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:
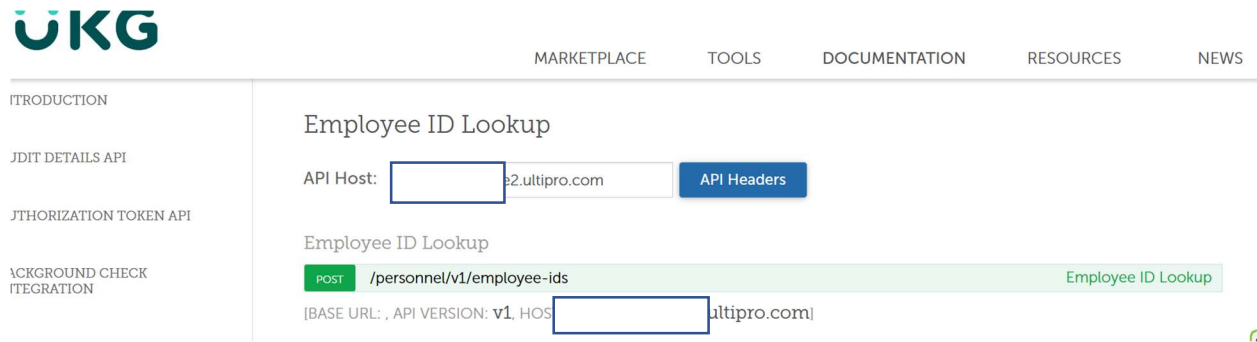
Click on the action (in this case Post)
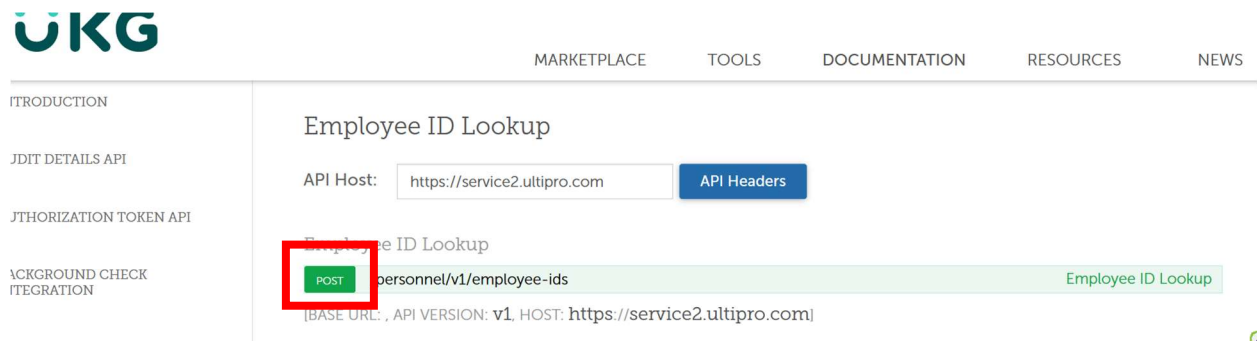
And more information will appear:

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   ᵒᵒᶜ

Q Filter variables

	Variable	Type ⓘ	Initial value ⓘ	Current value ⓘ	•••
☑	HOSTNAME	default ⌄			
☑	USCustomerAPIKey	default ⌄			
☑	UserName	default ⌄			
☑	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.

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.

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.

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:

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.

The password will appear. Please copy it down.
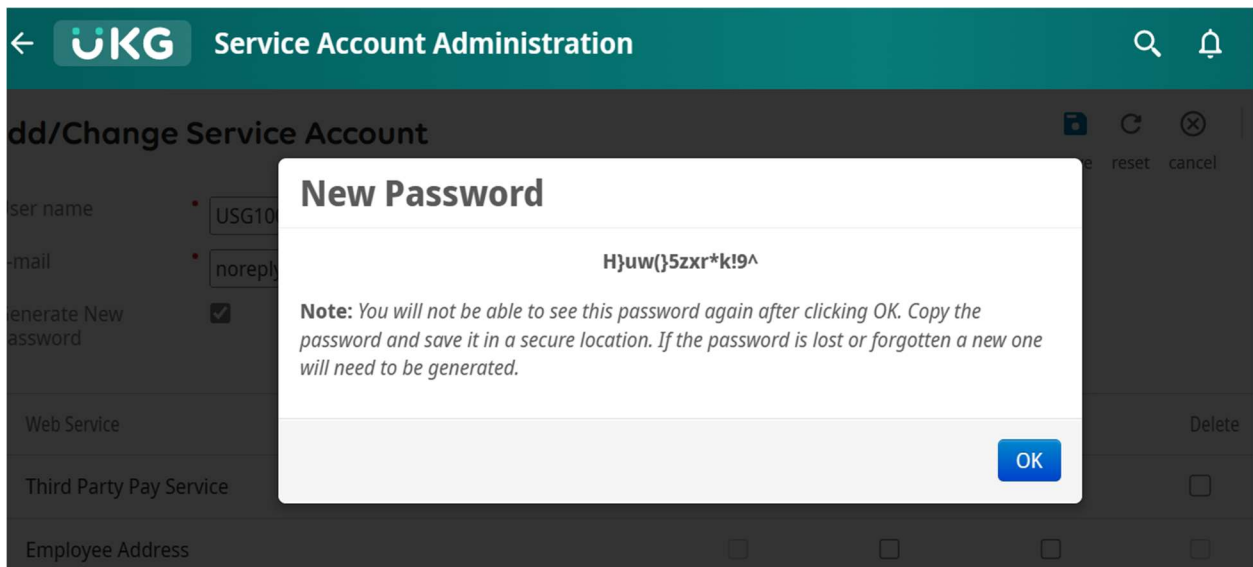
Values for your specific example:

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:

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:

The first tab of the report has company information.

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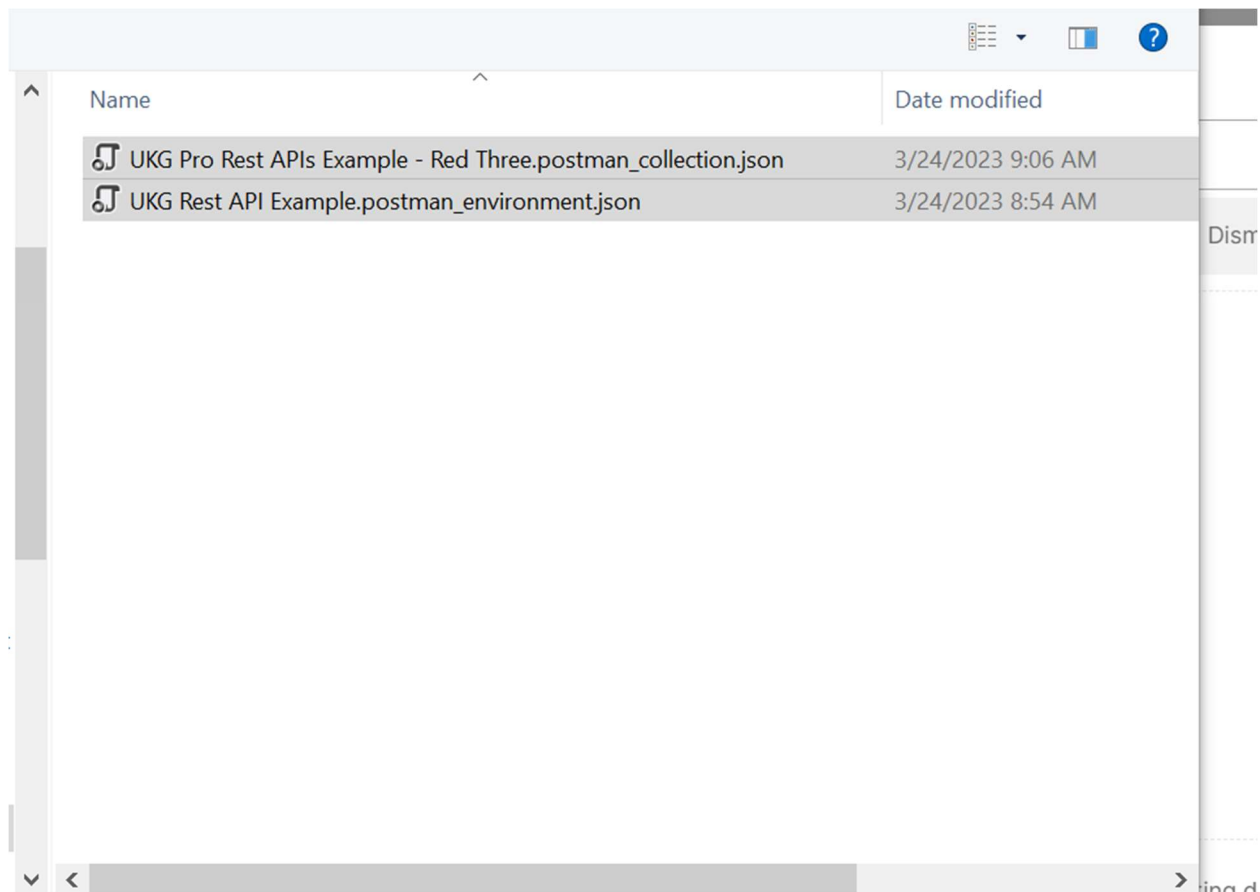
In Postman, click on the top left hand corner and choose file then import:

Home	Workspaces ∨	API Network ∨	Explore

File ▶	New…	Ctrl+N
Edit ▶	New Tab	Ctrl+T
View ▶	New Runner Tab	Ctrl+Shift+R
Help ▶	New Postman Window	Ctrl+Shift+N
	Import…	Ctrl+O
	Settings	Ctrl+Comma
	Close Window	Ctrl+Shift+W
	Close Tab	Ctrl+W
	Force Close Tab	Alt+Ctrl+W
	Exit	

APIs

Environments

Mock Servers

POST Employee ID Lookup

UKG Pro Rest APIs - Re

POST ∨   htt

Params   Authorizatic

Type   Ba
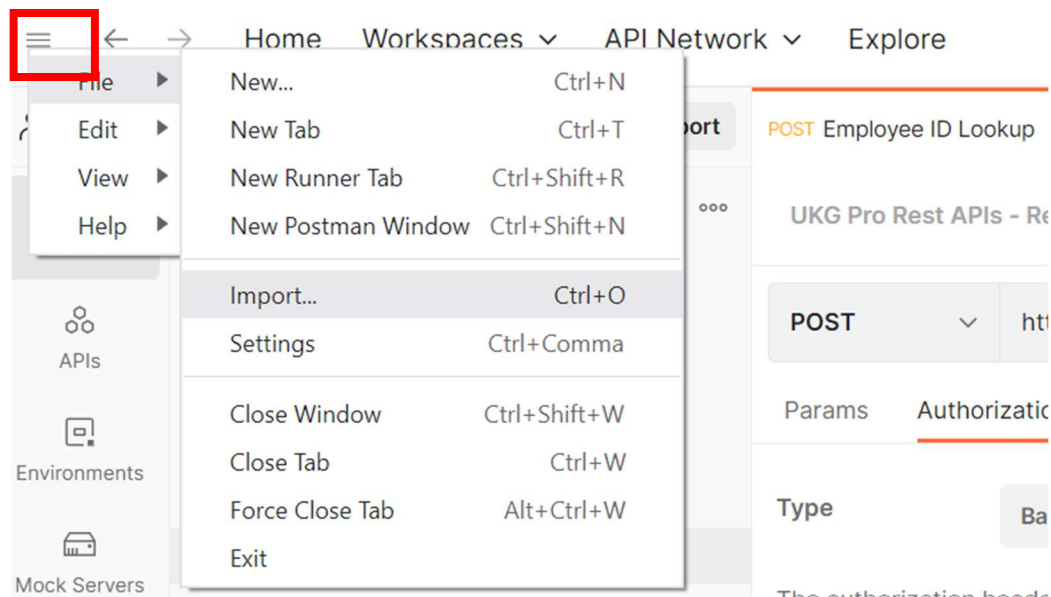
Click choose files:
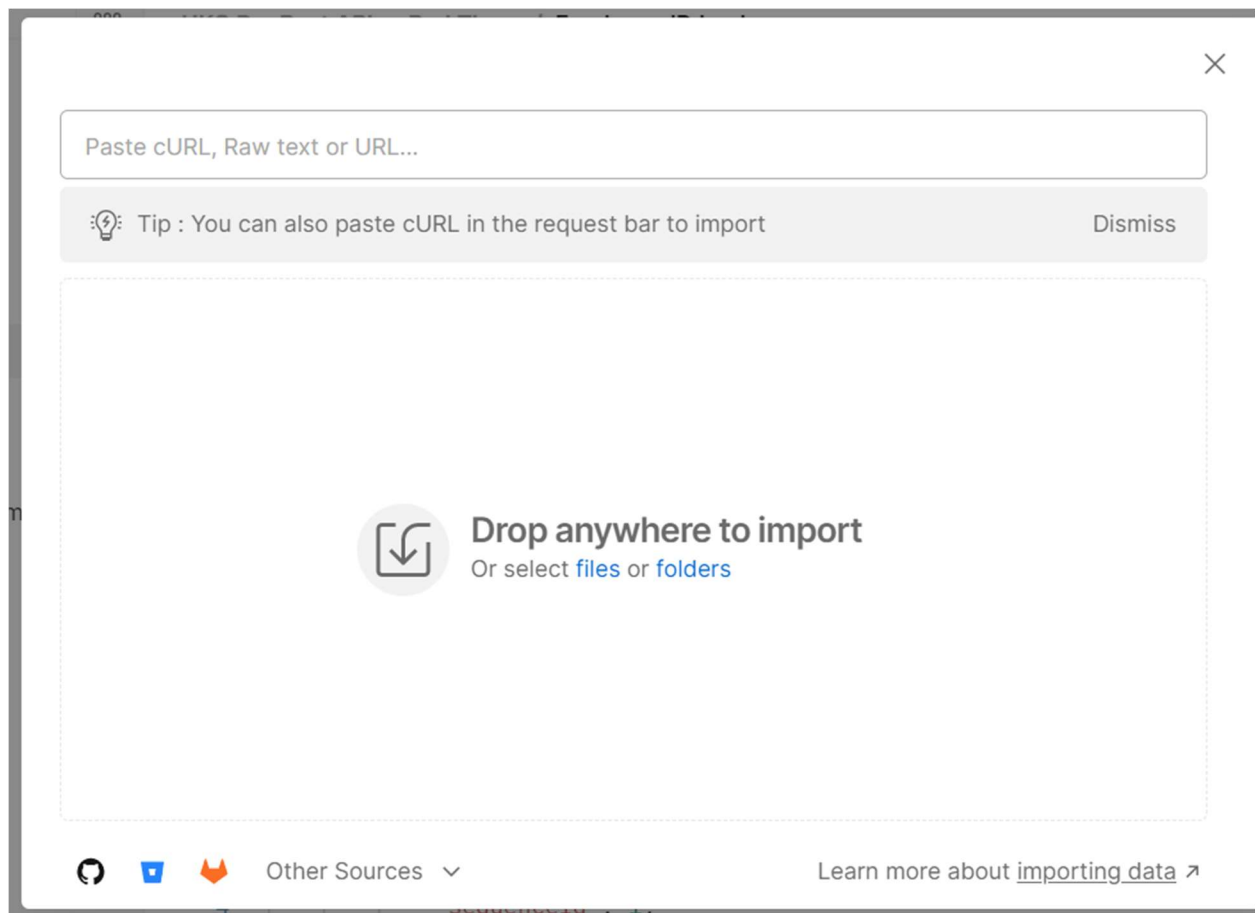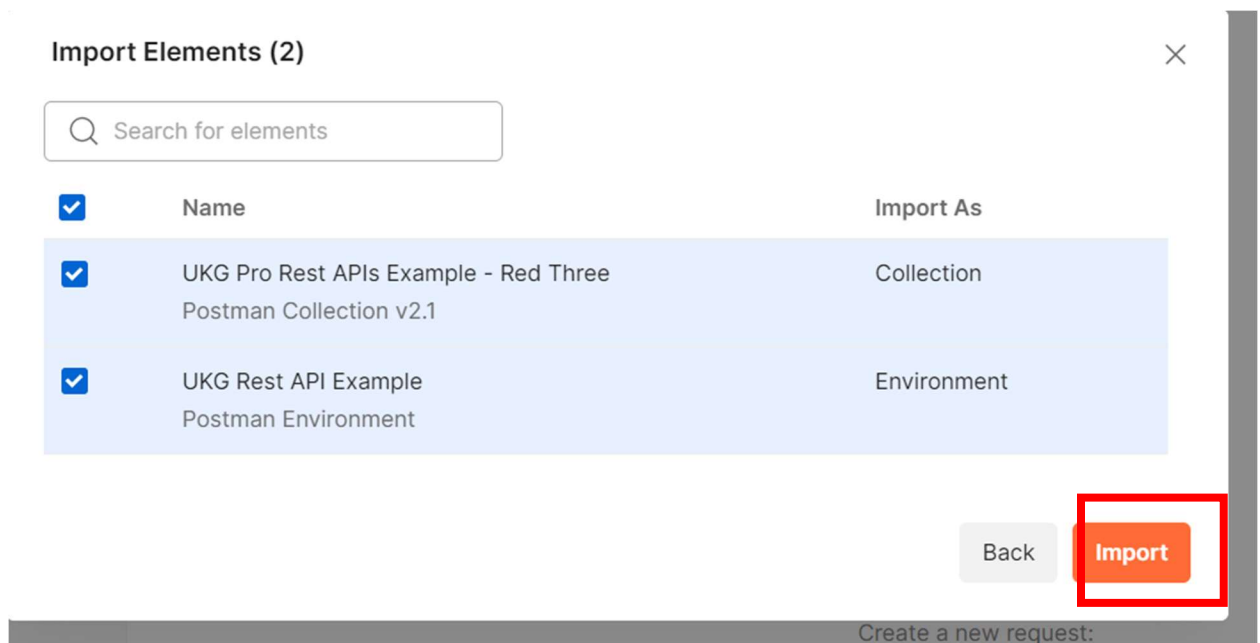
Select the environment and the collection:

Confirm the import:

You should now seem 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:

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

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

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

Under Headers, we've used the USCompanyAPIKey.

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

Have any questions? Comment below or Contact Us