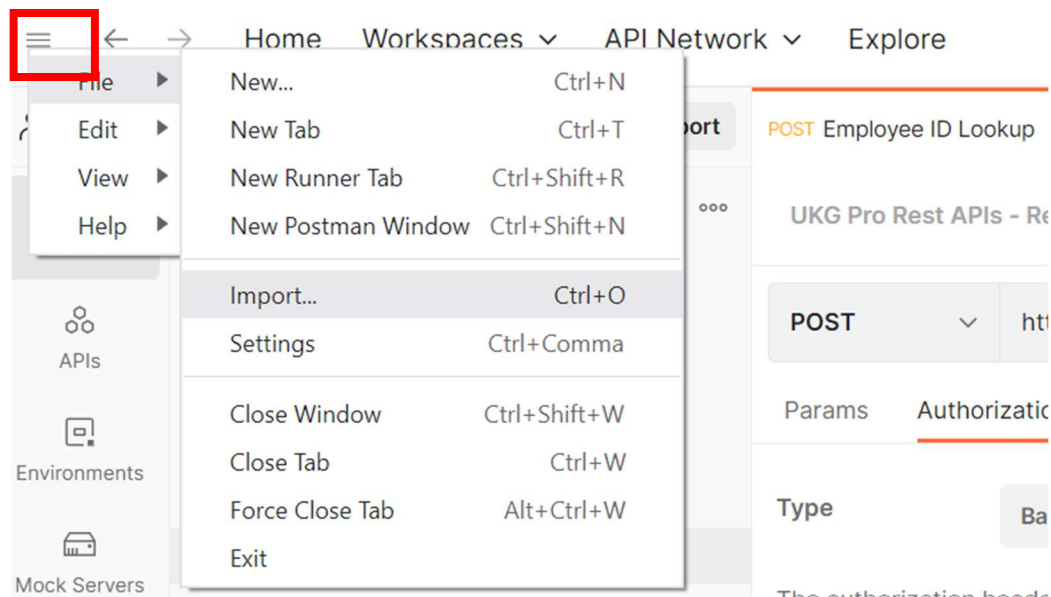
If you wish to use our code directly from GitHub, you'll see two files:

The Environment and The Collection

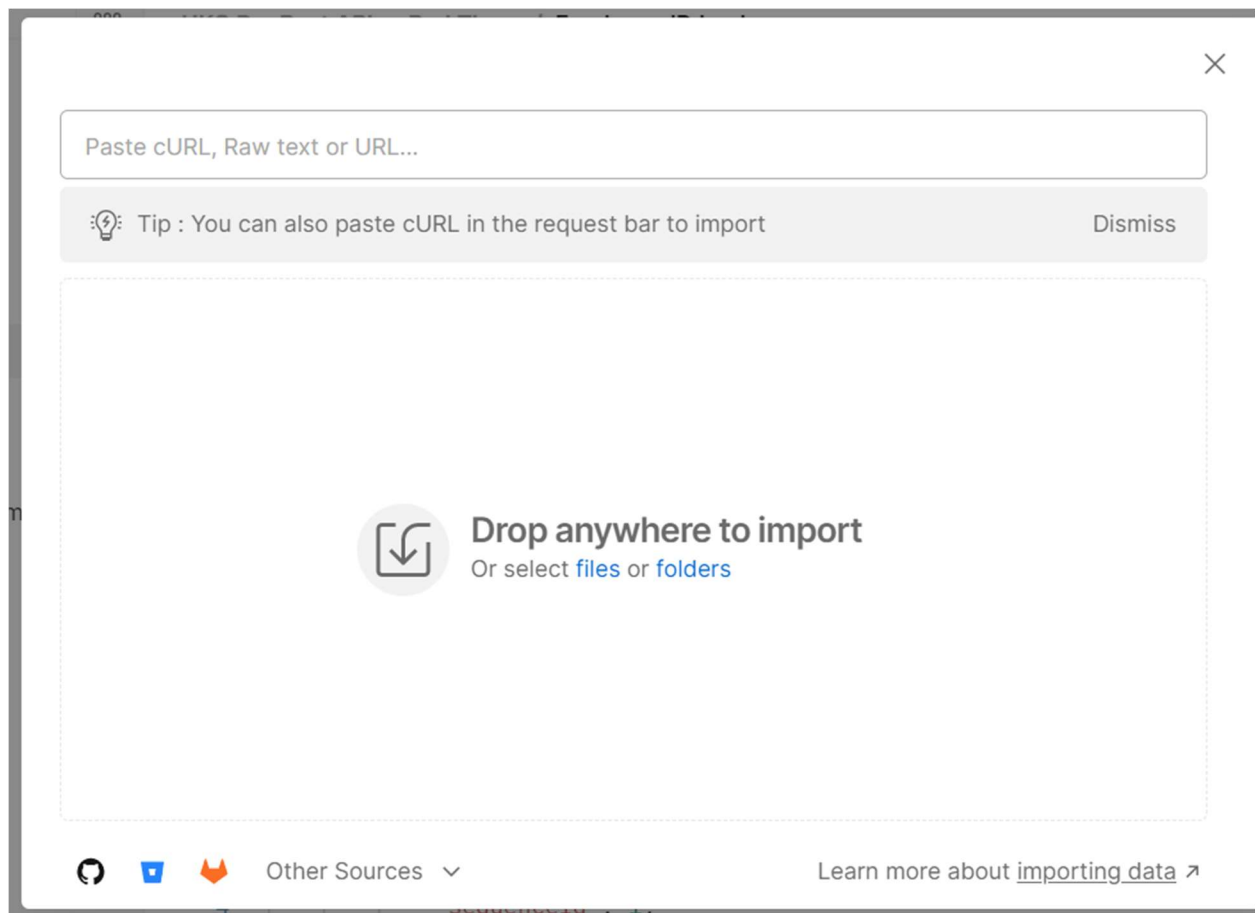
You can download them from GitHub. Once download, import them into Postman as follows:

You may import them directly into Postman.

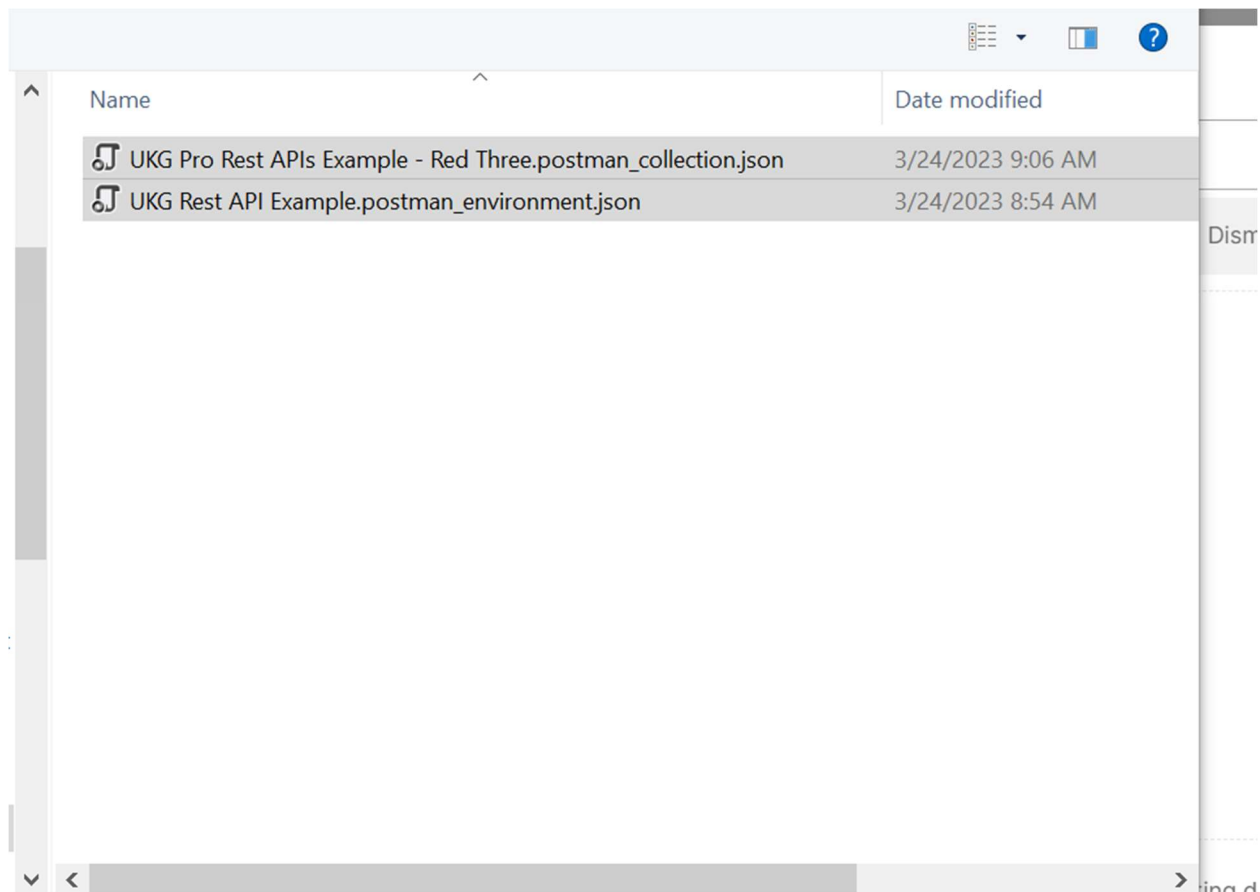
In Postman, click on the top left hand corner and choose file then import:



Click choose files:



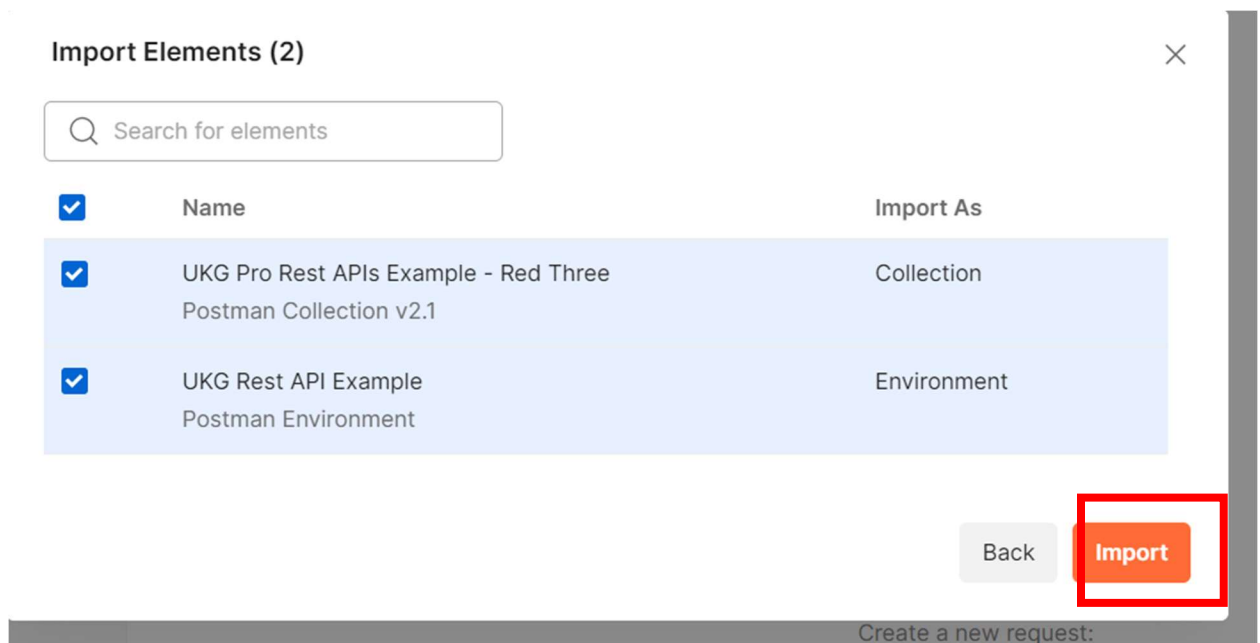
Select the environment and the collection:



A screenshot of a file explorer window. The window has a light blue header bar with icons for view, window, and help. Below the header is a table with two columns: 'Name' and 'Date modified'. The table contains two rows of files, both with a Postman icon on the left. The first row is 'UKG Pro Rest APIs Example - Red Three.postman_collection.json' with a date of '3/24/2023 9:06 AM'. The second row is 'UKG Rest API Example.postman_environment.json' with a date of '3/24/2023 8:54 AM'. To the right of the table is a vertical sidebar with a 'Dismiss' button.

Name	Date modified
UKG Pro Rest APIs Example - Red Three.postman_collection.json	3/24/2023 9:06 AM
UKG Rest API Example.postman_environment.json	3/24/2023 8:54 AM

Confirm the import:



A screenshot of the 'Import Elements (2)' dialog box in Postman. The dialog has a title bar with a close button. Below the title bar is a search bar with the placeholder text 'Search for elements'. Below the search bar is a table with two columns: 'Name' and 'Import As'. The table has two rows, both with a checked checkbox in the first column. The first row is 'UKG Pro Rest APIs Example - Red Three Postman Collection v2.1' with 'Collection' in the 'Import As' column. The second row is 'UKG Rest API Example Postman Environment' with 'Environment' in the 'Import As' column. At the bottom right of the dialog are two buttons: 'Back' and 'Import'. The 'Import' button is highlighted with a red rectangle. Below the dialog is a footer bar with the text 'Create a new request:'.

Import Elements (2)

Search for elements

<input checked="" type="checkbox"/>	Name	Import As
<input checked="" type="checkbox"/>	UKG Pro Rest APIs Example - Red Three Postman Collection v2.1	Collection
<input checked="" type="checkbox"/>	UKG Rest API Example Postman Environment	Environment

Back Import

Create a new request:

You should now see them in Postman.

Update the Postman Environment

You'll need to update the postman environment to store the four key variables you obtained up to:
(All reference code can be found in our GitHub repository).

Please make sure to save your values after entering:

The screenshot shows the 'UKG Rest API Example' environment in Postman. At the top, there are icons for Fork (0), Save, Share, and a menu. Below is a search bar labeled 'Filter variables'. The main part is a table with the following columns: Variable, Type, Initial value, Current value, and a menu icon. There are four rows of variables, each with a checked checkbox in the first column:

	Variable	Type	Initial value	Current value	
<input checked="" type="checkbox"/>	HOSTNAME	default	service.ultipro.com	service.ultipro.com	
<input checked="" type="checkbox"/>	UserName	default	ServiceAccount	ServiceAccount	
<input checked="" type="checkbox"/>	Password	default	Password	Password	
<input checked="" type="checkbox"/>	USCustomerAPIKey	default	ZZZ11	ZZZ11	
	Add new variable				

Update the Postman Body with your CompanyID and the email you wish to test:

The screenshot shows the 'Body' tab of a POST request in Postman. The URL is `https://{{HOSTNAME}}/personnel/v1/employee-ids`. The request body is in JSON format. The following fields are highlighted with red boxes:

```
1 [
2   {
3     "employeeIdentifierType": "EmailAddress",
4     "employeeIdentifierValue": "adam@redthree.com",
5     "companyIdentifierType": "CompanyID",
6     "companyIdentifierValue": "ABC12"
7   }
8 ]
```

For your information, we have also setup Authorization and Headers.

Under Authorization, we refer to the UserName and Password from the environment:

POST

https://{{HOSTNAME}}/personnel/v1/employee-ids

Send

ParamsAuthorizationHeaders (11)BodyPre-request ScriptTestsSettingsCookies

TypeBasic A...

The authorization header will be automatically generated when you send the request. Learn more about [authorization](#)

Heads up! These parameters hold sensitive data. To keep this data secure while working in a collaborative environment, we recommend using variables. Learn more about [variables](#)

Username{{UserName}}

Password{{Password}}

☒ Show Password

Under Headers, we've used the USCompanyAPIKey.

POST

https://{{HOSTNAME}}/personnel/v1/employee-ids

S

ParamsAuthorizationHeaders (11)BodyPre-request ScriptTestsSettings

Headers10 hidden

	Key	Value	Description	...	Bulk Edi
<input checked="" type="checkbox"/>	US-Customer-API-Key	{{USCustomerAPIKey}}			
	Key	Value	Description		

Once you've done everything, click send and check your response:

The screenshot displays a REST client interface. At the top, a POST request is configured for the URL `https://{{HOSTNAME}}/personnel/v1/employee-ids`. A red rectangle highlights the **Send** button. Below the URL bar, tabs for Params, Authorization, Headers (11), Body, Pre-request Script, Tests, and Settings are visible. The **Body** tab is active, showing a JSON payload with the field `"employeeIdentifierType": "EmailAddress"`. Below the request, the **Body** tab is selected in the response section, displaying a JSON response. The response status is **207 Multi-Status** with a response time of **259 ms** and a size of **655 B**. The JSON response is as follows:

```
1 [
2   {
3     "employeeIdentifierType": "EmailAddress",
4     "multistatus": [
5       {
6         "sequenceId": 1,
7         "status": "200 OK",
8         "body": {
9           "eeid": "AU7GLU0000K0",
10          "coid": [
11            "T49H8"
12          ]
13        }
14      }
15    ]
16  }
17 ]
```

Have any questions? Comment below or [Contact Us](#)