



UKG Pro Single Sign-On

Configure Okta Single Sign-On

The Okta access management application allows you to enable single sign-on (SSO) in the Okta application list. You can then configure single sign-on settings in UKG Pro.

Enable Single Sign-On

1. From the Okta application, select the **Sign On** tab for UltiPro (SAML Verified).
2. Select **Edit**.
3. At the **Advanced Sign-On Settings** section, enter the **SAML URL** and **SP Issuer** (only if using Okta SLO) values that correspond to the UKG Pro Tenant URL format that your company uses for accessing UKG Pro. The UKG Pro Tenant URL is the URL you currently use for accessing UKG Pro using your Direct Login credentials. For example:
 1. <https://ew32.ultipro.com> would use the Federation Service URL shown for <https://ew45.ultipro.com> as the **ew** in the URL is what determines the Federation Service URL used.
 2. <https://n11.ultipro.com> would use the Federation Service URL shown for <https://n30.ultipro.com> as the **n** in the URL is what determines the Federation Service URL used.

Example UKG Pro URL Formats are included in the table below:

UKG Pro URL Format	SAML URL	SP Issuer
e 12.ultipro.com	https://efs.ultipro.com	http://efs.ultipro.com/adfs/services/trust
ew 45.ultipro.com	https://fs.ultiproworkplace.com	http://fs.ultiproworkplace.com/adfs/services/trust
ez 23.ultipro.com	https://ftkez01.ultipro.com	http://ftkez01.ultipro.com/adfs/services/trust
ewz 23.ultipro.com	https://ftkez01.ultipro.com	http://ftkez01.ultipro.com/adfs/services/trust
n 30.ultipro.com	https://ftkn01.ultipro.com	http://ftkn01.ultipro.com/adfs/services/trust
nw 14.ultipro.com	https://ftkn01.ultipro.com	http://ftkn01.ultipro.com/adfs/services/trust
nz 18.ultipro.com	https://ftknz01.ultipro.com	http://ftknz01.ultipro.com/adfs/services/trust

nwz14.ultipro.com	https://ftknwz01.ultipro.com	http://ftknwz01.ultipro.com/adfs/services/trust
t11.ultipro.ca	https://tofs.ultipro.ca	http://tofs.ultipro.ca/adfs/services/trust
tw11.ultipro.ca	https://tofs.ultipro.ca	http://tofs.ultipro.ca/adfs/services/trust

4. Select **Save**.

ADVANCED SIGN-ON SETTINGS

These fields may be required for a UltiPro proprietary sign-on option or general setting.

SAML URL

Please enter your SAML URL. Refer to the Setup Instructions above to obtain this value.

SP Issuer

Refer to the Setup Instructions above to obtain this value **Note!** This is only required if you want to enable Single Logout.

CREDENTIALS DETAILS

Application username format

Update application username on

Password reveal Allow users to securely see their password (Recommended)

Save

Note: If the Login URL is required by Okta, enter your Vanity URL (for example, https://company.ultipro.com or https://company.ultipro.ca)

Optional: Enable Single Logout (SLO)

If you choose to enable Single Logout, you must notify your UFSSO Engineer and request the SLO certificate.

1. From the Okta application, select the **Sign On** tab for the UltiPro app (SAML Verified).
2. Select **Edit**.
3. At the **SAML 2.0** section, check the **Enable Single Logout** box.
4. At the **Signature Certificate** field, select **Browse** to locate the SLO certificate provided by your UFSSO Engineer.
5. Select **Upload**.
6. Select **Save**.

Complete the Single Sign-On Configuration

Email the **Okta Metadata URL** and your chosen **Vanity URL** (for example, <https://company.ultipro.com> or <https://company.ultipro.ca>) to your UKG Pro SSO Engineer and include the UFSSO@ukg.com team in the recipient list. If you do not have an assigned UKG Pro SSO Engineer, email UFSSO@ukg.com and one will be assigned to you.

After receiving the Okta metadata, your SSO Engineer will complete additional implementation steps within 3-5 business days.

Once completed, you will receive an email with Turnover and Testing documentation. This documentation will guide you through the process of testing both the (1) Inbound SSO connection into UKG Pro and (2) the provisioning process.

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