

UKG Pro Import Tool XML and Configuration Settings

Guide



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Contents

UKG Pro Import Tool for Employee Data	6
Role-Based Security for the Import Tool	8
System Setups	9
Employee Key	10
Required Fields	11
Platform Configuration Fields	12
Setting a Field to Null/Blank	13
Configuration Settings	13
Smart Tax Search	13
Transfer Direct Deposits from a Prior Company	14
Transfer PTO Accruals from a Prior Company	15
Transfer Local Residential Taxes from a Prior Company	16
Transfer a Multi-Company Hired Employee back into a Prior Company	16
Workflow Approvals	17
Future Dating	18
Effective Dating	18
Employee Deduction Setup Dates	21
Effective Dating Specific to Employee Deduction Changes Import	22
Foreign Address Handling	22
Translations Page	23
File Upload Page	25
Configuration Settings Page	27
File and Environment Information	
mport Tool Process Flow	
Business Processes and Transaction Types	
New Hires, Re-Hires (US and Canada Payroll Employees)	46

FEIN Transfers (aka Component Company Changes)	104
Global Employee Status Change	154
Global Employee New Hires	157
Global Employee Transfer	172
Workforce Management (WFM)	184
Workforce Ready (WFR)	197
Job and Pay Rates Changes	202
Organization and Supervisor Changes	218
Add Review History	222
Status and Key Date Changes	225
Status History Changes	233
Job History Changes	236
Terminations	249
Name, Address or Phone Changes	
I-9 Changes	261
National ID Changes	269
Work Location and Work-in State Tax Changes	
Work Location Settings Changes	
Federal Income Tax (W-4) Changes (USA)	
Resident State Income Tax (W-4) Changes	294
Work Location and Work-in Provincial Tax Changes	
Federal Income Tax Changes (CAN)	306
Direct Deposit	314
Global Bank Account	320
PTO Plans	326
Deduction Group Changes	330
Earnings Group Changes	332
Deduction Changes	334
Child Support Garnishment Changes	350
Earnings Changes	358
Time Management (UTM)	361
Supplemental Data – User Defined Fields	366
Supplemental Data – Employee Contacts	375

Supplemental Data - Private Information Changes	386
Supplemental Data – Licenses & Certifications	396
Supplemental Data- Education	400
Supplemental Data- Skills	405
Supplemental Data- Previous Employment	408
Supplemental Data- Awards	412
Supplemental Data- Company Property	415
Supplemental Data- Alternate Phone Changes	419
Supplemental Data – Other Addresses	423
Supplemental Data- Secondary Jobs	428
Additional Data	432
Platform Configuration Fields	
Assumptions	441

UKG Pro Import Tool for Employee Data

The UKG Pro Import Tool provides data integration capabilities between UKG Pro and third-party systems. It allows you to control the flow of data from the third-party system into UKG Pro Core Web, either manually or automatically.

Integration for the specific client third- party system is supported through validation rules and data mapping features within the Import Tool. The Import Tool manages the processing of transactional updates that are generated from the third-party system.

Transaction-based files are read, transformed via the mapping rules and run through UKG Pro business processes using the Import Tool. The Import Tool processes the files on a pre-determined schedule or on-demand, as needed. File layout is based on the data requirements for the transactions within UKG Pro.

For each type of transaction, the fields that are available when you manually enter the transaction are the same fields that are available when you import the data. The fields that are required when manually entering a transaction are also required when importing the data. Validation that occurs within the business processes occurs when importing data as well.

With the Import Tool you can:

- Schedule the secure transfer of employee transaction data via UKG Pro Data Exchange Services (UDES). The UDES setup may require a Service Request.
- Determine processing frequencies (for example, daily, weekly, biweekly)
- Eliminate manual entry of data and reduce data entry errors
- Handle the following types of transactions:
 - Hires (new hires/rehires)
 - Company (FEIN) Transfers
 - Adding Global Employees
 - Global Employee Status Change (re-activate)
 - Status & Key Dates Changes
 - Terminations
 - Job and Pay Rate related updates
 - Review History
 - Work Location Changes

- o Employee personal information/indicative updates
 - Name, Address or Phone
 - Private Information
 - I-9
- W-4 (Federal & State Tax) Changes
- Canada Federal & Provincial Tax Changes
- Direct Deposit Changes
- PTO Changes
- Deduction/Benefit Group changes
- Earnings Group Changes
- o Deduction plan Changes (for specific types of deductions as outlined in the Deduction Changes section)
- Earnings Changes (for specific types of earnings as outlined in the Earnings Changes sections)
- Global Bank Account Changes
- Change National ID (SSN/SIN and Global)
- Time Management (UTM) Changes
- Supplemental Data Updates (include with Hires or standalone changes)
 - User-Defined Fields
 - Emergency Contacts
 - Licenses & Certifications
 - Skills
 - Previous Employment
 - Awards
 - Company Property
 - Alternate Phone
 - Additional Addresses
 - Secondary Jobs
 - Education
- Additional Data Used to send additional fields that are not covered in any of the above transactions. This data is
 informational unless a secondary process, not associated with the standard import, is in place to handle it (for example, a
 custom table field). This is available to XML imports only.

- o Platform Configuration (PC) Fields Used to send fields that have been set up using Platform Configuration. Business processes that support platform configuration for the Import Tool are:
- New Hire/Re-Hire
 - Global New Hire
 - Status and Key Dates
 - Termination
 - Change Name, Address, or Telephone
 - Change Job
 - Contacts
 - Company Property

Note: Resident Tax Changes (except local PSD codes are supported) cannot be imported using the Import Tool. SmartTax can be leveraged within the integration to assist with Resident Tax default values

Role-Based Security for the Import Tool

After the Import Tool's product key is turned on, role security must be established for a user to be able to access the Import Tool. The Import Tool menu path is: UKG Pro Menu > Administration > Integration Studio.

To enable web access rights to the Import tool:

Navigation: UKG Pro Menu > System Configuration > Security > Role Administration

▼ Integration Studio			
Integration Studio Dashboard			
Activity Log			
▶ Report Exports			
▶ UltiPro Carrier Network			
▶ Global Payroll Integration			
Studio Designer			
▼Import Tool			
▼ Results			
Import Tool Results			
▼ Results Details			
Import Tool Results Details			
▼ File Upload			
Import Tool File Upload			
▶ File Summary			
▶ File Mapping			
▼ Translations			
Import Tool Translations			
▼Add/Change Translations			
Import Tool Translations Details			
▼Configurations			
Import Tool Configurations			
▶ Validation			
▶ PC Fields			

System Setups

For this type of project, it is strongly recommended that the UKG Pro table setups have been completed before performing your analysis of the fields and requirements. Having all of the information at hand when working through the fields to determine which are needed, requirements for the fields, knowing if translations are needed and what the translations are, the table information must be available.

Employee Key

Identifies what field will be used to identify which Employee to update. It will also be used to identify the value to use to determine if the employee already has an existing record in UKG Pro and to determine if the employee is a New Hire or a Re-hire. Available field options are:

Options	IDENTIFIER_RULE Value
Employee Number	EMPLOYEEID
Social Security Number (SSN)	SSN
National ID/SIN	NATIONALID
EEID	EEID

For all transactions, Company and Employee Key fields are required. Together, they will be used to determine which employee record to update. The Company and one of the four available Employee Keys will need to be sent.

The following are the requirements for sending Company and Employee Key. The Employee Key Identifier Rule that is sent for the transaction type will indicate which of these Employee Key fields to use. For example, if the IdentifierRule = SSN, then the fields from below that will be sent on the file for the transaction are Company and SSN. The other Employee Key fields are not included. If the IdentifierRule = Employee Number, then Company and Employee Number will be sent.

UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements
Label		Type		Table		
				Validation		
						Requires a valid UKG Pro Company
						Code. Codes are client configured.
						This field will be used with the
	/Transactions/Transaction/KeyFi					Employee Number or SSN/SIN to
Company	elds/CompanyCode/	char	5	Υ	Υ	know which job record to update.
	/Transactions/Transaction/KeyFi					This field may be used with the
	elds/Identifier/					Company code to know which record
	IF					to update.
	/Transactions/Transaction/Head					
Employee	er/IdentifierRule/ =					
number	'EMPLOYEEID'	char	9		Υ	

UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	/Transactions/Transaction/KeyFi					This field may be used with the
	elds/Identifier/					Company code to know which
						record to update.
	IF					
	/Transactions/Transaction/Head					Format: nnnnnnnn
SSN	er/IdentifierRule/ = 'SSN'	char	9		Υ	
						Canada (CAN) and Global only
	/Transactions/Transaction/KeyFi					
	elds/Identifier/					This field may be used with the
	IF					Company code to know which record
	/Transactions/Transaction/Head					to update.
SIN/National	er/IdentifierRule/ =	varch				
ID	'NATIONALID'	ar	50		Υ	SIN Format: nnnnnnnn
	/Transactions/Transaction/KeyFi					This field may be used with the
	elds/Identifier/					Company code to know which record
	IF					to update.
	/Transactions/Transaction/Head					
EEID	er/IdentifierRule/ = 'EEID'	char	12		Υ	

Required Fields

For each Business Process, there are fields that are available for import. Of those fields, some are required for the business process to complete. In the grids below, there is a Required column that indicates which are available and which are required. The values in the Required column are:

- A = Fields Available to import data for
- Y = Required data for record to load

For required fields, if a field value is not available to be sent, then either a default would need to be established or logic used to derive the value to be sent. If the value cannot be derived and sent, then the standard solution cannot be used. If either or both of these are needed, we can offer custom options to help address this.

If a transaction could be for an Add or a Change, the fields noted as required are for the Add transaction. A note in the transaction summary section will outline what is minimally needed for a Change transaction. For a change, the only required fields are those needed to uniquely identify what record is to be updated. Additionally, for a Change, in most cases if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

For fields that do not have a preexisting value and are not required, in most cases, if the field is not sent, it will be either set to 0 or blank based on the field type unless you have system configured rule that will override this.

General rules:

• Y/N fields: default to N if nothing is sent

Numeric fields: default to 0 is nothing is sent

Platform Configuration Fields

For some Business Processes, data can be imported into platform configuration fields. If the business process supports them, and the platform configuration field is a new field to be used store data (for example, it is not an existing UKG Pro Core Database field), then these are fields that are available for import. Currently, the business processes that support Platform Configuration within the Import Tool are:

- New hire
- Global new hire
- Termination
- Change Name, Address or Telephone
- Change Job
- Contacts
- Company Property
- Status and Key Dates

Platform Configuration fields have been included in the XSD for all business processes that could potentially support them for future expansion for import. Within each grid, it will designate if it is currently supported or, possibly, available for future support.

Setting a Field to Null/Blank

To overwrite an existing field with a blank or null value, an empty tag must be sent. For example, if you an employee's middle name is 'Sam' and you needed to blank it out you would send the following <MiddleName></MiddleName>.

Configuration Settings

These settings are configured on the UKG Pro Menu> Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Smart Tax Search

Smart Tax Search is used to automatically return recommended tax codes associated with work locations and/or employee resident addresses. This feature is used to help determine the correct payroll tax based on where an employee lives and works. With the import process it specifically updates the resident county, local resident jurisdiction, and the PSD Code. Smart Tax Search is available on these Business Processes:

- Hire/Rehire Employee
- Transfer Employee
- Change Name, Address, or Telephone

There are some instances where the query produces more than one result. In these cases, the top value will be selected, and you will be responsible for reviewing, updating and ensuring the employee is setup correctly. If the query does not provide any results, the **Address Cannot Be Located** warning message will display on the Import Process Summary page.

The Smart Tax Search service is not automatically turned on via the Import Tool. You must manually turn on the Smart Tax Search via UKG Pro Menu > System Configuration > Smart Tax Search.

The transaction types where SmartTax is available will have a rule established in the header to indicate whether to follow SmartTax or not. In addition, there will be a configuration rule where a value can be set if you want use SmartTax (TRUE) or if you don't want to use it (to bypass SmartTax if it is turned on) (FALSE or not sent).

Available options for Setting Name: SmartTax

Options	SmartTax Values
SmartTaxEnabled_NameAddress (use)	TRUE
SmartTaxEnabled_NameAddress (do not use)	FALSE (or not set)
SmartTaxEnabled_NewHire (use)	TRUE
SmartTaxEnabled_NewHire (do not use)	FALSE (or not set)
SmartTaxEnabled_TransferEmployee (use)	TRUE
SmartTaxEnabled_TransferEmployee (do not use)	FALSE (or not set)

This setting is configured on the UKG Pro Menu> Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Transfer Direct Deposits from a Prior Company

If the **DirDepsToNewCompOnFailedTransfer** configuration setting is turned on (Set = TRUE) and the employee is being transferred back into a company in which they were previously hired (employee was hired in Company A, then transferred into Company B and is now transferred back into Company A), the employee's direct deposit information will be updated as follows:

- Delete records in the transfer-to Company (Company A)
- Add the direct deposit records in the transfer-from Company (Company B) to the transfer-to Company (Company A)

This is a global configuration setting and is only available on Configuration Setting Page. It cannot be set on the record level. Available options for Setting Name: DirDepsToNewCompOnFailedTransfer

Options	DirDepsToNewCompOnFailedTransfer Values
If the employee is transferring back into a company in	TRUE
which they were previously hired, then delete the direct	
deposit records in the transfer-in company (Company A)	
and replace with the records from the transfer-from	
company (Company B).	
The direct deposit information in the transfer-in	FALSE (or not set)
(Company A) company remains intact.	

This setting is configured on the UKG Pro Menu > Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Transfer PTO Accruals from a Prior Company

If the **AccrualsToNewCompOnFailedTransfer** configuration setting is turned on (Set = TRUE) and the employee is being transferred back into a company in which they were previously hired (employee was hired in Company A, was transferred into Company B and is now transferred back into Company A), the employee's PTO Accrual information will be updated as follows:

- Delete records in the transfer-to Company (Company A)
- Add the PTO Accrual records in the transfer-from Company (Company B) to the transfer-to Company (Company A)

Note that the following must be set as well:

• The configuration setting **TransferPTORule** must be set to **TRANSFERALL**. Refer to the FEIN Transfer Transaction Type for a full definition of this configuration setting.

This global configuration setting is only available on Configuration Settings page. It cannot be set on the record level. Available options for Setting Name: AccrualsToNewCompOnFailedTransfer

Options	AccrualsToNewCompOnFailedTransfer Values
If the employee is transferring back into a company in which	TRUE
they were previously hired, then delete the PTO accrual	
records in the transfer-in company (Company A) and replace	
with the records from the transfer-from company (Company	
В).	
The PTO accrual information in the transfer-in company	FALSE (or not set)
(Company A) is retained.	

This setting is configured on the UKG Pro Menu> Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Transfer Local Residential Taxes from a Prior Company

If the **Transferring Local Residential Taxes from a Prior Company** configuration setting is turned on (Set = TRUE) and Smart Tax is turned on, and if the employee's address does not change, the employee's existing local taxes will be pulled into the new company when performing a rehire or transfer. Note that the following must be set as well:

- Smart Tax must be turned on in UKG Pro via System Configuration > Smart Tax Search
- The SmartTax Configure Setting is enabled for the appropriate transaction type (see immediately above)
- The configuration setting 'Transferring Local Residential Taxes from a Prior Company' is turned on (Set = TRUE)

This configuration setting is only available on Configuration Setting Page. It cannot be set on the record level. Available options for Setting Name: TransferLocalResidentialTaxesFromPriorCompany

Options	TransferLocalResidentialTaxesFromPriorCompany Values
If the employee's address does not change on a	TRUE
rehire/transfer, then pull the existing local taxes to the	
new company.	
Regardless if the employee's address remains the same,	FALSE (or not set)
run the data through SmartTax	

If the employee's address does not change on a rehire/transfer, then pull the existing local taxes to the new company.

TRUE Regardless if the employee's address remains the same, run the data through Smart Tax FALSE (or not set)

This setting is configured on the UKG Pro Menu > Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Transfer a Multi-Company Hired Employee back into a Prior Company

If the **AllowMultiCompanyRehireOnFailedTransfer** configuration setting is turned on (Set = TRUE) and the multi-company employee is being transferred back into a company in which they were previously hired, the employee will successfully rehire as a multi-company employee without needing to indicate this is a multi-company hire.

Example: An employee is hired in both Company A and Company B, then transfers from Company B to Company C. Now the employee is transferred from Company C back to Company B. If this rule is NOT set to 'TRUE', the transfer will fail because the employee is still active in Company A and there is no indication that this is a multi-company hire. If this rule IS set to 'TRUE', the employee will be successfully rehired back into Company B. Processing will occur as follows:

- 1. The transfer back to Company B will initially fail on the transfer because you 'Cannot transfer an employee to a company they've already worked in'.
- 2. Next, the Import Tool will terminate the employee in Company C.
- 3. Then the employee is rehired into Company B

This global configuration setting is only available on Configuration Settings page. It cannot be set on the record level. Available options for Setting Name: AllowMultiCompanyRehireOnFailedTransfer

Options	AllowMultiCompanyRehireOnFailedTransfer Values
If the multi-company employee is transferring back into a	TRUE
company in which they were previously hired, the transfer	
fails because you are not permitted to transfer an employee	
back to a company they have already worked. This setting	
will then allow the employee to be terminated from the	
company in which they are transferring from and rehire the	
employee into the company they previously worked. Multi-	
company hire status is retained.	
The transfer back into a previous company will fail.	FALSE (or not set)

This setting is configured on the UKG Pro Menu> Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Workflow Approvals

The Import Tool invokes and provides a method for inserting records directly into the Workflow tables. Data is written to these tables via the Import Tool. Once there, if Workflow approvals are setup for the business process it will follow the established workflow. If no workflow is established, it will process and update in UKG Pro.

Note: The only exceptions are when (1) importing a New Hire with Supplemental Data or (2) importing Supplemental Data as stand-alone (excluding Platform Configuration Fields). In these cases, imports complete automatically as the established workflow processes are automatically bypassed, and any Approval Rules included with the import are ignored. In these cases, the imports complete automatically.

Depending on your security configuration, there will be some business processes where workflow approvals are enabled and others where they are not. All Transaction types will import into the Workflow and be in the Inbox – To Do (if approvers are enabled)/Complete (if approvers are not enabled). Standard Workflow is supported, not Conditional Workflow. If conditional workflow is needed, analysis to determine if the configured approvals can be supported and custom options for addressing this can be offered.

In addition, there will be a transaction rule, by Business Process, where a header value can be sent if you want to bypass established workflow approvals.

If the Business Process has workflow approvals enabled, this setting indicates whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s).

Available options for Setting Name: ApprovalRule

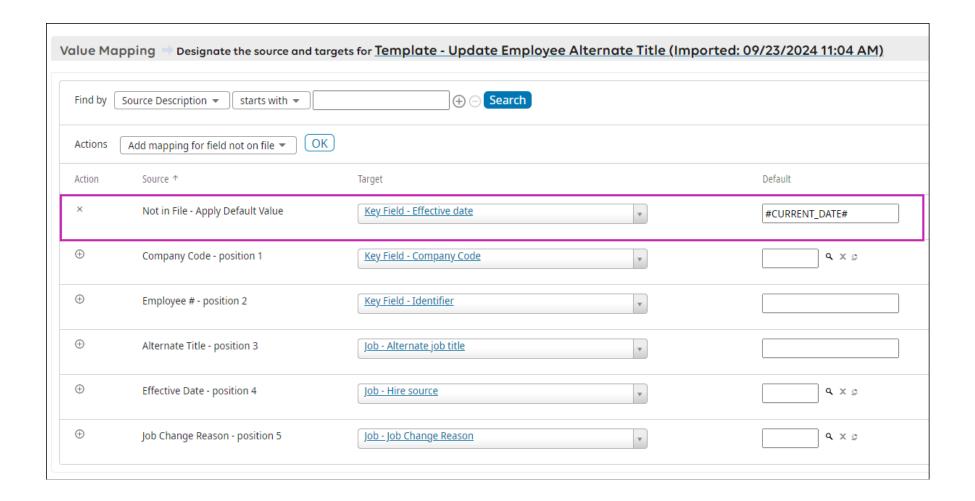
Options	ApprovalRule Values
Force approvals and not route through for approvals	FORCEAUTO
Follow standard configured workflow approval(s)	n/a

Future Dating

The recommendation is to not use Future Dating and to only send changes that are effective for the period to be processed. If the future dated record is modified in the source system, the import process is not able to update or modify the future dated transaction that is already in UKG Pro. If the source system sends additional changes to that pending future dated record, this could result in a duplicate record in UKG Pro which would need to be resolved manually by an administrator.

Effective Dating

To default the current date in your transactions, you can set the Key Field Effective Date field to the current date by entering the **#CURRENT_DATE#** tag in the file mapping template.



```
XML Output
 <?xml version="1.0" encoding="utf-8"?>
 <Transactions>
     <Transaction>
         <Header>
            <TransactionType>|OBSALARY</TransactionType>
            <IdentifierRule>EMPLOYEEID</IdentifierRule>
            <ApprovalRule>FORCEAUTO</ApprovalRule>
        <Header>
         </KeyFields>
            <EffectiveDate>09/23/2024</EffectiveDate>
            <CompanyCode>CBX17</CompanyCode>
            <Identifier>900001</Identifier>
         </KeyFields>
         <|obInformation>
            <Alternate|obTitle>Account Manager</Alternate|obTitle>
            <HireSourceCode>8/1/2018</HireSourceCode>
            <|obChangeReason>900</|obChangeReason>
         </jobInformation>
     </Transaction>
 </Transactions>
```

If a Job/Pay change is retroactive (prior to the effective date of an already existing Job History record), the import transaction for that record will fail unless special processing is setup as noted below with the **RETROACTIVECHANGE** or **LATESTONLY** rule functionality available.

A rule will be available for the Job/Pay Change transaction type. This rule indicates if the import process should process a back dated job/pay rate change or use standard business rules and fail the record.

When an effective date is in the past AND is earlier then another job change that already exists, there are two options to handle the job change:

Available options for Setting Name: JobEffectiveRule

Options	JobEffectiveRule Values
Allows for a process that changes the imported effective date so the record will process. The	RETROACTIVECHANGE
following will occur:	
New record is inserted to job history using the "Refresh Data" functionality	
Recent job history records are overwritten with updated data	
Employee's current job record is updated	

Note: Before inserting a retroactive record, consider the following: Retroactive effective date must fall within two years of the current date • Retroactive changes cannot be entered if dated prior to employee's most recent hire or re-hire record Retroactive changes affect employee's current job and salary record Allows for a process that changes the imported effective date so the record will process. The LATESTONLY following will occur: Change the Effective Date of the record to the max history date that currently exists (to avoid the validation error). **Note:** If a job/position change occurs where the effective date in the record is automatically modified because either the JOBEFFECTIVE RULE of LATESTONLY has been set, the message column on the Results page will now display the following: "Job History Effective Date changed to MM/DD/YYYY." Where MM/DD/YYYY is the new effective date established by the Import Tool.

Employee Deduction Setup Dates

When adding a new deduction to an employee, several dates must be provided:

- Deduction Start Date
- Eligibility Date (if deduction is a benefit)
- Coverage Start Date (if deduction is a benefit)

A rule is available for the Deduction Changes transaction type. When turned on, this automatically populates the above-mentioned date fields based upon the deduction code setup in UKG Pro Core (plan must be setup correctly or the import will fail). By default, this setting is turned on (Set to TRUE). If this setting is turned off (Set to FALSE), then the dates must be provided in the file or the record will produce an error.

Available options for Setting Name: Deductions UseDedSetupDates

Options	Deductions_UseDedSetupDates Values
Required Date fields will be automatically populated based upon the	TRUE
deduction code setup.	
Required date fields must be included in the file	FALSE

This setting is configured on the UKG Pro Menu> Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Effective Dating Specific to Employee Deduction Changes Import

A rule is available for the Deduction Changes transaction type which controls the effective dating for employee deductions. When this effective dating rule is turned on (Set to TRUE), all new/add records will become effective based on the date provided. If this is an update to an existing deduction, the import will update the record that is effective on that date. This setting is turned on by default. If this setting is turned off (Set to FALSE), the current record is always updated.

Available Options for Setting Name: UseEffectiveDating Deductions Value

Options	UseEffectiveDating_Deductions Values
Deduction will become effective based on the date provided	TRUE
Current Deduction record is updated	FALSE

This setting is configured on the UKG Pro Menu > Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Foreign Address Handling

For employees hired in the US, foreign addresses are not supported. There are two options to handle the address:

Available Options for Setting Name: ForeignAddressRule

Options	ForeignAddressRule Values
Set employee resident address to same as the employee's company address	USECOMPANYADDR
aduless	

If using this rule, employee address information still must be sent	
otherwise the transaction will fail.	
Set employee resident address to same as the employee's company	USECOMPANYADDRPOSTUPDATE
address and once employee is in UKG Pro, run an address change for them	
with the address provided from file. The address change will bypass	
workflow approvals if enabled.	

This setting is configured on the UKG Pro Menu > Administration > Integration Studio > Import Tool > Configurations > Configuration Settings page.

Translations Page

Basic Source field to UKG Pro field value translations are supported for fields that are in the business rules with code setup tables (for example, the field is a drop-down list with options for selection).

Navigation: UKG Pro Menu > Administration > Integration Studio > Import Tool > Translations

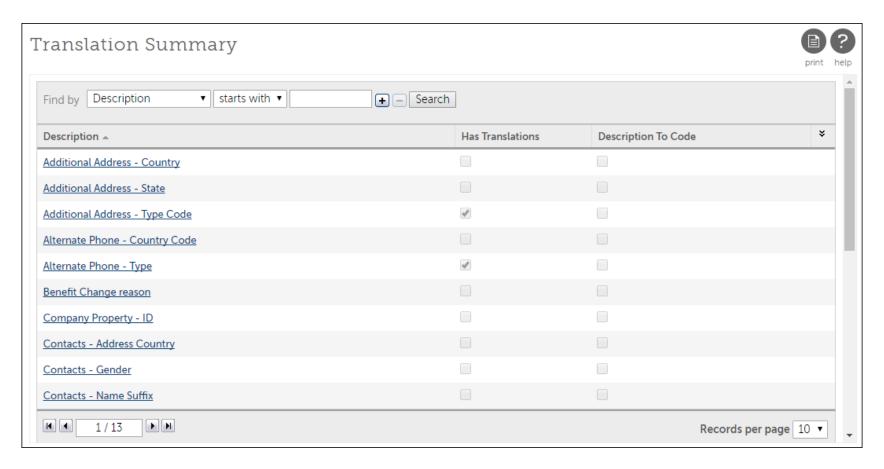
Administrative web pages are available for you to manage and maintain the mappings. This includes translations for most of the fields listed in the grids for the business processes below. In the grids, look for the Code Table Validation column which contains a Y.

Example of a source field with a code to an UKG Pro code translation:

• Job code in source = 123 but related field in UKG Pro = ABC

If translation is not needed or the functionality is not available, the UKG Pro code value is expected to be sent on the file.

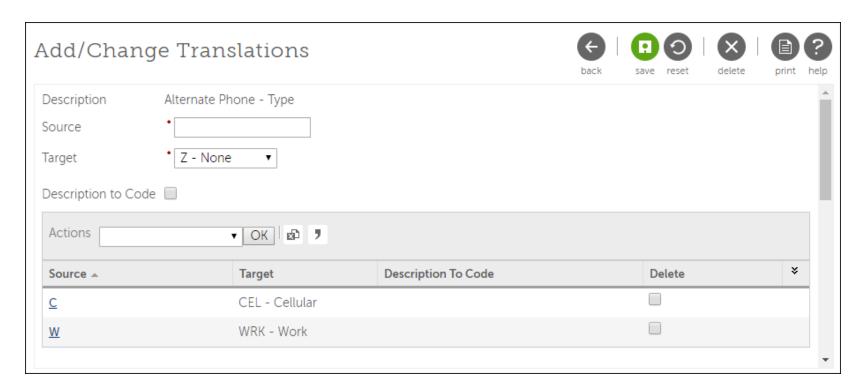
Translations that are more than the basic field to field translation or requires logic to derive field values is not included. If either or both are needed, we can offer custom options to help address this.



If the source field is a description which must translate to an UKG Pro description, then check the **Description to Code** box. When the box is checked and **Save** is selected, all existing code translations will be deleted.

Example of a source field with a description to an UKG Pro description translation:

- The Job Description in source = **Benefits Manager** but related description in UKG Pro = **Benefits Administrator**.
- When the imported record is processed, the UKG Pro code for the job description **Benefits Administrator** will be stored on the employee's record.

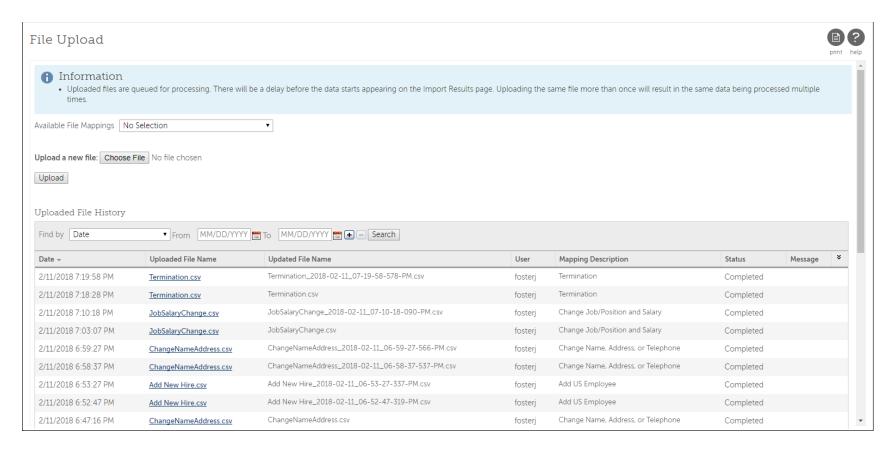


File Upload Page

A file can be manually uploaded to either a Production environment or a Test environment using the Import File Upload functionality. The file will be set to the established path upon upload. When preparing a file for upload, blanks lines should be omitted to reduce the risk of errors. To optimize performance, files sizes are limited to a maximum of 5MB.

Navigation: UKG Pro Menu > Administration > Integration Studio > Import Tool > File Upload

Imports that are configured for automation will also display in the Uploaded File History Section.



The status will show the current status of the uploaded file:

- Uploaded
- Queued
- Processing
- Cancelled you can only cancel an import that has not yet completed processing
- Completed once in completed status, you can view the results on the Import Results page

Note: If an import file was in Uploaded or Queued status when cancelled, there will not be any records listed in the File Summary page for that import file.

Configuration Settings Page

At the top of the page, email notifications can be set up to send notifications for all transactions processed or just those that have a status other than **Passed**. If entering multiple email addresses, separate each address with a semi-colon (do not add a space between the addresses). The default setting for this field is None.

The Validate Mode, when enabled, allows you to validate the records in a file without updating employee records. The Import Results page will display the Validated status if the file passes validation. If the file does not pass validation, the errors will display. The Workflow Request Details Page will display:

- A status of Cancelled
- The Initiator Comments will display Imported By UltiImport WebService (Processed in Validation Mode)

Note:

- When the **Validate Mode** toggle is changed, a message will display to the right indicating that you must select the **Save** button before leaving the page in order to save the changes.
- When changing the Validate Mode toggle to 'ON' and then the Save button is selected, a Warning Message will appear at the
 top of the page indicating that all imported files (whether from manual or automated configured imports) will be affected.
 These files will not post to employees' records.

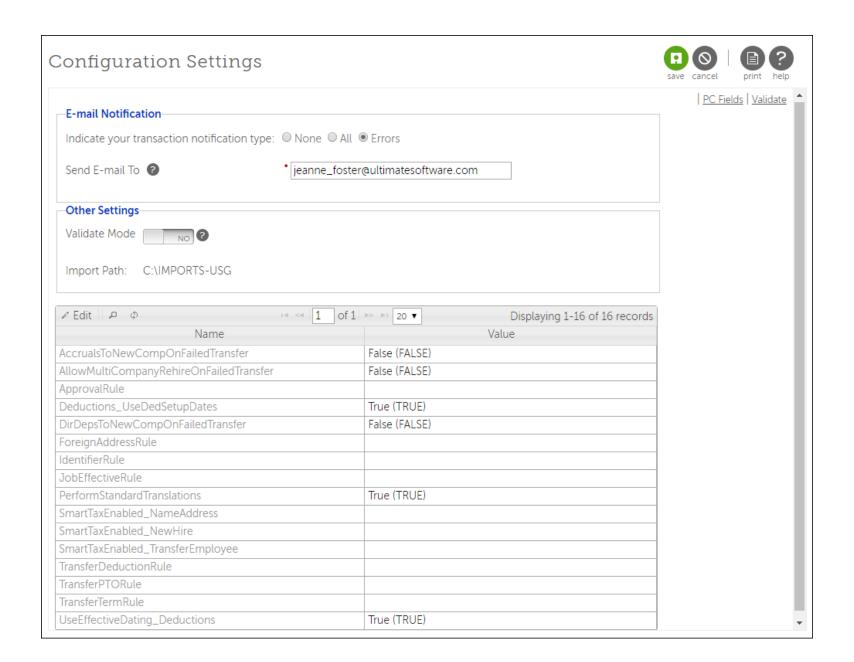
Under the **Validate Mode** toggle is a display only value of the **Import Path**. The path displays the pertinent portion of the folder name (the '//us.saas/xx' portion is not displayed) where the Import Tool is expecting a file to reside when using UDES for automated file delivery. Ensure your automated files are being loaded to this path.

In the configuration grid, there are a few configuration settings for the Import Tool that are available for you to configure, as needed:

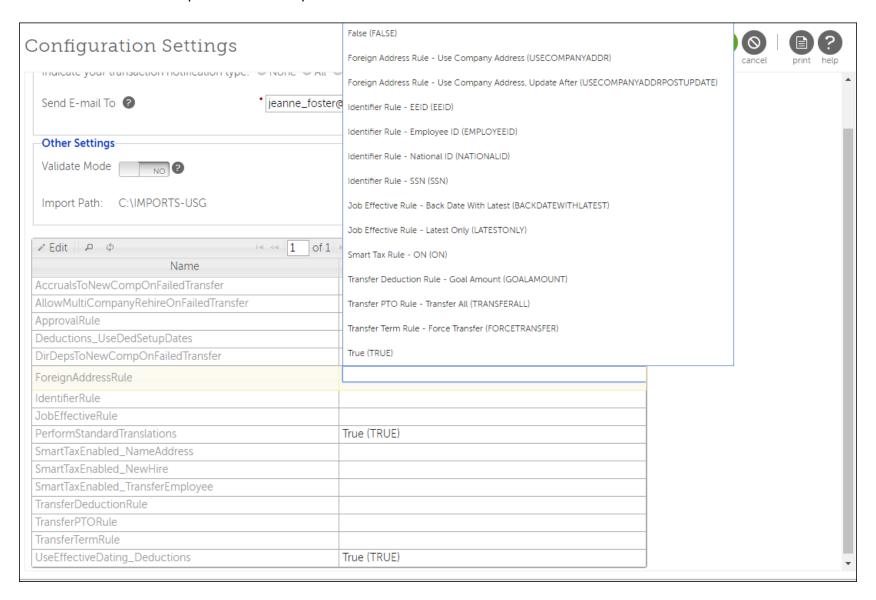
- AccrualsToNewCompOnFailedTransfer
- AllowMultiCompanyRehireOnFailedTransfer
- Approval Rule
- Deductions UseDedSetupDates
- DirDepsToNewCompOnFailedTransfer
- Foreign Address Rule
- Identifier Rule

- Job Effective Rule
- Perform Standard Translations
- Enable SmartTax Name Address
- Enable SmartTax New Hire
- Enable SmartTax Transfer
- Transfer Deduction Rule
- TransferLocalResidentialTaxesFromPriorCompany
- Transfer PTO Rule
- Transfer Term Rule
- UseEffectiveDating_Deductions

If the option is sent in the XML, it will supersede what is set at the global level via the Configuration Settings page (table).



Double-click in the box in the **Value** column to see all available values. The values listed are the options for all configuration fields, not just the one selected. Be careful to pick the correct option.



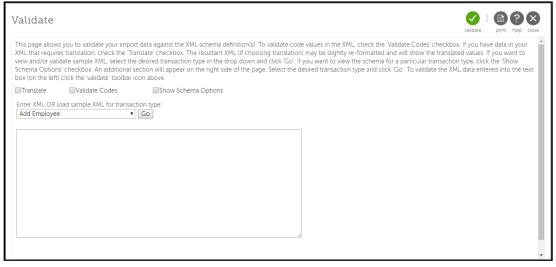
The **PC Fields** link (located at the top right of the Configuration Settings page) – displays a pop-up page that lists all Platform Configuration fields that have been configured. This can be used to get the ID and Path that is needed to be passed to handle updates to these fields. The ID is used to set the PCToken and the Path is used to set the PCViewPath (Refer to the Platform Configuration Fields section of this document for more information).



The **Validate** link (located at the top right of the Configuration Settings page) - displays a pop-up page that provides the ability to validate an XML file as follows:

- imported data against the XML schema definition
- code values in the XML
- translations

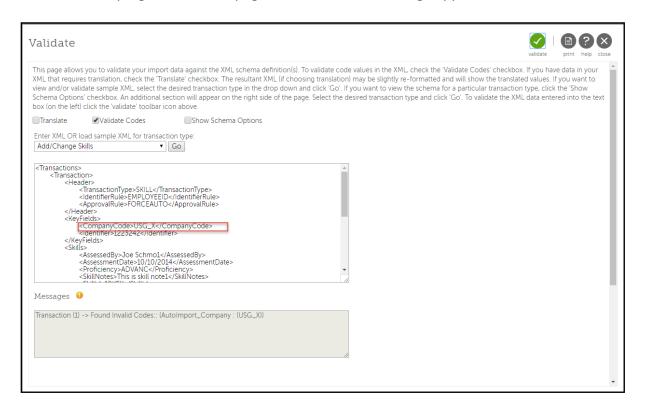
This page also allows you to view the schema for a particular transaction type.



You can copy your sample XML import data into the text box and select the **Validate** button on the top right side of the page. A validation message appears below the text box.



In the example below, an invalid company code was submitted within the XML. When the **Validate Codes** box was checked and the **Validate** button was selected at the top right side of the page, an invalid code message appears below the XML text box.



File and Environment Information

File Type/ Info

File must be/include:

- Changes File Only
- One record per transaction type per employee (multiple records of the same type can be sent or differing types for the same employee)
- All future dated changes need to be held until the pay period in which it is effective date and then pass
- Records will be processed in the order they are received in the file.

Additional Information:

Records per file – Multiple records can be included in one file. Records will be processed from top to bottom. Records should already be sorted in the order in which you want them processed into UKG Pro. Typically, by effective date/transaction date and transaction type.

If one record per transaction or the transaction type cannot be provided on the file, we can offer custom options to help address this.

Note: The processing order of multiple files is important. Files will be processed from top to bottom. For example, Company information should be processed before Employee, Pay Group, or other information.

File Format

Flat File, Formats Supported, including:

- XML
 - XSD is the primary reference for path, node, length, required field data
 - The order of the top-level nodes (for example, header, key fields) need to follow an order. The guide does not list them in any particular order. Reference the XSDs for order information.
 - The node (element) is case sensitive and must match the XSD definition. Reference the XSDs for node information and validation.

XSDs will be been provided for each transaction that defines the rules and requirements for the XML file upon request.

Sample XML files for each transaction can also be provided upon request.

Validate your XML against your XSD by selecting the Validate hyperlink on the Configuration Settings page. Your XML must comply with the XSD for that transaction type.

The max length is provided in the XSD.

- If the length of the value exceeds the length of the field, the record will fail.
- When you are using the XSD to validate your XML and using the translation functionality and the value passed will be longer than the length denoted, you will need to modify the XSD accordingly.

Record Info

Records on the file can either be

- Full record (all fields) for each transaction that have been identified as needed. All fields in the record should be populated. If a field comes over as blank tag (e.g. <MiddleName></MiddleName>) on the file, the field will be cleared.
- Only those fields that have changed.

Although, there is no limit to the number of records that can be on a file, the recommended maximum is 10,000. If there will be more than 10,000 on one file, you may want to consider splitting the file up so there are less records per file. Upon testing, you may want to adjust the number of records to something less that works best for you. We reserve the right to adjust our recommended limit at any time.

File Delivery and Path

The files can be automatically delivered to this folder from an SFTP location using the UKG Pro Data Exchange Service (UDES).

To setup UDES, a Service Request will need to be created by the Systems Consultant or the client. The appropriate Category/Subcategory to select for the request is:

Interface Team -Automation/Scheduling-Web Custom

The UDES project will include identifying the SFTP location, URL, Username/Password, Key, notifications, etc.

To view the Import Path, go to the Configuration Settings page and refer to the Import Path displayed under the Validate Mode Toggle. This setting is only configurable by an administrator.

UDES is only setup in a production environment. The File Copy Utility can be used to move the file to a Test environment. Access to this Utility will need to be granted to someone who will be responsible for obtaining the file and/or testing the import. (Note that MidMarket customers may not be able to utilize the File Copy Utility.)

There is also upload functionality that can be used for Production or Test. See File Upload section for more information. (*Note that MidMarket customers may not be able to utilize this functionality.*)

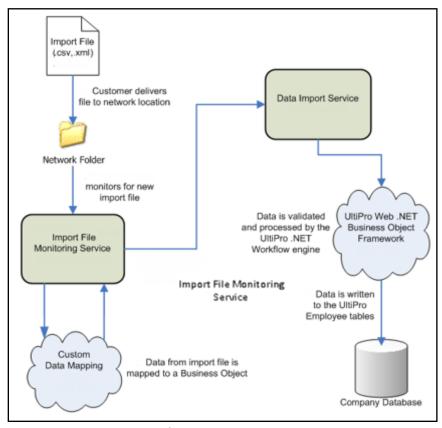
Frequency	Scheduled – The source file can be setup/scheduled to be sent at a particular frequency. Typically, one-time per day, but can be scheduled more or less frequently as needed. No more than every 15 minutes. Regardless of the frequency it is sent, the import process polls the path for the file on a configurable timeframe. The standard setup is every 1 minute. As soon as it detects a file, it will process.	File Name	The standard naming convention that will be setup is: StandardImport_MMDDCCYYHHMMSS.xml where MMDDCCYYHHMMSS = date/time stamp that the file is created However, various Name Formats can be supported. Client will need to notify assigned UDES project resource if a different file name is needed. The File name should be consistent and include a date/time stamp that the file is created.
Web Access	There are web pages used to setup, monitor and manage the import process. Access to one or more of the pages needs to be granted based on the user's responsibility with the import via the SMC or Role/User Administration in the portal. The Client is responsible for role and user security setups.	Web Access (Pages)	The pages needed are accessible via Integration Studio, Business Rules and Workflow Administration: Integration Studio > Import Tool: Results: Import Tool Results Results Details File Upload Import Tool File Upload File Summary File Mapping Translations Import Tool Translations Add/Change Translations Configurations Import Tool Configurations Validation PC Fields

		Menu > System Configuration > Business Rules (can be granted by table) Workflow Administration • Workflow Summary • Request Detail
Notifications	Email notifications can be setup by on the Configuration Settings page. There are two options for the email: • All transactions that were processed • Transactions that have failed processing (status is not Pass)	·

Import Tool Process Flow

The Import Tool is used to automate the import of employee data. The Import Tool performs three essential functions:

- 1. Monitoring
- 2. Data Mapping
- 3. Import



The Import Process

Changes are made via a third-party system. So, the same changes do not have to be entered into UKG Pro as well. Employee data can be imported directly into UKG Pro via a flat file import either automatically or on an ad hoc basis.

Import automation process details:

- The source file will be generated in the third-party system.
- The source file will be uploaded to the Import Tool Server and will be moved to the client file server. The file can also be manually placed on the client file server via the File Upload functionality or the FileCopy Utility.
- This client file server location will be monitored for the source file.
- Once the source file is located, the information is loaded first to a staging table and then into the business process(es) using the specified mapping for processing the data.
- The import will run through the Employee Administrator business process.
- Once the source file has been processed successfully, the actual source file is archived.

Summary and detail of the data imported can be viewed under Menu > Administration > Integration Studio > Import Tool > Results Page. If Workflow has been initiated, view Request Details > Inbox.

The Import Tool reads the import file and loads each employee record into a Staging Table. The Import Results page allows a Web User to see the summary for each employee that has an imported record in the Import Tool. The page will show the status of each record (for example, Passed, Failed, Pending, etc.). The Import Results page includes Filters to search for records by Date, and/or Status, Type, etc. Also, an Action option is included to export the data into either an Excel or CSV format. By selecting a record on this page, a pop-up window appears where the user can see the import details for the selected record.

The **Import Results Details** page allows a Web User to see the detail for each employee that has an imported record in the Staging Table. If corrections are needed, the user can make the change via this page and re-post. If a field is updated, it will be highlighted in yellow. Reposting can be done from either the **Import Results** page and handle multiple records at the same time or from the **Import Results Detail** page to handle just the selected transaction.

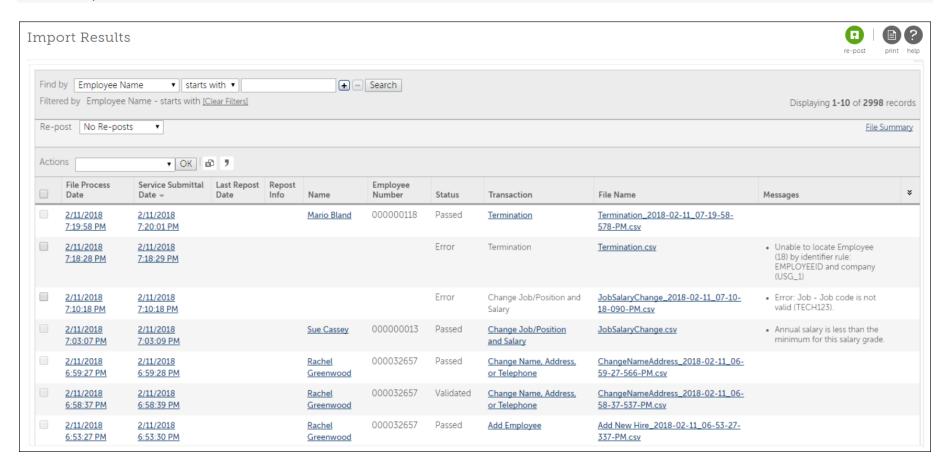
By default, the page opens with just the fields with values displaying. To show all fields included in the mapping, select **Show Empty Fields**.

The **Only Show Field Names Containing** field allows you to filter the field results based on the value entered.

By selecting the hyperlink under the **Transaction** column within the table grid on the **Import Results**, the **Request Details** page (similar to the page in Workflow Approval) will display and you can review the Before and Submitted values for the transaction.

Note: There are some minor differences from the actual Request Details page under Inbox, such as UKG Pro Time Management (UTM) fields may display for a New Hire transaction even though UKG Pro Time Management values are not submitted or PC fields and

Annual/Hourly/Weekly/Period rates may have been submitted, but they will not appear. In these cases, you can review all changes via Inbox > Requests.



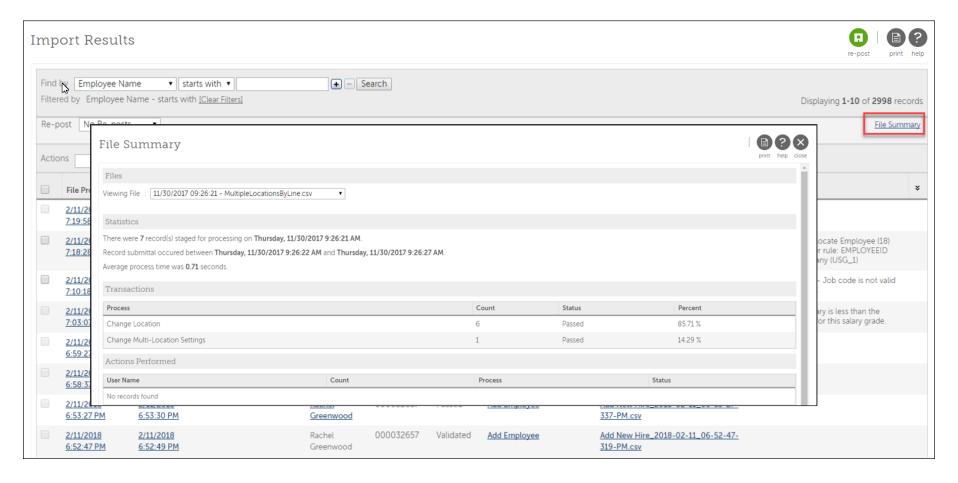
The page shows the status of each record. The statuses without the "*" are standard workflow statuses. The statuses marked with "*" are specific to the import process.

Available statuses:

Status	Description
Canceled	Request is deemed no longer valid by user; workflow ends, and change
	request processing terminates
Contingent	Request waiting to be applied by the system (usually in future-dated
	requests)
Failed	Request was unsuccessful. A processing error may have occurred. The
	change request was not applied to the database
	Final state
In progress	Request is being processed
Incomplete	Request is being edited and is not ready to be submitted
Passed	Request successfully completed; change request is applied to the
	database
	Final state
Pending	Request is waiting for a user action to move the change request to the
	next workflow step or to completion
Suspended	Currently not in use
Error*	The import was submitted to the plugin, was submitted to the core
	framework, but no job ID is present
Queued*	It has been staged to staging table but has not yet been sent to the
	import plug-in
Auto-Retry	Request was re-submitted (this status will rarely occur)
Unchanged*	A transaction was submitted to the business object framework (through
	the ImportService) but no actual change was detected, so no job id was created
Not Submitted*	The import has been passed to the import plug-in but not yet submitted
	to the import service.
Validated*	In Validation Mode, the imported record passed validation checks.

The **File Summary** link, located on the top right-hand side of the page, displays a pop-up page that lists transactional information for a file. The transactional summary information includes:

- Number of records staged from file for processing
- Date submitted
- Processing time
- Business process it ran through
- Count for each transaction processed
- Status
- List any reposted records



Selecting a hyperlink in either the **File Process Date** or **Service Submittal Date** columns in the grid will open the **Import Process Details** page. This page displays the values that were imported from the file and the field value as it was staged. For example, if the company code in the file were 'USG_4', then the Field Value and Staging Value would both be 'USG_4'. However, if a translation had been established for a skill code where 'ENG' would translate to 'DEV' when importing skills, and the import file's skill code was 'ENG'. Then, the field value column would display an 'ENG' but the staging value column for this field would be 'DEV'.

Other features on the page include being able to:

- Re-Post changes made to a field for a file that has errored out
- Show Empty Fields
- Filter Fields on the page using the 'Only Show Field Names Containing' search box.
- Show Additional Information which includes the XML of the Imported vs Translated Data values and displaying the original data in record.



Business Processes and Transaction Types

New Hires, Re-Hires (US and Canada Payroll Employees)

Transaction Type – Add Employee Business Process (New Hires, Re-Hires)

Special Instructions

Comments/ Data in this record type will be processed via the Hire an Employee Business Process. This includes hires and rehires within US and Canada companies but will not include Global company employees.

The company's country the employee is being hired into will be used to distinguish US employees from Canadian employees.

If there is no Supplemental data included, then the import will respect standard workflow configuration. If Supplemental data (other than PC fields) is included with the Hire, then the import will by-pass workflow approvals and process the entire set of data with no workflow approval.

Note: If a Rehire is sent in a file followed by a record for a supplemental data update for the same employee, the supplemental data will update regardless if the Rehire failed.

The UKG Pro Import Tool does not support importing resident local tax data, except for Local PSD. However, SmartTax can be leveraged within the integration to assist with Work-in and Resident Tax default values if the service is turned on and configured. The import will be able to utilize this service.

The Hire business process also includes <u>Direct Deposit</u>, <u>UTM</u> and <u>PTO plans</u>. See the separate sections for these fields. Direct Deposit and PTO Plans allow for multiples of each. UTM is only applicable to clients using Time Management.

The Hire business process does not include what is termed as "supplemental data". However, this type of data can be included with a hire transaction and processed, or it can be sent as a standalone transaction. The Supplement Data includes:

• <u>User Defined Fields</u>	 Emergency Contacts
• <u>Licenses & Certifications</u>	• <u>Skills</u>
 <u>Previous Employment</u> 	• <u>Awards</u>
 Company Property 	Alternate Phone
Additional Addresses	<u>Secondary Jobs</u>
• <u>Education</u>	

This also supports Multi-Company hires (employee is to be active in more than one company at a time). It allows for them to process as a rehire, without them being terminated in the other company. (You must send a multi-company hire indicator in the record. Refer to grid below.

Fields listed below as required in grid are for New Hire*. If Rehiring, the only field required is:

• Date of Last Hire

*using job code-based configuration, not position management, and not pay scales

If using a position-based configuration, notes are included below for fields applicable/required

- If position is sent it will pull the following fields for the position based on your position configuration and they are not required
 - o OrgLv1-4
 - o Job
 - Location

If using pay scales and the job is setup for pay scales, notes are included below for fields applicable/required

Header and Trans	Header and Transaction Rules – New Hires and Re-Hires Records								
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Tra nsaction/Header/							
		TransactionType/	Options TRANSACTIONTYPE						
				Value					
			New Hires/Rehires	HIRE					
EmployeeKey	Y	/Transactions/Tra nsaction/Header/I dentifierRule/	It will be used to identify the value to use to determine if the employee already has an existing record in UKG Pro and determine if the employee is a New Hire or a Rehire. No this field is only required if this is a rehire.						
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key						
			section.						

Header and Trans	saction Rules	s – New Hires and Re	-Hires Records
Field Label	Required	XPath	Import Requirements
Workflow Approvals	A	/Transactions/Tra nsaction/Header/ ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.
Foreign Address Handling	A	/Transactions/Tra nsaction/Header/ ForeignAddressRu le/	For employees hired in the US, foreign addresses are not supported. Available field options are outlined in the HR Interface for UKG Pro > Foreign Address Handling section After the address is changed to a foreign country, the resident state tax code will be switched from the one set based on the company address' state to Foreign National (FNSIT).
Delete All	A	/Transactions/Tra nsaction/Header/ DeleteAllRule/	Applicable to Rehires only and certain supplemental pieces of data that are being sent with the Hire: • Licenses • Previous Employment • Company Property • Education • Other Addresses • Awards The rule applies to certain types of supplemental data being sent with the Hire so they will all be treated the same based on the rule. (Ex. Licenses and Company Property are being sent with the HIRE, data for those items will be deleted if rule is set to ON). If you don't want them to be treated the same, separate transactions can be sent for the supplemental data. Setting Name: DeleteAlIRule
			Options DeleteAllRule Value

Header and Trans	saction Rule:	s – New Hires and Re	-Hires Records		
Field Label	Required	XPath	Import Requirements		
			Delete all records - All current records will be deleted first and then replaced with the information from the file.	ON	
			Add new data will be done	OFF (or not sent)	
Direct Deposit Rule	A	/Transactions/Tra nsaction/Header/ DirectDepositRule /	Applicable to Rehires only. The rule applies to direct deposits data being set the same based on the rule. If you don't want transactions can be sent for the direct deposit of Setting Name: DirectDepositRule	them to be treated the same, s	
			Options	DirectDepositRule Value]
			Delete all records – All direct deposit records will be deleted first and then replaced with the information from the file.	DELETEALL	
			Inactivate all records – All direct deposit records will be inactivated first and then replaced with the information from the file.	INACTIVATEALL	
Additional Data	Α		Supported		
Platform Configuration Data	А		Currently supported		

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Includes only fields that are part of the new hire / rehire
						transaction type.
						Requires a valid UKG Pro Company Code. Codes are
	/Transactions/Tra					client configured.
	nsaction/KeyField					This field will also be used to identify if the new
Company	s/CompanyCode/	char	5	Υ	Υ	hire/rehire is for a US vs Canada Component Company.
	/Transactions/Tra					One of the 4 options available as outlined in the
	nsaction/KeyField					Employee Key section above should be sent. Note: This is
Employee Key	s/Identifier/	varchar	50	N	Υ	only needed for rehires.
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
						Y Yes
						N No
	/Transactions/Tra					For a multi-hire record where the employee is being
	nsaction/KeyField					hired into a second company (or third company, etc.),
Multi-Company	s/MultiCompany					both an Employee Key Identifier and the SSN/SIN must be
Hire	Hire/	char	1	Υ	Α	sent.
						Validation based on the Company Code the employee is
						already hired in or being hired into.
	/Transactions/Tra					
_	nsaction/JobInfor					If the import file does not have a home company
Home Company	mation/HomeCOI				_	specified in the import file, then the employee's original
ID	D/	char	5	Υ	Α	company is maintained as the home company.
						Required for US
	/Transactions/Tra					
SSN	nsaction/ID/SSN/	char	9	N	Α	Format: nnnnnnnn

Field Requiremen	ield Requirements – New Hires and Re-Hires Records									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
	/Transactions/Tra					CAN only – Required – a valid SIN is required. UKG Pro will automatically check the SIN.				
SIN	onalID/	varchar	50	N	Α	Format: nnnnnnnn				
	/Transactions/Tra nsaction/Privatel nfo/NationalIDEx	datetim				CAN only – Required if SIN is a temporary SIN. UKG Pro automatically recognizes a temporary SIN when it starts with a 9.				
Expiry Date	pireDate/	е	10	N	А	Format: mm/dd/yyyy				
	/Transactions/Tra					Requires a valid UKG Pro Prefix Code. Code value is restricted to 4. Codes are client configured.				
	nsaction/Persona I/NamePrefixCod					Codes are setup in the System Configuration > Business Rules > Name Prefix page. You will need to provide valid				
Prefix	e/	varchar	4	Υ	Α	values to Vendor.				
First name	/Transactions/Tra nsaction/Persona I/NameFirst/	varchar	20	N	Υ					
- THOU HOUSE	/Transactions/Tra nsaction/Persona I/NamePreferred	70.0.0.								
Preferred name	/	varchar	20	N	Α					
	/Transactions/Tra									
Middle name	I/NameMiddle/ /Transactions/Tra nsaction/Persona	varchar	20	N	A					
Last name	I/NameLast/	varchar	30	N	Υ					

Field Requireme	nts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
	/Transactions/Tra					
	nsaction/Persona					
Former last	I/NameFormer/	varchar	30	N	Α	
						Requires a valid UKG Pro Suffix Code. Code value is
I						restricted to 5. Codes are client configured.
	/Transactions/Tra					
	nsaction/Persona					Codes are setup in the System Configuration > Business
	I/NameSuffixCod					Rules > Name Suffix page. You will need to provide valid
Suffix	e/	varchar	5	Υ	Α	values to Vendor.
	/Transactions/Tra					If using Employee Numbering Rule = Manual, this field is
Employee	nsaction/ID/Empl					required.
number	oyeeNumber/	char	9	N	Α	
	/Transactions/Tra					
	nsaction/JobInfor					
	mation/Timecloc		_			
Time clock	kID/	char	12	N	Α	
	/Transactions/Tra					
	nsaction/Primary					
	Address/Address					
Address	Line1/	varchar	30	N	Υ	
	/Transactions/Tra					
	nsaction/Primary					
	Address/Address					
Address line 2	Line2/	varchar	30	N	Α	
	/Transactions/Tra					
	nsaction/Primary					
	Address/Address					
City	City/	varchar	30	N	Υ	

Field Requiremen	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
						Requires a valid UKG Pro State/Province Code. Code				
						value is restricted to 2. Codes are system delivered				
						based on client configured Countries.				
	/ - / -									
Chala /Daa iaaa	/Transactions/Tra					Codes are setup in the System Configuration > Business				
State/Province	nsaction/Primary					Rules > Countries (and				
(Resident Tax	Address/Address				\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	States/Provinces/Regions/Districts) page. You will need				
State)	StateCode/	varchar	2	Υ	Υ	to provide valid values to Vendor.				
						Format US: nnnnn, nnnnnnnnn, nnnnn nnnn, or nnnnn-				
						nnnn Format CAN: ananan or ana nan				
	/Transactions/Tra					Format CAN: ananan or ana nan				
	nsaction/Primary					The Canada postal code can be submitted in either				
	Address/Address					capital letters, lowercase letters, or a combination of				
Zip/Postal code	ZipCode/	varchar	10	N	Υ	both.				
Zip/i ostal code	Zipcoucy	varciiai	10	11	1	CAN only - Required				
						Court only Required				
						Requires a valid UKG Pro Country Code. Codes are				
						system delivered based on client configured Countries.				
						,				
						Codes are setup in the System Configuration > Business				
						Rules > Countries (and				
						States/Provinces/Regions/Districts) page. You will need				
	/Transactions/Tra					to provide valid values to Vendor.				
	nsaction/Primary									
	Address/Address					If the country is not sent for a USA Company, then this				
Country	CountryCode/	char	3	Υ	Α	field will be defaulted to USA.				
	/Transactions/Tra									
County	nsaction/Primary	varchar	30	N	Α					

Field Requireme	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Type		Validation						
	Address/Address									
	County/									
	/Transactions/Tra					Format: nnnnnnnnn				
	nsaction/Persona									
	I/PhoneHomeNu									
Home phone	mber/	varchar	10	N	Α					
						Requires a valid UKG Pro Country Code. Codes are				
						system delivered based on client configured Countries.				
	/Transactions/Tra									
	nsaction/Contact					Codes are setup in the System Configuration > Business				
	s/ConPhoneHom					Rules > Countries (and				
	eNumberCountry					States/Provinces/Regions/Districts) page. You will need				
Country Code	Code	varchar	3	N	Α	to provide valid values to Vendor.				
	/Transactions/Tra					Format: nnnnnnnnn				
	nsaction/Persona									
	I/PhoneBusiness									
Work phone	Number/	varchar	10	N	Α					
						Requires a valid UKG Pro Country Code. Codes are				
						system delivered based on client configured Countries.				
	/Transactions/Tra									
	nsaction/Contact					Codes are setup in the System Configuration > Business				
	s/ConPhoneWork					Rules > Countries (and				
	NumberCountryC					States/Provinces/Regions/Districts) page. You will need				
Country Code	ode	varchar	3	N	Α	to provide valid values to Vendor.				
	/Transactions/Tra									
	nsaction/Persona									
	I/PhoneBusinessE									
Extension	xtension/	varchar	5	N	Α					

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
	/Transactions/Tra					Format: nnnnnnnnn
	nsaction/Persona					
	I/PhoneOtherNu					
Other	mber/	varchar	10	N	Α	
						Requires a valid UKG Pro Country Code. Codes are
						system delivered based on client configured Countries.
	/Transactions/Tra					
	nsaction/Contact					Codes are setup in the System Configuration > Business
	s/ConPhoneOthe					Rules > Countries (and
	rNumberCountry					States/Provinces/Regions/Districts) page. You will need
Country Code	Code	varchar	3	N	Α	to provide valid values to Vendor.
						Requires a valid UKG Pro Phone Type Code. Codes are
						client configured.
	/T /T					Code and the Other Telephone Town by the city
	/Transactions/Tra					Codes are setup in the Other Telephone Types business
	nsaction/Persona					rule (Menu > System Configuration > Business Rules >
Othor Turo	I/PhoneOtherTyp	aha u	,	Υ	_	Other Telephone Types). You will need to provide valid
Other Type	eCode/	char	3	Y	Α	values to Vendor.
	/Transactions/Tra					
Primary e-mail	I/AddressEmail/	varchar	50	N	Α	
Primary e-man	/Transactions/Tra	ValCilai	30	IN	A	
	nsaction/Persona					
Alternate e-mail	I/AlternateEmail/	varchar	50	N	Α	
Aitemate e-mail	/Transactions/Tra	varciiai	30	I V	^	
	nsaction/Persona					
Mailstop	I/MailStop	char	10	N	Α	
ινιαιισιυμ	า/เงเลแวเบр	Cital	10	18	_ ^	

Field Requireme	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
	/Transactions/Tra					Format: mm/dd/yyyy					
	nsaction/Persona	datetim									
Date of birth	I/DateOfBirth/	е	10	N	Υ						
						Requires a valid UKG Pro Gender Code. Codes are system					
						delivered:					
	/Transactions/Tra					Codes are setup in the Gender business rule (Menu >					
	nsaction/Persona					System Configuration > Business Rules > Gender). You					
Gender	I/GenderCode/	char	1	Υ	Υ	will need to provide valid values to Vendor.					
						Requires a valid UKG Pro Marital Status Code. Some					
						codes are system delivered:					
						Code Description					
						D Divorced					
						M Married					
						S Single					
						W Widow(er)					
						Z None					
	/Transactions/Tra										
	nsaction/Persona					Codes are setup in the Menu > System Configuration >					
	I/MaritalStatusCo					Business Rules > Marital Status page. You will need to					
Marital status	de/	char	1	Υ	Α	provide valid values to Vendor.					
						US only - Required					
						Description and HALING Described a October Code Code					
						Requires a valid UKG Pro Ethnic Origin Code. Codes are					
	/ -					system-delivered:					
	/Transactions/Tra					Code Bearinties					
· · ·	nsaction/Persona					Code Description					
Ethnic origin	I/EthnicId/	char	1	Υ	Α	1 White					

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requ	uirements				
Label		Туре		Validation							
						2	Black or African American				
						3	Hispanic or Latino				
						5	American Indian/Alaskan Native				
						6	Asian				
						7	Native Hawaiian or Other Pacific				
							Islander				
						8	Two or more races				
						Z	Not specified				
						CAN only					
						•	valid UKG Pro Ethnicity Code. Codes are client				
						configured.					
	/Transactions/Tra						etup in the Menu > System Configuration >				
	nsaction/Persona						les > International Ethnic Code page. You will				
Ethnicity	I/Ethnicity/	char	1	Υ	Α		vide valid values to Vendor.				
						CAN only - R	Required				
						•	valid UKG Pro Language Code. Codes are				
						system deliv	vered:				
	/ - / -					Codo	Description				
	/Transactions/Tra					Code	Description				
5 ()	nsaction/Persona					EN	English				
Preferred	I/PreferredLangu					FR	French				
language for pay	ageForPayStatem			. ,							
statement (CAN)	ent/	char	2	Υ	Α	0.00					
	/Transactions/Tra					CAN only					
Aboriginal	nsaction/Persona			. .							
person (CAN)	I/IsAboriginal/	char	1	Υ	Α						

Field Requiremen						
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Requires a valid UKG Pro Code. Codes are system-delivered: Code Description Y Yes N No D Decline to answer
Member of a visible minority	/Transactions/Tra nsaction/Persona l/IsVisibleMinorit					CAN only Requires a valid UKG Pro Code. Codes are system-delivered: Code Description Y Yes N No D Decline to answer
(CAN)	у/	char	1	Υ	Α	
	/Transactions/Transaction/I9/I9Ver					Requires a valid UKG Pro Code. Codes are system-delivered: Code Description Y Yes N No
I-9 verification	ifiedCode/	char	1	Υ	Α	P Pending

Field Requiremen	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
						Updated for New Hires only				
						Format: mm/dd/naar				
						Format: mm/dd/yyyy				
						If not sent on a New Hire record, the Date of Last Hire is				
	/Transactions/Tra					used for this field.				
	nsaction/Status/									
Hire date	DateOfOriginalHi	datetim				If not sent on a Rehire record, the date remains				
(Original)	re/	е	10	N	Α	unchanged				
	/Transactions/Tra					Updated for both New Hires and Rehires				
	nsaction/Status/	datetim								
Hire date (Last)	DateOfLastHire/	е	10	N	Υ	Format: mm/dd/yyyy				
	/Transactions/Tra	datation				Updated for both New Hires and Rehires				
Conjority	nsaction/Status/ DateOfSeniority/	datetim	10	N	Υ	Format: mm/dd/yyyy				
Seniority	/Transactions/Tra	е	10	IN	T	Updated for both New Hires and Rehires				
	nsaction/Status/					Opuated for both New Filles and Kerlines				
	DateOfBenefitSe	datetim				Format: mm/dd/yyyy				
Benefit seniority	niority/	е	10	N	Υ	7 5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7				
,	,,					Updated for both New Hires and Rehires				
						Rules are client configured. If the value is not sent on the				
	/Transactions/Tra					file, it will follow the company setup rule. If no rule is				
Next Review	nsaction/Status/					setup, the field will remain blank.				
Dates:	DateOfNextSalary	datetim								
Salary	Review/	е	10	N	Α	Format: mm/dd/yyyy				

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
						Updated for both New Hires and Rehires					
Next Review Dates:	/Transactions/Tra nsaction/Status/ DateOfNextPerfo	datetim				Rules are client configured. If the value is not sent on the file, it will follow the company setup rule. If no rule is setup, the field will remain blank.					
Performance	rmanceReview/	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Tra nsaction/JobInfor mation/Superviso					The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID)					
Supervisor	rld/	char	9	N	Α						
Supervisor's	/Transactions/Tra nsaction/JobInfor mation/Superviso					The Supervisor's Company Code should be sent to help identify the correct EmpNo of the employee's supervisor.					
Company Code	rCompanyCode/	char	5	N	Α						
	/Transactions/Tra nsaction/JobInfor mation/JobGrpCo					Available when client has configured using Job Groups. Requires a valid UKG Pro Job Group Code. Codes are client configured. For Rehires, if the employee's new job belongs to a job group, then the Import Tool will auto assign the job group. If the job is included in several job groups, the first job group found will be assigned. If you do not wish a job group to be assigned to the employee, then an empty tag/element must be sent in the file.					
Job group	de/	char	5	Υ	Α						

Field Requireme	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
						Codes are setup in the Menu > System Configuration >					
						Business Rules > Job Groups page. You will need to					
						provide valid values to Vendor.					
						Not required if using Position Management					
						Requires a valid UKG Pro Job Code. Codes are client					
						configured.					
	/T /T										
	/Transactions/Tra					Codes are setup in the System Configuration > Business					
Job	nsaction/JobInfor mation/JobCode/	char	0	Υ	V	Rules > Jobs page. You will need to provide valid values to Vendor.					
JOD	mation/JobCode/	char	8	Y	Υ	Only applicable and required when you have configured					
						using Position Management.					
						using Fusition Wanagement.					
						Requires a valid UKG Pro Position Code. Codes are client					
						configured.					
						Codes are setup in the Backoffice under Positions. You					
						will need to provide valid values to Vendor.					
						When Position Management is used, the following fields					
						are defaulted based on the Position configuration:					
	/Transactions/Tra										
	nsaction/JobInfor					Job; cannot be overwritten					
	mation/PositionC					Location; can be overwritten					
Position	ode/	char	8	Υ	Α	Org Levels 1-4; can be overwritten					
	/Transactions/Tra					Only applicable and required when client has configured					
	nsaction/JobInfor					using Pay Scales and the job code is setup using Pay					
	mation/PayScale					Scales					
Pay Scale	Code/	Char	6	Υ	Α						

Field Requireme	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
						Requires a valid UKG Pro Pay Scale Code. Codes are					
						client configured.					
						Codes are setup in the Menu > System Configuration >					
						Business Rules > Pay Scales page. You will need to					
						provide valid values to Vendor.					
						Only applicable and required when client has configured					
						using Pay Scales and the job code is setup using Pay					
						Scales					
						Requires a valid UKG Pro Pay Scale Code. Codes are					
						client configured.					
						cheffe comigarea.					
						Codes are setup in the Menu > System Configuration >					
						Business Rules > Pay Scales page. You will need to					
	/Transactions/Tra					provide valid values to Vendor.					
	nsaction/JobInfor										
	mation/SalarySte					Note: When the Pay Step is sent, the pay rate will be					
Pay Step	p/	int	3	Υ	Α	automatically calculated and set on the employee record.					
	/Transactions/Tra										
	nsaction/JobInfor										
Alternate Job	mation/Alternate		450								
Title	JobTitle/	varchar	150	N	Α	Not required if using Decition Management and the					
						Not required if using Position Management and the position is configured to set Location, it will default based					
	/Transactions/Tra					on Position sent					
	nsaction/JobInfor					on rosition sent					
	mation/Location					Requires a valid UKG Pro Location Code. Codes are client					
Location	Code/	char	6	Υ	Υ	configured.					

Field Requireme	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
						Codes are setup in the System Configuration > Business				
						Rules > Locations page. You will need to provide valid				
						values to Vendor.				
						Requires a valid UKG Pro Hire Source Code. Codes are				
						client configured.				
	/Transactions/Tra									
	nsaction/JobInfor					Codes are setup in the System Configuration > Business				
	mation/HireSour					Rules > Hire Sources page. You will need to provide valid				
Hire source	ceCode/	char	6	Υ	Α	values to Vendor.				
						Requires a valid UKG Pro Project Code. Codes are client				
	/Transactions/Tra					configured.				
	nsaction/JobInfor					Codes are setup in the System Configuration > Business				
	mation/ProjectCo					Rules > Projects page. You will need to provide valid				
Project	de/	char	15	Υ	Α	values to Vendor.				
110,000	GC/	Citat	13		, ,	If using Position Management and the position is				
						configured to set Org Level 1 and not provided, field will				
						default based on Position sent				
						Requires a valid UKG Pro Org Level (1) Code. Codes are				
						client configured.				
	/Transactions/Tra									
	nsaction/JobInfor					Codes are setup in the System Configuration > Business				
	mation/OrgLevel					Rules > Client Org Level Name page. You will need to				
Org Level 1	1Code/	char	6	Υ	Α	provide valid values to Vendor.				
						If using Position Management and the position is				
	/Transactions/Tra					configured to set Org Level 2 and not provided, field will				
Org Level 2	nsaction/JobInfor	char	6	Υ	Α	default based on Position sent				

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
	mation/OrgLevel 2Code/					Requires a valid UKG Pro Org Level (2) Code. Codes are client configured.					
						Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.					
						If using Position Management and the position is configured to set Org Level 3 and not provided, field will default based on Position sent					
	/Transactions/Tra					Requires a valid UKG Pro Org Level (3) Code. Codes are client configured.					
Org Level 3	nsaction/JobInfor mation/OrgLevel 3Code/	char	6	Υ	A	Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.					
Org Level 3	Scoucy	Cital				If using Position Management and the position is configured to set Org Level 4 and not provided, field will default based on Position sent					
	/Transactions/Tra					Requires a valid UKG Pro Org Level (4) Code. Codes are client configured.					
	nsaction/JobInfor mation/OrgLevel					Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to					
Org Level 4	4Code/	char	6	Υ	Α	provide valid values to Vendor.					
National union	/Transactions/Tra nsaction/JobInfor	char	12	Υ	А	Available when client has configured using Unions					

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
	mation/LaborUni					Requires a valid UKG Pro Union Code. Codes are client					
	onNationalCode/					configured.					
						Codes are setup in the System Configuration > Business					
						Rules > Labor Union page. You will need to provide valid					
						values to Vendor.					
						Available when you have configured using Unions					
						Requires a valid UKG Pro Union Code. Codes are client					
						configured.					
	/Transactions/Tra										
	nsaction/JobInfor					Codes are setup in the System Configuration > Business					
	mation/LaborUni		_			Rules > Labor Union page. You will need to provide valid					
Local union	onLocalCode/	char	12	Υ	Α	values to Vendor.					
						US only					
						Available when alient is vaine Upolth Cons Management					
						Available when client is using Health Care Management					
						Groups. Requires a valid UKG Pro Health Care Management					
						Group Code. Codes are client configured.					
	/Transactions/Tra					Group code. Codes are client configured.					
Health Care	nsaction/JobInfor					Codes are setup in the System Configuration > Business					
Measurement	mation/HCEGrou					Rules > Health Care Management Groups page. You will					
Group	p/	Char	5	Y	Α	need to provide valid values to Vendor.					
Стоир	P/	Criar				The "Per" will be set accordingly.					
	/Transactions/Tra					Code Description					
	nsaction/JobInfor					H Hour					
Pay rate (Per	mation/HourlyPa										
hour)	yRate/	decimal	11	N	Α	Can send up to 4 decimals places					

Field Requiremer	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation	-					
						Format nnnnnnnnnn				
						Either Hourly Pay Rate OR Annual Salary should be sent				
						and it is required to send one or other.				
						Note: This value is automatically defaulted if using Pay				
						Scale Functionality.				
						The "Per" will be set accordingly.				
						Code Description				
						Y Year				
						1 TCai				
						Can send up to 2 decimals places				
						Format nnnnnnnnnn				
						Either Hourly Pay Rate OR Annual Salary should be sent				
	/Transactions/Tra					and it is required to send one or other				
	nsaction/JobInfor									
Pay rate (Per	mation/AnnualSa					Note: This value is automatically defaulted if using Pay				
Year)	lary/	decimal	11	N	Α	Scale Functionality.				
	/Transactions/Tra					Available when client has configured using Other Rates				
	nsaction/JobInfor					Can sand up to 4 desimals places				
Other rate 1	mation/OtherRat e1/	decimal	14	N	_	Can send up to 4 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn				
Other rate 1	/Transactions/Tra	ueciiiai	14	11	Α	Available when client has configured using Other Rates				
	nsaction/JobInfor					Available when client has configured using Other Nates				
	mation/OtherRat					Can send up to 4 decimals places				
Other rate 2	e2/	decimal	14	N	Α	Format nnnnnnnnnnnnn				

Field Requirements – New Hires and Re-Hires Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements		
Label		Туре		Validation				
	/Transactions/Tra					Available when client has configured using Other Rates		
	nsaction/JobInfor							
	mation/OtherRat					Can send up to 4 decimals places		
Other rate 3	e3/	decimal	14	N	Α	Format nnnnnnnnnnnnnn		
	/Transactions/Tra					Available when client has configured using Other Rates		
	nsaction/JobInfor							
	mation/OtherRat					Can send up to 4 decimals places		
Other rate 4	e4/	decimal	14	N	Α	Format nnnnnnnnnnnnnn		
						Requires a valid UKG Pro Pay Group Code. Codes are		
						client configured.		
	/Transactions/Tra							
	nsaction/JobInfor					Codes are setup in the System Configuration > Business		
D	mation/PayGrou	-1			\ \ \	Rules > Pay Groups page. You will need to provide valid		
Pay group	p/	char	6	Υ	Υ	values to Vendor.		
						Requires a valid UKG Pro Distribution Center Code.		
	/Transactions/Tra					Codes are client configured.		
	nsaction/Persona					Codes are setup in the System Configuration > Business		
Distribution	I/DistributionCen					Rules > Distribution Centers page. You will need to		
center	ter/	char	6	Υ	Α	provide valid values to Vendor.		
center	tery	Citai	0	1	Λ	The hours scheduled for the employee's pay		
						period/frequency. If an EE is biweekly, the hours sent		
						should correspond to a biweekly frequency (ex. 80). If an		
	/Transactions/Tra					employee is weekly, then the hours sent should		
	nsaction/JobInfor					correspond to a weekly frequency (ex. 40).		
	mation/Schedule					,,,,,		
Scheduled hours	dWorkHours/	decimal	8	N	Υ	Format nnnn.nnnn		
	/Transactions/Tra					Requires a valid UKG Pro Earnings Group Code. Codes		
Earnings group	nsaction/JobInfor	char	5	Υ	Υ	are client configured.		

Field Requirements – New Hires and Re-Hires Records							
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements	
Label		Туре		Validation			
	mation/Earnings						
	GroupCode/					Codes are setup in the System Configuration > Business	
						Rules > Earnings Groups page. You will need to provide	
						valid values to Vendor.	
						Requires a valid UKG Pro Deduction/Benefit Group Code.	
						Codes are client configured.	
	/Transactions/Tra						
_	nsaction/JobInfor					Codes are setup in the System Configuration > Business	
Deduction/Benef	mation/BenefitGr					Rules > Deduction/Benefit Groups page. You will need to	
it group	oupCode/	char	5	Υ	Υ	provide valid values to Vendor.	
	/Transactions/Tra					US only	
1005.0	nsaction/JobInfor						
1095-C	mation/DedGrou					Format: mm/dd/yyyy	
Deduction Group	p1095AssignDate	datetim	10	N.			
Assignment Date	/	е	10	N	Α	Paguiros a valid LIKC Pro Employee Type Code, Codes	
						Requires a valid UKG Pro Employee Type Code. Codes are client configured.	
	/Transactions/Tra					are cheff configured.	
	nsaction/JobInfor					Codes are setup in the System Configuration > Business	
	mation/Employe					Rules > Employee Types page. You will need to provide	
Employee Type	eTypeCode/	char	3	Υ	Υ	valid values to Vendor.	
2	- · / pecouc/	Citar				Requires a valid UKG Pro Hourly/Salary Code. Codes are	
						system delivered:	
						Code Description	
	/Transactions/Tra					H Hourly	
	nsaction/JobInfor					S Salaried	
	mation/SalaryOr						
Hourly/Salaried	Hourly/	char	1	Υ	Υ		

Field Requirements – New Hires and Re-Hires Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements		
Label		Туре		Validation				
						Requires a valid UKG Pro Fulltime/Parttime Code. Codes		
						are system delivered:		
						Code Description		
	/Transactions/Tra					F Fulltime		
	nsaction/JobInfor					P Parttime		
Full/part time	mation/FullOrPar tTimeCode/	char	1	Υ	Υ			
r un/part time	trimecode/	Citai	1	T	1	Available when client has configured using Shifts and		
						Shift Groups.		
						Requires a valid UKG Pro Shift Group Code. Codes are		
						client configured. Codes are setup in the System Configuration > Business		
	/Transactions/Tra							
	nsaction/JobInfor							
	mation/ShiftGrou					Rules > Shift Groups page. You will need to provide valid		
Shift Group	pCode/	char	5	Υ	Α	values to Vendor.		
l						Available when client has configured using Shifts. Requires a valid UKG Pro Shift Code. Codes are client		
	/Tue nee etiene /Tue					configured.		
	/Transactions/Tra					Codes are setup in the System Configuration > Business		
	mation/ShiftCode					Rules > Shifts page. You will need to provide valid values		
Shift	/	char	2	Υ	Α	to Vendor.		
	1	51101	_			Requires a valid UKG Pro Code. Codes are system		
						delivered:		
	/Transactions/Tra							
	nsaction/JobInfor					Code Description		
Pay	mation/IsAutopai					Y Yes		
automatically	d/	char	1	Υ	Α	N No		

Field Requirements – New Hires and Re-Hires Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements		
Label		Туре		Validation				
						Required when client is using Time & Attendance.		
						Requires a valid UKG Pro Code. Codes are system		
						delivered:		
						Code Description		
	/Transactions/Tra					Y Yes		
Time and	nsaction/TimeMa					N No		
attendance	nagement/IsUTA							
employee	Employee/	char	1	Υ	Α			
. ,	, , ,					US only		
						If not provided, it will follow UKG Pro default		
						Rehire, if not provided, will default to employee's current		
						setting.		
						Requires a valid UKG Pro Filing Status Code. Codes are		
						system delivered:		
						7,550.17 \$50.050.5		
						Code Description		
						H Head of household		
						X Married filing jointly – Multi job		
	/Transactions/Tra					Single/Married filing separately –		
	nsaction/USTaxes					V Multi Job		
Filing status	/FederalFilingStat					Y Head of household – Multi Job		
(Federal)	usCode/	char	1	Υ	Α	E NRA S/M filing separetly		

Field Requirements – New Hires and Re-Hires Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements		
Label		Туре		Validation				
						F NRA – S/M filing separa	itely – MJ	
						T Single/Married filing se	paretly	
						U Married filing jointly		
						G Form 673 S/M filing separately		
						I Form 673 Marreid filing	gjointly	
						J Form 673 Head of hous	ehold	
						K Form 673 S/M file sep -	- MJ	
						L Form 673 Married file j		
						O Form 673 House of Hou	ısehold - MJ	
						US only		
	/ /-							
	/Transactions/Tra					If not provided, it will follow UKG Pro default		
Total allowances	nsaction/USTaxes /FederalTotalAllo					Robins if not provided will default to employee's current		
claimed (Federal)	wances/	int	3	N	А	Rehire, if not provided, will default to employee's current		
ciaiiileu (reuerai)	wances/	1110	3	IN	A	setting		
						US only		
						If not provided, it will follow UKG Pro default		
	/Transactions/Tra					ii not provided, it will follow oko Fro default		
Additional	nsaction/USTaxes					Rehire, if not provided, will default t	o emplovee's current	
amount withheld	/FederalAddition					setting		
each paycheck	alAmountWithhel					Ü		
(Federal)	d/	decimal	11	N	Α	Format: nnnnnnnnnnn		
-						US only		
Employee claims	/Transactions/Tra							
exemption from	nsaction/USTaxes					Requires a valid UKG Pro Code. Codes are system		
withholding	/FederalEmploye	char	1	Υ	Α	delivered:		

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
(blocked)	eClaimsExemptio										
(Federal)	n/					Code Description					
						Y Yes					
						N No					
						If true, then employee taxes are blocked.					
						If not provided, it will follow UKG Pro default (N).					
						Rehire, if not provided, will default to employee's current setting.					
						If this value is 'Y', then the value for 'Exempt From Tax' should be set to 'N'.					
Payee is subject	/Transactions/Tra					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If not provided, it will follow UKG Pro default (N)					
to backup	nsaction/USTaxes										
withholding	/FederalBackup					Rehire, if not provided, will default to employee's current					
(Federal)	Withholding/	char	1	Υ	Α	setting					
Pension	/Transactions/Tra					US only					
(Federal)	nsaction/USTaxes	char	1	Υ	Α						

Field Requirement	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
	/FederalW2IsPen					Requires a valid UKG Pro Code. Codes are system				
	sion/					delivered:				
						Code Description				
						Y Yes				
						N No				
						If not provided, it will follow UKG Pro default (N)				
						Rehire, if not provided, will default to employee's current				
						setting				
						LIC pale.				
						US only				
						Requires a valid UKG Pro Code. Codes are system				
						delivered:				
						delivered.				
						Code Description				
						Y Yes				
						N No				
Employee has a	/Transactions/Tra					If not provided, it will follow UKG Pro default (N)				
Federal lock-in	nsaction/USTaxes					Rehire, if not provided, will default to employee's current				
letter	/FederalLockInLe					setting				
(Federal)	tter/	char	1	Υ	Α					
	/Transactions/Tra					US only				
	nsaction/USTaxes									
Exempt from Tax	/FederalExemptF					Requires a valid UKG Pro Code. Codes are system				
(Federal)	romTax/	char	1	Υ	Α	delivered:				

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
						Code Description					
						Y Yes					
						N No					
						If not provided, it will follow UKG Pro default (N). Rehire, if not provided, will default to employee's current setting.					
						If this value is 'Y', then the value for 'Employee claims exemptions from withholding (blocked Federal)' should be set to 'N'.					
Filing status (State Work In)	/Transactions/Tra nsaction/USTaxes /WorkInFilingStat usCode/	char	1	Υ	А	US only If not provided, it will follow UKG Pro default Rehire, if not provided, it will default to employee's current setting. If the current setting is not valid for that state it will follow UKG Pro defaults. Requires a valid UKG Pro Code. Codes are system delivered:					
-	/Transactions/Tra					US only					
Total allowances claimed (State Work In)	nsaction/USTaxes /WorkInTotalAllo wances/	int	3	N	A	If not provided, it will follow UKG Pro default					

Field Requirement	ield Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
						Rehire, if not provided, it will default to employee's					
						current setting if in the same state. If not in the same					
						state it will follow UKG Pro defaults					
						US only					
	/Transactions/Tra					If not provided, it will follow UKG Pro default					
Additional	nsaction/USTaxes					Rehire, if not provided, it will default to employee's					
Allowances	/WorkInAddition					current setting if in the same state. If not in the same					
(State Work In)	alAllowances/	int	3	N	Α	state it will follow UKG Pro defaults					
						US only If not provided, it will follow UKG Pro default					
Additional amount withheld each paycheck	/Transactions/Tra nsaction/USTaxes /WorkInAddition alAmountWithhel					Rehire, if not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults					
(State Work In)	d/	decimal	11	N	Α	Format: nnnnnnnnnnn					
						US only If not provided, it will follow UKG Pro default Rehire, if not provided, it will default to employee's					
Employee claims	/Transactions/Tra					current setting if in the same state. If not in the same					
exemption from	nsaction/USTaxes					state it will follow UKG Pro defaults					
withholding (blocked) (State	/WorkInEmploye eClaimsExemptio					Requires a valid UKG Pro Code. Codes are system					
Work In)	n/	char	1	Υ	Α	delivered:					

Field Requiremen	ts – New Hires and F	Re-Hires R				
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Code Description
						Y Yes
						N No
						If true, then employee taxes are blocked.
						US only
						If not provided, it will follow UKG Pro default
						Rehire, if not provided, it will default to employee's
						current setting if in the same state. If not in the same
						state it will follow UKG Pro defaults
						state it will follow one fit defaults
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
	/Transactions/Tra					Y Yes
Employee has a	nsaction/USTaxes					N No
lock-in letter	/WorkInLockInLet					
(State Work In)	ter/	char	1	Υ	Α	
						US only
						This is only required if the Work Location state is
Select the	/Transactions/Tra					California (CA). Codes are system-delivered:
correct state	nsaction/USTaxes					Code Description
plan (State Work	/WorkInStateTax	-1		, , , , , , , , , , , , , , , , , , ,		Code Description Z State unem. (TPSP exempt from disability)
ln)	Plan/	char	1	Υ	Α	Z State unem. (TPSP exempt from disability)

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
						P Personal income tax only					
						S State disability and state unemployment					
						J State disability only (exempt from UI)					
						A State un. only (public entity EE only)					
						X State unem. (religious exempt from dis.)					
						Y State unem. (sole stockhold exempt from dis.)					
						U Vol. disability and state unemployment					
						L Vol. disability only (exempt from UI)					
						US only					
						This is an horse wined if the Mank Lasation state is					
						This is only required if the Work Location state is California, Rhode Island, New York, New Jersey, Puerto					
						Rico, or Washington.					
						Nico, or washington.					
						If not provided, it will follow UKG Pro default					
						Rehire, if not provided, it will default to employee's					
						current setting if the same state. If not the same state it					
						will follow UKG Pro defaults					
						Codes are system-delivered:					
Select the	/Transactions/Tra					Code Description					
correct disability	nsaction/USTaxes					S State					
plan (State Work	/WorkInStateTax					P Private					
In)	DisabilityPlan/	char	1	Υ	Α	R New York Employer–Paid Plan					

Field Requiremen	ield Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requ	uirements			
Label		Туре		Validation						
						N	New York Employer–Employee Shared			
							Plan			
						W	Washington Paid Medical Leave			
							Employer Share			
						US only				
						This is only r	equired if the Work Location state is Alaska.			
						If not provide	ed, it will default to the first value in the list			
	/Transactions/Tra					Rehire, if not	t provided, it will default to employee's			
Select a	nsaction/USTaxes					current setti	ng if the same state. If not, the same state it			
Geographic code	/WorkInStateGeo						to the first value in the list.			
(State Work In)	graphicCode/	char	2	Υ	Α	•	stem delivered.			
						US only				
						This is only r	equired if the Work Location state is Alaska			
						and Louisian	•			
						and Louisian	u.			
						If not provide	ed, it will default to the first value in the list			
						Rehire. if not	t provided, it will default to employee's			
Select an	/Transactions/Tra					•	ng if the same state. If not, the same state it			
occupational	nsaction/USTaxes						to the first value in the list.			
code (State Work	/WorkInStateOcc									
In)	upationalCode/	varchar	10	Υ	А	Codes are sy	rstem delivered.			

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
Not subject to Tax (State work- in)	/Transactions/Tra nsaction/USTaxes /WorkInNotSubje ctToTax/	char	1	Υ	A	US only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If not provided, it will follow UKG Pro default (N) Rehire, if not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults					
Filing status (State Live In)	/Transactions/Tra nsaction/USTaxes /ResidentFilingSt atusCode/	char	1	Υ	A	US only Requires a valid UKG Pro Filing Status Code. Codes are system delivered: See Filing Status file above If not provided, it will follow UKG Pro default List of State Filing Status for 2020 (for CO, ND, and NM only): T, U, V, X, Y, Z					

Field Requirement	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
						Rehire, if not provided, it will default to employee's				
						current setting. If the current setting is not valid for that				
						state it will follow UKG Pro defaults				
						US only				
	/Transactions/Tra					If not provided, it will follow UKG Pro default				
Total allowances	nsaction/USTaxes					Rehire, if not provided, it will default to employee's				
claimed (State	/ResidentTotalAll					current setting if in the same state. If not in the same				
Live In)	owances/	int	3	N	Α	state it will follow UKG Pro defaults				
						US only				
						Only applicable to states that allow additional allowances.				
Additional Allowances (State Live In)	/Transactions/Tra nsaction/USTaxes /ResidentAdditio nalAllowances/	int	3	N	A	If not provided, it will follow UKG Pro default Rehire, if not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults				
(00000 = 110 111)					1.	US only				
	/Transactions/Tra					Format: nnnnnnnnnnn If not provided, it will follow UKG Pro default				
Additional	nsaction/USTaxes					ii not provided, it will follow ond Pro delault				
amount withheld	/ResidentAdditio					Rehire, if not provided, it will default to employee's				
each paycheck	nalAmountWithh					current setting if in the same state. If not in the same				
(State Live In)	eld/	decimal	11	N	Α	state it will follow UKG Pro defaults				

Field Requiremen	Field Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
						US only Requires a valid UKG Pro Code. Codes are system delivered:					
						Code Description					
						Y Yes					
						N No					
Employee claims exemption from withholding (blocked) (State Live In)	/Transactions/Tra nsaction/USTaxes /ResidentEmploy eeClaimsExempti on/	char	1	Υ	A	If true, then employee taxes are blocked. If not provided, it will follow UKG Pro default Rehire, if not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults					
Employee has a lock-in letter (State Live In)	/Transactions/Tra nsaction/USTaxes /ResidentLockInL etter/	char	1	Υ	A	US only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If not provided, it will follow UKG Pro default					

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Rehire, if not provided, it will default to employee's
						current setting if in the same state. If not in the same
						state it will follow UKG Pro defaults
						US only
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
						Code Description Y Yes
						N No
						IN INO
	/Transactions/Tra					If not provided, it will follow UKG Pro default
Not subject to	nsaction/USTaxes					Rehire, if not provided, it will default to employee's
Tax (live-in)	/ResidentNotSubj					current setting if in the same state. If not in the same
(State Live In)	ectToTax/	char	1	Υ	Α	state it will follow UKG Pro defaults
,	-					US only
						Requires a valid UKG Pro Code. Codes are system
						delivered:
State Work In						
Received a						Code Description
certificate of						Y Yes
non-residence	/Transactions/Tra					N No
from this	nsaction/USTaxes					If you are ideal in the falls a take to
employee (State	/WorkInReciproc	-l	_	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		If not provided, it will follow UKG Pro default
Workin)	alAgreement/	char	1	Υ	Α	

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Rehire, if not provided, it will default to employee's
						current setting if in the same state. If not in the same
						state it will follow UKG Pro defaults
						US only
						Some jurisdictions have a work-in resident rate and a
						work-in non-resident rate (Ex. Denver, 5 Boroughs).
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
						R Resident
						N Non-resident
	/Tue need the nee /Tue					If you was sided and sains ConsulTay, the sill set the
Work-in res vs	/Transactions/Tra nsaction/USTaxes					If not provided and using SmartTax, it will get the resident LIT tax code and compare against location's
work-in res vs	/LocalWorkInTax					resident LIT tax code and compare against location's resident LIT tax code and if the same, then 'R'. If not
(Local Work In)	ResidentStatus/	char	1	Υ	Α	using SmartTax, then it will default to 'N'
(LOCAL WOLK III)	Residentistatus/	Citai	1	1	^	US only
						O3 Offity
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						333.
	/Transactions/Tra					Code Description
	nsaction/USTaxes					Y Yes
Local Work-in	/					N No
OCC tax Not	LocalWorkInOccN					
Subject to	otSubjectToTax	char	1	Υ	Α	If not provided, it will follow UKG Pro default

Field Requiremen	ts – New Hires and F	Re-Hires R	Records			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Type		Validation		
						Rehire, if not provided, it will default to employee's
						current setting if in the same local tax code. If not in the
						same local tax code it will follow UKG Pro defaults
						US only
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
						Y Yes
						N No
	<u></u>					
	/Transactions/Tra					If not provided, it will follow UKG Pro default
OTHER Block Tax	nsaction/USTaxes					Debire if not provided it will default to employee's
Amount (Work-	LocalWorkInOthC					Rehire, if not provided, it will default to employee's current setting if in the same local tax code. If not in the
in Local)	laimsExemption/	char	1	Υ	Α	same local tax code it will follow UKG Pro defaults
iii Locaij	lainisexemption	Citai	1	1	Α	US only
						OS OTHY
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
	/Transactions/Tra					Y Yes
	nsaction/USTaxes					N No
SD tax Not	/LocalResidentSD					
Subject to (Live	, NotSubjectToTax					If not provided, it will follow UKG Pro default
in Local)	/	char	1	Υ	Α	

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Rehire, if not provided, and using SmartTax it will get the
						resident tax code and default to employee's current
						setting if in the same local tax code. If not in the same
						local tax code or not using SmartTax it will follow UKG
						Pro defaults
						US only
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
						Code Description Y Yes
						N No
						IN INO
						If not provided, it will follow UKG Pro default
						in not provided, it will follow one fire default
	/Transactions/Tra					Rehire, if not provided, and using SmartTax it will get the
	nsaction/USTaxes					resident tax code and default to employee's current
SD Block Tax	/					setting if in the same local tax code. If not in the same
Amount (Live in	LocalResidentSDC					local tax code or not using SmartTax it will follow UKG
Local)	laimsExemption/	char	1	Υ	Α	Pro defaults
						US only
						Requires a valid UKG Pro Code. Codes are system
Workers	/Transactions/Tra					delivered:
Compensation	nsaction/USTaxes					
Tax Not Subject	/LocalWorkInWC					Code Description
To (Local Work	NotSubjectToTax					Y Yes
In)	/	char	1	Υ	Α	N No

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						If not provided, it will follow UKG Pro default Rehire, if not provided, it will default to employee's current setting if in the same local tax code. If not in the same local tax code it will follow UKG Pro defaults
						US only
Workers Compensation Block Tax Amount (Local	/Transactions/Tra nsaction/USTaxes /LocalWorkInWC ClaimsExemption					Requires a valid UKG Pro Code. Codes are system delivered: Code
Work In)	/	char	1	Υ	Α	same local tax code it will follow UKG Pro defaults
Not Subject to	/Transactions/Tra nsaction/USTaxes /LocalWorkInNot					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
(Local Work In)	SubjectToTax/	char	1	Υ	Α	

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						If not provided, it will follow UKG Pro default Rehire, if not provided, it will default to employee's
						current setting if in the same local tax code. If not in the same local tax code it will follow UKG Pro defaults
						US only
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description Y Yes
						N No
	/Transactions/Tra					If not provided, it will follow UKG Pro default
Block Tax Amount (Local	nsaction/USTaxes /LocalWorkInClai					Rehire, if not provided, it will default to employee's current setting if in the same local tax code. If not in the
Work In)	msExemption/	char	1	Υ	Α	same local tax code it will follow UKG Pro defaults
						US only
						Requires a valid UKG Pro Code. Codes are system delivered:
	/Transactions/Tra					Code Description Y Yes
	nsaction/USTaxes					N No
Not Subject to	/LocalResidentNo					
(Local Live In)	tSubjectToTax/	char	1	Υ	А	If not provided, it will follow UKG Pro default

Field Requiremen	ts – New Hires and F	Re-Hires R				
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Rehire, if not provided, and using SmartTax it will get the resident tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults
						US only
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
						Y Yes N No
						If not provided, it will follow UKG Pro default
	/Transactions/Tra					Rehire, if not provided, and using SmartTax it will get the resident tax code and default to employee's current
Block Tax	nsaction/USTaxes					setting if in the same local tax code. If not in the same
Amount (Local	/LocalResidentCla	char	1	Υ	_	local tax code or not using SmartTax it will follow UKG Pro defaults
Live In)	imsExemption/	char	1	Ī	Α	US only
						OS OTHY
PSD (Political						Requires a valid UKG Pro Code. Codes are system delivered
Subdivision)	/Transactions/Tra					333.
Code (Resident	nsaction/USTaxes					Must send resident county if sending this value
Taxes)	/LocalPSDCode/	char	6	Υ	Α	

Field Requiremen	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
						Rehire, if not provided, it will default to the employee's				
						current setting				
						US Only				
						Requires a valid UKG Pro Code. Codes are system				
						delivered				
						Must send resident county if sending this value				
	/Transactions/Tra					Rehire, if employee's record contains a school district				
School District	nsaction/USTaxes					code and no county is present, and there is an address				
Code (Resident	/LocalSchoolDistr					change, the school district code will be removed from the				
Taxes)	ictCode/	char	8	Υ	Α	employee's record.				
Taxesj	/Transactions/Tra	Criai	0		^	US Only, Missouri Only				
Reduced amount	nsaction/USTaxes					OS CHILY, IVIISSOUTI CHILY				
withheld each	/WorkInReduced					If not provided, will default to employee's current setting				
paycheck (State	AmountWithheld									
Work In)	/	decimal	11	N	Α	Format: nnnnnnnnnnn				
-	/Transactions/Tra					US Only, Missouri Only				
Reduced amount	nsaction/USTaxes									
withheld each	/ResidentReduce					If not provided, will default to employee's current setting				
paycheck	dAmountWithhel									
(Resident Taxes)	d/	decimal	11	N	Α	Format: nnnnnnnnnnn				
						CAN only				
	/Transactions/Tra					If not provided, it will follow UKG Pro default				
Exempt from	nsaction/CANTax									
Income Tax	es/FederalExemp					Requires a valid UKG Pro Code. Codes are system-				
(Canada Federal)	tFromTax/	char	1	Υ	Α	delivered:				

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Code Description Y Yes N No
Exempt from Canada Pension Plan (Canada Federal)	/Transactions/Tra nsaction/CANTax es/FederalPensio nBlockTaxAmoun t/	char	1	Υ	A	CAN only If not provided, it will follow UKG Pro default Requires a valid UKG Pro Code. Codes are system-delivered: Code Description Y Yes N No
Employee provided Form CPT30, Election to Stop Contributing to the Canada Pension Plan or Revocation of a Prior Election Form CPT30 or	/Transactions/Tra nsaction/CANTax es/FederalPensio nExemptDueToEl ections	char	1	Υ	А	CAN only If not provided, it will follow UKG Pro default Requires a valid UKG Pro Code. Codes are system-delivered: Code Description Y Yes N No

Field Requirement	Field Requirements – New Hires and Re-Hires Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
Employee										
worked in one of										
the employment										
types listed on										
the back of Form										
CPT20, Election										
to Pay Canada										
Pension Plan										
Contributions										
Form CPT20										
(Canada Federal)										
						CAN only				
						If not provided, it will follow UKG Pro default				
						Requires a valid UKG Pro Code. Codes are system-				
						delivered:				
	/Transactions/Tra					Code Description				
Exempt from	nsaction/CANTax					Y Yes				
Employment	es/FederalExemp					N No				
Insurance	tEmploymentInsu									
(Canada Federal)	rance/	char	1	Υ	Α					
	/Transactions/Tra					CAN only				
Withhold and	nsaction/CANTax									
Report Months	es/FederalPensio					If not provided, it will follow UKG Pro default				
to contribute	nMonthsToContr									
(Canada Federal)	tibute/	int	2	N	Α	Options are 1-11				

Field Requiremen	ield Requirements – New Hires and Re-Hires Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Type		Validation							
						CAN only					
						If not provided, it will follow UKG Pro default					
						Only one of these three is selected:					
						Use basic personal amount or					
						Total claim amount or					
						Total income less total claim amount					
						Describes a valid LIKC Due Code. Codes one system					
						Requires a valid UKG Pro Code. Codes are system- delivered:					
						delivered:					
						Code Description					
						Y Yes					
						N No					
						If a 'Total claim amount' is passed', and no value is sent					
	/Transactions/Tra					for the 'Use basic personal amount' field, the import will					
	nsaction/CANTax					default 'Use basic personal amount' field to 'N'. If the					
Use basic	es/FederalUseBa					'Total claim amount' field contains a value and the 'Use					
personal amount	sicPersonalAmou					basic personal amount' field is set to 'Y', then 'Total claim					
(Canada Federal)	nt/	char	1	Υ	Α	amount' will be ignored.					
						CAN only					
						If not manifold it will follow LIKC Due defeate					
	/Tues a castile a cas/T as					If not provided, it will follow UKG Pro default					
Total alaim	/Transactions/Tra					Only one of these three is selected:					
Total claim amount (Canada	nsaction/CANTax es/FederalTotalCl					Use basic personal amount or					
Federal)	aimAmount/	decimal	11	N	Α	Total claim amount or					
reuerarj	aiiiiAiiiouiit/	ueciiidi	TT	IN	A	• Total cidiffi diffount of					

Field Requiremen	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Total income less total claim amount
						Format: nnnnnnnnnnn
	/Transactions/Tra					CAN only
Deduction for	nsaction/CANTax					
living in	es/FederalPrescri					If not provided, it will follow UKG Pro default
prescribed zone	bedDeductionZo					
(Canada Federal)	ne/	decimal	11	N	Α	Format: nnnnnnnnnnn
						CAN only
						If not provided it will follow LIKC Pro-default
						If not provided, it will follow UKG Pro default
						Only one of the 3 is selected:
						Use basic personal amount or
						Total claim amount or
						Total income less total claim amount
						Total moonie less total slami amount
						Requires a valid UKG Pro Code. Codes are system
						delivered:
	/Transactions/Tra					Code Description
Total income less	nsaction/CANTax					Y Yes
than total claim	es/FederalIncom					N No
amount (Canada	eLessClaimAmou					
Federal)	nt/	char	1t	Υ	Α	
						CAN only
Additional tax to	/Transactions/Tra					
be deducted	nsaction/CANTax					If not provided, it will follow UKG Pro default
(Canada Federal)	es/FederalAdditi	decimal	11	N	Α	

Field Requiremen	ts – New Hires and F	Re-Hires R				
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Type		Validation		
	onalAmountWith					Format: nnnnnnnnnnn
	held/					
	/Transactions/Tra					CAN only
Annual	nsaction/CANTax					
deductions to	es/FederalEEReq					If not provided, it will follow UKG Pro default
income (Canada	uestedReductionI					
Federal)	nTax/	decimal	11	N	Α	Format: nnnnnnnnnnn
						CAN only
	/Transactions/Tra					
Other Federal	nsaction/CANTax					If not provided, it will follow UKG Pro default
tax credit	es/FederalTaxCre					
(Canada Federal)	ditAmount/	decimal	11	N	Α	Format: nnnnnnnnnnn
						CAN only
						If not provided, it will follow UKG Pro default
						Requires a valid UKG Pro Code. Codes are system
						delivered:
Employee is						Code Description
commissioned	/Transactions/Tra					Y Yes
claiming	nsaction/CANTax					N No
expenses	es/FederalIsCom					
(Canada Federal)	missionEE/	char	1	Υ	Α	
	/Transactions/Tra					CAN only
Estimated	nsaction/CANTax					
commission	es/FederalEECom					If not provided, it will follow UKG Pro default
expense (Canada	missionedClaimin					
Federal)	gExpenses/	decimal	11	N	Α	Format: nnnnnnnnnn

Field Requirement	ts – New Hires and F	Re-Hires R	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
	/Transactions/Tra					CAN only
	nsaction/CANTax					
Estimated total	es/FederalEstima					If not provided, it will follow UKG Pro default
remuneration	tedRemuneration					
(Canada Federal)	/	decimal	11	N	Α	Format: nnnnnnnnnnn
Estimated total	/Transactions/Tra					CAN only
deduction	nsaction/CANTax					
amount for the	es/FederalEstima					If not provided, it will follow UKG Pro default
year (Canada	tedTotIntlPreTax					
Federal)	Amount/	decimal	11	N	Α	Format: nnnnnnnnnnn
						CAN only
						If not provided, it will follow UKG Pro default
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
Exempt from	/Transactions/Tra					Y Yes
Income Tax	nsaction/CANTax					N No
(Canada	es/ProvinceExem					
Provincial)	ptFromTax/	char	1	Υ	Α	
						CAN only
	/Transactions/Tra					If not provided, it will follow UKG Pro default
Exempt from	nsaction/CANTax					
Quebec Pension	es/ProvincePensi					Requires a valid UKG Pro Code. Codes are system
Plan (Canada	onBlockTaxAmou					delivered:
Provincial)	nt/	char	1	Υ	Α	

Field Requirement	ts – New Hires and F	Re-Hires R				
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						Code Description
						Y Yes
						N No
						CAN only
						If not provided, it will follow UKG Pro default
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Browletter
Exempt from	/Transactions/Tra					Code Description
Parental	nsaction/CANTax					Y Yes
Insurance Plan	es/ProvinceInsPla					N No
(Canada	nExemptFromTax	aha s	1	V	_	
Provincial) Withhold and	/Transations/Tra	char	1	Υ	Α	CAN only
Report Months	/Transactions/Tra nsaction/CANTax					CAN only
to contribute	es/ProvincePensi					If not provided, it will follow UKG Pro default
(Canada	onMonthsToCont					ii not provided, it will rollow oko r ro default
Provincial)	ribute	int	2	N	Α	Options are 1-11
- To time any	/Transactions/Tra		_			CAN only
Number of	nsaction/CANTax					,
dependents	es/ProvinceNum					If not provided, it will follow UKG Pro default
(Canada	berOfDependent					
Provincial)	s/	int	3	N	Α	
Use basic	/Transactions/Tra					CAN only
personal amount	nsaction/CANTax	char	1	Υ	Α	

Field Requiremen	ts – New Hires and F	Re-Hires Ro	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
(Canada	es/ProvinceUseB					If not provided, it will follow UKG Pro default
Provincial)	asicPersonalAmo					
	unt/					Only one of the 3 is selected:
						Use basic personal amount or
						Total claim amount or
						Total income less total claim amount
						Requires a valid UKG Pro Code. Codes are system
						delivered:
						Code Description
						Y Yes
						N No
						CAN only
						·
						If not provided, it will follow UKG Pro default
						Only one of the 3 is selected:
						Use basic personal amount or
	/Transactions/Tra					Total claim amount or
Total claim	nsaction/CANTax					Total income less total claim amount
amount (Canada	es/ProvinceTotal					Total income less total claim amount
Provincial)	ClaimAmount/	decimal	11	N	Α	Format: nnnnnnnnnnn
		2 2 2				CAN only
Deduction for	/Transactions/Tra					
living in	nsaction/CANTax					If not provided, it will follow UKG Pro default
prescribed zone	es/ProvincePresc	decimal	11	N	Α	

Field Requirement	ts – New Hires and F	Re-Hires Ro	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
(Canada	ribedDeductionZ					Format: nnnnnnnnnnn
Provincial)	one/					
						CAN only
						If not provided, it will follow UKG Pro default
						Only one of the 3 is selected:
						Use basic personal amount or
						Total claim amount or
						Total income less total claim amount
						Requires a valid UKG Pro Code. Codes are system
						delivered:
	/Transactions/Tra					Code Description
Total income less	nsaction/CANTax					Y Yes N No
than total claim	es/ProvinceInco meLessClaimAmo					IN NO
amount (Canada Provincial)	unt/	char	1	Υ	Α	
Provincial)	/Transactions/Tra	Cilai	1	I	Α	CAN only
Additional tax to	nsaction/CANTax					CAN ONLY
be deducted	es/ProvinceAdditi					If not provided, it will follow UKG Pro default
(Canada	onalAmountWith					
Provincial)	held/	decimal	11	N	Α	Format: nnnnnnnnnnn
Annual						CAN only
deductions to	/Transactions/Tra					
income (Canada	nsaction/CANTax					If not provided, it will follow UKG Pro default
Provincial)	es/ProvinceRequ	decimal	11	N	Α	

Field Requiremen	Field Requirements – New Hires and Re-Hires Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Туре		Validation					
	estReductionAm					Format: nnnnnnnnnn			
	ount/								
						CAN only			
Other Provincial	/Transactions/Tra								
tax credit	nsaction/CANTax					If not provided, it will follow UKG Pro default			
(Canada	es/ProvinceTaxCr								
Provincial)	editAmount/	decimal	11	N	Α	Format: nnnnnnnnnn			
						CAN only			
Estimated net	/Transactions/Tra								
commission for	nsaction/CANTax					If not provided, it will follow UKG Pro default			
year (Canada	es/ProvinceNetC								
Provincial)	ommissionAmt/	decimal	11	N	Α	Format: nnnnnnnnnn			
Work In	/Transaction/UST								
Deduction	axes/WorkInDed								
Amount	uctionAmount/	decimal	20	Υ	Α	Tax - Work In Deductions			
	/Transaction/UST								
Work In Other	axes/WorkInOthe								
Income	rlncome/	decimal	20	Υ	Α	Tax - Work In Other Income			
Work In	/Transaction/UST								
Dependent	axes/WorkInDep								
Amount	endentAmount/	decimal	20	Υ	Α	Tax - Work In Claim Dependents			
	/Transaction/UST								
FederalDeductio	axes/FederalDed								
nAmount	uctionAmount/	decimal	20	Υ	Α	Tax - Federal Deductions (US)			
	/Transaction/UST								
FederalOtherInc	axes/FederalOthe								
ome	rIncome/	decimal	20	Υ	Α	Tax - Federal Other Income (US)			

Field Requiremen	Field Requirements – New Hires and Re-Hires Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Туре		Validation					
	/Transaction/UST								
FederalDepende	axes/FederalDep								
ntAmount	endentAmount/	decimal	20	Υ	Α	Tax - Federal Claim Dependents (US)			
	/Transaction/UST								
WorkInDepende	axes/WorkInDed								
ntAmount	uctionAmount/	decimal	20	Υ	Α	Tax - Work In Deductions			
	/Transaction/UST								
Resident Deducti	axes/WorkInOthe								
onAmount	rIncome/	decimal	20	Υ	Α	Tax - Work In Other Income			
Working From	/Transactions/Tran	char	1		Α	US Only			
Home	saction/USTaxes/								
	WorkInWorkingFro					If not provided, it will default to N.			
	mHome/								
						Requires a valid UKG Pro Code. Codes are system			
						delivered:			
						Code Description			
						Y Yes			
						N No			
						If true, it will enable the configuration of certain Resident			
						taxes on the Work Location.			
Disable State	/Transactions/Tran	char	1		Α	US Only			
Reciprocity	saction/USTaxes/								
	WorkInDisableStat eReciprocity/					If not provided, it will default to N.			
	encerprocity/								
						Requires a valid UKG Pro Code. Codes are system			
						delivered:			
I						Code Description			
ı						Y Yes			

Field Requiremen	ts – New Hires and F	Re-Hires Ro	ecords			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
						If true, it will withhold and report on full Resident taxable wages without consideration for multi-state rules.
Resident Tax - Total (\$) Allowances Claimed	/Transaction/USTa xes/ResidentTotalA llowancesClaimed	numeri c	10		A	US only. Use only for Iowa locations. If not provided, it will follow UKG Pro default. Rehire, if not provided, it will default to employee's current setting if in the same state. Format: nnnnnnnnn
Work-In Tax - Total (\$) Allowances Claimed	/Transaction/USTa xes/WorkInTotalAll owancesClaimed	numeri c	10		A	US only. Use only for Iowa locations. If not provided, it will follow UKG Pro default. Rehire, if not provided, it will default to employee's current setting if in the same state. Format: nnnnnnnnn
ChildCareContrib utionTaxRateEE	/Transaction/UST axes/ChildCareCo ntributionTaxRat eEE	boolea n	1		А	US only. If not provided, it will follow UKG Pro default. Rehire, if not provided, it will default to employee's current setting if in the same state. Format: Y/N
OverrideChildCar eContributionTax RateEECompany Rate	/Transaction/UST axes/OverrideChi IdCareContributi onTaxRateEECom panyRate	decimal	11	Υ	А	US only. If not provided, it will follow UKG Pro default. Rehire, if not provided, it will default to employee's current setting if in the same state. Format: 0.25

FEIN Transfers (aka Component Company Changes)

Transaction Type – FEIN Transfers (aka Component Company Changes) Comments/Special Instructions Data in this record type will be processed via the Transfer Employee Business Process. This includes US and Canada only. Global employee transfers are not supported. If for some reason a Transfer cannot be handled (transferring back into a company the employee has already been previously employed) will be treated as a termination from the leaving company and a rehire into the moving to company. Note that this is not a configuration setting. For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated. Note: For information on two other specific Transfer Related Configuration Settings (DirDepsToNewCompOnFailedTransfer and PTOToNewCompOnFailedTransfer), refer to the HR Interface for UKG Prosection within this document. These are global settings. They cannot be set at the individual record level.

Header and Trans	Header and Transaction Rules – FEIN Transfers (aka Component Company Changes)									
Field Label	Required	XPath	Import Requirements							
TransactionType	Υ	/Transactions/Transaction/Header/TransactionTy	Identifies the type of transaction to process. Available field options are:							
		pe/	Options	TRANSACTIONTYPE						
				Value						
			Transfer Employee	TRANSFER						
EmployeeKey	Υ	/Transactions/Transactio	It will be used to identify the value	e to use to determine if th	e employee already has					
		n/Header/IdentifierRule/	an existing record in UKG Pro and	determine if the employe	e is a New Hire or a					
			Rehire.							
			Available field options are outline	d in the HR Interface for U	IKG Pro > Employee Key					
			section.							

Header and Tran	saction Rule	es – FEIN Transfers (aka Con	nponent Company Changes)			
Field Label	Required	XPath	Import Requirements			
Workflow Approvals	A	/Transactions/Transactio n/Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s).			
			Available field options are outlined in the HR Information.	terface for UKG Pro > Employee Key		
Transfer PTO Rule	A	/Transactions/Transaction/Header/TransferPTOR	For Transfer, how to handle PTO plans (Transfer	r from Company A to Company B):		
		ule/	Options	TRANSFERPTORULE Value		
			Option for transferring balances	TRANSFERALL		
			Remove all existing PTO Records before new PTO Codes are added	n/a		
			This will handle transferring a PTO Plan (accrual (accrual option) in the new company. It will not of the same type (accrual code). It will not tran of the same type. New plans can also be sent.	t handle if there are multiple plans		
			If TRANSFERALL is not on, then just get the new	·		
Transfer Deduction Rule	A	/Transactions/Transactio n/Header/TransferDeduc	For Transfer, how to handle Deduction/Benefit	plan goals:		
		tionRule/	Options	TRANSFERDEDUCTION_RULE Value		
			Option for transferring goal amount	GOALAMOUNT		
			Do not transfer the employee's goal amounts	n/a		
			This will be applicable to all deduction/benefit p	plans that have been transferred.		
			If GOALAMOUNT is not on, then no goal amoun deduction/benefit plan(s).	ts are transferred with the		

Header and Trans	action Rule	es – FEIN Transfers (aka Con	nponent Company Changes)			
Field Label	Required	XPath	Import Requirements			
Transfer Term Rule	Α	/Transactions/Transactio n/Header/TransferTermR ule/	•			
		uie/	status back to T:	sterring them and then changing the		
			Options	TRANSFERTERM_RULE Value		
			Transfer terminated employee	FORCETRANSFER		
			Do not transfer if employee's status is terminated	n/a		
			If FORCETRANSFER is not on, then a terminate and will result in an error.	d employee cannot be transferred		
Foreign Address Handling	Α	/Transactions/Transactio n/Header/ForeignAddres	For employees transferred in the US, foreign a Available field options are outlined in the HR II			
		sRule/	Address Handling section	S .		
			After the address is changed to a foreign count be switched from the one set based on the countaitonal (FNSIT).	• •		
Additional Data	Α		Supported			
Platform	Α		Currently supported			
Configuration						
Data						

Field Requiremen	nts – FEIN Transfers (a	ka Compo	nent Con	npany Chai	nges)	
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
						Includes only fields that are part of the Transfer transaction type.
	/Transactions/Tra nsaction/KeyFields /PriorCompanyCo					Requires a valid UKG Pro Company Code. Codes are client configured. This field will be used with the Employee Key to know which
Company	de/	char	5	Υ	Υ	job record to update. This field will be used with the Company code to know
Employee Key	/Transactions/Tra nsaction/KeyFields /Identifier/	varchar	50	N	Y	which record to update. One of the 4 options available as outlined in the Employee Key section above should be sent.
	/Transactions/Tra nsaction/KeyFields					Requires a valid UKG Pro Company Code. Codes are client configured.
New Company	/CompanyCode/	char	5	Υ	Υ	F
Effective Date	/Transactions/Tra nsaction/KeyFields /EffectiveDate/	datetim e	10	N	Υ	Format: mm/dd/yyyy
	/Transactions/Tra					Required if transferring from a CAN company to a US company if they don't already have one
SSN	nsaction/ID/SSN/	char	9	N	Α	Format: nnnnnnnn
	/Transactions/Tra nsaction/ID/Natio					CAN only – required if transferring from a US company to a CAN company if they don't already have one. UKG Pro will automatically check if the SIN is valid.
SIN	nalID/	varchar	50	N	Α	Format: nnnnnnnn

Field Requiremen	nts – FEIN Transfers (a	ka Compoi	nent Con	npany Cha	nges)	
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
	/Transactions/Tra nsaction/PrivateIn fo/NationalIDExpir	datetim				CAN only – required if it is a temporary SIN. UKG Pro automatically recognizes a temporary SIN when it starts with a 9.
Expiry Date	eDate/	е	10	N	Α	Format mm/dd/yyyy
Employee	/Transactions/Tra nsaction/ID/Empl					Required based on Client configuration
number	oyeeNumber/	char	9	N	Α	
Time alone	/Transactions/Tra nsaction/JobInfor mation/Timeclockl	abas	12	N		
Time clock Supervisor	/Transactions/Tra nsaction/JobInfor mation/Supervisor Id/	char	9	N	A	The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID)
Supervisor's Company Code	/Transactions/Tra nsaction/JobInfor mation/Supervisor CompanyCode/	char	5	N	A	The Supervisor's Company Code should be sent to help identify the correct EmpNo of the employee's supervisor.
	/Transactions/Tra nsaction/JobInfor mation/JobGrpCo					Available when client has configured using Job Groups. Requires a valid UKG Pro Job Group Code. Codes are client configured. If the employee's new job belongs to a job group, then the
Job group	de/	char	5	Υ	Α	Import Tool will auto assign the job group. If the job is

Field Requiremen	Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements					
						included in several job groups, the first job group found will be assigned. If you do not wish a job group to be assigned to the employee, then an empty tag/element must be sent in the file.					
						Codes are setup in the System Configuration > Business Rules > Job Groups page. You will need to provide valid values to Vendor.					
						Requires a valid UKG Pro Job Code. Codes are client configured.					
Job	/Transactions/Tra nsaction/JobInfor mation/JobCode/	char	8	Υ	А	Codes are setup in the System Configuration > Business Rules > Jobs page. You will need to provide valid values to Vendor.					
						Only applicable when you have configured using Position Management.					
						Requires a valid UKG Pro Position Code. Codes are client configured.					
						Codes are setup in the Backoffice under Positions. You will need to provide valid values to Vendor.					
	/Transactions/Tra nsaction/JobInfor mation/PositionCo					When Position Management is used, the following fields are defaulted based on the Position configuration:					
Position	de/	char	8	N	А	Job; cannot be overwritten					

Field Requireme	Field Requirements – FEIN Transfers (aka Component Company Changes)											
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table	Requir ed	Import Requirements						
Luber		Type		Validati								
				on								
						Location; can be overwritten						
						Org Levels 1-4; can be overwritten						
						Only applicable when you have configured using Pay Scales						
						and the job code is setup using Pay Scales						
						Requires a valid UKG Pro Pay Scale Code. Codes are client configured.						
	/Transactions/Tra											
	nsaction/JobInfor mation/PayScaleC					Codes are setup in the System Configuration > Business Rules > Pay Scales page. You will need to provide valid						
Pay Scale	ode/	Char	6	Υ	Α	values to Vendor.						
		0.101		·		Only applicable when client has configured using Pay Scales and the job code is setup using Pay Scales						
						Requires a valid UKG Pro Pay Scale Code. Codes are client configured.						
						Codes are setup in the System Configuration > Business						
						Rules > Pay Scales page. You will need to provide valid						
	/Transactions/Tra					values to Vendor.						
	nsaction/JobInfor											
	mation/SalaryStep					Note: When the Pay Step is sent, the pay rate will be						
Pay Step	/	int	3	Υ	Α	automatically calculated and set on the employee record.						
	/Transactions/Tra											
Allerent	nsaction/JobInfor											
Alternate job	mation/AlternateJ	voreber	150	N.	_							
title	obTitle/	varchar	150	N	Α							

Field Requireme	Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements					
						Not required if using Position Management and the position is configured to set Location, it will default based on Position sent					
	/Transactions/Tra					Requires a valid UKG Pro Location Code. Codes are client configured.					
	nsaction/JobInfor					Codes are setup in the System Configuration > Business					
	mation/LocationC					Rules > Locations page. You will need to provide valid					
Location	ode/	char	6	Υ	Α	values to Vendor.					
	/Transactions/Tra nsaction/JobInfor mation/ProjectCo					Requires a valid UKG Pro Project Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Projects page. You will need to provide valid values					
Project	de/	char	15	Υ	Α	to Vendor.					
						If using Position Management and the position is configured to set Org Level 1 and not provided, field will default based on Position sent					
	/Transactions/Tra					Requires a valid UKG Pro Org Level (1) Code. Codes are client configured.					
	nsaction/JobInfor mation/OrgLevel1					Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to					
Org Level 1	Code/	char	6	Υ	Α	provide valid values to Vendor.					

Field Requiremen	Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements					
Label		Туре	h	Table	ed						
				Validati on							
						If using Position Management and the position is configured to set Org Level 2 and not provided, field will default based on Position sent					
	/Transactions/Tra					Requires a valid UKG Pro Org Level (2) Code. Codes are client configured.					
	nsaction/JobInfor					Codes are setup in the System Configuration > Business					
	mation/OrgLevel2					Rules > Client Org Level Name page. You will need to					
Org Level 2	Code/	char	6	Υ	Α	provide valid values to Vendor.					
						If using Position Management and the position is configured to set Org Level 3 and not provided, field will default based on Position sent					
	/Transactions/Tra					Requires a valid UKG Pro Org Level (3) Code. Codes are client configured.					
	nsaction/JobInfor					Codes are setup in the System Configuration > Business					
	mation/OrgLevel3					Rules > Client Org Level Name page. You will need to					
Org Level 3	Code/	char	6	Υ	Α	provide valid values to Vendor.					
						If using Position Management and the position is configured to set Org Level 4 and not provided, field will default based on Position sent					
	/Transactions/Tra nsaction/JobInfor mation/OrgLevel4					Requires a valid UKG Pro Org Level (4) Code. Codes are client configured.					
Org Level 4	Code/	char	6	Υ	Α						

Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
						Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.				
	/Transactions/Tra					Available when client has configured using Unions Requires a valid UKG Pro Union Code. Codes are client configured.				
National union	nsaction/JobInfor mation/LaborUnio nNationalCode/	char	12	Υ	A	Codes are setup in the System Configuration > Business Rules > Labor Union page. You will need to provide valid values to Vendor.				
Local union	/Transactions/Tra nsaction/JobInfor mation/LaborUnio	char	12	V	Δ.	Available when client has configured using Unions Requires a valid UKG Pro Union Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Labor Union page. You will need to provide valid				
Health Care Measurement Group	/Transactions/Transaction/JobInformation/HCEGroup	char	5	Y	A	values to Vendor. US only Available when client is using Health Care Management Groups. Requires a valid UKG Pro Health Care Management Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Health Care Management Groups page. You will need to provide valid values to Vendor.				

Field Requiremen	ts – FEIN Transfers (a	ka Compor					
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Req	uirements
Label		Туре	h	Table	ed		
				Validati			
				on			
						CAN only	
						When Issue	Record of Employment field is checked, then
							required. For a transfer, this is defaulted to
							vould require ROE Issue Reason.
						Requires a	valid UKG Pro ROE Issue Reason Code.
						If a ROF Issu	ue Reason code is sent, the Record of
							at field will be automatically set to 'Y'.
						, , ,	, , , , , , , , , , , , , , , , , , , ,
						Codes are s	ystem delivered:
						Code	Description
						A00	Shortage of work / End of contract or season
						A01	Employer bankruptcy or receivership
						B00	Strike or lockout
						D00	Illness or injury
						E00	Quit
						E02	Quit / Follow spouse
						E03	Quit / Return to school
						E04	Quit / Health reasons
						E05	Quit / Voluntary retirement
						E06	Quit / Take another job
	/Transactions/Tra					E09	Quit / Employer relocation
ROE Issue	nsaction/ROE/ROE					E10	Quit / Care for dependent
Reason	IssueReason/	char	3	Υ	Υ	E11	Quit / To become self-employed

Field Requiremen	ts – FEIN Transfers (a	ıka Compoi	nent Cor	nges)			
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Rec	uirements
Label		Туре	h	Table Validati on	ed		
						F00	Maternity
						G00	Mandatory retirement
						G07	Retirement / Approved workforce reduction
						H00	Work-Sharing
						J00	Apprentice training
						K00	Other
						K12	Other / Change of payroll frequency
						K13	Other / Change of ownership
						K14	Other / Requested by Employment Insurance
						K15	Other/Canadian Forces – Queen's Regulations
						K16	Other / At the employee's request
						K17	Other / Change of Service Provider
						M00	Dismissal
						M08	Dismissal/Terminated in probationary period
						N00	Leave of absence
						P00	Parental
						Z00	Compassionate Care
						The "Per" v	vill be set accordingly.
						Code	Description
						Н	Hour
Pay rate (Per	/Transactions/Tra					Can send u	p to 4 decimals places
'		decimal	11	N	Δ	-Ullilat IIIII	
Pay rate (Per hour)	1 · ·	decimal	11	N	А	Can send u	

UKG Pro Field	nts – FEIN Transfers (a XPath	Field		Code	, 	Import Paguiroments
Label	XPatn	Туре	Lengt h	Table Validati on	Requir ed	Import Requirements
						Either Hourly Pay Rate OR Annual Salary should be sent, not both Note: This value is automatically defaulted if using Pay Scale Functionality.
Pay rate (Per	/Transactions/Tra nsaction/JobInfor mation/AnnualSal	decimal	11	N	•	The "Per" will be set accordingly. Code Description Y Year Can send up to 2 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Year)	/Transactions/Tra nsaction/JobInfor mation/OtherRate			N	A	Functionality. Available when you have configured using Other Rates Can send up to 4 decimals places
Other rate 1 Other rate 2	/Transactions/Tra nsaction/JobInfor mation/OtherRate 2/	decimal	14	N	A	Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn

Field Requiremen	Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements					
Label		Туре	h	Table Validati	ed						
				on							
	/Transactions/Tra					Available when client has configured using Other Rates					
	nsaction/JobInfor										
	mation/OtherRate					Can send up to 4 decimals places					
Other rate 3	3/	decimal	14	N	Α	Format nnnnnnnnnnnnn					
	/Transactions/Tra					Available when client has configured using Other Rates					
	nsaction/JobInfor					Can sand up to 4 desimals places					
Other rate 4	mation/OtherRate	decimal	14	N.	۸	Can send up to 4 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn					
Other rate 4	4/	decimai	14	N	Α	Requires a valid UKG Pro Pay Group Code. Codes are client					
						configured.					
	/Transactions/Tra					comigurea.					
	nsaction/JobInfor					Codes are setup in the System Configuration > Business					
	mation/PayGroup					Rules > Pay Groups page. You will need to provide valid					
Pay group	/	char	6	Υ	Α	values to Vendor.					
70 1	,					Requires a valid UKG Pro Distribution Center Code. Codes					
						are client configured.					
	/Transactions/Tra										
	nsaction/Personal					Codes are setup in the System Configuration > Business					
Distribution	/DistributionCente					Rules > Distribution Centers page. You will need to provide					
center	r/	char	6	Υ	Α	valid values to Vendor.					
						The hours scheduled for the employee's pay					
						period/frequency. If an employee is biweekly, the hours					
						sent should correspond to a biweekly frequency (ex. 80). If					
	/Transactions/Tra					an employee is weekly, then the hours sent should					
	nsaction/JobInfor					correspond to a weekly frequency (ex. 40).					
	mation/Scheduled										
Scheduled hours	WorkHours/	decimal	8	N	Α	Format nnnn.nnnn					

	ts – FEIN Transfers (a				, 	
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
Earnings group	/Transactions/Tra nsaction/JobInfor mation/EarningsG roupCode/	char	5	Y	A	Requires a valid UKG Pro Earnings Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Earnings Groups page. You will need to provide valid values to Vendor.
Deduction/Benef	/Transactions/Tra nsaction/JobInfor mation/BenefitGr oupCode/	char	5	Y	A	Requires a valid UKG Pro Deduction/Benefit Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Deduction/Benefit Groups page. You will need to provide valid values to Vendor.
1095-C Deduction Group Assignment Date	/Transactions/Tra nsaction/JobInfor mation/DedGroup 1095AssignDate/	datetim e	10	N	A	US only Format: mm/dd/yyyy
Employee Type	/Transactions/Tra nsaction/JobInfor mation/Employee TypeCode/	char	3	Y	A	Requires a valid UKG Pro Employee Type Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Employee Types page. You will need to provide valid values to Vendor.
Hourly/Salaried	/Transactions/Tra nsaction/JobInfor mation/SalaryOrH ourly/	char	1	Υ	A	Requires a valid UKG Pro Hourly/Salary Code. Codes are system-delivered: Code Description H Hourly

Field Requiremen	nts – FEIN Transfers (a	ka Compor	nent Con	npany Char	nges)	
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati		
				on		
						S Salaried
						Requires a valid UKG Pro Fulltime/Parttime Code. Codes are
						system delivered:
						Code Description
	/Transactions/Tra					F Fulltime
	nsaction/JobInfor					P Parttime
	mation/FullOrPart					
Full/part time	TimeCode/	char	1	Υ	Α	Available when alient has configured using Chifts and Chift
						Available when client has configured using Shifts and Shift Groups.
						Requires a valid UKG Pro Shift Group Code. Codes are client
						configured.
	/Transactions/Tra					
	nsaction/JobInfor					Codes are setup in the System Configuration > Business
01.16	mation/ShiftGrou					Rules > Shift Groups page. You will need to provide valid
Shift Group	pCode/	char	5	Υ	Α	values to Vendor.
						Available when client has configured using Shifts. Requires a valid UKG Pro Shift Code. Codes are client
						configured.
						comgarca.
	/Transactions/Tra					Codes are setup in the System Configuration > Business
	nsaction/JobInfor					Rules > Shifts page. You will need to provide valid values to
Shift	mation/ShiftCode/	char	2	Υ	Α	Vendor.

Field Requiremen	ts – FEIN Transfers (a	ka Compoi	nent Con	npany Chai	nges)	
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table Validati on	ed	
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
	/Transactions/Tra					Y Yes
	nsaction/JobInfor					N No
Pay	mation/IsAutopai					
automatically	d/	char	1	Υ	Α	
	/Transactions/Tra					
	nsaction/PrimaryA					
	ddress/AddressLin					
Address	e1/	varchar	30	N	Α	
	/Transactions/Tra					
	nsaction/PrimaryA					
	ddress/AddressLin					
Address line 2	e2/	varchar	30	N	Α	
	/Transactions/Tra					
	nsaction/PrimaryA					
C:t.	ddress/AddressCit		20	N.		
City	у/	varchar	30	N	Α	Dogwings a valid LIVC Dra State / Dravings Code Code value
						Requires a valid UKG Pro State/Province Code. Code value is restricted to 2. Codes are system delivered based on
						client configured Countries.
	/Transactions/Tra					Cheffit Configured Countries.
State/Province	nsaction/PrimaryA					Codes are setup in the System Configuration > Business
(Resident Tax	ddress/AddressSta					Rules > Countries (and States/Provinces/Regions/Districts)
State)	teCode/	varchar	2	Υ	Α	page. You will need to provide valid values to Vendor.

Field Requiremen	nts – FEIN Transfers (a	ka Compo	nent Con	npany Chai	nges)	
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
	/Transactions/Tra nsaction/PrimaryA ddress/AddressZip					Page length is restricted to 10; data provided longer will be truncated Format: nnnnn or nnnnnnnn
Zip/Postal code	Code/	varchar	10	N	Α	Canada format: ananan
Country	/Transactions/Tra nsaction/PrimaryA ddress/AddressCo untryCode/	char	3	Υ	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor. If the country is not sent for a USA Company, then this field will be defaulted to USA.
County	/Transactions/Tra nsaction/PrimaryA ddress/AddressCo unty/	varchar	30	N	A	
Home phone	/Transactions/Tra nsaction/Personal /PhoneHomeNum ber/	varchar	10	N	A	Format: nnnnnnnnn
Country Code	/Transactions/Tra nsaction/Contacts /ConPhoneHome	varchar	3	Y	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.

Field Requiremen	nts – FEIN Transfers (a	ka Compoi	nent Con	npany Cha	nges)	
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
	NumberCountryC ode					Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.
Mork phone	/Transactions/Tra nsaction/Personal /PhoneBusinessN	varchar	10	N	_	Format: nnnnnnnnn
Work phone	umber/ /Transactions/Tra nsaction/Contacts /ConPhoneWorkN umberCountryCod e	varchar	10	N	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts)
Country Code	/Transactions/Tra nsaction/Personal /PhoneBusinessEx	varchar	3	Υ	A	page. You will need to provide valid values to Vendor.
Extension Other	tension/ /Transactions/Tra nsaction/Personal /PhoneOtherNum ber/	varchar	10	N	A	Format: nnnnnnnnn
Country Code	/Transactions/Tra nsaction/Contacts /ConPhoneOtherN umberCountryCod e	varchar	3	Υ	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.

Field Requiremen	ts – FEIN Transfers (a	ka Compo	nent Cor	npany Cha	nges)	
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
	/Transactions/Tra nsaction/Personal /PhoneOtherType					Requires a valid UKG Pro Phone Type Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Other Telephone Types page. You will need to
Other Type	Code/	char	3	Υ	Α	provide valid values to Vendor.
Primary e-mail	/Transactions/Tra nsaction/Personal /AddressEmail/	varchar	50	N	Α	
Alternate e-mail	/Transactions/Tra nsaction/Personal /AlternateEmail/	varchar	50	N	Α	
Mailstop	/Transactions/Tra nsaction/Personal /MailStop	char	10	N	Α	
	,					Requires a valid UKG Pro Marital Status Code. Some codes are system delivered:
	/Transactions/Tra nsaction/Personal /MaritalStatusCod					Code Description D Divorced M Married S Single W Widow(er) Z None
Marital status	e/	char	1	Υ	А	

Field Requireme	nts – FEIN Transfers (a	ıka Compo	nent Cor	npany Cha	nges)			
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements		
		Codes are setup in the System Configuration > Rules > Marital Status page. You will need to p values to Vendor.						
						US only Requires a valid UKG Pro Ethnic Origin Code. Codes are system delivered:		
						Code Description 1 White		
						2 Black or African American 3 Hispanic or Latino		
						5 American Indian/Alaskan Native		
						6 Asian 7 Native Hawaiian or Other Pacific Islander		
	/Transactions/Tra					8 Two or more races Z Not specified		
Ethnic origin	nsaction/Personal /EthnicId/	char	1	Υ	A	- посороснось		
Ediline Oligin	/ Etimolog	CHAI		1	Α	CAN only		
	/Transactions/Tra nsaction/Personal					Requires a valid UKG Pro Ethnicity Code. Codes are client configured.		
Ethnicity	/Ethnicity/	char	1	Υ	Α			

Field Requiremen	nts – FEIN Transfers (a	ka Compor	nent Con	npany Chai	nges)				
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements			
						Rules > Intern	up in the System Configuration > Business ational Ethnic Code page. You will need to values to Vendor.		
						·	d, it will default to employee's current setting. lid UKG Pro Filing Status Code. Codes are red:		
	/Transactions/Tra					H	Description Head of household Married filing jointly – Multi job Single/Married filing separately – Multi Job Head of household – Multi Job NRA S/M filing separetly NRA – S/M filing separately – MJ Single/Married filing separately Married filing jointly Form 673 S/M filing separately Form 673 Marreid filing jointly Form 673 Head of household Form 673 S/M file sep – MJ		
Filing status (Federal)	nsaction/USTaxes/ FederalFilingStatu sCode/	char	1	Υ	A		Form 673 Married file joint – MJ Form 673 House of Household - MJ		

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	npany Char	nges)	
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati		
				on		
	/Transactions/Tra					US only
	nsaction/USTaxes/					
Total allowances	FederalTotalAllow	:		N.		If not provided, will default to employee's current setting
claimed (Federal)	ances/	int	3	N	А	LIC and a
						US only
Additional	/Transactions/Tra					If not provided, will default to employee's current setting
amount withheld	nsaction/USTaxes/					if flot provided, will default to employee's current setting
each paycheck	FederalAdditional					Format: nnnnnnn.nn
(Federal)	AmountWithheld/	decimal	11		Α	Torride.
(1 cacial)	/ unodirevienicia,	a comia.			, ,	US only
						33 5,
						If not provided, will default to employee's current setting
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
						Y Yes
	/ -					N No
Employee claims	/Transactions/Tra					
exemption from	nsaction/USTaxes/					If true, then employee taxes are blocked.
withholding	Federal					If this value is (V), these the value for (Everyork France Tay)
(blocked)	EmployeeClaimsEx	char	1	V	_	If this value is 'Y', then the value for 'Exempt From Tax' should be set to 'N'.
(Federal)	emption/	char	1	Υ	Α	
Payee is subject	/Transactions/Tra	char	1	Υ	^	US only
to backup	nsaction/USTaxes/	cnar	1	Y	Α	

Field Requiremen	nts – FEIN Transfers (a	ka Compoi	nent Con	npany Chai	nges)	
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
withholding (Federal)	FederalBackupWit hholding/					If not provided, will default to employee's current setting Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Pension (Federal)	/Transactions/Tra nsaction/USTaxes/ FederalW2IsPensi on/	char	1	Υ	Α	US only If not provided, will default to employee's current setting Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Employee has a Federal lock-in letter (Federal)	/Transactions/Tra nsaction/USTaxes/ FederalLockInLett er/	char	1	Υ	А	US only If not provided, will default to employee's current setting Requires a valid UKG Pro Code. Codes are system delivered: Code Description

Field Requiremen	ts – FEIN Transfers (a	ıka Compoi	nent Con	npany Chai	nges)			
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements		
						Υ	Yes	
						N	No	
						US only		
						If not provid	ded, will default to e	mployee's current setting
						Requires a v	valid UKG Pro Code.	Codes are system delivered:
						Code	Description	
						Υ	Yes	
	/Transactions/Tra					N	No	
	nsaction/USTaxes/					If this value	is 'Y'. then the value	for 'Employee claims
Exempt from Tax	FederalExemptFro							locked Federal)' should be
(Federal)	mTax/	char	1	Υ	Α	set to 'N'.		
						US only		
								employee's current setting. for that state it will follow
						UKG Pro de		TOT LITAL SLALE IL WIII TOHOW
	/Transactions/Tra							
	nsaction/USTaxes/					Requires a v	alid UKG Pro Code.	Codes are system delivered:
Filing status	WorkInFilingStatu	.				6 6 1 "		
(State Work In)	sCode/	char	1	Υ	Α	See Code lis	t in Hire section	

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	npany Char	nges)	
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table Validati	ed	
				on		
				OII		US only
	/Transactions/Tra					333,
Total allowances	nsaction/USTaxes/					If not provided, it will default to employee's current setting
claimed (State	WorkInTotalAllow					if in the same state. If not in the same state it will follow
Work In)	ances/	int	3	N	Α	UKG Pro defaults
	/ - / -					US only
Additional	/Transactions/Tra nsaction/USTaxes/					If not provided it will default to employee's current setting
Allowances	WorkInAdditional					If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow
(State Work In)	Allowances/	Int	3	N	Α	UKG Pro defaults
(0.0000						US only
						If not provided, it will default to employee's current setting
Additional	/Transactions/Tra					if in the same state. If not in the same state it will follow
amount withheld	nsaction/USTaxes/ WorkInAdditional					UKG Pro defaults
each paycheck (State Work In)	AmountWithheld/	decimal	11	N	A	Format: nnnnnnnnnn
(State Work III)	Amountwithheldy	decimal	11	IN	^	US only
						CS CITY
						If not provided, it will default to employee's current setting
						if in the same state. If not in the same state it will follow
						UKG Pro defaults
Employee claims						
exemption from	/Transactions/Tra					Requires a valid UKG Pro Code. Codes are system delivered:
withholding	nsaction/USTaxes/					Code Description
(blocked) (State Work In)	WorkInEmployeeC laimsExemption/	char	1	Υ	A	Code Description Y Yes
WOIK III)	iaiiiisexeiiiptiofi/	Cildi	<u> </u>	Ī	А	1 162

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	npany Char	nges)			
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements		
						N No		
						If true, then employee taxes are blocked.		
Employee has a lock-in letter	/Transactions/Tra nsaction/USTaxes/ WorkInLockInLett					US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No		
(State Work In)	er/	char	1	Υ	Α	US only		
Select the correct state plan (State Work	/Transactions/Tra nsaction/USTaxes/ WorkInStateTaxPl					If not provided, it will default to employee's current setting if the same state. If not the same state it will follow UKG Pro defaults This is only required if the Work Location state is California (CA). Codes are system delivered:		
In)	an/	char	1	Υ	Α			

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	npany Char	nges)		
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Rec	quirements
Label		Туре	h	Table	ed		
				Validati			
				on			
						Code	Description
						Z	State unem. (TPSP exempt from disability)
						Р	Personal income tax only
						S	State disability and state unemployment
						J	State disability only (exempt from UI)
						Α	State un. only (public entity EE only)
						X	State unem. (religious exempt from dis.)
						Υ	State unem. (sole stockhold exempt from dis.)
						U	Vol. disability and state unemployment
						L	Vol. disability only (exempt from UI)
						US only	
						-	ded, it will default to employee's current setting state. If not, the same state it will follow UKG
Select the correct disability plan (State Work	/Transactions/Tra nsaction/USTaxes/ WorkInStateTaxDi					•	required if the Work Location state is California, nd, New York, New Jersey, Puerto Rico, or n.
ln)	sabilityPlan/	char	1	Υ	А	Codes are s	system delivered:

Field Requirement	ts – FEIN Transfers (a	ka Compor	nent Con	npany Chai	nges)			
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements		
						Code Description S State P Private R New York Employer—Paid Plan N New York Employer—Employee Shared Plan W Washington Paid Medical Leave Employer Share		
Select a Geographic code (State Work In)	/Transactions/Tra nsaction/USTaxes/ WorkInStateGeogr aphicCode/	char	2	Υ	А	US only If not provided, it will default to employee's current setting if the same state. If not the same state it will default to the first value in the list. This is only required if the Work Location state is Alaska. Codes are system delivered: See Code list in Hire section US only	the	
Select an occupational code (State Work In)	/Transactions/Tra nsaction/USTaxes/ WorkInStateOccu pationalCode/	varchar	10	Υ	A	If not provided, it will default to employee's current setting if the same state. If not the same state it will default to the first value in the list.	_	

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	nges)		
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table	Requir ed	Import Requirements
				Validati		
				on		
						This is only required if the Work Location state is Alaska and Louisiana.
						Codes are system delivered:
						See Code list in Hire section
						US only
						If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
	/Transactions/Tra					Y Yes
Not subject to	nsaction/USTaxes/					N No
Tax (State work-	WorkInNotSubject					
in)	ToTax/	char	1	Υ	Α	
						US only
	/Transactions/Tra					If not provided, it will default to employee's current setting. If the current setting is not valid for that state it will follow UKG Pro defaults
Filing status	ResidentFilingStat					Requires a valid UKG Pro Filing Status Code. Codes are
(State Live In)	usCode/	char	1	Υ	А	system delivered:

Field Requirement	Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements					
						See Filing Status file above					
Total allowances claimed (State	/Transactions/Tra nsaction/USTaxes/ ResidentTotalAllo					US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow					
Live In)	wances/	int	3	N	Α	UKG Pro defaults US only					
Additional Allowances (State Live In)	/Transactions/Tra nsaction/USTaxes/ ResidentAdditiona IAllowances/	int	3	N	A	If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Only applicable to states that allow additional allowances.					
Additional amount withheld each paycheck (State Live In)	/Transactions/Tra nsaction/USTaxes/ ResidentAdditiona IAmountWIthheld /	decimal	11	N	А	US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Format: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn					
Employee claims exemption from withholding (blocked) (State Live In)	/Transactions/Tra nsaction/USTaxes/ ResidentEmployee ClaimsExemption/	char	1	Υ	A	US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults					

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	nges)		
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
						Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Employee has a lock-in letter	/Transactions/Tra nsaction/USTaxes/ ResidentLockInLet					If true, then employee taxes are blocked. US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
(State Live In) Not subject to Tax (State live-in)	/Transactions/Tra nsaction/USTaxes/ ResidentNotSubje ctToTax/	char	1	Y	A	US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Cor	nges)		
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table Validati	ed	
				on		
				Oil		Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Received a certificate of non-residence from this employee (State	/Transactions/Tra nsaction/USTaxes/ WorkInReciprocal					US only If not provided, it will default to employee's current setting if in the same states. If not in the same states it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Work In)	Agreement/	char	1	Υ	Α	If not provided, it will follow UKG Pro default
Work-in res vs work-in non-res	/Transactions/Tra nsaction/USTaxes/ LocalWorkInTaxRe sidentStatus/	char	1	Y	А	US only Some jurisdictions have a work-in resident rate and a work-in non-resident rate (Ex. Denver, 5 Boroughs). Requires a valid UKG Pro Code. Codes are system delivered:

Field Requiremen	ts – FEIN Transfers (a	ka Compor						
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requ	irements	
Label		Туре	h	Table	ed			
				Validati				
				on				
							Description	
						R	Resident	
						N	Non-resident	
						LIT tax code a	and compare agains	Fax, it will get the resident st location's resident LIT tax
						code and if the will default to		f not using SmartTax, then it
						US only		
						-		employee's current setting
								not in the same local tax
						code it will fo	ollow UKG Pro defa	ults
						Requires a va	alid UKG Pro Code.	Codes are system delivered:
						Code	Description	
	/Transactions/Tra					Υ	Yes	
OCC tax Not	nsaction/USTaxes/					N	No	
Subject to (Local	LocalWorkInOccN							
Work-in)	otSubjectToTax/	char	1	Υ	Α			
OCC Block Tax	/Transactions/Tra					US only		
Amount (Local	nsaction/USTaxes/							
·	LocalWorkInOccCl							
Work-in)	aimsExemption/	char	1	Υ	А			

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	npany Char	nges)	
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati		
				on		
						If not provided, it will default to employee's current setting
						if in the same local tax code. If not in the same local tax
						code it will follow UKG Pro defaults
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
						Y Yes
						N No
						US only
						If not provided, it will default to employee's current setting
						if in the same local tax code. If not in the same local tax
						code it will follow UKG Pro defaults
						Described and the Code Code Code Code Code Code Code Cod
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
	/Transactions/Tra					Y Yes
OTHER tax Not	nsaction/USTaxes/					N No
Subject to (Local	LocalWorkInOthN					
Work In)	otSubjectToTax/	char	1	Υ	Α	
OTHER Block Tax	,					US only
Amount (Local	/Transactions/Tra					
Work In)	nsaction/USTaxes/	char	1	Υ	Α	

Field Requiremen	ts – FEIN Transfers (a	ka Compo	nent Cor	nges)		
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
	LocalWorkInOthCl aimsExemption/					If not provided, it will default to employee's current setting if in the same local tax code. If not in the same local tax code it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
SD tax Not Subject to (Local Live In)	/Transactions/Tra nsaction/USTaxes/ LocalResidentSDN otSubjectToTax/	char	1	Υ	Α	US only If not provided and using SmartTax, it will get the resident tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	nges)		
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati on		
				OII		US only
						OS OTHY
						If not provided and using SmartTax, it will get the resident
						tax code and default to employee's current setting if in the
						same local tax code. If not in the same local tax code or not
						using SmartTax it will follow UKG Pro defaults
						Requires a valid UKG Pro Code. Codes are system delivered:
						Requires a valid one fro code. Codes are system delivered.
						Code Description
	/Transactions/Tra					Y Yes
SD Block Tax	nsaction/USTaxes/					N No
Amount (Local	LocalResidentSDCl					
Live In)	aimsExemption/	char	1	Υ	Α	LIC anh.
						US only
						If not provided, it will default to employee's current setting
						if in the same local tax code. If not in the same local tax
						code it will follow UKG Pro defaults
						Requires a valid UKG Pro Code. Codes are system delivered:
Workers						Code Description
Compensation	/Transactions/Tra					Y Yes
Tax Not Subject	nsaction/USTaxes/					N No
To (Local Work	LocalWorkInWCN					
In)	otSubjectToTax/	char	1	Υ	Α	

Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
Workers Compensation Block Tax Amount (Local Work In)	/Transactions/Tra nsaction/USTaxes/ LocalWorkInWCCI aimsExemption/	char	1	Y	A	US only If not provided, it will default to employee's current setting if in the same local tax code. If not in the same local tax code it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No US only If not provided, it will default to employee's current setting if in the same local tax code. If not in the same local tax code it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered:				
Not Subject to (Local Work-in)	/Transactions/Tra nsaction/USTaxes/ LocalWorkInNotSu bjectToTax/	char	1	Υ	A	Code Description Y Yes N No				

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	nges)		
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati on		
				OII		US only
						Coony
						If not provided, it will default to employee's current setting
						if in the same local tax code. If not in the same local tax
						code it will follow UKG Pro defaults
						Requires a valid UKG Pro Code. Codes are system delivered:
						nequires a valia one fro code. Codes are system delivered.
						Code Description
	/Transactions/Tra					Y Yes
Block Tax	nsaction/USTaxes/					N No
Amount (Local Live In)	LocalWorkInClaim sExemption/	char	1	Υ	A	
Live III)	3LXEITIPLIOTI/	Citai	1	I	A	US only
						If not provided and using SmartTax, it will get the resident
						tax code and default to employee's current setting if in the
						same local tax code. If not in the same local tax code or not
						using SmartTax it will follow UKG Pro defaults
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
	/Transactions/Tra					Y Yes
Not Subject to	nsaction/USTaxes/ LocalResidentNotS					N No
(Local Live In)	ubjectToTax/	char	1	Υ	Α	

Label Type h Table Validati on US only If not provided and using SmartTax it will get the resident tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code	Field Requiremen	Field Requirements – FEIN Transfers (aka Component Company Changes)										
Validati on	UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements					
Sonly US only If not provided and using SmartTax it will get the resident tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults	Label		Туре	h		ed						
US only If not provided and using SmartTax it will get the resident tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code												
If not provided and using SmartTax it will get the resident tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code					on		110 1					
tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code							US only					
tax code and default to employee's current setting if in the same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code							If not provided and using SmartTax it will get the resident					
same local tax code. If not in the same local tax code or not using SmartTax it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No												
Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No												
Block Tax Amount (Local Live In) Block Tax Amount (Local Local Resident Clai msExemption) Block Tax Amount (Local Local Resident Clai msExemption) Amount (Local Local Resident Clai msExemption) Block Tax Amount (Local Local Resident Clai msExemption) Amount (Local Local Resident Clai msExemption) Block Tax Amount (Local Local Resident Clai msExemption) Amount (Local Local Resident Clai msExemption) Block Tax Amount (Local Resident Clai msExemption) Block Tax Amount (Local Local Reside							using SmartTax it will follow UKG Pro defaults					
Block Tax Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Block Tax Amount (Local Live In) Amount (Local Live In) Block Tax Amount (Local Live In) Bloc												
Amount (Local Live In) Amount (Local Exemption) Amount (Local Exemption) Amount (Local Live In) Amount (Local Exemption) Amount (Local Exemption							Requires a valid UKG Pro Code. Codes are system delivered:					
Amount (Local Live In) Amount (Local Exemption) Amount (Local Exemption) Amount (Local Live In) Amount (Local Exemption) Amount (Local Exemption							Code Description					
Block Tax Amount (Local LocalResidentClai msExemption/ char 1 Y A US only Requires a valid UKG Pro Code. Codes are system delivered Must send resident county if sending this value /Transactions/Tra nsaction/USTaxes/ PSD Code Rehire, if not provided, it will default to the employee's		/Transactions/Tra										
Amount (Local LocalResidentClai msExemption/ char 1 Y A US only Requires a valid UKG Pro Code. Codes are system delivered Must send resident county if sending this value /Transactions/Tra nsaction/USTaxes/ Rehire, if not provided, it will default to the employee's	Block Tax	1 '										
PSD Code US only Requires a valid UKG Pro Code. Codes are system delivered Must send resident county if sending this value Rehire, if not provided, it will default to the employee's	Amount (Local	· ·										
Requires a valid UKG Pro Code. Codes are system delivered Must send resident county if sending this value /Transactions/Tra nsaction/USTaxes/ Rehire, if not provided, it will default to the employee's	Live In)	msExemption/	char	1	Υ	Α						
Must send resident county if sending this value /Transactions/Tra nsaction/USTaxes/ Rehire, if not provided, it will default to the employee's							US only					
Must send resident county if sending this value /Transactions/Tra nsaction/USTaxes/ Rehire, if not provided, it will default to the employee's							Describes a valid UKC Das Codes Codes are system delivered					
/Transactions/Tra PSD Code nsaction/USTaxes/ Rehire, if not provided, it will default to the employee's							Requires a valid OKG Pro Code. Codes are system delivered					
/Transactions/Tra PSD Code nsaction/USTaxes/ Rehire, if not provided, it will default to the employee's							Must send resident county if sending this value					
3, 3, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,		/Transactions/Tra					, , , , , , , , , , , , , , , , , , , ,					
(Desident Tayes) LecalDCDCode / Leber 0 V A Surrent setting	PSD Code	nsaction/USTaxes/					Rehire, if not provided, it will default to the employee's					
	(Resident Taxes)	LocalPSDCode/	char	8	Υ	Α	current setting					
CAN only							CAN only					
/Transactions/Tra	Formula for the	·					Poquiros a valid LIKC Pro Codo. Codos are quetom delivered.					
	Exempt from Income Tax	· ·					nequires a valid ONG PTO Code. Codes are system delivered:					
(Canada Federal) romTax/ char 1 Y A Code Description		·	char	1	Υ	Α	Code Description					

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	npany Chai	nges)	
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table Validati on	ed	
						Y Yes
						N No
						CAN only
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
Exempt from	/Transactions/Tra					Y Yes
Canada Pension	nsaction/CANTaxe					N No
Plan (Canada	s/FederalPensionB					
Federal)	lockTaxAmount/	char	1	Υ	Α	
Employee						CAN only
provided Form						
CPT30, Election						Requires a valid UKG Pro Code. Codes are system delivered:
to Stop						
Contributing to						Code Description
the Canada						Y Yes
Pension Plan or						N No
Revocation of a						
Prior Election						
Form CPT30	/Transactions/Tra					
or	nsaction/CANTaxe					
Employee	s/FederalPensionE					
worked in one of	xemptDueToElecti					
the employment	ons	char	1	Υ	Α	

Field Requirement	Field Requirements – FEIN Transfers (aka Component Company Changes)								
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements			
Label		Туре	h	Table Validati	ed				
				on					
types listed on									
the back of Form									
CPT20, Election									
to Pay Canada									
Pension Plan									
Contributions									
Form CPT20									
(Canada Federal)									
						CAN only			
						Requires a valid UKG Pro Code. Codes are system delivered:			
	/Transactions/Tra					Code Description			
Exempt from	nsaction/CANTaxe					Y Yes			
Employment	s/FederalExemptE					N No			
Insurance	mploymentInsura								
(Canada Federal)	nce/	char	1	Υ	Α				
,	/Transactions/Tra					CAN only			
Withhold and	nsaction/CANTaxe								
Report Months	s/FederalPension					Options and 1-11			
to contribute	MonthsToContrtib								
(Canada Federal)	ute/	int	2	N	Α				
						CAN only			
	/Transactions/Tra								
Use basic	nsaction/CANTaxe					Only one of the 3 is selected:			
personal amount	s/FederalUseBasic					Use basic personal amount or			
(Canada Federal)	PersonalAmount/	char	1	Υ	Α	Total claim amount or			

	Field Requirements – FEIN Transfers (aka Component Company Changes)								
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements			
						Total income less total claim amount Requires a valid UKG Pro Code. Codes are system delivered:			
						Code Description Y Yes N No			
						If a 'Total claim amount' is passed', and no value is sent for the 'Use basic personal amount' field, the import will default 'Use basic personal amount' field to 'N'. If the 'Total claim amount' field contains a value and the 'Use basic personal amount' field is set to 'Y', then 'Total claim amount' will be ignored.			
Total claim amount (Canada Federal)	/Transactions/Tra nsaction/CANTaxe s/FederalTotalClai mAmount/	decimal	11	N	A	CAN only Only one of the 3 is selected: • Use basic personal amount or • Total claim amount or • Total income less total claim amount Format: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn			
Deduction for living in prescribed zone (Canada Federal)	/Transactions/Tra nsaction/CANTaxe s/FederalPrescribe	decimal	11	N	A	CAN only Format: nnnnnnnnnn			

Field Requirement	Field Requirements – FEIN Transfers (aka Component Company Changes)									
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements				
Label		Туре	h	Table	ed					
				Validati						
				on						
						CAN only				
						Only one of the 3 is selected:				
						Use basic personal amount or				
						Total claim amount or				
						Total income less total claim amount				
						Descripes a valid LIKC Dre Code. Codes are avetore delivered.				
						Requires a valid UKG Pro Code. Codes are system delivered:				
						Code Description				
Total income less	/Transactions/Tra					Y Yes				
than total claim	nsaction/CANTaxe					N No				
amount (Canada	s/FederalIncomeL					IN INO				
Federal)	essClaimAmount/	char	1	Υ	Α					
reactary	/Transactions/Tra	Cital	-	•	, ,	CAN only				
	nsaction/CANTaxe					S S ,				
Additional tax to	s/FederalAddition					Format: nnnnnnnnnnn				
be deducted	alAmountWithhel									
(Canada Federal)	d/	decimal	11	N	Α					
	/Transactions/Tra					CAN only				
Annual	nsaction/CANTaxe									
deductions to	s/FederalEEReque					Format: nnnnnnnnnn				
income (Canada	stedReductionInTa									
Federal)	x/	decimal	11	N	Α					
Other Federal						CAN only				
tax credit	/Transactions/Tra									
(Canada Federal)	nsaction/CANTaxe	decimal	11	N	Α	Format: nnnnnnnnnn				

Field Requiremen	Field Requirements – FEIN Transfers (aka Component Company Changes)								
UKG Pro Field	XPath	Field	Lengt	Code Table	Requir ed	Import Requirements			
Label		Туре	h	Validati	ea				
				on					
	s/FederalTaxCredi								
	tAmount/								
						CAN only			
						Requires a valid UKG Pro Code. Codes are system delivered:			
Employee is						Code Description			
commissioned	/Transactions/Tra					Y Yes			
claiming	nsaction/CANTaxe					N No			
expenses	s/FederalIsCommi								
(Canada Federal)	ssionEE/	char	1	Υ	Α				
	/Transactions/Tra					CAN only			
Estimated	nsaction/CANTaxe								
commission	s/FederalEEComm					Format: nnnnnnnnnn			
expense (Canada	issionedClaimingE				_				
Federal)	xpenses/	decimal	11	N	Α				
Fating at a ditatal	/Transactions/Tra					CAN only			
Estimated total remuneration	nsaction/CANTaxe s/FederalEstimate					Format: nnnnnnnn.nn			
(Canada Federal)	dRemuneration/	decimal	11	N	Α	Format. IIIIIIIIIIIIIIII			
Estimated total	/Transactions/Tra	decimal	11	IN		CAN only			
deduction	nsaction/CANTaxe					CAN Only			
amount for the	s/FederalEstimate					Format: nnnnnnnnnn			
year (Canada	dTotIntlPreTaxAm								
Federal)	ount/	decimal	11	N	Α				
Exempt from	/Transactions/Tra					CAN only			
Income Tax	nsaction/CANTaxe	char	1	Υ	Α				

Field Requiremen	Field Requirements – FEIN Transfers (aka Component Company Changes)									
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
(Canada Provincial)	s/ProvinceExempt FromTax/					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No				
Exempt from Quebec Pension Plan (Canada Provincial)	/Transactions/Tra nsaction/CANTaxe s/ProvincePension BlockTaxAmount/	char	1	Υ	A	CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No				
Exempt from Parental Insurance Plan (Canada Provincial)	/Transactions/Tra nsaction/CANTaxe s/ProvinceInsPlan ExemptFromTax/	char	1	Υ	A	CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No				
Withhold and Report Months	/Transactions/Tra nsaction/CANTaxe	int	2	N	A	CAN only				

Field Requirement	Field Requirements – FEIN Transfers (aka Component Company Changes)									
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table	Requir ed	Import Requirements				
		. , , ,		Validati						
				on						
to contribute	s/ProvincePension					Options are 1-11				
(Canada	MonthsToContrib									
Provincial)	ute									
Number of	/Transactions/Tra					CAN only				
dependents	nsaction/CANTaxe									
(Canada	s/ProvinceNumbe									
Provincial)	rOfDependents/	int	3	N	Α					
						CAN only				
						Only one of the 3 is selected:				
						Use basic personal amount or				
						Total claim amount or				
						Total income less total claim amount				
						Requires a valid UKG Pro Code. Codes are system delivered:				
						Code Description				
Use basic	/Tuo noo ati a no /Tuo					Y Yes				
	/Transactions/Tra nsaction/CANTaxe					N No				
personal amount	•					IN INO				
(Canada	s/ProvinceUseBasi cPersonalAmount/	char	1	Υ	_					
Provincial)	crersonalAmount/	Char	1	Y	Α	CANLowly				
						CAN only				
	 					Only one of the 2 is selected:				
	/Transactions/Tra					Only one of the 3 is selected:				
Total claim	nsaction/CANTaxe					Use basic personal amount or This is a second or the second or				
amount (Canada	s/ProvinceTotalCla					Total claim amount or				
Provincial)	imAmount/	decimal	11	N	Α	Total income less total claim amount				

Field Requiremen	ts – FEIN Transfers (a	ka Compor	nent Con	npany Chai	nges)			
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements		
						Format: nnnnnnnnnn		
Deduction for living in prescribed zone (Canada	/Transactions/Tra nsaction/CANTaxe s/ProvincePrescrib edDeductionZone					CAN only Format: nnnnnnnnnnnn		
Provincial)	/	decimal	11	N	Α	CAN only		
						Only one of the 3 is selected: Use basic personal amount or Total claim amount or Total income less total claim amount Requires a valid UKG Pro Code. Codes are system delivered:		
	/Transactions/Tra					Code Description		
Total income less than total claim	nsaction/CANTaxe s/ProvinceIncome					Y Yes N No		
amount (Canada	LessClaimAmount					N NO		
Provincial)	/	char	1	Υ	Α			
Additional tax to be deducted (Canada	/Transactions/Tra nsaction/CANTaxe s/ProvinceAdditio nalAmountWithhe					CAN only Format: nnnnnnnnnnn		
Provincial)	ld/	decimal	11	N	Α			

Field Requirement	Field Requirements – FEIN Transfers (aka Component Company Changes)									
UKG Pro Field Label			Lengt h	Code Table Validati on	Requir ed	Import Requirements				
	/Transactions/Tra					CAN only				
Annual	nsaction/CANTaxe									
deductions to	s/					Format: nnnnnnnnnn				
income (Canada	ProvinceRequestR									
Provincial)	eductionAmount /	decimal	11	N	Α					
Other Provincial	/Transactions/Tra					CAN only				
tax credit	nsaction/CANTaxe									
(Canada	s/ProvinceTaxCred					Format: nnnnnnnnnn				
Provincial)	itAmount/	decimal	11	N	Α					
Estimated net	/Transactions/Tra					CAN only				
commission for	nsaction/CANTaxe									
year (Canada	s/ProvinceNetCo					Format: nnnnnnnnnnn				
Provincial)	mmissionAmt/	decimal	11	N	Α					
	/Transactions/Tra					Updated for New Hires only				
	nsaction/Status/D	datetim								
Original hire date	ateOfOriginalHire/	е	10	N	Α	Format: mm/dd/yyyy				
	/Transactions/Tra					Updated for both New Hires and Rehires				
	nsaction/Status/D	datetim								
Last hire date	ateOfLastHire/	е	10	N	Α	Format: mm/dd/yyyy				
	/Transactions/Tra					Updated for both New Hires and Rehires				
	nsaction/Status/D	datetim								
Seniority	ateOfSeniority/	е	10	N	Α	Format: mm/dd/yyyy				
	/Transactions/Tra					Updated for both New Hires and Rehires				
	nsaction/Status/D									
_	ateOfBenefitSenio	datetim				Format: mm/dd/yyyy				
Benefit seniority	rity/	е	10	N	Α					

Field Requiremen	Field Requirements – FEIN Transfers (aka Component Company Changes)									
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
Next Review Dates: Salary	/Transactions/Tra nsaction/Status/D ateOfNextSalaryR eview/	datetim e	10	N	A	Updated for both New Hires and Rehires Rules are client configured. If the value is not sent on the file, it will follow the company setup rule. If no rule is setup, the field will remain blank. Format: mm/dd/yyyy				
Next Review Dates: Performance Working From Home	/Transactions/Tra nsaction/Status/D ateOfNextPerform anceReview/ /Transactions/Trans action/USTaxes/Wo rkInWorkingFromHo	datetim e char	10	N	A A	Updated for both New Hires and Rehires Rules are client configured. If the value is not sent on the file, it will follow the company setup rule. If no rule is setup, the field will remain blank. Format: mm/dd/yyyy US Only				
	me/					If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If true, it will enable the configuration of certain Resident taxes on the Work Location				

Field Requirement	Field Requirements – FEIN Transfers (aka Component Company Changes)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements					
Disable State Reciprocity	/Transactions/Trans action/USTaxes/ WorkInDisableState Reciprocity/	char	1		A	US Only If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If true, it will withhold and report on full Resident taxable wages without consideration for multi-state rules.					

Global Employee Status Change

Fransaction Type – Add/Change Global Employee Business Process (Status and Key Dates Changes)							
Comments/Special Instructions	Data in this record type will be processed via the Change Status and Key Dates Business Process. Rehires for global employees is handled via the Global Employee New Hires transaction type and Terminations for global employees is handled via the Termination transaction type.						
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.						

Header and Transa	Header and Transaction Rules – Add/Change Global Employee Business Process (Status and Key Dates Changes)										
Field Label	Require	XPath	Import Requirements								
	d										
TransactionType	Υ	/Transactions/Transactio n/Header/TransactionTyp	Identifies the type of transaction to process. Available field options are:								
		e/	Options TRANSACTIONTYPE Value								
			Global Status Change	GLOBALSTATUS							
EmployeeKey	Υ	/Transactions/Transactio n/Header/IdentifierRule/	It will be used to identify the value of the Available field options are outlined the Section.								
Workflow Approvals	A	/Transactions/Transactio n/Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee								
			Key section.								
Additional Data	Α		Supported								
Platform Configuration	Α		Not currently supported								
Data											

Field Requirement	nts – – Add/Change Gl	obal Emp	s and Key Dates Changes)			
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
						Includes only fields that are part of the Global Status Change transaction type.
	/Transactions/Tran saction/KeyFields/					Requires a valid UKG Pro Company Code. Codes are client configured. This field will also be used to identify if the new hire/rehire is for a US
Company	CompanyCode/	char	5	Υ	Υ	vs Canada Component Company.
National ID	/Transactions/Tran saction/ID/Nationa IID/	char	50	N	Y	
	/Transactions/Tran					Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered: Code Description A Active
	saction/Status/Stat					Currently only supports changing Status from T(erminated) to
Status Original hire	usCode/ /Transactions/Tran saction/Status/Dat eOfOriginalHire/	char dateti me	10	Y N	A	A(ctive) Format: mm/dd/yyyy
Last hire	/Transactions/Tran saction/Status/Dat	dateti				Format: mm/dd/yyyy
Soniority	/Transactions/Tran saction/Status/Dat	dateti				Format: mm/dd/yyyy
Last hire Seniority	saction/Status/Dat eOfLastHire/ /Transactions/Tran	me	10	N N	A A	

Field Requiremen	Field Requirements – – Add/Change Global Employee Business Process (Status and Key Dates Changes)									
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements				
Label		Type	h	Table	ed					
				Validati						
				on						
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Status/Dat									
	eOfBenefitSeniorit	dateti								
Benefit seniority	y/	me	10	N	Α					
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/KeyFields/	dateti								
Effective date	EffectiveDate/	me	10	N	Υ					
						Requires a valid UKG Pro Job Change Reason Code. Codes are client				
						configured.				
	/Transactions/Tran									
	saction/JobInform					Codes are setup in the System Configuration > Business Rules > Job				
Job Change	ation/JobChangeR					Change Reasons page. You will need to provide valid values to				
Reason	eason/	char	6	Υ	Υ	Vendor.				

Global Employee New Hires

Transaction Type – Add/Change Global Employee Business Process (New Hires)								
Comments/Special Instructions	Data in this record type will be processed via the Add/Change Global Employee Business Process. This includes new hires or to reactivate a global employee into a different company.							
	Rehires can also be performed via this transaction set by including a job code reason and including the same fields that are required when adding a global employee. Note that in UKG Pro, to rehire a global employee manually, select to edit the Organization page and then the Add/Change Global Employee Business Process opens.							

Header and Trans	saction Ru	les – Add/Change Global Em	ployee Business Process (New Hire	Header and Transaction Rules – Add/Change Global Employee Business Process (New Hires)									
Field Label	Require	XPath	Import Requirements										
	d												
TransactionType	Υ	/Transactions/Transaction	Identifies the type of transaction to process. Available field options are:										
		/Header/TransactionType			1								
		/	Options	TRANSACTIONTYPE									
				Value									
			Global New Hire	GLOBALHIRE									
EmployeeKey	Υ	/Transactions/Transaction	It will be used to identify the value	e to use to determine if th	e employee already has								
		/Header/IdentifierRule/	an existing record in UKG Pro and	determine if the employe	e is a New Hire or a								
			Rehire.										
			Available field options are outline	d in the HR Interface for U	IKG Pro > Employee Key								
			section.										
Workflow	Α	/Transactions/Transaction	If the Business Process has workfl	• •									
Approvals		/Header/ApprovalRule/	to follow the configured (standard	d) workflow or to force aut	to-approval and not								
			route it for approval(s).										
			Available field entions are cutling	d in the UD Interface for U	IVC Dra > Employee Vey								
			Available field options are outline section.	u III tile fik lilteriace for o	ika Pro > Employee key								
Additional Data	Α		Supported										
Platform	A		Currently supported										
Configuration			currently supported										
Data													
Data													

Field Requireme	Field Requirements – Add/Change Global Employee Business Process (New Hires)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements					
						Includes only fields that are part of the Add Global Employee transaction type.					
Company	/Transactions/Tran saction/KeyFields/ CompanyCode/	char	5	Υ	Υ	Requires a valid UKG Pro Company Code. Codes are client configured.					
Effective date	/Transactions/Tran saction/KeyFields/ EffectiveDate/	dateti	10	N		Format: mm/dd/yyyy This field is required if this is a Behire					
National ID	/Transactions/Tran saction/ID/Nationa IID/	me	50	N	A Y	This field is required if this is a Rehire.					
Tractional 12	/Transactions/Tran	Cital				Requires a valid UKG Pro Prefix Code. Code value is restricted to 4. Codes are client configured. Codes are setup in the System Configuration > Business					
Prefix	saction/Personal/ NamePrefixCode/	varchar	4	Υ	А	Rules > Name Prefix page. You will need to provide valid values to Vendor.					
First name	/Transactions/Tran saction/Personal/ NameFirst/	varchar	100	N	Υ						
Middle name	/Transactions/Tran saction/Personal/ NameMiddle/	varchar	50	N	A						
Last name	/Transactions/Tran saction/Personal/ NameLast/	varchar	100	N	Υ						

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)										
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements					
Label		Туре	h	Table Validati on	ed						
	/Transactions/Tran saction/Personal/										
Former last	NameFormer/	varchar	100	N	Α						
Destant and	/Transactions/Tran saction/Personal/		100								
Preferred name	NamePreferred/	varchar	100	N	A	Requires a valid UKG Pro Suffix Code. Code value is restricted to 5. Codes are client configured.					
Suffix	/Transactions/Tran saction/Personal/ NameSuffixCode/	varchar	5	Y	A	Codes are setup in the System Configuration > Business Rules > Name Suffix page. You will need to provide valid values to Vendor.					
Employee number	/Transactions/Tran saction/ID/Employ eeNumber/	char	9	N	А	If using Employee Numbering Rule = Manual, this field is required.					
Date of birth	/Transactions/Tran saction/Personal/D ateOfBirth/	dateti	10	N	Y	Format: mm/dd/yyyy					
	,					UseGlobalHireEmpNo set to FALSE in Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations).					
Marital Status	/Transactions/Tran saction/Personal/ MaritalStatusCode	string	1		A	Requires a valid UKG Pro Marital Status Code. Codes are client configured.					

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements					
						Codes are setup in the Marital Status business rule (Menu > System Configuration > Business Rules > Marital Status). You will need to provide valid values to Vendor.					
						Requires a valid UKG Pro Gender Code. Codes are system delivered:					
	/Transactions/Tran saction/Personal/G					Codes are setup in the System Configuration > Business Rules > Gender page. You will need to provide valid values					
Gender	enderCode/	char	1	Υ	Α	to Vendor.					
	/Transactions/Tran saction/PrimaryAd					Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business					
	dress/AddressCou					Rules > Countries (and States/Provinces/Regions/Districts)					
Country	ntryCode/	char	3	Υ	Α	page. You will need to provide valid values to Vendor.					
	/Transactions/Tran saction/PrimaryAd dress/AddressLine										
Address	1/	varchar	255	N	Α						
Address P. 2	/Transactions/Tran saction/PrimaryAd dress/AddressLine		255								
Address line 2	2/	varchar	255	N	Α						
City	/Transactions/Tran saction/PrimaryAd dress/AddressCity/	varchar	255	N	A						

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)										
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements					
Label		Туре	h	Table	ed						
				Validati							
				on							
						Requires a valid UKG Pro State/Province Code. Codes are					
						system delivered based on client configured Countries.					
	/Transactions/Tran										
State/Province	saction/PrimaryAd					Codes are setup in the System Configuration > Business					
(Resident Tax	dress/AddressStat					Rules > Countries (and States/Provinces/Regions/Districts)					
State)	eCode/	varchar	6	Υ	Α	page. You will need to provide valid values to Vendor.					
	/Transactions/Tran										
	saction/PrimaryAd										
	dress/AddressZipC										
Zip/Postal code	ode/	varchar	50	N	Α						
	/Transactions/Tran										
	saction/PrimaryAd										
	dress/AddressCou										
County	nty/	varchar	255	N	Α						
	/Transactions/Tran										
	saction/Personal/P										
	honeHomeNumbe										
Home phone	r/	varchar	50	N	Α						
						UseGlobalHireEmpNo set to FALSE in the Configurations					
						Settings page (Menu Administration > Integration Studio >					
						Import Tool > Configurations).					
						Requires a valid UKG Pro Code. Codes are system delivered:					
	/Transactions/Tran					Code Description					
Home Phone is	saction/Personal/P					Y Yes					
Private	honeHomePrivate	string	1		Α	N No					

Field Requireme	Field Requirements – Add/Change Global Employee Business Process (New Hires)									
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements				
Label		Туре	h	Table	ed					
				Validati						
				on						
						If true, it will mark Home Phone as Private				
						Requires a valid UKG Pro Country Code. Codes are system				
						delivered based on client configured Countries.				
	/Transactions/Tran									
	saction/Contacts/C					Codes are setup in the System Configuration > Business				
	onPhoneHomeNu					Rules > Countries (and States/Provinces/Regions/Districts)				
Country Code	mberCountryCode	varchar	3	N	Α	page. You will need to provide valid values to Vendor.				
	/Transactions/Tran									
	saction/Personal/P									
	honeBusinessNum				_					
Work phone	ber/	varchar	50	N	Α					
						Requires a valid UKG Pro Country Code. Codes are system				
	/ /-					delivered based on client configured Countries.				
	/Transactions/Tran									
	saction/Contacts/C					Codes are setup in the System Configuration > Business				
	onPhoneWorkNum					Rules > Countries (and States/Provinces/Regions/Districts)				
Country Code	berCountryCode	varchar	3	N	Α	page. You will need to provide valid values to Vendor.				
	/Transactions/Tran									
	saction/Personal/P									
E La catala	honeBusinessExte		10							
Extension	nsion/	varchar	10	N	Α					
	/Transactions/Tran									
D.:	saction/Personal/A		F.0							
Primary e-mail	ddressEmail/	varchar	50	N	Α					

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)										
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements					
Label		Туре	h	Table	ed						
				Validati on							
	/Transactions/Tran			011							
	saction/Personal/A										
Alternate e-mail	IternateEmail/	varchar	50	N	Α						
	/Transactions/Tran										
	saction/Personal/										
Mailstop	Mailstop/	char	10	N	Α						
	/Transactions/Tran					The EmpNo should be sent and a lookup can be done to the					
	saction/JobInform					SupervisorID (EEID)					
	ation/SupervisorId										
Supervisor	/	char	9	N	Α						
	/Transactions/Tran					The Supervisor's Company Code should be sent to help					
	saction/JobInform					identify the correct EmpNo of the employee's supervisor.					
Supervisor's	ation/SupervisorC										
Company Code	ompanyCode/	char	5	Υ	Α						
	/Transactions/Tran					Requires a valid UKG Pro Job Code. Codes are client					
	saction/JobInform					configured.					
	ation/JobChangeR		_								
Change Reason	eason/	char	6	Υ	Α	This field is required if this is a Global Rehire.					
						Requires a valid UKG Pro Job Code. Codes are client					
						configured.					
	/Transactions/Tran					Codes are setup in the System Configuration > Business					
	saction/JobInform					Codes are setup in the System Configuration > Business Rules > Jobs page. You will need to provide valid values to					
Job	ation/JobCode/	char	8	Y	Υ	Vendor.					
100	/Transactions/Tran	CHUI		1	'	vendor.					
Alternate title	saction/JobInform	varchar	30	N	Α						
critate title	330000111300111131111	Va. cital	1 5 5	1 ' '	1.,						

Field Requireme	Field Requirements – Add/Change Global Employee Business Process (New Hires)									
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
	ation/AlternateJob Title/									
	/Transactions/Tran saction/JobInform					Requires a valid UKG Pro Location Code. Codes are client configured. Codes are setup in the System Configuration > Business				
Location	ation/LocationCod e/	char	6	Υ	Α	Rules > Locations page. You will need to provide valid values to Vendor.				
Org Level 1	/Transactions/Tran saction/JobInform ation/OrgLevel1Co de/	char	6	Υ	A	Requires a valid UKG Pro Org Level (1) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.				
Org Level 2	/Transactions/Tran saction/JobInform ation/OrgLevel2Co de/	char	6	Υ	A	Requires a valid UKG Pro Org Level (2) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.				
Org Level 3	/Transactions/Tran saction/JobInform ation/OrgLevel3Co de/	char	6	Y	A	Requires a valid UKG Pro Org Level (3) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.				

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)									
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
One Level 4	/Transactions/Tran saction/JobInform ation/OrgLevel4Co			Υ		Requires a valid UKG Pro Org Level (4) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.				
Org Level 4 Project	de/ /Transactions/Tran saction/JobInform ation/ProjectCode	string	15	*	A	UseGlobalHireEmpNo set to FALSE in the Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations). Requires a valid UKG Pro Project Code. Codes are client configured. Codes are configured in the Projects business rule (Menu > System Configuration > Business Rules > Projects). You will need to provide valid values to Vendor.				
National Union	/Transactions/Tran saction/JobInform ation/LaborUnion NationalCode	string	12		A	UseGlobalHireEmpNo set to FALSE in the Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations). Available when client has configured using Unions. Requires a valid UKG Pro Union Code. Codes are client configured. Codes are configured in the Labor Union business rule (Menu > System Configuration > Business Rules > Labor Union). You will need to provide valid values to Vendor.				

Field Requireme	nts – Add/Change Glob	al Employ	yee Busi	ness Proces	s (New Hi	res)
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati		
				on		
Local Union	/Transactions/Tran saction/JobInform ation/LaborUnionL ocalCode	string	12		А	UseGlobalHireEmpNo set to FALSE in the Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations). Available when client has configured using Unions. Requires
						a valid UKG Pro Union Code. Codes are client configured.
						Codes are configured in the Labor Union business rule (Menu
						> System Configuration > Business Rules > Labor Union). You
						will need to provide valid values to Vendor.
	/Transactions/Tran saction/JobInform ation/CurrencyCod					Requires a valid UKG Pro Code. Codes are system delivered.
Currency	e/ ,	char	3	Υ	Υ	
,						The "Per" will be set accordingly.
						Code Description H Hour
						Can send up to 4 decimals places
	/Transactions/Tran					Format nnnnnn.nnnn
Day rata /Day	saction/JobInform	-l:				Fith and the control Day, Date OD Assessed Colomicals and the country and
Pay rate (Per	ation/HourlyPayRa	decima	11	N	_	Either Hourly Pay Rate OR Annual Salary should be sent and
hour)	te/	1	11	N	Α	it is required to send one or other
Day wate /Day	/Tuo no o otto no o /Tuo	مام مانت				The "Per" will be set accordingly.
Pay rate (Per	/Transactions/Tran	decima	11	N.	_	Code Description
Year)	saction/JobInform	1	11	N	Α	Code Description

Field Requiremen	nts – Add/Change Glob	al Employ	yee Busi	ness Proces	ss (New Hi	res)
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements
	ation/AnnualSalary /					Can send up to 2 decimals places Format nnnnnnnnn Either Hourly Pay Rate OR Annual Salary should be sent and it is required to send one or other
Other Rate 1	/Transactions/Tran saction/JobInform ation/OtherRate1	decima I	14		A	UseGlobalHireEmpNo set to FALSE in the Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations). Available when you have configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Other Rate 2	/Transactions/Tran saction/JobInform ation/OtherRate2	decima I	14		A	UseGlobalHireEmpNo set to FALSE in the Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations). Available when you have configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Other Rate 3	/Transactions/Tran saction/JobInform ation/OtherRate3	decima I	14		A	UseGlobalHireEmpNo set to FALSE in the Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations). Available when you have configured using Other Rates

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)									
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements				
Label		Туре	h	Table	ed					
				Validati						
				on						
						Can send up to 4 decimals places Format nnnnnnnnnnnnnn				
Other Rate 4	/Transactions/Tran	decima	14		Α	UseGlobalHireEmpNo set to FALSE in the Configurations				
	saction/JobInform	I				Settings page (Menu Administration > Integration Studio >				
	ation/OtherRate4					Import Tool > Configurations).				
						Available when you have configured using Other Rates				
						Can and up to 4 desireds places Farmet process and a pro-				
						Can send up to 4 decimals places Format nnnnnnnnnnnnnn				
						Requires a valid UKG Pro Pay Group Code. Codes are client				
						configured.				
	/Transactions/Tran					Codes are setup in the System Configuration > Business				
	saction/JobInform					Rules > Pay Groups page. You will need to provide valid				
Pay group	ation/PayGroup/	char	6	Υ	Υ	values to Vendor.				
						The hours scheduled for the employee's pay				
						period/frequency. If an employee is biweekly, the hours				
						sent should correspond to a biweekly frequency (for				
	/Transactions/Tran					example, 80). If an employee is weekly, then the hours sent				
	saction/JobInform					should correspond to a weekly frequency (for example, 40).				
	ation/ScheduledW	decima								
Scheduled hours	orkHours/	1	8	N	Υ	Format nnnn.nnnn				
						UseGlobalHireEmpNo set to FALSE in the Configurations				
	/Transactions/Tran					Settings page (Menu Administration > Integration Studio >				
	saction/JobInform					Import Tool > Configurations).				
Shift	ation/ShiftCode	string	2		Α					

Field Requiremen	its – Add/Change Glob	res)				
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table Validati	ed	
				on		
						Available when client has configured using Shifts. Requires a valid UKG Pro Shift Code. Codes are client configured. Codes are setup in the Shifts business rule (Menu > System Configuration > Business Rules > Shifts). You will need to
						provide valid values to Vendor. Requires a valid UKG Pro Code. Codes are system delivered:
Payments per year	/Transactions/Tran saction/JobInform ation/NumberOfPa yments/	int	3	Υ	A	Code 12 13 14 15 This is required when the pay frequency is Monthly
	/Transactions/Tran saction/JobInform ation/WeeklyHour	decima	3	1	A	Format nnn.nnnn
Weekly hours	s/	1	7	N	Α	
	/Transactions/Tran saction/JobInform ation/EmployeeTy					Requires a valid UKG Pro Employee Type Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Employee Types page. You will need to provide valid
Employee Type	peCode/	char	3	Υ	Υ	values to Vendor.
Hourly/Salaried	/Transactions/Tran saction/JobInform	char	1	Υ	Υ	Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered:

Field Requirement	ts – Add/Change Glok	al Emplo	yee Busi	ss (New Hi	ires)	
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati on		
	ation/SalaryOrHou rly/			Oil		Code Description H Hourly S Salaried
Full/part time	/Transactions/Tran saction/JobInform ation/FullOrPartTi meCode/	char	1	Υ	Υ	Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered: Code Description F Fulltime P Parttime
Deduction/Benef it group	/Transactions/Tran saction/JobInform ation/BenefitGrou pCode/ /Transactions/Tran	char	5	Υ	Υ	Requires a valid UKG Pro Deduction/Benefit Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Deduction/Benefit Groups page. You will need to provide valid values to Vendor. Format: mm/dd/yyyy
Original hire	saction/Status/Dat eOfOriginalHire/ /Transactions/Tran saction/Status/Dat	dateti me dateti	10	N	Υ	Format: mm/dd/yyyy
Last hire	eOfLastHire/	me	10	N	Υ	

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)									
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements				
Label		Туре	h	Table	ed					
				Validati						
				on						
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Status/Dat	dateti								
Seniority	eOfSeniority/	me	10	N	Υ					
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Status/Dat									
	eOfBenefitSeniorit	dateti								
Benefit seniority	y/	me	10	N	Υ					

Global Employee Transfer

Transaction Type – Add	Transaction Type – Add/Change Global Employee Business Process (New Hires)							
Comments/Special Instructions	Data in this record type will be processed via the Add/Change Global Employee Business Process. This includes new hires or to reactivate a global employee into a different company.							
	Rehires can also be performed via this transaction set by including a job code reason and including the same fields that are required when adding a global employee. Note that in UKG Pro, to rehire a global employee manually, select to edit the Organization page and then the Add/Change Global Employee Business Process opens.							

Header and Trans	Header and Transaction Rules – Add/Change Global Employee Business Process (New Hires)								
Field Label	Require	XPath	Import Requirements						
	d								
TransactionType	Υ	/Transactions/Transaction	Identifies the type of transaction to process. Available field options are:						
		/Header/TransactionType			1				
		/	Options	TRANSACTIONTYPE					
				Value					
			Global New Hire	GLOBALTRANSFER					
EmployeeKey	Υ	/Transactions/Transaction	It will be used to identify the valu	e to use to determine if the	e employee already has				
		/Header/IdentifierRule/	an existing record in UKG Pro and	I determine if the employe	e is a New Hire or a				
			Rehire.						
			Available field options are outline	ed in the HR Interface for U	KG Pro > Employee Key				
			section.						
Workflow	Α	/Transactions/Transaction	If the Business Process has workf						
Approvals		/Header/ApprovalRule/	to follow the configured (standar	d) workflow or to force aut	to-approval and not				
			route it for approval(s).						
			Available field options are outline	ed in the HR Interface for U	KG Pro > Employee Key				
	_		section.						
Additional Data	Α		Supported						
Platform	Α		Currently supported						
Configuration									
Data									

Field Requireme	Field Requirements – Add/Change Global Employee Business Process (New Hires)										
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements					
						Includes only fields that are part of the Add Global Employee transaction type.					
Company	/Transactions/Tran saction/KeyFields/ CompanyCode/	char	5	Υ	Υ	Requires a valid UKG Pro Company Code. Codes are client configured.					
Effective date	/Transactions/Tran saction/KeyFields/	dateti	10	N		Format: mm/dd/yyyy					
National ID	/Transactions/Tran saction/ID/Nationa IID/	me	50	N	A Y	This field is required if this is a Rehire.					
National 15	/Transactions/Tran	Cital	30	N .		Requires a valid UKG Pro Prefix Code. Code value is restricted to 4. Codes are client configured. Codes are setup in the System Configuration > Business					
Prefix	saction/Personal/ NamePrefixCode/	varchar	4	Υ	A	Rules > Name Prefix page. You will need to provide valid values to Vendor.					
First name	/Transactions/Tran saction/Personal/ NameFirst/	varchar	100	N	Υ						
Middle name	/Transactions/Tran saction/Personal/ NameMiddle/	varchar	50	N	A						
Last name	/Transactions/Tran saction/Personal/ NameLast/	varchar	100	N	Υ						

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)										
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements					
Label		Туре	h	Table	ed						
				Validati							
				on							
	/Transactions/Tran										
	saction/Personal/										
Former last	NameFormer/	varchar	100	N	Α						
	/Transactions/Tran										
	saction/Personal/										
Preferred name	NamePreferred/	varchar	100	N	Α						
						Requires a valid UKG Pro Suffix Code. Code value is					
						restricted to 5. Codes are client configured.					
	/Transactions/Tran					Codes are setup in the System Configuration > Business					
	saction/Personal/					Rules > Name Suffix page. You will need to provide valid					
Suffix	NameSuffixCode/	varchar	5	Υ	Α	values to Vendor.					
	/Transactions/Tran					If using Employee Numbering Rule = Manual, this field is					
Employee	saction/ID/Employ					required.					
number	eeNumber/	char	9	N	Α						
	/Transactions/Tran					Format: mm/dd/yyyy					
	saction/Personal/D	dateti									
Date of birth	ateOfBirth/	me	10	N	Υ						
						Requires a valid UKG Pro Gender Code. Codes are system					
						delivered:					
	/T/T.					Codes are estimated to the Costons Code Constitution Desire					
	/Transactions/Tran					Codes are setup in the System Configuration > Business					
Canadan	saction/Personal/G	ah a :		V	_	Rules > Gender page. You will need to provide valid values					
Gender	enderCode/	char	1	Υ	Α	to Vendor.					
	/Transactions/Trans					Requires a valid UKG Pro Country Code. Codes are system					
Country	/Transactions/Tran	char		V	_	delivered based on client configured Countries.					
Country	saction/PrimaryAd	char	3	Υ	Α						

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)									
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
	dress/AddressCou ntryCode/					Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.				
0 dalua sa	/Transactions/Tran saction/PrimaryAd dress/AddressLine		255							
Address	1/ /Transactions/Tran saction/PrimaryAd dress/AddressLine	varchar	255	N	A					
Address line 2	/Transactions/Tran saction/PrimaryAd	varchar	255 255	N	A					
State/Province (Resident Tax	/Transactions/Transaction/PrimaryAddress/AddressStat	varchar	255	N	A	Requires a valid UKG Pro State/Province Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts)				
State)	eCode/ /Transactions/Tran saction/PrimaryAd dress/AddressZipC	varchar	6	Y	A	page. You will need to provide valid values to Vendor.				
Zip/Postal code County	ode/ /Transactions/Tran saction/PrimaryAd	varchar varchar	50 255	N N	A					

Field Requireme	Field Requirements – Add/Change Global Employee Business Process (New Hires)									
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements				
	dress/AddressCou nty/									
	/Transactions/Tran saction/Personal/P honeHomeNumbe									
Home phone	r/	varchar	50	N	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.				
Country Code	/Transactions/Tran saction/Contacts/C onPhoneHomeNu mberCountryCode	varchar	3	N	A	Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.				
	/Transactions/Tran saction/Personal/P honeBusinessNum					page. Tou will fleed to provide valid values to veridor.				
Work phone	/Transactions/Tran	varchar	50	N	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.				
Country Code	saction/Contacts/C onPhoneWorkNum berCountryCode	varchar	3	N	Α	Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.				
,	/Transactions/Tran saction/Personal/P honeBusinessExte					. 5				
Extension	nsion/	varchar	10	N	Α					

Field Requirements – Add/Change Global Employee Business Process (New Hires)							
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements	
Label		Туре	h	Table	ed		
				Validati			
				on			
	/Transactions/Tran						
	saction/Personal/A						
Primary e-mail	ddressEmail/	varchar	50	N	Α		
	/Transactions/Tran						
	saction/Personal/A						
Alternate e-mail	IternateEmail/	varchar	50	N	Α		
	/Transactions/Tran						
	saction/Personal/						
Mailstop	Mailstop/	char	10	N	Α		
	/Transactions/Tran					The EmpNo should be sent and a lookup can be done to the	
	saction/JobInform					SupervisorID (EEID)	
	ation/SupervisorId						
Supervisor	/	char	9	N	Α		
	/Transactions/Tran					The Supervisor's Company Code should be sent to help	
	saction/JobInform					identify the correct EmpNo of the employee's supervisor.	
Supervisor's	ation/SupervisorC	١.	_	.,			
Company Code	ompanyCode/	char	5	Υ	Α		
	/Transactions/Tran					Requires a valid UKG Pro Job Code. Codes are client	
	saction/JobInform					configured.	
Characa Danasa	ation/JobChangeR			V		This field is an about file is to a Clobal Bulting	
Change Reason	eason/	char	6	Υ	Α	This field is required if this is a Global Rehire.	
						Requires a valid UKG Pro Job Code. Codes are client	
						configured.	
	/Transactions/Tran					Codes are setup in the System Configuration > Dynings	
	saction/JobInform					Codes are setup in the System Configuration > Business Rules > Jobs page. You will need to provide valid values to	
Job	ation/JobCode/	char	8	Υ	Y	Vendor.	
מטנ	ation/Jobcode/	Cildi	Ó	T	T	venuor.	

Field Requirements – Add/Change Global Employee Business Process (New Hires)							
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements	
Alternate title	/Transactions/Tran saction/JobInform ation/AlternateJob Title/	varchar	30	N	А		
Location	/Transactions/Tran saction/JobInform ation/LocationCod e/	char	6	Υ	A	Requires a valid UKG Pro Location Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Locations page. You will need to provide valid values to Vendor.	
Org Level 1	/Transactions/Tran saction/JobInform ation/OrgLevel1Co de/	char	6	Y	A	Requires a valid UKG Pro Org Level (1) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.	
	/Transactions/Tran saction/JobInform ation/OrgLevel2Co					Requires a valid UKG Pro Org Level (2) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to	
Org Level 2	de/ /Transactions/Tran saction/JobInform ation/OrgLevel3Co	char	6	Υ	A	provide valid values to Vendor. Requires a valid UKG Pro Org Level (3) Code. Codes are client configured.	
Org Level 3	de/	char	6	Υ	Α		

Field Requirements – Add/Change Global Employee Business Process (New Hires)								
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements		
						Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.		
	/Transactions/Tran saction/JobInform ation/OrgLevel4Co					Requires a valid UKG Pro Org Level (4) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to		
Org Level 4	de/ /Transactions/Tran saction/JobInform ation/CurrencyCod	char	6	Υ	A	provide valid values to Vendor. Requires a valid UKG Pro Code. Codes are system delivered.		
Currency Pay rate (Per	/Transactions/Tran saction/JobInform ation/HourlyPayRa	char	3	Y	Υ	The "Per" will be set accordingly. Code Description H Hour Can send up to 4 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn		
hour)	te/ /Transactions/Tran saction/JobInform	I	11	N	A	it is required to send one or other The "Per" will be set accordingly.		
Pay rate (Per Year)	ation/AnnualSalary /	decima I	11	N	А	Code Description Y Year		

Field Requiremen	ts – Add/Change Glob	al Employ	yee Busi	ness Proces	ss (New H	ires)
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati		
				on		
						Can send up to 2 decimals places
						Format nnnnnnnnnn
						Either Hourly Pay Rate OR Annual Salary should be sent and
						it is required to send one or other
						Requires a valid UKG Pro Pay Group Code. Codes are client
						configured.
	/Transactions/Tran					Codes are setup in the System Configuration > Business
	saction/JobInform					Rules > Pay Groups page. You will need to provide valid
Pay group	ation/PayGroup/	char	6	Υ	Υ	values to Vendor.
						The hours scheduled for the employee's pay
						period/frequency. If an EE is biweekly, the hours sent should
	/ /-					correspond to a biweekly frequency (ex. 80). If an employee
	/Transactions/Tran					is weekly, then the hours sent should correspond to a weekly
	saction/JobInform	مادهاده				frequency (ex. 40).
Scheduled hours	ation/ScheduledW orkHours/	decima	8	N	Υ	Format nnnn.nnnn
Scrieduled flours	OTKHOUTS/	1	0	IN	Ť	Requires a valid UKG Pro Code. Codes are system delivered:
						Requires a valid ONG PTO Code. Codes are system delivered.
						Code
						12
	/Transactions/Trans					13
	/Transactions/Tran saction/JobInform					14
Payments per	ation/NumberOfPa					15
	yments/	int	3	Υ	A	
year	yillelits/	1111	ی	I	Α	

Field Requiremen	Field Requirements – Add/Change Global Employee Business Process (New Hires)							
UKG Pro Field Label	XPath	Field Type	Lengt h	Code Table Validati on	Requir ed	Import Requirements		
						This is required when the pay frequency is Monthly		
Weekly hours	/Transactions/Tran saction/JobInform ation/WeeklyHour s/	decima	7		А	Format nnn.nnnn		
Employee Type	/Transactions/Tran saction/JobInform ation/EmployeeTy peCode/	char	3	Υ	Υ	Requires a valid UKG Pro Employee Type Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Employee Types page. You will need to provide valid values to Vendor.		
	/Transactions/Tran saction/JobInform ation/SalaryOrHou					Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered: Code Description H Hourly S Salaried		
Hourly/Salaried	/Transactions/Transaction/JobInformation/FullOrPartTi	char	1	Υ	Υ	Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered: Code Description F Fulltime P Parttime		
Full/part time	meCode/	char	1	Υ	Υ			

Field Requiremen	ts – Add/Change Glob	al Emplo	yee Busi	ness Proces	ss (New H	ires)
UKG Pro Field	XPath	Field	Lengt	Code	Requir	Import Requirements
Label		Туре	h	Table	ed	
				Validati		
				on		
						Requires a valid UKG Pro Deduction/Benefit Group Code.
						Codes are client configured.
	/Transactions/Tran					
	saction/JobInform					Codes are setup in the System Configuration > Business
Deduction/Benef	ation/BenefitGrou					Rules > Deduction/Benefit Groups page. You will need to
it group	pCode/	char	5	Υ	Υ	provide valid values to Vendor.
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/Status/Dat	dateti				
Original hire	eOfOriginalHire/	me	10	N	Υ	
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/Status/Dat	dateti				
Last hire	eOfLastHire/	me	10	N	Υ	
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/Status/Dat	dateti				
Seniority	eOfSeniority/	me	10	N	Υ	
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/Status/Dat					
	eOfBenefitSeniorit	dateti				
Benefit seniority	у/	me	10	N	Υ	
						Requires a valid UKG Pro Company Code. Codes are client
	/Transactions/Tran					configured.
	saction/KeyFields/					
Prior Company	PriorCompanyCod					This field will be used with the Employee Key to know which
Code	e/	char	5	Υ	Υ	job record to update.

Workforce Management (WFM)

Detail Record – Workforce Management								
Comments/Special Instructions	The data processes via the Workforce Management business process and transaction type for this is WFM.							
	It is used for adding or updating the employee Workforce Management data. If the date is found in employee's existing template record, then the update transaction takes place. Otherwise, the record passed gets added in Workforce Management. Dates are not auto computed and are part of the import process and passed in Import file.							
	Import Workforce Management records only for employees that are marked IsPrimary as YES (when MultiCompany settings enabled) or IsPrimary= Any (Y/N) or null (when MultiCompany settings are not enabled).							

		es – Workforce Management (•						
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:						
			Options	TRANSACTIONTYPE Value					
			Workforce Management	WFM					
Identifier Rule	Υ	/Transactions/Transaction/ Header/IdentifierRule/	It will be used to identify the value to use to determine what employee to update.						
			Available field options are ou Key section.	utlined in the HR Interface f	or UKG Pro > Employee				
Approval Rule	N	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s).						
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						

Field Requ	irements –	Add/Change Workforce Management Ro	ecords			
UKG Pro Field Label	Required	XPath	Field Type	Length	Code Table Validation	Import Requirements
						Include only fields that are part of the WFM transaction type.
Company Code		/Transactions/Transaction/KeyFields/ CompanyCode/	String	5		Requires a valid UKG Pro Company Code. Codes are client configured. This field will be used with the Employee Key to know which job record to update.
Identifier		/Transactions/Transaction/KeyFields /Identifier/	String	50		This field will be used with the Company code to know which record to update.
Effective Date		/Transactions/Transaction/KeyFields / EffectiveDate /	String	10	N	It is the effective date of the transaction passed. Format: mm/dd/yyyy
Enabled		/Transactions/Transaction/ WfmEmployeeInfo/IsWfmEmployeeEnab led/	String	1	N	It shows that WFM is enabled for that employee or not.
Is Primary		/Transactions/Transaction/ WfmEmployeeInfo/IsWfmPrimary/	String	1	N	It shows that the passed employee is Primary for that company or not.

Field Requi	rements	– Add/Change Workforce Management R	ecords			
Activities Profile Template	N	/Transactions/Transaction/ WfmTimeInfo/WfmActivitiesProfileTemp lateDesc/	String	300	N	This template is present under Activities on the WFM screen.
License Profile Template	Υ	/Transactions/Transaction/ WfmTimeInfo/WfmLicenseProfileTempla teDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Employee Profile Template	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeProfileTem plateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Employee Profile Template Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeProfileTem plate_EffectiveDate/	String	10	N	This template is present under Time Section on the WFM screen. It contains the effective date for corresponding Employee Profile Template. The date format should be mm/dd/yyyy.
Timekeeping Profile Template	ΣΥ	/Transactions/Transaction/ WfmTimeInfo/WfmTimekeepingProfileT emplateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Timekeeping Profile Template Effective Date	gΥ	/Transactions/Transaction/ WfmTimeInfo/WfmTimekeepingProfileT emplate_EffectiveDate/	String	10	N	This template is present under Time Section on the WFM screen. It contains the effective date for corresponding Timekeeping Profile Template. The date format should be mm/dd/yyyy.

Field Requ	irements -	- Add/Change Workforce Management Re	ecords			
Schedule Profile Template	N	/Transactions/Transaction/ WfmTimeInfo/WfmScheduleProfileTemp lateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Schedule Profile Template Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmScheduleProfileTemp late_EffectiveDate/	String	10	N	This template is present under Time Section on the WFM screen. It contains the effective date for corresponding Schedule Profile Template. The date format should be mm/dd/yyyy.
Accrual Profile Template	N	/Transactions/Transaction/ WfmTimeInfo/WfmAccrualProfileTempla teDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Accrual Profile Template Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmAccrualProfileTempla te_EffectiveDate/	String	10	N	This template is present under Time Section on the WFM screen. It contains the effective date for corresponding Accrual Profile Template. The date format should be mm/dd/yyyy.
Accrual Profile	N	/Transactions/Transaction/ WfmTimeInfo/WfmAccrualProfileDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.
Accrual Profile Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmAccrualProfile_Effecti veDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Accrual Profile Template.

Field Requir	Field Requirements – Add/Change Workforce Management Records								
						The date format should be mm/dd/yyyy.			
Payrule	N	/Transactions/Transaction/ WfmTimeInfo/WfmPayruleDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.			
Payrule Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmPayrule_EffectiveDat e/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Payrule Template. The date format should be mm/dd/yyyy.			
Employment Terms	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmploymentTermsD esc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.			
Employment Terms Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmploymentTerms_E ffectiveDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Employment Terms Template. The date format should be mm/dd/yyyy.			
Percentage Allocation Rule	N	/Transactions/Transaction/ WfmTimeInfo/WfmPercentageAllocation RuleDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.			

Field Requi	rements –	Add/Change Workforce Management Re	ecords			
Percentage Allocation Rule Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmPercentageAllocation Rule_EffectiveDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Percentage Allocation Rule Template. The date format should be mm/dd/yyyy.
Employee Job Transfer Set	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeJobTransfer SetDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.
Employee Job Transfer Set Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeJobTransfer Set_EffectiveDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Employee Job Transfer Set Template. The date format should be mm/dd/yyyy.
Employee Job Transfer Set Manager Addition	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeJobTransfer SetManagerAdditionDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen. The effective date corresponding to this field will be same as the Employee Job transfer Set.
Manager Job Transfer Set	N	/Transactions/Transaction/ WfmTimeInfo/WfmManagerJobTransfer SetDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.

Field Requi	rements -	- Add/Change Workforce Management Re	ecords			
Manager Job Transfer Set Effective Date		/Transactions/Transaction/ WfmTimeInfo/WfmManagerJobTransfer Set_EffectiveDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Manager Job Transfer Set Template. The date format should be mm/dd/yyyy.
Schedule Group Assignment	N	/Transactions/Transaction/ WfmTimeInfo/WfmScheduleGroupAssig nmentDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.
Schedule Group Assignment Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmScheduleGroupAssig nment_EffectiveDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Schedule Group Assignment Template. The date format should be mm/dd/yyyy.
Employee Group	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeGroupDesc /	String	300	N	This template is present under Direct Assignments Section on the WFM screen.
Employee Group Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeGroup_Effe ctiveDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding Employee group Template. The date format should be mm/dd/yyyy.

Field Requi	rements -	Add/Change Workforce Management Re	ecords			
TimeZone	N	/Transactions/Transaction/ WfmTimeInfo/WfmTimezoneDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Fte Percentage	N	/Transactions/Transaction/ WfmTimeInfo/WfmFTEPercentageDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen. The value should be an integer value ranging from 1 to 100.
Fte Percentage Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmFTEPercentage_Effec tiveDate/	String	10	N	This template is present under Direct Assignments Section on the WFM screen. It contains the effective date for corresponding FTE Percentage Template. The date format should be mm/dd/yyyy.
Attendance Profile Template	N	/Transactions/Transaction/ WfmLeaveAttendanceInfo/WfmAttenda nceProfileTemplateDesc/	String	300	N	This template is present under Leave & Attendance Section on the WFM screen.
Attendance Profile Template Effective Date	N	/Transactions/Transaction/ WfmLeaveAttendanceInfo/WfmAttenda nceProfileTemplate_EffectiveDate/	String	10	N	This template is present under Leave & Attendance Section on the WFM screen. It contains the effective date for corresponding Attendance Profile Template. The date format should be mm/dd/yyyy.
Leave Profile Template	N	/Transactions/Transaction/ WfmLeaveAttendanceInfo/WfmLeavePro fileTemplateDesc/	String	300	N	This template is present under Leave & Attendance Section on the WFM screen.

Field Requ	Field Requirements – Add/Change Workforce Management Records								
Badgeld	N	/Transactions/Transaction/ WfmTeleStaffInfo/WfmBadgeID/	String	30	N	This template is present under TeleStaff Information on the WFM screen. It contains numbers and characters with no special characters other than a dot(.).			
Seniority Number	N	/Transactions/Transaction/ WfmTeleStaffInfo/WfmSeniorityNumber /	String	300	N	This template is present under TeleStaff Information on the WFM screen. It contains only numbers with length 12 (including decimal). 2 digits after decimal and 9 digits before decimal.			

Detail Record – Job and Pay Rate Changes						
COID/EEID combination exists in the UKG Pro database.						
If the field being updated requires a date is missing a corresponding date, that should be updated.						
If the field being updated requires a date and the profile date is prior to their date of hire, that should be updated.						

Field Label	Required	XPath	Import Requirements	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:							
			Options	TRANSACTIONTYPE Value						
			Workforce Management	WFM						

Header and Tran	Header and Transaction Rules – Job and Pay Rate Changes								
Field Label	Required	XPath	Import Requirements						
EmployeeKey	Υ	/Transactions/Transaction/ Header/IdentifierRule/	It will be used to identify the value to use to determine what employee to update.						
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						
Workflow Approvals	A	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						
Additional Data	Α		Supported						
Platform Configuration Data	A		Currently supported on Change Job page						

Field Requiremen	Field Requirements – Job and Pay Rate Change Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Туре		Validation					
	/Transactions/Transaction								
LicenseProfileTe	/WfmTimeInfo/WfmLicen								
mplate	seProfileTemplate	char	300		Υ				
	/Transactions/Transaction								
LicenseProfileTe	/WfmTimeInfo/WfmLicen								
mplateDesc	seProfileTemplateDesc/	char	300		Υ				

Field Requiremen	Field Requirements – Job and Pay Rate Change Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
	/Transactions/Transaction									
EmployeeProfile	/WfmTimeInfo/WfmEmpl									
Template	oyeeProfileTemplate/	char	300		N					
	/Transactions/Transaction									
	/WfmTimeInfo/WfmEmpl									
EmployeeProfile	oyeeProfileTemplateDesc									
TemplateDesc	/	char	300		N					
	/Transactions/Transaction									
TimekeepingProf	/WfmTimeInfo/WfmTime									
ileTemplate	keepingProfileTemplate/	char	300		Υ					
	/Transactions/Transaction									
	/WfmTimeInfo/WfmTime									
TimekeepingProf	keepingProfileTemplateD									
ileTemplateDesc	esc/	char	300		Υ					
	/Transactions/Transaction									
ScheduleProfileT	/WfmTimeInfo/WfmSche									
emplate	duleProfileTemplate/	char	300		N					
	/Transactions/Transaction									
ScheduleProfileT	/WfmTimeInfo/WfmSche									
emplateDesc	duleProfileTemplateDesc/	char	300		N					
	/Transactions/Transaction									
AccrualProfileTe	/WfmTimeInfo/WfmAccru									
mplate	alProfileTemplate/	char	300		N					
	/Transactions/Transaction									
AccrualProfileTe	/WfmTimeInfo/WfmAccru									
mplateDesc	alProfileTemplateDesc/	char	300		N					
	/Transactions/Transaction									
	/WfmTimeInfo/WfmAccru									
AccrualProfile	alProfile/	char	300		N					

Field Requirements – Job and Pay Rate Change Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Туре		Validation					
	/Transactions/Transaction								
AccrualProfileDe	/WfmTimeInfo/WfmAccru								
SC	alProfileDesc/	char	300		N				
	/Transactions/Transaction								
	/WfmTimeInfo/WfmPayru								
Payrule	le/	char	300		N				
	/Transactions/Transaction								
	/WfmTimeInfo/WfmPayru								
PayruleDesc	leDesc/	char	300		N				
	/Transactions/Transaction								
EmploymentTer	/WfmTimeInfo/WfmEmpl								
ms	oymentTerms/	char	300		N				
	/Transactions/Transaction								
EmploymentTer	/WfmTimeInfo/WfmEmpl								
msDesc	oymentTermsDesc/	char	300		N				
	/Transactions/Transaction								
PercentageAlloc	/WfmTimeInfo/WfmPerce								
ationRule	ntageAllocationRule/	char	300		N				
	/Transactions/Transaction								
PercentageAlloc	/WfmTimeInfo/WfmPerce								
ationRuleDesc	ntageAllocationRuleDesc/	char	300		N				
	/Transactions/Transaction								
EmployeeJobTra	/WfmTimeInfo/WfmEmpl								
nsferSet	oyeeJobTransferSet/	char	300		N				
	/Transactions/Transaction								
EmployeeJobTra	/WfmTimeInfo/WfmEmpl								
nsferSetDesc	oyeeJobTransferSetDesc/	char	300		N				

Field Requirements – Job and Pay Rate Change Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements		
Label		Туре		Validation				
	/Transactions/Transaction							
ManagerJobTran	/WfmTimeInfo/WfmMana							
sferSet	gerJobTransferSet/	char	300		N			
	/Transactions/Transaction							
ManagerJobTran	/WfmTimeInfo/WfmMana							
sferSetDesc	gerJobTransferSetDesc/	char	300		N			
	/Transactions/Transaction							
ScheduleGroupA	/WfmTimeInfo/WfmSche							
ssignment	duleGroupAssignment/	char	300		N			
	/Transactions/Transaction							
	/WfmTimeInfo/WfmSche							
ScheduleGroupA	dule Group Assignment Des							
ssignmentDesc	c/	char	300		N			
	/Transactions/Transaction							
	/WfmTimeInfo/WfmEmpl							
EmployeeGroup	oyeeGroup/	char	300		N			
	/Transactions/Transaction							
EmployeeGroup	/WfmTimeInfo/WfmEmpl							
Desc	oyeeGroupDesc/	char	300		N			
	/Transactions/Transaction							
	/WfmTimeInfo/WfmTime							
Timezone	zone/	char	300		N			
	/Transactions/Transaction							
	/WfmTimeInfo/WfmTime							
TimezoneDesc	zoneDesc/	char	300		N			
	/Transactions/Transaction							
	/WfmLeaveAttendanceInf							
AttendanceProfil	o/WfmAttendanceProfile							
eTemplate	Template/	char	300		N			

Field Requiremen	Field Requirements – Job and Pay Rate Change Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Type		Validation					
	/Transactions/Transaction								
	/WfmLeaveAttendanceInf								
AttendanceProfil	o/WfmAttendanceProfile								
eTemplateDesc	TemplateDesc/	char	300		N				
	/Transactions/Transaction								
	/WfmLeaveAttendanceInf								
LeaveProfileTem	o/WfmLeaveProfileTempl								
plate	ate/	char	300		N				
	/Transactions/Transaction								
	/WfmLeaveAttendanceInf								
LeaveProfileTem	o/WfmLeaveProfileTempl								
plateDesc	ateDesc/	char	300		N				

Workforce Ready (WFR)

Detail Record – Job and Pay Rate Changes						
Comments/Special Instructions	COID/EEID combination exists in the UKG Pro database. If the field being updated requires a date is missing a corresponding date, that should be updated. If the field being updated requires a date and the profile date is prior to their date of hire, that should be updated.					

Header and Transaction Rules – Job and Pay Rate Changes									
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/Head er/TransactionType/	Identifies the type of tra	nsaction to process. Availab	ole field options are:				
			Options	TRANSACTIONTYPE Value					
			Workforce Ready	WFR					
EmployeeKey	Y	/Transactions/Transaction/Head er/IdentifierRule/	update.	y the value to use to determ					
Workflow Approvals	А	/Transactions/Transaction/Head er/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						
Additional Data	Α		Supported						
Platform Configuration Data	А		Currently supported on (Change Job page					

Field Requirements -	Field Requirements – Job and Pay Rate Change Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Type		Validation					
	/Transactions/Transaction/								
	WfrTimeInfo/WfrAccrualPr								
AccrualProfile	ofile	char	300		N				
	/Transactions/Transaction/								
	WfrTimeInfo/WfrAccrualPr								
AccrualProfileDesc	ofileDesc	char	300		N				
	/Transactions/Transaction/								
	WfrTimeInfo/WfrAttestatio								
AttestationProfile	nProfile	char	300		N				
	/Transactions/Transaction/								
AttestationProfileD	WfrTimeInfo/WfrAttestatio								
esc	nProfileDesc	char	300		N				
	/Transactions/Transaction/								
Holiday	WfrTimeInfo/WfrHoliday	char	300		N				
	/Transactions/Transaction/								
	WfrTimeInfo/WfrHolidayDe								
HolidayDesc	sc	char	300		N				
	/Transactions/Transaction/								
PayCalculationsProf	WfrTimeInfo/WfrPayCalcula								
ile	tionsProfile	char	300		Υ				
	/Transactions/Transaction/								
PayCalculationsProf	WfrTimeInfo/WfrPayCalcula								
ileDesc	tionsProfileDesc	char	300		Υ				
	/Transactions/Transaction/								
PayPeriod	WfrTimeInfo/WfrPayPeriod	char	300		Υ				
	/Transactions/Transaction/								
	WfrTimeInfo/WfrPayPeriod								
PayPeriodDesc	Desc	char	300		Υ				

Field Requirements	– Job and Pay Rate Change Re	cords				
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
	/Transactions/Transaction/					
	WfrTimeInfo/WfrPayPrepPr					
PayPrepProfile	ofile	char	300		Υ	
	/Transactions/Transaction/					
	WfrTimeInfo/WfrPayPrepPr					
PayPrepProfileDesc	ofileDesc	char	300		Υ	
	/Transactions/Transaction/					
	WfrTimeInfo/WfrPointsProf					
PointsProfile	ile	char	300		N	
	/Transactions/Transaction/					
	WfrTimeInfo/WfrPointsProf					
PointsProfileDesc	ileDesc	char	300		N	
	/Transactions/Transaction/					
	WfrTimeInfo/WfrWorkSche					
WorkSchedule	dule	char	300		N	
	/Transactions/Transaction/					
	WfrTimeInfo/WfrWorkSche					
WorkScheduleDesc	duleDesc	char	300		N	
	/Transactions/Transaction/					
Security	WfrTimeInfo/WfrSecurity	char	300		Υ	
	/Transactions/Transaction/					
	WfrTimeInfo/WfrSecurityD					
SecurityDesc	esc	char	300		Υ	
	/Transactions/Transaction/					
Timesheet	WfrTimeInfo/WfrTimesheet	char	300		Υ	
	/Transactions/Transaction/					
	WfrTimeInfo/WfrTimesheet					
TimesheetDesc	Desc	char	300		Υ	

Field Requirements	Field Requirements – Job and Pay Rate Change Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Type		Validation					
	/Transactions/Transaction/								
TimesheetAutopop	WfrTimeInfo/WfrTimesheet								
ulate	Autopopulate	char	300		N				
	/Transactions/Transaction/								
TimesheetAutopop	WfrTimeInfo/WfrTimesheet								
ulateDesc	AutopopulateDesc	char	300		N				
	/Transactions/Transaction/								
	WfrSchedulerInfo/WfrSche								
Scheduler	duler	char	300		N				
	/Transactions/Transaction/								
	WfrSchedulerInfo/WfrSche								
SchedulerDesc	dulerDesc	char	300		N				
	/Transactions/Transaction/								
LeaveOfAbsencePr	WfrLeaveInfo/WfrLeaveOfA								
ofile	bsenceProfile	char	300		N				
	/Transactions/Transaction/								
LeaveOfAbsencePr	WfrLeaveInfo/WfrLeaveOfA								
ofileDesc	bsenceProfileDesc	char	300		N				

Job and Pay Rates Changes

Detail Record – Job and Pay Rate Changes

Comments/Special Instructions

The data will process via the Change job, Salary and Review business process and part of the JOBSALARY transaction type for changes.

Although the Change Job, Salary and Review business process handles review data as well, for the import, it will be processed separately under a different transaction type.

For UKG Pro Payroll Only clients, UKG Pro is not the system of source and the Job History tables will not necessarily reflect the job history of the HR System. The goal of the integration is to only maintain the information that is necessary for processing payroll, it will not maintain the Job History.

*using job code-based configuration, not position management and not pay scales

If using a position-based configuration, notes are included below for fields applicable/required

- If position is sent it will pull the configured following fields for the position based on your position configuration and they are not required
 - o OrgLv1-4
 - o job
 - o location

If position is sent it will pull the following fields for the position and they are not required.

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

If a record is processed which resulted in no changes to the employee's record, the record's status on the Results page will display as 'Unchanged' and no workflow will be initiated.

Header and Trans	action Rules	s – Job and Pay Rate Changes	5					
Field Label	Required	XPath	Import Requirements					
TransactionType	Y	/Transactions/Transaction /Header/TransactionType						
		/	Options	TRANSACTIONTYPE Value				
			Job and Salary changes	JOBSALARY				
EmployeeKey	Y	/Transactions/Transaction /Header/IdentifierRule/	It will be used to identify the value update.	e to use to determine what e	mployee to			
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.					
Workflow Approvals	A	/Transactions/Transaction /Header/ApprovalRule/	•					
			Available field options are outline Key section.	ed in the HR Interface for UKG	Pro > Employee			
Job Effective Rule	A	/Transactions/Transaction /Header/JobEffectiveRule /	This rule will define how to handle the effective date of an already ex		oactive (prior to			
			Available field options are outline Dating section.	d in the HR Interface for UKG	Pro > Effective			
Additional Data	Α		Supported					
Platform Configuration Data	A		Currently supported on Change Jo	ob page				

UKG Pro Field XPath Field Type /Transactions/Tra nsaction/KeyFields /Company /CompanyCode/ char 1	Validation	Required	Import Requirements Include only fields that are part of the Job and Pay Rate Change transaction type.
/Transactions/Tra nsaction/KeyFields			
nsaction/KeyFields	V		
nsaction/KeyFields	V		Rate Change transaction type.
nsaction/KeyFields	V		
	V		
Company /CompanyCode/ char 1	l V		
	Υ	Υ	
			This field will be used with the Company code to
/Transactions/Tra			know which record to update. One of the 4
nsaction/KeyFields			options available as outlined in the Employee Key
Employee Key /Identifier/ varchar 50	N	Υ	section above should be sent.
/Transactions/Tra			Format: mm/dd/yyyy
nsaction/KeyFields datetim			
Effective Date / Effective Date / e 10	N	Υ	
			Requires a valid UKG Pro Job Change Reason Code. Codes are client configured.
/Transactions/Tra			Codes are client configured.
nsaction/JobInfor			Codes are setup in the System Configuration >
Job Change mation/JobChange			Business Rules > Job Change Reasons page. You
Reason Reason/ char 6	Y	γ	will need to provide valid values to Vendor.
/Transactions/Tra	T	T	The EmpNo should be sent and a lookup can be
nsaction/JobInfor			done to the SupervisorID (EEID)
mation/Supervisor			done to the supervisorib (LLIb)
Supervisor Id/ char 9	N	Α	
/Transactions/Tra			The Supervisor's Company Code should be sent to
nsaction/JobInfor			help identify the correct EmpNo of the employee's
Supervisor's mation/Supervisor			supervisor.
Company Code CompanyCode/ char 5	N	Α	
/Transactions/Tra			Available when client has configured using Job
Job group nsaction/JobInfor char 5	Υ	Α	Groups.

Field Requireme	Field Requirements – Job and Pay Rate Change Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
	mation/JobGrpCo					Requires a valid UKG Pro Job Group Code. Codes					
	de/					are client configured.					
						If the employee's new job belongs to a job group,					
						then the Import Tool will auto assign the job					
						group. If the job is included in several job groups,					
						the first job group found will be assigned. If you do					
						not wish a job group to be assigned to the					
						employee, then an empty tag/element must be					
						sent in the file.					
						Codes are setup in the Menu > System					
						Configuration > Business Rules > Job Groups page.					
						You will need to provide valid values to Vendor.					
						Not required if using Position Management					
						Required if a job change occurs that includes a Job					
						Group change where the Job Code is not in that					
						new Job Group.					
						Requires a valid UKG Pro Job Code. Codes are					
						client configured.					
	/Transactions/Tra					Codes are setup in the Menu > System					
	nsaction/JobInfor					Configuration > Business Rules > Jobs page. You					
Job	mation/JobCode/	char	8	Υ	Υ	will need to provide valid values to Vendor.					
	,					Only applicable when client has configured using					
	/Transactions/Tra					Pay Scales and the job code is setup using Pay					
Pay Scale	nsaction/JobInfor	char	6	Υ	Α	Scales					

Field Requirem	ield Requirements – Job and Pay Rate Change Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
	mation/PayScaleC										
	ode/					Required if changing job from one without a Pay					
						Scale to one that uses Pay Scales.					
						Requires a valid UKG Pro Pay Scale Code. Codes					
						are client configured.					
						Codes are setup in the Menu > System					
						Configuration > Business Rules > Pay Scales page.					
						You will need to provide valid values to Vendor. Only applicable when client has configured using					
						Pay Scales and the job code is setup using Pay					
						Scales					
						Scarcs					
						Required if changing job from one without a Pay					
						Scale to one that uses Pay Scales.					
						,					
						Requires a valid UKG Pro Pay Scale Code. Codes					
						are client configured.					
						Codes are setup in the System Configuration >					
						Business Rules > Pay Scales page. You will need to					
						provide valid values to Vendor.					
	/Transactions/Tra										
	nsaction/JobInfor					Note: When the Pay Step is sent, the pay rate will					
D. Class	mation/SalaryStep					be automatically calculated and set on the					
Pay Step	/Tues a constitution /T	int	3	Υ	Α	employee record.					
Dacition	/Transactions/Tra	ah au		V		Available when client has configured using Position					
Position	nsaction/JobInfor	char	8	Υ	Α	Management.					

Field Requireme	ents – Job and Pay Ra	te Change	Records			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
	mation/PositionCo					Requires a valid UKG Pro Position Code. Codes are
	de/					client configured.
						Codes are setup in the Backoffice under Positions.
						You will need to provide valid values to Vendor.
						When Position Management is used, the following
						fields are defaulted based on the Position
						configuration:
						• John cannot be everywritten
						Job; cannot be overwrittenLocation; can be overwritten
						Org Levels 1-4; can be overwritten
						Requires a valid UKG Pro Code:
						Requires a valid OKG FTO Code.
						Code Description
						I Inactivate
	/Transactions/Tra					R Remain active
	nsaction/JobInfor					Neman detive
Status	mation/PositionSt					If not provided, the current position will be moved
(position)	atus/	char	1	Υ	Α	to a secondary position and remain active.
,,	/Transactions/Tra					, .
	nsaction/JobInfor					
	mation/AlternateJ					
Alternate title	obTitle/	varchar	150	N	Α	
	/Transactions/Tra					Requires a valid UKG Pro Hire Source Code. Codes
	nsaction/JobInfor					are client configured.
	mation/HireSourc					
Hire source	eCode/	char	6	Υ	А	

Field Requirements – Job and Pay Rate Change Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements			
Label		Туре		Validation					
						Codes are setup in the System Configuration >			
						Business Rules > Hire Sources page. You will need			
						to provide valid values to Vendor.			
						Requires a valid UKG Pro Project Code. Codes are			
						client configured.			
	/Transactions/Tra								
	nsaction/JobInfor					Codes are setup in the System Configuration >			
	mation/ProjectCo					Business Rules > Projects page. You will need to			
Project	de/	char	15	Υ	A	provide valid values to Vendor.			
						If using Position Management and the position is			
						configured to set Org Level 1 and not provided,			
						field will default based on Position sent			
						Requires a valid UKG Pro Org Level (1) Code.			
	/ - / -					Codes are client configured.			
	/Transactions/Tra					Codes are estimated Costons Configuration to			
	nsaction/JobInfor					Codes are setup in the System Configuration >			
Ora Lavial 1	mation/OrgLevel1	ah a	_	V		Business Rules > Client Org Level Name page. You			
Org Level 1	Code/	char	6	Υ	A	will need to provide valid values to Vendor.			
						If using Position Management and the position is configured to set Org Level 2 and not provided,			
						field will default based on Position sent			
						field will default based off Position sent			
						Requires a valid UKG Pro Org Level (2) Code.			
						Codes are client configured.			
	/Transactions/Tra					codes are elletti configured.			
	nsaction/JobInfor					Codes are setup in the System Configuration >			
	mation/OrgLevel2					Business Rules > Client Org Level Name page. You			
Org Level 2	Code/	char	6	Υ	Α	will need to provide valid values to Vendor.			

Field Requireme	Field Requirements – Job and Pay Rate Change Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
						If using Position Management and the position is				
						configured to set Org Level 3 and not provided,				
						field will default based on Position sent				
						Requires a valid UKG Pro Org Level (3) Code.				
	/Transactions/Tra					Codes are client configured.				
	nsaction/JobInfor					Codes are setup in the System Configuration >				
	mation/OrgLevel3					Business Rules > Client Org Level Name page. You				
Org Level 3	Code/	char	6	Υ	Α	will need to provide valid values to Vendor.				
						If using Position Management and the position is				
						configured to set Org Level 4 and not provided,				
						field will default based on Position sent				
						Dogwings a valid LIVC Pro Ora Lavel (4) Code				
						Requires a valid UKG Pro Org Level (4) Code. Codes are client configured.				
	/Transactions/Tra					Codes are client configured.				
	nsaction/JobInfor					Codes are setup in the System Configuration >				
	mation/OrgLevel4					Business Rules > Client Org Level Name page. You				
Org Level 4	Code/	char	6	Υ	Α	will need to provide valid values to Vendor.				
OIG LEVEL 4	code/	Citai				Available when client has configured using Unions				
						Requires a valid UKG Pro Union Code. Codes are				
						client configured.				
	/Transactions/Tra					cheffe configured.				
	nsaction/JobInfor					Codes are setup in the System Configuration >				
	mation/LaborUnio					Business Rules > Labor Union page. You will need				
National union	nNationalCode/	char	12	Υ	Α	to provide valid values to Vendor.				
	/Transactions/Tra					Available when client has configured using Unions				
Local union	nsaction/JobInfor	char	12	Υ	Α	j j				

Field Requireme	Field Requirements – Job and Pay Rate Change Records										
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements					
Label		Туре		Validation							
	mation/LaborUnio					Requires a valid UKG Pro Union Code. Codes are					
	nLocalCode/					client configured.					
						Codes are setup in the System Configuration >					
						Business Rules > Labor Union page. You will need					
						to provide valid values to Vendor.					
						Global only					
						Requires a valid UKG Pro Code. Codes are system					
	/Transactions/Tra					delivered:					
	nsaction/JobInfor										
	mation/CurrencyC					See Currency field in Global Employee New Hires					
Currency	ode/	char	3	Υ	Α	section for available options list.					
						Global only					
						Description and id LIVC But Code Codes are system.					
						Requires a valid UKG Pro Code. Codes are system delivered:					
						delivered.					
						Code					
						12					
						13					
	/Transactions/Tra					14					
	nsaction/JobInfor					15					
Payments per	mation/NumberOf										
year	Payments/	int	3	Υ	Α	This is required when the pay frequency is Monthly					
year	/Transactions/Tra	1110		1	A	Global only					
	nsaction/JobInfor					Siddai diliy					
	mation/WeeklyHo										
Weekly hours	urs/	decimal	7	N	Α						

Field Requireme	ents – Job and Pay Ra	te Change	Records			
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements
Label		Туре		Validation		
Pay rate (Per	/Transactions/Tra nsaction/JobInfor mation/HourlyPay					The "Per" will be set accordingly. Code Description H Hour Can send up to 4 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Pay rate (Per Year)	/Transactions/Tra nsaction/JobInfor mation/AnnualSal ary/	decimal	11	N	A	Pay Scale Functionality. The "Per" will be set accordingly. Code Description Y Year Can send up to 2 decimals places Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Other rate 1	/Transactions/Tra nsaction/JobInfor	decimal	14	N	A	Available when client has configured using Other Rates

Field Requirem	ield Requirements – Job and Pay Rate Change Records									
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements				
Label		Туре		Validation						
	mation/OtherRate					Can send up to 4 decimals places				
	1/					Format nnnnnnnnnnnnn				
						Available when client has configured using Other				
	/Transactions/Tra					Rates				
	nsaction/JobInfor									
	mation/OtherRate					Can send up to 4 decimals places				
Other rate 2	2/	decimal	14	N	Α	Format nnnnnnnnnnnnn				
						Available when client has configured using Other				
	/Transactions/Tra					Rates				
	nsaction/JobInfor									
	mation/OtherRate					Can send up to 4 decimals places				
Other rate 3	3/	decimal	14	N	Α	Format nnnnnnnnnnnnnn				
						Available when client has configured using Other				
	/Transactions/Tra					Rates				
	nsaction/JobInfor									
	mation/OtherRate					Can send up to 4 decimals places				
Other rate 4	4/	decimal	14	N	A	Format nnnnnnnnnnnnn				
						Requires a valid UKG Pro Pay Group Code. Codes				
						are client configured.				
	/Transactions/Tra					Codes are setup in the System Configuration >				
_	nsaction/JobInfor					Business Rules > Pay Groups page. You will need				
Pay group	mation/PayGroup/	char	6	Υ	A	to provide valid values to Vendor.				
						The hours scheduled for the employee's pay				
	/- <i>/-</i>					period/frequency. If an EE is biweekly, the hours				
	/Transactions/Tra					sent should correspond to a biweekly frequency				
	nsaction/JobInfor					(ex. 80). If an employee is weekly, then the hours				
Scheduled	mation/Scheduled					sent should correspond to a weekly frequency (ex.				
hours	WorkHours/	decimal	8	N	Υ	40).				

Field Requireme	Field Requirements – Job and Pay Rate Change Records							
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements		
Label		Туре		Validation				
						Format nnnn.nnnn Requires a valid UKG Pro Employee Type Code.		
Employee Type	/Transactions/Tra nsaction/JobInfor mation/Employee TypeCode/	char	3	Υ	A	Codes are client configured. Codes are setup in the System Configuration > Business Rules > Employee Types page. You will need to provide valid values to Vendor.		
Hourly/Salarie	/Transactions/Tra nsaction/JobInfor mation/SalaryOrH					Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered: Code Description H Hourly S Salaried		
d	/Transactions/Tra nsaction/JobInfor mation/FullOrPart	char	1	Y	A	Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered: Code Description F Fulltime P Parttime		
Full/part time Shift Group	/Transactions/Tra nsaction/JobInfor mation/ShiftGroup Code/	char	5	Y	A	Available when client has configured using Shifts and Shift Groups. Requires a valid UKG Pro Shift Group Code. Codes are client configured.		

Field Requirements – Job and Pay Rate Change Records							
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements	
Label		Туре		Validation			
						Codes are setup in the System Configuration >	
						Business Rules > Shift Groups page. You will need	
						to provide valid values to Vendor.	
						Available when client has configured using Shifts.	
						Requires a valid UKG Pro Shift Code. Codes are	
						client configured.	
	/Transactions/Tra					Codes are setup in the System Configuration >	
	nsaction/JobInfor					Business Rules > Shifts page. You will need to	
Shift	mation/ShiftCode/	char	2	Υ	Α	provide valid values to Vendor.	
	/Transactions/Tra						
	nsaction/JobInfor						
	mation/TimeclockI						
Time clock	D/	char	12	N	А		
						Requires a valid UKG Pro Code. Codes are system	
						delivered:	
						Code Description	
	/Transactions/Tra					Y Yes	
	nsaction/JobInfor					N No	
Pay	mation/IsAutopaid					IN INO	
automatically	/	char	1	Y	A		
automatically		Citai	1	1	A	Requires a valid UKG Pro Code. Codes are system	
						delivered:	
						delivered.	
	/Transactions/Tra					Code Description	
	nsaction/JobInfor					Y Yes	
	mation/IsSeasonal					N No	
Seasonal	/	char	1	Y	A	110	
Jeasonai	1	Citai		1 '			

Field Requirements – Job and Pay Rate Change Records							
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements	
Label		Туре		Validation			
						Requires a valid UKG Pro Code. Codes are system delivered:	
						Code Description	
	/Transactions/Tra					Y Yes	
	nsaction/JobInfor					N No	
	mation/IsAgricultu						
Agricultural	ral/	char	1	Υ	Α		
						Requires a valid UKG Pro Code. Codes are system delivered: Code Description	
	/Transactions/Tra					Y Yes	
	nsaction/JobInfor					N No	
	mation/IsYouthTra						
Youth/Training	ining/	char	1	Υ	Α		
						Requires a valid UKG Pro Code. Codes are system delivered:	
						Code Description	
	/Transactions/Tra					Y Yes	
	nsaction/JobInfor					N No	
	mation/IsDirectLa						
Direct labor	bor/	char	1	Υ	Α		
	/Transactions/Tra nsaction/JobInfor mation/IsPromoti					Requires a valid UKG Pro Code. Codes are system delivered:	
Promotion	on/	char	1	Υ	Α	Code Description	

Field Requirements – Job and Pay Rate Change Records								
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements		
Label		Туре		Validation				
						Y Yes		
						N No		
						Requires a valid UKG Pro Code. Codes are system		
						delivered:		
						Code Becarinties		
						Code Description		
	/Transactions/Tra					Y Yes No No		
	nsaction/JobInfor					IN INO		
Transfer	mation/IsTransfer/	char	1	Υ	Α			
Transici	mation/istransici/	Citai	-	1	Α	CAN only		
						S S,		
						When Issue Record of Employment field is		
						checked, then this field is required.		
						If a ROE Issue Reason code is sent, the Record of		
						Employment field will be automatically set to 'Y'.		
						D : HILIKO D DOEL D C I		
						Requires a valid UKG Pro ROE Issue Reason Code. Codes are system-delivered:		
						Codes are system-delivered.		
						Code Description		
						A00 Shortage of work / End of contract or		
						season		
	/Transactions/Tra					A01 Employer bankruptcy or receivership		
ROE Issue	nsaction/ROE/ROE					B00 Strike or lockout		
Reason	IssueReason/	char	3	Υ	Α	D00 Illness or injury		

Field Requireme	ents – Job and Pay Ra	ate Change	Records				
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import	Requirements
Label		Туре		Validation			
						E00	Quit
						E02	Quit / Follow spouse
						E03	Quit / Return to school
						E04	Quit / Health reasons
						E05	Quit / Voluntary retirement
						E06	Quit / Take another job
						E09	Quit / Employer relocation
						E10	Quit / Care for dependent
						E11	Quit / To become self-employed
						F00	Maternity
						G00	Mandatory retirement
						G07	Retirement / Approved workforce
							reduction
						H00	Work-Sharing
						100	Apprentice training
						K00	Other
						K12	Other / Change of payroll frequency
						K13	Other / Change of ownership
						K14	Other / Requested by Employment
							Insurance
						K15	Other/Canadian Forces – Queen's
							Regulations
						K16	Other / At the employee's request
						K17	Other / Change of Service Provider
						M00	Dismissal
						M08	Dismissal/Terminated in probationary
							period
						N00	Leave of absence
						P00	Parental

Field Requireme	Field Requirements – Job and Pay Rate Change Records									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import	Requirements			
						Z00	Compassionate Care			

Organization and Supervisor Changes

Header and Trans	action Rules	s – Change Organization/Sup	ervisor				
Field Label	Required	XPath	Import Requirements				
TransactionType	Υ	/Transactions/Transaction /Header/TransactionType	Identifies the type of transaction to process. Available field options are:				
		/	Options	TRANSACTIONTYPE Value			
			Organization and Supervisor Changes	ORGCHANGE			
EmployeeKey	Y	/Transactions/Transaction /Header/IdentifierRule/	Identifies what field will be used Available field options are outling Key section.				
Workflow Approvals	A	/Transactions/Transaction /Header/ApprovalRule/	If the Business Process has work to follow the configured (standar route it for approval(s).				
			Available field options are outling Key section.	ed in the HR Interface for UKG F	Pro > Employee		
Additional Data	Α		Supported				

Change Orga	nization/Supervisor					
UKG Pro	XPath	Field Type	Length	Code Table	Required	Import Requirements
Field Label				Validation		

Effective Date	/Transactions/Transactio n/KeyFields/EffectiveDat e	datetime	10	N	Y	Format: mm/dd/yyyy
Job Change Reason	/Transactions/Transactio n/JobInformation/JobCh angeReason	char	6	Υ	Y	Requires a valid UKG Pro Job Change Reason Code. Codes are client configured. Codes are configured in the Job Change Reasons business rule (Menu > System Configuration > Business Rules > Job Change Reasons). You will need to provide valid values to Vendor.
Local union	/Transactions/Transactio n/JobInformation/ LaborUnionLocalCode/	Char	12	Υ	A	Available when your company has configured Unions. Requires a valid UKG Pro Union Code. Codes are client configured. Codes are configured in the Labor Union business rule (Menu > System Configuration > Business Rules > Labor Union). You will need to provide valid values to Vendor.
LaborUnio nNationalC ode	/Transactions/Transactio n/JobInformation/Labor UnionNationalCode/	Char	12	Υ	A	Available when your company has configured using Unions. Requires a valid UKG Pro Union Code. Codes are client configured. Codes are configured in the Labor Union business rule (Menu > System Configuration > Business Rules > Labor Union). You will need to provide valid values to Vendor.

Org Level 1	/Transactions/Transactio n/JobInformation/OrgLe vel1Code	Char	2	Υ	A	If using Position Management and the position is configured to set Org Level 1 and not provided, field will default based on Position sent. Requires a valid UKG Pro Org Level (1) Code. Codes are client configured. Codes are configured in the Client Org Level Name business rule (Menu > System Configuration > Business Rules > Client Org Level Name). You will need to provide valid values to Vendor.
Org Level 2	/Transactions/Transactio n/JobInformation/OrgLe vel2Code	Char	6	Υ	A	If using Position Management and the position is configured to set Org Level 2 and not provided, field will default based on Position sent. Requires a valid UKG Pro Org Level (2) Code. Codes are client configured. Codes are configured in the Client Org Level Name business rule (Menu > System Configuration > Business Rules > Client Org Level Name). You will need to provide valid values to Vendor
Org Level 3	/Transactions/Transactio n/JobInformation/OrgLe vel3Code	Char	6	Υ	A	If using Position Management and the position is configured to set Org Level 3 and not provided, field will default based on Position sent. Requires a valid UKG Pro Org Level (3) Code. Codes are client configured. Codes are configured in the Client Org Level Name business rule (Menu > System Configuration > Business Rules > Client Org Level Name). You will need to provide valid values to Vendor

Org Level 4	/Transactions/Transactio n/JobInformation/OrgLe vel4Code	Char	6	Y	A	If using Position Management and the position is configured to set Org Level 4 and not provided, field will default based on Position sent. Requires a valid UKG Pro Org Level (4) Code. Codes are client configured. Codes are configured in the Client Org Level Name business rule (Menu > System Configuration > Business Rules > Client Org Level Name).
Project	/Transactions/Transactio n/JobInformation/Projec tCode	Char	15	Υ	A	You will need to provide valid values to Vendor. Requires a valid UKG Pro Project Code. Codes are client configured. Codes are configured in the Projects business rule (Menu > System Configuration > Business Rules > Projects). You will need to provide valid values to Vendor
Supervisor Id	/Transactions/Transactio n/JobInformation/Superv isorId	Char	9	N	А	The EmpNo should be sent. A lookup can be done to determine the SupervisorID (EEID)
Time clock	/Transactions/Transactio n/JobInformation/Timecl ockId	Char	12	N	A	
Work Pattern Code	/Transactions/Transactio n/JobInformation/WorkP atternCode	Char	8			Requires a valid UKG Pro Work Pattern Code. Codes are client configured. Codes are configured in the Work Patterns business rule (Menu > System Configuration > Business Rules > Work Patterns). You will need to provide valid values to Vendor

Add Review History

Detail Record – Add Rev	Detail Record – Add Review History							
Comments/Special Instructions	The data will process via the Add Review History business process and part of the REVIEW transaction type for changes.							

Header and Trans	action Rules	 Add Review History Records 					
Field Label	Required	XPath	Import Requirements				
TransactionType	Υ	/Transactions/Transaction/H eader/TransactionType/	Identifies the type of transaction to process. Available field options are:				
			Options	TRANSACTIONTYPE Value			
			Add Review History	REVIEWS			
EmployeeKey	Υ	/Transactions/Transaction/H eader/IdentifierRule/	It will be used to identify the value to use to determine what employee to update.				
			Available field options are outline Key section.	ed in the HR Interface for UKG Pro > Employee			
Workflow	А	/Transactions/Transaction/H		low approvals enabled, this will indicate			
Approvals		eader/ApprovalRule/	approval and not route it for appr	(standard) workflow or to force auto- roval(s).			
			Available field options are outline	ed in the HR Interface for UKG Pro > Employee			
			Key section.				
Additional Data	Α		Supported				

Header and Trans	Header and Transaction Rules – Add Review History Records							
Field Label	Required	XPath	Import Requirements					
Platform	Α		Not currently supported					
Configuration								
Data								

Field Requiremen	ield Requirements – Add Review History Records								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Includes only fields that are part of the Add Review History transaction type.			
						Requires a valid UKG Pro Company Code. Codes are			
						client configured.			
	/Transactions/Tran								
	saction/KeyFields/					This field will be used with the Employee Key to know			
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.			
						This field will be used with the Company code to know			
	/Transactions/Tran					which record to update. One of the 4 options available			
	saction/KeyFields/I					as outlined in the Employee Key section above should be			
Employee Key	dentifier/	varchar	50	N	Υ	sent.			
						Requires a valid UKG Pro Hourly/Salary Code. Codes are			
						system delivered:			
						Code Description			
						P Performance			
	/Transactions/Tran					S Salary			
	saction/Reviews/R								
Review Category	evCategory/	char	1	Υ	Υ				
	/Transactions/Tran					Format: mm/dd/yyyy			
	saction/Reviews/R	dateti							
Review Date	eviewDate/	me	10	N	Υ				

Field Requireme	ield Requirements – Add Review History Records								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Type		Table					
				Validation					
						Requires a valid UKG Pro Review Rating Code. Codes are client configured.			
Rating	/Transactions/Tran saction/Reviews/R evRating/	char	6	Υ	Υ	Codes are setup in the System Configuration > Business Rules > Review Ratings page. You will need to provide valid values to Vendor.			
	/Transactions/Tran saction/Reviews/R eviewType/					Requires a valid UKG Pro Review Type Code. Codes are client configured.			
Туре		char	6	Y	Y	Codes are setup in the System Configuration > Business Rules > Review Types page. You will need to provide valid values to Vendor.			
Турс	/Transactions/Tran saction/Reviews/R	CHai		1		valid valides to veridor.			
Reviewer	eviewer/	varchar	255	N	Α				
	/Transactions/Tran					Format: mm/dd/yyyy			
Next Review	saction/Reviews/N	dateti							
Date	extReviewDate/	me	10	N	Α				
	/Transactions/Tran								
	saction/ReviewNot								
Notes	es/	varchar	4000	N	Α				

Status and Key Date Changes

Comments/Special Instructions The data will process via the Change Status and Key Dates business process and part of the STATUS transaction type for changes. This is not used to terminate an employee; terminations are handled via the Terminate Employee transaction. This is not used to rehire a US/CAN employee; rehires are handled via the Hire transaction. This is not used to reactivate a Global employee; reactivations are handled via the Global Status Change transaction. Used primarily for changing an employee from Active to LOA or LOA back to Active (not Terminations). Also used for processing updates to Employment dates, Payroll Status Dates and Benefit Seniority. For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated. If a record is processed which resulted in no changes to the employee's record, the record's status on the Results page will display as 'Unchanged' and no workflow will be initiated.

Header and Trans	Header and Transaction Rules – Status and Key Dates								
Field Label	Required	XPath	Import Requirements						
TransactionType	Y	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:						
			Options	TRANSACTIONTYPE Value					
			Change Status and Key Dates	STATUS					
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	update.	ue to use to determine what employee to ed in the HR Interface for UKG Pro > Employee					

Header and Trans	saction Rule	s – Status and Key Dates	
Workflow	Α	/Transactions/Transaction/	If the Business Process has workflow approvals enabled, this will indicate
Approvals		Header/ApprovalRule/	whether to follow the configured (standard) workflow or to force auto-approval
			and not route it for approval(s).
			Available field options are outlined in the HR Interface for UKG Pro > Employee
			Key section.
Additional Data	Α		Supported
Platform	Α		Currently supported
Configuration			
Data			

Field Requiremen	Field Requirements – Status and Key Dates Records								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Include only fields that are part of the Change Status			
						& Key Dates transaction type.			
						Requires a valid UKG Pro Company Code. Codes are			
						client configured.			
	/Transactions/Tran								
	saction/KeyFields/					This field will be used with the Employee Key to know			
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.			
						This field will be used with the Company code to know			
						which record to update.			
	/Transactions/Tran								
	saction/KeyFields/I					One of the 4 options available as outlined in the			
Employee Key	dentifier/	varchar	50	N	Υ	Employee Key section above should be sent.			
	/Transactions/Tran					Format: mm/dd/yyyy			
	saction/Status/Dat	dateti							
Original hire	eOfOriginalHire/	me	10	N	Α				

Field Requiremen	ts – Status and Key Da	ates Reco	rds			
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements
Label		Туре		Table Validation		
	/Transactions/Tran					Must be equal to or greater than Original Hire date
	saction/Status/Dat	dateti				
Last hire	eOfLastHire/	me	10	N	Α	Format: mm/dd/yyyy
	/Transactions/Tran					Not compared to Original Hire - can be an older date
	saction/Status/Dat	dateti				
Seniority	eOfSeniority/	me	10	N	Α	Format: mm/dd/yyyy
	/Transactions/Tran					Must be equal to or greater than Original Hire date
	saction/Status/Dat	dateti				
Date in Job	eInJob/	me	10	N	Α	Format: mm/dd/yyyy
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/Status/Dat					
	eOfBenefitSeniorit	dateti				
Benefit seniority	у/	me	10	N	Α	
	/Transactions/Tran					Format: mm/dd/yyyy
Last Review	saction/Status/Dat					
Dates:	eOfLastSalaryRevie	dateti				
Salary	w/	me	10	N	Α	
	/Transactions/Tran					Format: mm/dd/yyyy
Next Review	saction/Status/Dat					
Dates:	eOfNextSalaryRevi	dateti				
Salary	ew/	me	10	N	Α	
	/Transactions/Tran					Format: mm/dd/yyyy
Last Review	saction/Status/Dat					
Dates:	eOfLastPerforman	dateti				
Performance	ceReview/	me	10	N	Α	
Next Review						Format: mm/dd/yyyy
Dates:	/Transactions/Tran	dateti				
Performance	saction/Status/Dat	me	10	N	Α	

Field Requireme	ents – Status and Key Da	ates Reco	rds			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	eOfNextPerforman ceReview/					
						Requires a valid UKG Pro Status Code. Codes are system delivered:
						Code Description
						A Active
						L Leave of absence
	/Transactions/Tran					O On strike
	saction/Status/Stat					R Released/laid off
Status	usCode/	char	1	Υ	Α	S Suspended
	/Transactions/Tran saction/Status/Stat	dateti				Required when status is changed Must be greater than the current status date. This should be the first date in this status.
Start	usStartDate/	me	10	N	Α	Format: mm/dd/yyyy
						Required when status is changed to L (leave of absence) Requires a valid UKG Pro Leave Reason Code. Codes are client configured.
	/Transactions/Tran					Codes are setup in the System Configuration > Business
Posson	saction/Status/OnL eaveReasonCode/	char	6	Υ	_	Rules > Leave Reasons page. You will need to provide valid values to Vendor.
Reason	eaverteasonCode/	char	6	ĭ	Α	valid values to veridor.

Field Requirements – Status and Key Dates Records								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import R	equirements	
						CAN only		
						Required	if Status = L, O, R, or S	
						If a ROE I	ssue Reason code is sent, the Record of	
							ent field will be automatically set to 'Y'.	
						then this Requires	ue Record of Employment field is checked, field is required. a valid UKG Pro ROE Issue Reason Code. e system delivered:	
						Code	Description	
						A00	Shortage of work / End of contract or season	
						A01	Employer bankruptcy or receivership	
						B00	Strike or lockout	
						D00	Illness or injury	
						E00	Quit	
						E02	Quit / Follow spouse	
						E03	Quit / Return to school	
						E04	Quit / Health reasons	
						E05	Quit / Voluntary retirement	
						E06	Quit / Take another job	
						E09	Quit / Employer relocation	
	/Transactions/Tran					E10	Quit / Care for dependent	
ROE Issue	saction/ROE/ROEIs					E11	Quit / To become self-employed	
Reason	sueReason/	char	3	Υ	Α	F00	Maternity	

Field Requiremen	ts – Status and Key Da	ates Reco	rds				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Re	equirements
						G00	Mandatory retirement
						G07	Retirement / Approved workforce
							reduction
						H00	Work-Sharing
						J00	Apprentice training
						K00	Other
						K12	Other / Change of payroll frequency
						K13	Other / Change of ownership
						K14	Other / Requested by Employment
							Insurance
						K15	Other/Canadian Forces – Queen's
							Regulations
						K16	Other / At the employee's request
						K17	Other / Change of Service Provider
						M00	Dismissal
						M08	Dismissal/Terminated in probationary period
						N00	Leave of absence
						P00	Parental
						Z00	Compassionate Care
						Requires a	a valid UKG Pro Code. Codes are system
						delivered:	
	/Transactions/Tran					Code	Description
Pay	saction/Status/IsA					Y	Yes
Automatically	utopaid/	char	1	Υ	Α	N	No
	/Transactions/Tran	dateti					nm/dd/yyyy
Anticipated end	saction/Status/Stat	me	10	N	Α		

Field Requiremen	ts – Status and Key Da	ates Reco	rds			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	usExpectedEndDat e/					
	/Transactions/Tran saction/Status/Pay					Format: mm/dd/yyyy
Pay suspended from	SuspendedFromDa te/	dateti me	10	N	A	
Pay suspended	/Transactions/Tran saction/Status/Pay	dateti				Required if Pay suspended from is provided
to	SuspendedToDate/	me	10	N	Α	Format: mm/dd/yyyy
	/Transactions/Tran saction/Status/Arr					Format: mm/dd/yyyy
Arrears suspended from	earsSuspendedFro mDate/	dateti me	10	N	A	
Arrears suspended to	/Transactions/Tran saction/Status/Arr earsSuspendedToD ate/	dateti	10	N	A	Required if Arrears suspended from is provided Format: mm/dd/yyyy
PTO suspended	/Transactions/Tran saction/Status/Acc rSuspTimePaidFro	dateti				Format: mm/dd/yyyy
from	mDate/ /Transactions/Tran saction/Status/Acc	me	10	N	Α	Required if PTO suspended from is provided
PTO suspended	rSuspTimePaidToD ate/	dateti me	10	N	Α	Format: mm/dd/yyyy
Retirement date	/Transactions/Tran	dateti	10	IN	<u> </u>	Format: mm/dd/yyyy
– Early	saction/Status/Dat	me	10	N	А	Torride. Tilliy day yyyy

Field Requiremen	ts – Status and Key Da	ates Reco	rds			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	eOfEarlyRetiremen t/					
Retirement date	/Transactions/Tran saction/Status/Dat	datati				Format: mm/dd/yyyy
Regular	eOfRegRetirement	dateti me	10	N	А	
- Negulai	7	IIIC		IV	A	Requires a valid UKG Pro Code. Codes are system delivered:
	/Transactions/Tran saction/Status/W2					Code Description Y Yes
Deceased	IsDeceased/	char	1	Υ	Α	N No
	/Transactions/Tran	dateti				Required when Deceased is checked (Y).
Date deceased	saction/Status/Dat eDeceased/	me	10	N	А	Format: mm/dd/yyyy
Date deceased		····c	10	··		Requires a valid UKG Pro Code. Codes are system delivered:
	/Transactions/Tran					Code Description
HCSO Not	saction/Status/HCS					Y Yes
Covered	ONotCovered/	char	1	Υ	Α	N No
	/Transactions/Tran saction/Status/HCS	dateti				This field is available when 'HCSO Not Covered' is checked (Y).
HCSO Start Date	OStartDate/	me	10	N	Α	Format: mm/dd/yyyy
	/Transactions/Tran saction/Status/HCS	dateti				This field is available when 'HCSO Not Covered' is checked (Y).
HCSO End Date	OEndDate/	me	10	N	Α	Format: mm/dd/yyyy

Status History Changes

Detail Record – Add/Update/Delete Status History

Comments/Special Instructions

The data processes via the Add/Change Status History business process and transaction type for this is Status History.

It is used to add, update or delete the employee status history based on a date. If the date is found in employee's history record, then the update transaction takes place. Otherwise, the record passed gets added in history. Dates are automatically computed and are not a part import process.

For delete, the transaction flag **must** be D. Records are deleted based on effective date, as configured.

Records that cannot be edited are when:

- 1) Original status history record (EshEditFlag = O or 0) cannot be updated
- 2) The top of stack record. For example, the record with the highest Status Start Date and if there are duplicates, then the record <<Top of Stack: Top EshSystemID>>

Header and Trans	leader and Transaction Rules – Add/Change Status History									
Field Label	Required	XPath	Import Requirements							
Transaction Type	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:							
			Options	TRANSACTIONTYPE Value						
			Add/Change Status History	STATUS HISTORY						
Identifier Rule	Υ	/Transactions/Transaction/	It will be used to identify the valu	ue to use to determine what employee to						
		Header/IdentifierRule/	update.							
			Available field options are outline	ed in the HR Interface for UKG Pro > Employee						
			Key section.							

Header and Transaction Rules – Add/Change Status History								
Approval Rule	Y	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.					

Field Requiremen	Field Requirements – Add/Change Status History Records							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Include only fields that are part of the Add/Change Status History transaction type.		
						Requires a valid UKG Pro Company Code. Codes are client configured.		
	/Transactions/Tran saction/KeyFields/					This field will be used with the Employee Key to know		
Company Code	CompanyCode/	string	5		Υ	which job record to update.		
						This field will be used with the Company code to know		
	/Transactions/Tran					which record to update.		
	saction/KeyFields/I					One of the 4 options available as outlined in the		
Identifier	dentifier/	string	50		Υ	Employee Key section above should be sent.		
						Transaction flag is to define the action to be performed		
						by the transaction. If you want to simply add/update a		
						record don't pass any value.		
	/Transactions/Tran							
	saction/StatusHist					To delete a record, then pass D:		
SHTransactionFla	ory/SHTransaction					<shtransactionflag>D</shtransactionflag>		
g	Flag	string	1		Α			

Field Requireme	Field Requirements – Add/Change Status History Records									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table						
				Validation						
						Requires a valid UKG Pro Status Code. Codes are system				
						delivered:				
						Code Description				
						A Active				
	/ - / -					L Leave of absence O On strike				
	/Transactions/Tran									
Status	saction/StatusHist	ctring	1		_	R Released/laid off S Suspended				
Status	ory/SHEmplStatus /Transactions/Tran	string	1		Α	It is the start date of the status passed. It is used to				
	saction/StatusHist					identify a record for update:				
	ory/SHStatusStart					dentity a record for apaate.				
Start Date	Date/	string	10		Υ	Format: mm/dd/yyyy				
	·					Required when status is changed to L (leave of				
						absence)				
						Requires a valid UKG Pro Leave Reason Code. Codes				
						are client configured.				
	/Transactions/Tran									
	saction/StatusHist					Codes are setup in the System Configuration > Business				
	ory/SHEmplStatus					Rules > Leave Reasons page. You will need to provide				
Reason	Reason	string	6		Α	valid values to Vendor.				

Job History Changes

Detail Record – Add/Update/Delete Job History Comments/Special Instructions The data processes via the Add/Change Job History business process and transaction type for this is Job History. It is used to add, update or delete the employee job history based on a date and passed transaction flag. When the Delete tag is enabled: 1) Record on the top of the stack for an employee cannot be deleted. 2) Record on the bottom of the stack for an employee cannot be deleted. 3) If a record is not found then, the delete record won't be processed for that employee. 4) If there are multiple records found to date for an employee, then delete the one as per the latest audit key. 5) If DeleteAll=ON and flag is D, then deletion will remove all records matching the effective date passed for an employee. Note: When the UTA product key is enabled, the Job History Import is disabled to avoid changes when retro pay is on.

Header and Trans	Header and Transaction Rules – Add/Change Job History										
Field Label	Required	XPath	Import Requirements								
Transaction Type	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:								
			Options	TRANSACTIONTYPE Value							
			Add/Change Job History	JOB HISTORY							
Identifier Rule	Υ	/Transactions/Transaction/	It will be used to identify the valu	ue to use to determine what employee to							
		Header/IdentifierRule/	update.								
			Available field options are outline	ed in the HR Interface for UKG Pro > Employee							
			Key section.								

Header and Tran	saction Rule	es – Add/Change Job History	
Approval Rule	Y	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee
			Key section.
DeleteAllRule	N	/Transactions/Transaction /Header/ DeleteAllRule/	If in the Business Process it enabled (DeleteAll Tag 'ON') and the transaction flag is D, this will allow deleting all records matching an effective date for an employee.
			When the DeleteAll Tag is 'OFF' and Transaction flag is 'D' then the top most record (or record with highest Audit Key) matching Effective Date is deleted.
			This functionality is only applicable to use with XML and is not supported in CSV based import.

Field Requiremen	Field Requirements – Add/Change Job History Records								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Include only fields that are part of the Add/Change			
						Job History transaction type.			
						Requires a valid UKG Pro Company Code. Codes are			
						client configured.			
	/Transactions/Tran								
	saction/KeyFields/					This field will be used with the Employee Key to know			
Company Code	CompanyCode/	string	5		Υ	which job record to update.			
	/Transactions/Tran					This field will be used with the Company code to know			
	saction/KeyFields/I					which record to update.			
Identifier	dentifier/	string	50		Υ				

Field Requiremen	ts - Add/Change Job	History Re	ecords			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						One of the 4 options available as outlined in the
						Employee Key section above should be sent.
						Defines the start date of the job in historical records.
	/Transactions/Tran saction/KeyFields/					It is used to identify employee historical record for update/delete. If no matching effective date is found
Effective Date	EffectiveDate/	String	10		Υ	when updating, it simply adds a record.
						Transaction flag is to define the action to be performed by the transaction.
						To add/update a record, do not pass any value or pass: <jhtransactionflag>A</jhtransactionflag>
						To delete a record, then pass D: <jhtransactionflag>D</jhtransactionflag>
						If DeleteAllRule=ON but the transaction flag is blank, then record will get added.
						To update a record, then pass U: <jhtransactionflag>U</jhtransactionflag>
	/Transactions/Tran					
JHTransactionFla	saction/JobHistory					If the record passed is for update, but the effective date
g	/JHTransactionFlag	string	1		Α	does not exist, then record will be added.
Joh Changa	/Transactions/Tran					Requires a valid UKG Pro Job Change Reason Code.
Job Change	saction/JobHistory					Codes are client configured. Codes are setup in the Job
Reason	/JHReason	string	6		Α	Change Reasons page (Menu > System Configuration >

Field Requireme	nts - Add/Change Job	History R	ecords			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Business Rules > Job Change Reasons). You will need to provide valid values to Vendor. If the reason codes are 100, 101, TRI, or TRO, then restrict delete based on icvConfigSettingValue in table ImportTool_ConfigSettings.
						Available when you have configured Job Groups.
						Requires a valid UKG Pro Job Group Code. Codes are client configured.
						If the employee's new job belongs to a job group, then the Import Tool will auto assign the job group. If the job is included in several job groups, the first job group found will be assigned. If you do not want to assign a job group to the employee, then an empty tag/element must be sent in the file.
	/Transactions/Tran					Codes are setup in the Menu > System Configuration > Business Rules > Job Groups page.
Job Group	/JHJobGroupCode	string	5			You will need to provide valid values to Vendor.
·	/Transactions/Tran saction/JobHistory					Not required if using Position Management. Required if a job change occurs that includes a Job Group change where the Job Code is not in that new Job Group.
Job		String	8			

Field Requiremen	nts – Add/Change Job	History Re	cords			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Requires a valid UKG Pro Job Code. Codes are client configured. Codes are setup in the Menu > System Configuration > Business Rules > Jobs page.
Alternate title	/Transactions/Tran saction/JobHistory /JHAlternateJobTitl e	String	150			You will need to provide valid values to Vendor.
Salary Grade	/Transactions/Tran saction/JobHistory /JHSalaryGrade	String	6			
FLSA	/Transactions/Tran saction/JobHistory /JHFLSACategory	String	1			
Pay Group	/Transactions/Tran saction/JobHistory /JHPayGroup					Requires a valid UKG Pro Pay Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Pay Groups page.
		String	6			You will need to provide valid values to Vendor.
Pay Frequency	/Transactions/Tran saction/JobHistory /JHPayFrequency	String	1			
Scheduled Hours	/Transactions/Tran saction/JobHistory /JHScheduledWork Hours	Decima I	16			The hours scheduled for the employee's pay period/frequency. • If an employee is biweekly, the hours sent should correspond to a biweekly frequency (for example, 80).

Field Requiremen	nts – Add/Change Job	History Re	ecords					
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import I	Requirements	
						s e	•	reekly, then the hours sent to a weekly frequency (for
Status	/Transactions/Tran saction/JobHistory /JHEmplStatus	String	1					
Employee Type	/Transactions/Tran saction/JobHistory /JHEmployeeTypeC ode					are clien	t configured.	imployee Type Code. Codes tem Configuration > Business age.
		String	3			You will	need to provide v	alid values to Vendor.
Salary/Hourly	/Transactions/Tran					Requires	s a valid UKG Pro H	lourly/Salary Code. Codes are
	saction/JobHistory						delivered:	1
	/JHSalaryOrHourly					Code	Description	
						Н	Hourly	
	<u> </u>	String	1			S	Salaried	
Full Time/ Part	/Transactions/Tran					•		ull Time/Part Time Code.
Time	saction/JobHistory						re system delivere	d: 1
	/JHFullOrPartTime Code					Code	Description	
	Code	CL	4			P	Full time	
Annual Calami	/Transactions/Trans	String	1				Part Time	din alu
Annual Salary	/Transactions/Tran saction/JobHistory						r" will be set accor	aingry.]
	/JHAnnualSalary	Docime				Code	Description	
	/ Ji iAiiiiuaisaiai y	Decima	16			Y	Year	
		I	16					

Field Requiremen	nts – Add/Change Job	History Re	cords			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Can send up to 4 decimals places. Format nnnnnnnnn Either Hourly Pay Rate OR Annual Salary should be sent, not both.
						Note : This value is automatically defaulted if using Pay Scale Functionality.
Hourly PayRate	/Transactions/Tran saction/JobHistory /JHHourlyPayRate	Decima I	16			The "Per" will be set accordingly. Code Description H Hour Can send up to 4 decimals places. Format nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
Location	/Transactions/Tran saction/JobHistory /JHLocationCode	String	6			
Shift	/Transactions/Tran saction/JobHistory /JHShiftCode	String	2			

Field Requiremen	ts – Add/Change Job	History R	ecords			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
ShiftGroupCode	/Transactions/Tran saction/JobHistory /JHShiftGroupCode					
Supervisor Id	/Transactions/Tran saction/JobHistory /JHSupervisorId	String	12			The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID).
Supervisor Not In List	/Transactions/Tran saction/JobHistory /JHSupervisorNotI nList	String	1			
SupervisorFirstN ame	/Transactions/Tran saction/JobHistory /JHSupervisorFirst Name	String	20			
SupervisorLastNa me	/Transactions/Tran saction/JobHistory /JHSupervisorLast Name	String	30			
SupervisorComp anyCode	/Transactions/Tran saction/JobHistory /JHSupervisorCom panyCode	String	5			
Project	/Transactions/Tran saction/JobHistory /JHProjectCode	String	15			Requires a valid UKG Pro Project Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Projects page. You will need to provide valid values to Vendor

Field Requiremen	ts - Add/Change Job	History Re	ecords			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
Local Union	/Transactions/Tran saction/JobHistory /JHLaborUnionLoc alCode	String	12			Available when client has configured using Unions. Requires a valid UKG Pro Union Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Labor Union page. You will need to provide valid values to Vendor
National Union	/Transactions/Tran saction/JobHistory /JHLaborUnionNati onalCode	String	12			Available when client has configured using Unions. Requires a valid UKG Pro Union Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Labor Union page. You will need to provide valid values to Vendor.
JHOrgLevel1Cod e	/Transactions/Tran saction/JobHistory /JHOrgLevel1Code	String	6			If using Position Management and the position is configured to set Org Level 1 and not provided, field will default based on Position sent. Requires a valid UKG Pro Org Level (1) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor
JHOrgLevel2Cod e	/Transactions/Tran saction/JobHistory /JHOrgLevel2Code	String	6			If using Position Management and the position is configured to set Org Level 1 and not provided, field will default based on Position sent. Requires a valid UKG Pro Org Level (1) Code. Codes are client configured. Codes are setup in the System

Field Requiremen	ts - Add/Change Job	History Re	ecords			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Configuration > Business Rules > Client Org Level Name page.
						You will need to provide valid values to Vendor
JHOrgLevel3Cod e	/Transactions/Tran saction/JobHistory /JHOrgLevel3Code	String	6			If using Position Management and the position is configured to set Org Level 1 and not provided, field will default based on Position sent. Requires a valid UKG Pro Org Level (1) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page.
						You will need to provide valid values to Vendor
JHOrgLevel4Cod e	/Transactions/Tran saction/JobHistory /JHOrgLevel4Code	String	6			If using Position Management and the position is configured to set Org Level 1 and not provided, field will default based on Position sent.
						Requires a valid UKG Pro Org Level (1) Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor
JHOtherRate1	/Transactions/Tran saction/JobHistory /JHOtherRate1	Decima I	19			Available when client has configured using Other Rates. Can send up to 4 decimals places.

Field Requirements – Add/Change Job History Records								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						Format nnnnnnnnnnnnn		
JHOtherRate2	/Transactions/Tran	Decima	19			Available when client has configured using Other Rates.		
	saction/JobHistory	1						
	/JHOtherRate2					Can send up to 4 decimals places.		
						Format nnnnnnnnnnnnn		
JHOtherRate3	/Transactions/Tran	Decima	19			Available when client has configured using Other Rates.		
	saction/JobHistory	1						
	/JHOtherRate3					Can send up to 4 decimals places.		
						Format nnnnnnnnnnnnn		
JHOtherRate4	/Transactions/Tran	Decima	19			Available when client has configured using Other Rates.		
	saction/JobHistory	I						
	/JHOtherRate4					Can send up to 4 decimals places.		
						Format nnnnnnnnnnnnn		
Variable Pay	/Transactions/Tran	String	6					
Plan	saction/JobHistory							
	/JHVarPayPlanCod							
	e							
IsJobChange	/Transactions/Tran	String	1			Value as Y or N		
	saction/JobHistory							
	/JHIsJobChange							
IsSalaryChange	/Transactions/Tran	String	1			Value as Y or N		
	saction/JobHistory							
_	/JHIsSalaryChange							
IsOrgChange	/Transactions/Tran	String	1			Value as Y or N		
	saction/JobHistory							
	/JHIsOrgChange							

Field Requiremen	Field Requirements – Add/Change Job History Records								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
IsTransfer	/Transactions/Tran saction/JobHistory /JHIsTransfer	String	1			Value as Y or N			
IsPromotion	/Transactions/Tran saction/JobHistory /JHIsPromotion	String	1			Value as Y or N			
PaymentsPerYea r	/Transactions/Tran saction/JobHistory /JHPaymentsPerYe ar	Int	2			Global only Requires a valid UKG Pro Code. This is required when the pay frequency is Monthly. Codes are system delivered: Codes 12 13 14 15			
PayScale	/Transactions/Tran saction/JobHistory /JHPayScale	String	6			Only applicable when client has configured using Pay Scales and the job code is setup using Pay Scales. Required if changing job from one without a Pay Scale to one that uses Pay Scales. Requires a valid UKG Pro Pay Scale Code. Codes are client configured. Codes are setup in the Menu > System Configuration > Business Rules > Pay Scales page. You will need to provide valid values to Vendor			

Field Requirements – Add/Change Job History Records									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
SalaryStep	/Transactions/Tran saction/JobHistory /JHSalaryStep	String	2			Only applicable when client has configured using Pay Scales and the job code is setup using Pay Scales. Required if changing job from one without a Pay Scale to one that uses Pay Scales. Requires a valid UKG Pro Pay Scale Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Pay Scales page. You will need to provide valid values to Vendor. Note: When the Pay Step is sent, the pay rate will be automatically calculated and set on the employee record.			
PiecePayRate	/Transactions/Tran saction/JobHistory /JHPiecePayRate	Decima I	16						
Notes	/Transactions/Tran saction/JobHistory /JHNotes	String	4000						
IsViewableByEm ployee	/Transactions/Tran saction/JobHistory /JHIsViewableByE mployee	String	1						

Terminations

Detail Record – Terminate Employee

Comments/Special Instructions

The data will process via the Terminate Employee business process and part of the TERMINATION transaction type for changes.

When terminations are processed, stop dates in UKG Pro for Benefits/Deductions will be populated, based on the Deduction/Benefit rules that have been set up in the UKG Pro system.

Fields listed below as required are for Terminating an employee. If you are modifying a termination record, in addition to the EE/Company identifier fields, the only fields required are:

- Termination Date (DateOfTermination)
- Paid Thru (DatePaidThru)
- Termination Reason (TermReasonCode)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Header and Transa	Header and Transaction Rules – Terminate Employee Records										
Field Label	Required	XPath	Import Requirements								
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:								
			Options	TRANSACTIONTYPE Value							
			Terminate Employee	TERMINATION							
EmployeeKey	Υ	/Transactions/Transaction/	•	ue to use to determine what employee to							
		Header/IdentifierRule/	update.								
			Available field options are outlined in the HR Interface for UKG Pro >								
			Employee Key section.								

Header and Transac	Header and Transaction Rules – Terminate Employee Records									
Field Label	Required	XPath	Import Requirements							
Workflow	Α	/Transactions/Transaction/	If the Business Process has workflow approvals enabled, this will indicate							
Approvals		Header/ApprovalRule/	whether to follow the configured (standard) workflow or to force auto-							
			approval and not route it for approval(s).							
			Available field options are outlined in the HR Interface for UKG Pro >							
			Employee Key section.							
Additional Data	Α		Supported							
Platform	Α		Currently supported							
Configuration Data										

Field Requirements – Terminate Employee Records									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Includes only fields that are part of the Terminate			
						Employee transaction type.			
						Requires a valid UKG Pro Company Code. Codes are			
						client configured.			
	/Transactions/Tran								
	saction/KeyFields/					This field will be used with the Employee Key to know			
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.			
						This field will be used with the Company code to know			
	/Transactions/Tran					which record to update. One of the 4 options available			
	saction/KeyFields/I					as outlined in the Employee Key section above should			
Employee Key	dentifier/	varchar	50	N	Υ	be sent.			
	/Transactions/Tran					Date must be later than Date of Last Hire			
	saction/Terminatio					Format: mm/dd/yyyy			
	nInfo/DateOfTermi	dateti							
Termination date	nation/	me	10	N	Υ				

Field Requirement	Field Requirements – Terminate Employee Records									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
	/Transactions/Tran saction/Terminatio nInfo/LastDateWor	dateti	10	N		Defaults to termination date if not provided. Format: mm/dd/yyyy				
Last day worked Paid Thru	ked/ /Transactions/Tran saction/Terminatio nInfo/DatePaidThr u/	me dateti me	10	N	Y	Defaults to termination date if not provided. Format: mm/dd/yyyy				
	/Transactions/Tran saction/Terminatio					Requires a valid UKG Pro Termination Reason Code. Codes are client configured. Codes are setup in the System Configuration > Business				
Termination reason	nInfo/TermReason Code/	char	6	Υ	Υ	Rules > Termination Reasons page. You will need to provide valid values to Vendor.				
Eligible for rehire	/Transactions/Tran saction/Terminatio nInfo/EligibleForRe hire/	char	1	Υ	А	Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No				
ROE Issue	/Transactions/Transaction/ROE/ROEIs					CAN only When Issue Record of Employment field is checked, then this field is required. Requires a valid UKG Pro ROE Issue Reason Code. Codes are system delivered:				
Reason	sueReason/	char	3	Υ	Α	Code Description				

Field Requirements – Terminate Employee Records									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Ro	Import Requirements		
						A00	Shortage of work / End of contract or season		
						A01	Employer bankruptcy or receivership		
						B00	Strike or lockout		
						D00	Illness or injury		
						E00	Quit		
						E02	Quit / Follow spouse		
						E03	Quit / Return to school		
						E04	Quit / Health reasons		
						E05	Quit / Voluntary retirement		
						E06	Quit / Take another job		
						E09	Quit / Employer relocation		
						E10	Quit / Care for dependent		
						E11	Quit / To become self-employed		
						F00	Maternity		
						G00	Mandatory retirement		
						G07	Retirement / Approved workforce reduction		
						H00	Work-Sharing		
						J00	Apprentice training		
						K00	Other		
						K12	Other / Change of payroll frequency		
						K13	Other / Change of ownership		
						K14	Other / Requested by Employment		
							Insurance		
						K15	Other/Canadian Forces – Queen's Regulations		
						K16	Other / At the employee's request		

Field Requirements – Terminate Employee Records								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						K17	Other / Change of Service Provider	
						M00	Dismissal	
						M08	Dismissal/Terminated in probationary period	
						N00	Leave of absence	
						P00	Parental	
						Z00	Compassionate Care	
						delivered:	valid UKG Pro Code. Codes are system	
						Code	Description	
						Υ	Yes	
						N	No	
Inactivate autopay	/Transactions/Tran saction/Terminatio nInfo/InactiveateA utoPay/ /Transactions/Tran	char	1	Υ	А	and Inactive be turned Autopay fin field/elem Note the ethe XSD (In	e employee does not currently have autopay, vate Autopay is sent as (N), then autopay will on. If you do not want the Inactivate eld changed, then do not send the ent. element name (XPath) does match what is in nactiveateAutoPay).	
	saction/Terminatio					delivered:	valid ONG 110 Code. Codes are system	
Eligible for	nInfo/EligibleForSe					aciiverea.		
severance	verance/	char	1	Υ	Α	Code	Description	

Field Requirement	ts – Terminate Emplo	yee Recor	rds					
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Υ	Yes	
						N	No	
	/Transactions/Tran					Requires a delivered:	a valid UKG Pro Code.	Codes are system
	saction/Terminatio					Code	Description	
Inactivate direct	nInfo/DirectDeposi					Υ	Yes	
deposit	tlnactive/	char	1	Υ	Α	N	No	
COBRA qualifying event	/Transactions/Tran saction/Terminatio nInfo/IsCobraQuali fying/	char	1	Y	А	Requires a delivered: Code Y N	Description Yes No	Codes are system
Occurred on	/Transactions/Tran saction/Terminatio nInfo/CobraDateOf Event/	dateti me	10	N	А	Format: n	nm/dd/yyyy	
	/Transactions/Tran saction/Terminatio nInfo/CobraReaso					Codes are Codes are Rules > Be	client configured. setup in the System Cenefit Change Reasons	t Change Reason Code. Configuration > Business page. You will need to
Due to	n/	char	6	Υ	Α	provide va	alid values to Vendor.	
Notes	/Transactions/Tran saction/Terminatio nInfo/TermNote/	varchar	4000	N	A			

Name, Address or Phone Changes

Detail Record – Name, Address or Phone Changes							
Comments/Special Instructions	The data will process via the Change Name, Address and Telephone Business Process and part of the NAMEADDRESS transaction type for changes						
	An address change might impact resident taxes. SmartTax can be leveraged within the integration to assist with Workin and Resident Tax default values if the service is turned on and configured. The import will be able to utilize this service.						
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.						

Header and Transaction Rules – Name, Address or Phone Changes									
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:						
			Options	TRANSACTIONTYPE Value					
			Name, Address or Phone Changes	NAMEADDRESS					
EmployeeKey	Υ	/Transactions/Transaction/ Header/IdentifierRule/	It will be used to identify the value to use to determine what employee to update.						
			Available field options are outlined in	the HR Interface for UKG Pro > Employee					
			Key section.	' '					
Workflow	Α	/Transactions/Transaction/	If the Business Process has workflow a	pprovals enabled, this will indicate					
Approvals		Header/ApprovalRule/	whether to follow the configured (star	ndard) workflow or to force auto-approval					
			and not route it for approval(s).						
			Available field entires are evitined in	the LID later fore for LIVC Dreek Francisco					
			·	the HR Interface for UKG Pro > Employee					
			Key section.						

Header and Trans	Header and Transaction Rules – Name, Address or Phone Changes							
Field Label	Required	XPath Import Requirements						
Additional Data	Α		Supported					
Platform	Α		Currently supported					
Configuration								
Data								

Field Requirem	Field Requirements – Name, Address or Phone Changes							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						Includes only fields that are part of the Name,		
						Address, Phone transaction type.		
						Requires a valid UKG Pro Company Code. Codes are		
						client configured.		
	/Transactions/Transac							
	tion/KeyFields/Compa					This field will be used with the Employee Key to know		
Company	nyCode/	char	5	Υ	Υ	which job record to update.		
						This field will be used with the Company code to know		
	/Transactions/Transac					which record to update. One of the 4 options available		
	tion/KeyFields/Identifi					as outlined in the Employee Key section above should		
Employee Key	er/	varchar	50	N	Υ	be sent.		
	/Transactions/Transac					Format: mm/dd/yyyy		
	tion/KeyFields/Effecti	datetim						
Effective date	veDate/	е	10	N	Α	If not provided, it will default to the current date		
	/Transactions/Transac					US/CAN: Page length is restricted to 20; data provided		
	tion/Personal/NameFi					longer will be truncated		
First name	rst/	varchar	100	N	Α			
	/Transactions/Transac					US/CAN: Page length is restricted to 20; data provided		
	tion/Personal/NameM					longer will be truncated		
Middle name	iddle/	varchar	50	N	Α			

Field Requirem	ents – Name, Address or	Phone Cha	anges			
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements
Label		Туре		Table Validation		
	/Transactions/Transac					US/CAN: Page length is restricted to 30; data provided
	tion/Personal/NameL					longer will be truncated
Last name	ast/	varchar	100	N	Α	
						Requires a valid UKG Pro Prefix Code. Code value is
						restricted to 4. Codes are client configured.
	/Transactions/Transac					Codes are setup in the System Configuration > Business
	tion/Personal/NamePr					Rules > Name Prefix page. You will need to provide
Prefix	efixCode/	varchar	4	Υ	Α	valid values to Vendor.
	/Transactions/Transac					US/CAN: Page length is restricted to 20; data provided
Preferred	tion/Personal/NamePr					longer will be truncated
name	eferred/	varchar	100	N	Α	
	/Transactions/Transac					US/CAN: Page length is restricted to 30; data provided
	tion/Personal/NameF					longer will be truncated
Former last	ormer/	varchar	100	N	Α	
						Requires a valid UKG Pro Suffix Code. Code value is
						restricted to 5. Codes are client configured.
	/Transactions/Transac					Codes are setup in the System Configuration > Business
	tion/Personal/NameS					Rules > Name Suffix page. You will need to provide
Suffix	uffixCode/	varchar	5	Υ	Α	valid values to Vendor.
	/Transactions/Transac					US/CAN: Page length is restricted to 30; data provided
	tion/PrimaryAddress/					longer will be truncated
Address	AddressLine1/	varchar	255	N	Α	
	/Transactions/Transac					US/CAN: Page length is restricted to 30; data provided
	tion/PrimaryAddress/					longer will be truncated
Address line 2	AddressLine2/	varchar	255	N	Α	

Field Requireme	Field Requirements – Name, Address or Phone Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
City	/Transactions/Transac tion/PrimaryAddress/ AddressCity/	varchar	255	N	A	US/CAN: Page length is restricted to 30; data provided longer will be truncated		
						Requires a valid UKG Pro State/Province Code. US/CAN Code value is restricted to 2. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business		
State/Province (Resident Tax	/Transactions/Transac tion/PrimaryAddress/					Rules > Countries (and States/Provinces/Regions/Districts) page. You will need		
State)	AddressStateCode/ /Transactions/Transac	varchar	6	Υ	A	to provide valid values to Vendor. US/CAN: Page length is restricted to 10; data provided longer will be truncated		
Zip/Postal code	tion/PrimaryAddress/ AddressZipCode/	varchar	50	N	A	Format US: nnnnn or nnnnnnnnn Format CAN: ananan		
Code	/ Address2ipeode/	Varcitat	30	N .	, , , , , , , , , , , , , , , , , , ,	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.		
						Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.		
Country	/Transactions/Transac tion/PrimaryAddress/ AddressCountryCode/	char	3	Υ	A	If the country is not sent for a USA Company, then this field will be defaulted to USA.		

Field Requireme	ents – Name, Address or	Phone Cha	anges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements	
County	/Transactions/Transac tion/PrimaryAddress/ AddressCounty/	varchar	255	N	A	US/CAN: Page length is restricted to 30; data provided longer will be truncated	
	/Transactions/Transac tion/Personal/PhoneH		50	N		US/CAN: Page length is restricted to 10; data provided longer will be truncated	
Home phone	omeNumber/ /Transactions/Transac	varchar	50	N	A	Format US/CAN: nnnnnnnnn Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business Rules > Countries (and	
Home phone country code	tion/Personal/PhoneH omeCountryCode/	char	3	Υ	A	States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.	
	/Transactions/Transac tion/Personal/PhoneH					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No	
Private	omePrivate/	char	1	Υ	Α		
Primary e-mail	/Transactions/Transac tion/Personal/Address Email/	varchar	50		A		
	/Transactions/Transac tion/Personal/PhoneB					US/CAN: Page length is restricted to 10; data provided longer will be truncated	
Work phone	usinessNumber/	varchar	50	N	Α		

Field Requireme	ents – Name, Address or	Phone Cha	anges			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Format US/CAN: nnnnnnnnn
Extension	/Transactions/Transac tion/Personal/PhoneB usinessExtension/	varchar	10	N	A	
Extension	usinessextensiony	varciiai	10	IV	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business
Work phone country code	/Transactions/Transac tion/Personal/PhoneB usinessCountryCode/	char	3	Υ	A	Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.
Alternate e- mail	/Transactions/Transac tion/Personal/Alterna teEmail/	varchar	50	N	A	
Mailstop	/Transactions/Transac tion/Personal/MailSto p/	char	10	N	A	
						Requires a valid UKG Pro Distribution Center Code. Codes are client configured.
Distribution center	/Transactions/Transac tion/Personal/Distribu tionCenter/	char	6	Υ	A	Codes are setup in the System Configuration > Business Rules > Distribution Centers page. You will need to provide valid values to Vendor.
	/Transactions/Transac tion/Personal/Marital					Requires a valid UKG Pro Marital Status Code. Some codes are system delivered: Code Description
Marital Status	StatusCode/	Char	1	Υ	Α	D Divorced

Field Requireme	Field Requirements – Name, Address or Phone Changes								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						M	Married		
						S	Single		
						W	Widow(er)		
						Z	None		
							•	onfiguration > Business	
						Rules > Mai	rital Status page. Υοι	u will need to provide	
						valid values	to Vendor.		

I-9 Changes

Detail Record – I-9 Changes							
Comments/Special Instructions	The data will process via the Change I9 Business Process and part of the I9 transaction type for changes.						
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.						

Header and Trans	Header and Transaction Rules – I-9 Changes									
Field Label	Required	XPath	Import Requirements							
TransactionType	Υ	/Transactions/Transaction/Header /TransactionType/	Identifies the type of transaction to process. Available field options are:							
			Options	TRANSACTIONTYPE Value						
			I-9 Changes	19						
EmployeeKey	Υ	/Transactions/Transaction/Header	It will be used to identify the value	e to use to determine what employee						
		/IdentifierRule/	to update.							

Header and Trans	Header and Transaction Rules – I-9 Changes								
Field Label	Required	XPath	Import Requirements						
			Available field options are outlined in the HR Interface for UKG Pro >						
			Employee Key section.						
Workflow	Α	/Transactions/Transaction/Header	If the Business Process has workflow approvals enabled, this will indicate						
Approvals		/ApprovalRule/	whether to follow the configured (standard) workflow or to force auto-						
			approval and not route it for approval(s).						
			Available field options are outlined in the HR Interface for UKG Pro >						
			Employee Key section.						
Additional Data	Α		Supported						
Platform	Α		Not currently supported						
Configuration									
Data									

Field Requireme	ield Requirements – I-9 Changes								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Includes only fields that are part of the I9			
						transaction type.			
						Requires a valid UKG Pro Company Code. Codes			
						are client configured.			
	/Transactions/Transaction								
	/KeyFields/CompanyCode					This field will be used with the Employee Key to			
Company	/	char	5	Υ	Υ	know which job record to update.			
						This field will be used with the Company code to			
						know which record to update. One of the 4			
	/Transactions/Transaction					options available as outlined in the Employee Key			
Employee Key	/KeyFields/Identifier/	varchar	50	N	Υ	section above should be sent.			
	/Transactions/Transaction					Requires a valid UKG Pro Code. Codes are system			
Verified	/I9/I9VerifiedCode/	char	1	Υ	Α	delivered:			

Field Requireme	ents – I-9 Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Code Description Y Yes N No P Pending		
Work	/Transactions/Transaction					Requires a valid UKG Pro Code. Codes are system delivered: Code Description U A citizen of the United States P A lawful permanent resident N A noncitizen national of the United States		
authorization Document number	/I9/I9WorkAutorization/ /Transactions/Transaction /I9/I9DocumentNumber/	char	20	N	A	A An alien authorized to work		
Expiration date	/Transactions/Transaction /I9/I9ExpirationDate/	datetim e	10	N	А	Format: mm/dd/yyyy Requires a valid UKG Pro Code. Codes are system delivered:		
Document A	/Transactions/Transaction /I9/I9DocACode/	char	2	Υ	А	Code Description A1 United States Passport A2 United States Passport card A4 Foreign passport with I-551 stamp Permanent resident card or alien registration receipt card (Form I-551)		

Field Requireme	ents – I-9 Changes						
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requ	irements
						A6 [Passport from the Federated States of Micronesia with Form I-94
							Passport from the Federated States of Micronesia with Form I-94A
							Passport from the Republic of the Marshall Islands with Form I-94
							Passport from the Republic of the Marshall Islands with Form I-94A
							Foreign passport with I-551 printed notation on visa
						AB I	Foreign passport with a Form I-94
							Employment Authorization Document with photograph – Form I-766
						AD F	Foreign passport with a Form I-94A
						t	Arrival portion of the Form I-94 with a cemporary I-551 stamp and cohotograph affixed
						á	Arrival portion of the Form I-94A with temporary I-551 stamp and photograph affixed
						F	Form I-94 with an unexpired refugee admission stamp
							Form I-94A with an unexpired refugee admission stamp
							EAD (Form I-766) – Expired with Form -797C
	/Transactions/Transaction					Required if D	ocument A is not provided
Document B	/I9/I9DocBCode/	char	2	Υ	Α		

Field Requireme	ents – I-9 Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Requires a delivered:	valid UKG Pro Code. Codes are system	
						Code	Description	
						B2	Federal ID - Identification card for use of resident citizen in the U.S. (I-179)	
						В3	Driver's license issued by a U.S. State or U.S. outlying possession	
						B4	ID card issued by a U.S. State or U.S. outlying possession	
						B5	ID card issued by federal agencies	
						B6	ID card issued by state agencies	
						B7	ID card issued by local agencies	
						B8	School ID with photograph	
						B9	Voter registration card	
						ВА	U.S. military card	
						ВВ	U.S. military draft record	
						ВС	Military dependent's ID card	
						BD	U.S. Coast guard merchant mariner card	

Field Requireme	ents – I-9 Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						BE Native american tribal document BF Driver's license issued by a Canadian government authority BG School record BH School report card BI Clinic record BJ Doctor record BK Hospital record BL Day-care record BM Nursery school record BN Minor-No ID BO Disabled-No ID Required if Document A is not provided		
Document C	/Transactions/Transaction /I9/I9DocCCode/	char	2	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code Description		

Field Requireme	ents – I-9 Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						C1	U.S. social security account number card issued by the Social Security Administration	
						C2	Certification of birth abroad issued by department of state - Form FS-545	
						C3	Certification of report of birth issued by department of state - Form DS-1350	
						C4	Birth certificate issued by a state or territory of the U.S. bearing a seal	
						C5	Birth certificate issued by an outlying possession of the U.S. bearing a seal	
						C6	Birth certificate issued by a county or municipal authority of the United States bearing a seal	
						C7	Native American tribal document	
						C8	U.S. Citizen ID card - Form - 197	
						C9	ID card for use of resident citizen - Form I-179	
						CA	EAD issued by DHS - Form I-94	
						СВ	EAD issued by DHS - Form I-94 with Form I-797	
						СС	EAD issued by DHS - Form DS-2019 with I-94 and a letter from the exchange program	

Field Requireme	ents – I-9 Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						CD	EAD issued by DHS - Form I-20 ID plus I-94 and letter from the school	
						CE	EAD issued by DHS - Form I-94A	
						CF	EAD issued by DHS - Form I-94A with Form I-797	
						CG	EAD issued by DHS - Form DS-2019 with I-94A and a letter from the exchange program	
						СН	EAD issued by DHS - Form I-20 ID plus I-94A and letter from the school	
						CI	EAD issued by DHS – other	
						CJ	EAD issued by DHS - Form I-94 with Form I-797A	
						СК	EAD issued by DHS - Form I-94A with Form I-797A	
						CL	EAD issued by DHS - Form I-94 with Form i-797B	
						СМ	EAD issued by DHS - Form I-94A with Form I-797B	
						CN	EAD issued by DHS - Form I-94 with Form I-797C	
						СО	EAD issued by DHS - Form I-94A with Form I-797C	
						СР	Certificate of U.S. Citizenship - Form N-560	
						CQ	Certificate of U.S. Citizenship - Form N-561	

Field Requireme	Field Requirements – I-9 Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						CR CS CT	Certificate of Naturalization - Form N-550 Certificate of Naturalization - replacement Form N-570 EAD issued by DHS- re-entry permit Form I-327			

National ID Changes

Detail Record – Nation	Detail Record – National ID Changes							
Comments/Special Instructions	The data will process via the Change National ID (SSN/SIN) business process and part of the NATIONALID transaction type for changes.							
	This business process is used to update SSN or SIN. Although, this type of change cannot be done for Global employees via the web pages, It can be used to update global EE National ID.							
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.							

Header and Trans	Header and Transaction Rules – National ID Changes								
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/	Identifies the type of transaction to process. Available field options are:						
		Header/TransactionType/							
			Options	TRANSACTIONTYPE Value					
			National ID Changes	NATIONALID					

Header and Trans	action Rules	s – National ID Changes	
Field Label	Required	XPath	Import Requirements
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	It will be used to identify the value to use to determine what employee to update. Available field options are outlined in the HR Interface for UKG Pro > Employee
			Key section.
Workflow Approvals	A	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s).
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.
Additional Data	Α		Supported
Platform Configuration Data	А		Not currently supported

Field Requireme	Field Requirements – National ID Changes									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table						
				Validation						
						Includes only fields that are part of the				
						NATIONAL ID transaction type.				
						Requires a valid UKG Pro Company Code. Codes				
						are client configured.				
	/Transactions/Transaction									
	/KeyFields/CompanyCode					This field will be used with the Employee Key to				
Company	/	char	5	Υ	Υ	know which job record to update.				
	/Transactions/Transaction					This field will be used with the Company code to				
Employee Key	/KeyFields/Identifier/	varchar	50	N	Υ	know which record to update. One of the 4				

Field Requirem	Field Requirements – National ID Changes									
UKG Pro Field	Field	Length	Length Code I	Required	Import Requirements					
Label		Туре		Table						
				Validation						
						options available as outlined in the Employee Key				
						section above should be sent.				
						CAN and Global only				
						New SIN or National ID				
	/Transactions/Transaction									
National ID	/ID/NationalID/	varchar	50	N	Α	SIN Format: nnnnnnnn				
						US and CAN only				
						New SSN				
	/Transactions/Transaction									
SSN	/ID/SSN/	char	9	N	Α	Format: nnnnnnnn				
						CAN only				
	/Transactions/Transaction					Required when SIN is a temporary ID				
	/PrivateInfo/NationalIDEx	datetim								
Expiry Date	pireDate/	е	10	N	Α	Format mm/dd/yyyy				

Work Location and Work-in State Tax Changes

Comments/Special Instructions The data will process via the Add Work Location (USA) business process and part of the WORKLOCATION transaction type for changes. This business process is used to update Location and/or State work-in taxes for US employees only. This will handle changes to the current location as well as adding locations if the employee is to be taxed in multiple locations. A separate transaction type, TAXLOCATIONSETTING, will be used to pass data that will indicate an employee is to be taxed in multiple locations. A separate process will handle location changes for Canada. Global location changes are not currently supported. For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Header and Trans	Header and Transaction Rules – Work Location and Work-in State Tax Changes (USA)										
Field Label	Required	XPath	Import Requirements								
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:								
			Options	TRANSACTIONTYPE Value							
			Add Work Location	WORKLOCATION							
EmployeeKey	Υ	/Transactions/Transaction/	It will be used to identify the valu	ue to use to determine what employee to							
		Header/IdentifierRule/	update.								
			Available field options are outlined in the HR Interface for UKG Pro > Employee								
			Key section.								

Header and Trans	Header and Transaction Rules – Work Location and Work-in State Tax Changes (USA)									
Field Label	Required	XPath	Import Requirements							
Workflow	Α	/Transactions/Transaction/	If the Business Process has workflow approvals enabled, this will indicate							
Approvals		Header/ApprovalRule/	whether to follow the configured (standard) workflow or to force auto-approval							
			and not route it for approval(s).							
			Available field options are outlined in the HR Interface for UKG Pro > Employee							
			Key section.							
Additional Data	Α		Supported							
Platform	Α		Not currently supported							
Configuration										
Data										

Field Requirem	Field Requirements – Work Location and Work-in State Tax Changes (USA)									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table						
				Validation						
						Includes only fields that are part of the Work				
						Location transaction type.				
						Requires a valid UKG Pro Company Code. Codes				
						are client configured.				
	/Transactions/Transaction									
	/KeyFields/CompanyCode					This field will be used with the Employee Key to				
Company	/	char	5	Υ	Υ	know which job record to update.				
						This field will be used with the Company code to				
						know which record to update. One of the 4				
	/Transactions/Transaction					options available as outlined in the Employee Key				
Employee Key	/KeyFields/Identifier/	varchar	50	N	Υ	section above should be sent.				
	/Transactions/Transaction					Requires a valid UKG Pro Location Code. Codes are				
	/USTaxes/WorkInLocation					client configured.				
Location	Code/	char	6	Υ	Υ					

Field Requirem	Field Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
						Codes are setup in the System Configuration > Business Rules > Locations page. You will need to provide valid values to Vendor.			
						Requires a valid UKG Pro Code. Codes are system delivered:			
l						Code Description			
	/Transactions/Transaction					Y Yes N No			
Primary Work	/USTaxes/WorkInIsPrimar					IN INC			
Location	yLocation/	char	1	Υ	Α	If not provided, it will default to 'N'			
						Requires a valid UKG Pro Code. Codes are system delivered:			
						Code Description			
						Y Yes			
	/Transactions/Transaction					N No			
Active	/USTaxes/WorkInIsActiveL ocation/	char	1	Υ	А	If not provided, it will default to 'N'			
						US only			
						If not provided, it will follow UKG Pro default			
						Change, if not provided, it will default to			
	/Transactions/Transaction					employee's current setting for the first found			
Filing status	/USTaxes/WorkInFilingSta					matching state. If not in same state, then it will			
(State Work In)	tusCode/	char	1	Υ	Α	default to the employee's current setting for their			

Field Requireme	Field Requirements – Work Location and Work-in State Tax Changes (USA)									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						primary location state. If the current setting is not valid for that state it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered:				
						See Hires section for filing status list US only If not provided, it will follow UKG Pro default				
Total allowances claimed (State Work In)	/Transactions/Transaction /USTaxes/WorkInTotalAll owances/	int	3	N	A	Change, if not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults				
Additional Allowances (State Work In)	/Transactions/Transaction /USTaxes/WorkInAddition alAllowances/	int	3	N	А	US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults US only				
Additional amount withheld each paycheck (State Work In)	/Transactions/Transaction /USTaxes/WorkInAddition alAmountWithheld/	decimal	11	N	A	If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Format: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn				

Field Requireme	Field Requirements – Work Location and Work-in State Tax Changes (USA)									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
Employee claims exemption from withholding (blocked) (State Work In)	/Transactions/Transaction /USTaxes/WorkInEmploye eClaimsExemption/	char	1	Υ	A	If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If true, then employee taxes are blocked. WA State Only This is only allowed if the Work Location state is Washington (WA). If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes				
Exempt from WACRFEE	/Transactions/Transaction /USTaxes/ExemptFromTax	Char	1	N	А	N No				

Field Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field	XPath	Field	Length		Required	Import Requirements		
Label		Туре		Table				
				Validation				
						If true, then employee taxes are exempt.		
						US only		
						If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered:		
						Code Description Y Yes		
Employee has a lock-in letter	/Transactions/Transaction /USTaxes/WorkInLockInLe					N No		
(State Work In)	tter/	char	1	Υ	А			
						US only		
						If not provided, it will default to employee's current setting if the same state. If not, the same state it will follow UKG Pro defaults		
Select the						This is only required if the Work Location state is California (CA).		
correct state	/Transactions/Transaction					Codes are system delivered:		
plan (State Work In)	/USTaxes/WorkInStateTax Plan/	char	1	Υ	Α	Code Description		

Field Requireme	Field Requirements – Work Location and Work-in State Tax Changes (USA)									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Re	quirements			
Label		Туре		Table Validation						
				Validation		P F S S S S X S Y S f	State unem. (TPSP exempt from disability) Personal income tax only State disability and state unemployment State disability only (exempt from UI) State un. only (public entity EE only) State unem. (religious exempt from dis.) State unem. (sole stockhold exempt from dis.) Vol. disability and state unemployment Vol. disability only (exempt from UI)			
Select the correct disability plan (State Work In)	/Transactions/Transaction /USTaxes/WorkInStateTax DisabilityPlan/	char	1	Υ	A	current se state it wi This is onl California, Puerto Ric	vided, it will default to employee's atting if the same state. If not, the same II follow UKG Pro defaults y required if the Work Location state is Rhode Island, New York, New Jersey, so, or Washington. system delivered: Description			

Field Requirem	Field Requirements – Work Location and Work-in State Tax Changes (USA)										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements					
						S	State				
						Р	Private				
						R	New York Employer-Paid Plan				
						N	New York Employer–Employee Shared Plan				
						W	Washington Paid Medical				
							Leave Employer Share				
Select a Geographic code (State Work In)	/Transactions/Transaction /USTaxes/WorkInStateGe ographicCode/	char	2	Υ	Λ	current set state it will This is only Alaska. Codes are s	ded, it will default to employee's ting if the same state. If not, the same default to the first value in the list required if the Work Location state is system delivered:				
work inj	ographicCode/	cnar	2	Y	Α		ection for GEO codes list				
Select an occupational code (State Work In)	/Transactions/Transaction /USTaxes/WorkInStateOcc upationalCode/	varchar	10	Υ	A	current set	ded, it will default to employee's ting if the same state. If not, the same default to the first value in the list				

Field Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table Validation				
				Validation		This is only required if the Work Location state is Alaska or Louisiana. Codes are system delivered:		
						See Hires section for occupation code list US only		
Not subject to Tax (State	/Transactions/Transaction /USTaxes/WorkInNotSubj	char	1	V		If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No		
work-in)	ectToTax/	char	1	Υ	Α	LIConly		
Received a certificate of non-residence from this employee	/Transactions/Transaction /USTaxes/WorkInReciproc					US only If not provided, it will default to employee's current setting if in the same state. If not in the same state it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system		
(State Work In)	alAgreement/	char	1	Υ	Υ	delivered:		

Field Requireme	Field Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field	XPath	Field	Length		Required	Import Requirements			
Label		Туре		Table Validation					
				· unuudion		Code Description Y Yes N No			
						US only If not provided, it will get the resident LIT tax code and compare against location's resident LIT tax code and if the same, then 'R'. If not, then it will default to 'N'			
						Some jurisdictions have a work-in resident rate and a work-in non-resident rate (Ex. Denver, 5 Boroughs). Requires a valid UKG Pro Code. Codes are system delivered:			
Work-in res vs work-in non-	/Transactions/Transaction /USTaxes/LocalWorkInTax					Code Description R Resident			
res	ResidentStatus/	char	1	Υ	Α	N Non-resident			
OCC tax Not Subject to (Local Work-	/Transactions/Transaction /USTaxes/ LocalWorkInOccNotSubjec					US only If not provided, it will default to employee's			
in)	tToTax/	char	1	Υ	N	current setting if the same local tax code. If not in			

Field Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						the same local tax code it will follow UKG Pro		
						defaults		
						Requires a valid UKG Pro Code. Codes are system		
						delivered:		
						Code Description		
						Y Yes		
						N No		
						US only		
						·		
						If not provided, it will default to employee's		
						current setting if the same local tax code. If not in		
						the same local tax code it will follow UKG Pro		
						defaults		
						Requires a valid UKG Pro Code. Codes are system		
						delivered:		
	/Transactions/Transaction					30.110.100.		
OCC Block Tax	/USTaxes/					Code Description		
Amount (Local	LocalWorkInOccClaimsExe					Y Yes		
Work-in)	mption/	char	1	Υ	N	N No		
						US only		
	/ - / -							
OTLIED tow Not	/Transactions/Transaction					If not provided, it will default to employee's		
OTHER tax Not	/USTaxes/					current setting if the same local tax code. If not in		
Subject to	LocalWorkInOthNotSubje	char	1	Υ	NI NI	the same local tax code it will follow UKG Pro		
(Local Work In)	ctToTax/	char	1	Y	N	defaults		

Field Requireme	Field Requirements – Work Location and Work-in State Tax Changes (USA)									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table						
				Validation						
						Requires a valid UKG Pro Code. Codes are system delivered:				
						Code Description				
						Y Yes				
						N No				
OTHER Block Tax Amount (Local Work In)	/Transactions/Transaction /USTaxes/ LocalWorkInOthClaimsExe mption/	char	1	Υ	N	US only If not provided, it will default to employee's current setting if the same local tax code. If not in the same local tax code it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No				
(LOCAL VVOIK III)	mption/	Cilai	1	I	IN	US only				
Workers Compensation Tax Not Subject To (Local Work In)	/Transactions/Transaction /USTaxes/LocalWorkInWC NotSubjectToTax/	char	1	Υ	N	If not provided, it will default to employee's current setting if the same local tax code. If not in the same local tax code it will follow UKG Pro defaults				

Field Requireme	Field Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
						Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No			
Workers Compensation Block Tax Amount (Local Work In)	/Transactions/Transaction /USTaxes/LocalWorkInWC ClaimsExemption/	char	1	Υ	N	US only If not provided, it will default to employee's current setting if the same local tax code. If not in the same local tax code it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No			
Not Subject to (Local Work- in)	/Transactions/Transaction /USTaxes/LocalWorkInNot SubjectToTax/	char	1	Υ	N	US only If not provided, it will default to employee's current setting if the same local tax code. If not in the same local tax code, it will follow UKG Pro defaults			

Field Requireme	Field Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
						Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No			
Block Tax Amount (Local Work-in)	/Transactions/Transaction /USTaxes/LocalWorkInClai msExemption/	char	1	Υ	N	US only If not provided, it will default to employee's current setting if the same local tax code. If not in the same local tax code it will follow UKG Pro defaults Requires a valid UKG Pro Code. Codes are system-delivered: Code Description Y Yes N No			
Working From Home	/Transactions/Transaction /USTaxes/WorkInWorking FromHome/	char	1		A	US Only If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes			

Field Requireme	ield Requirements – Work Location and Work-in State Tax Changes (USA)								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
						If true, it will enable the configuration of certain Resident taxes on the Work Location			
Disable State Reciprocity	/Transactions/Transaction /USTaxes/WorkInDisableS tateReciprocity/	char	1		A	US Only If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If true, it will withhold and report on full Resident taxable wages without consideration for multistate rules.			

Work Location Settings Changes

Detail Record – Work I	Detail Record – Work Location Settings Changes (USA)						
Comments/Special Instructions	The data will process via the Change Location Settings (USA) business process and part of the TAXLOCATIONSETTINGS transaction type for changes.						
	This business process is used to indicate an employee is to be taxed in multiple locations or not (USA).						
	This is not applicable to Canada.						
	Global location setting changes are not currently supported.						

Header and Transaction Rules – Work Location Settings Changes (USA)								
Field Label	Required	XPath	Import Requirements					
TransactionType	Y	/Transactions/Transaction/Header/Transacti	Identifies the type of transaction to process. Available field options are:					
		onType/	Options	TRANSACTIONTYPE Value				
			Change Location Settings	TAXLOCATIONSETTINGS				
EmployeeKey	Υ	/Transactions/Transac tion/Header/Identifier						
		Rule/						
Workflow	Α	/Transactions/Transac	If the Business Process has workf	low approvals enabled, this will indicate whether to				
Approvals		tion/Header/Approval	follow the configured (standard)	workflow or to force auto-approval and not route it				
		Rule/	for approval(s).					
				ed in the HR Interface for UKG Pro > Employee Key				
			section.					
Additional Data	Α		Supported					

Header and Transaction Rules – Work Location Settings Changes (USA)						
Field Label	Required	XPath	Import Requirements			
Platform	Α		Not currently supported			
Configuration						
Data						

Field Requirem	Field Requirements – Work Location Settings Changes (USA)								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Includes only fields that are part of the Location			
						Settings transaction type.			
						Requires a valid UKG Pro Company Code. Codes			
						are client configured.			
	/Transactions/Transaction/					This field will be used with the Employee Key to			
Company	KeyFields/CompanyCode/	char	5	Υ	Υ	know which job record to update.			
						This field will be used with the Company code to			
						know which record to update. One of the 4			
	/Transactions/Transaction/					options available as outlined in the Employee Key			
Employee Key	KeyFields/Identifier/	varchar	50	N	Υ	section above should be sent.			
						Requires a valid UKG Pro Code. Codes are system			
						delivered:			
EE is to be									
taxed in	/Transactions/Transaction/					Code Description			
multiple	TaxLocationSettings/Taxed					Y Yes			
locations	InMultipleLocations/	char	1	Υ	Υ	N No			

Federal Income Tax (W-4) Changes (USA)

Detail Record – Federa	Detail Record – Federal Income Tax (W-4) Changes (USA)							
Comments/Special Instructions	The data will process via the Change Income Tax (USA) business process and part of the USFEDERALTAX transaction type for changes.							
	A separate process will handle Federal Income tax changes for Canada.							
	Global changes are not applicable.							
	ONLY REQUIRED IF UKG Pro Web Portal will not be used for Employees to process W-4 Changes. Most UKG Pro Payroll Only customers will use the UKG Pro Web Portal Self-Service functionality to have their employees process W-4 changes. If the HR System will be used for employee W-4 Changes, then this W-4 Change record can be included in the HR Import.							
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.							

Header and Trans	Header and Transaction Rules – Federal Income Tax (W-4) Changes (USA)								
Field Label	Required	XPath	Import Requirements	Import Requirements					
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:						
			Options	TRANSACTIONTYPE Value					
			Change Income Tax	USFEDERALTAX					
EmployeeKey	Υ	/Transactions/Transaction/	It will be used to identify the v	alue to use to determine what em	ployee to				
		Header/IdentifierRule/	update.						
			Available field options are out	lined in the HR Interface for UKG F	Pro > Employee				
			Key section.						

Header and Trans	Header and Transaction Rules – Federal Income Tax (W-4) Changes (USA)								
Field Label	Required	XPath	Import Requirements						
Workflow	Α	/Transactions/Transaction/	If the Business Process has workflow approvals enabled, this will indicate						
Approvals		Header/ApprovalRule/	whether to follow the configured (standard) workflow or to force auto-approval						
			and not route it for approval(s).						
			Available field options are outlined in the HR Interface for UKG Pro > Employee						
			Key section.						
Additional Data	Α		Supported						
Platform	Α		Not currently supported						
Configuration									
Data									

Field Requirements – Federal Income Tax (W-4) Changes (USA)								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Type		Table				
				Validation				
						Includes only fields that are part of the Change		
						Income Tax (Federal) transaction type.		
						Requires a valid UKG Pro Company Code. Codes		
						are client configured.		
	/Transactions/Transaction/					This field will be used with the Employee Key to		
Company	KeyFields/CompanyCode/	char	5	Υ	Υ	know which job record to update.		
						This field will be used with the Company code to		
						know which record to update. One of the 4		
	/Transactions/Transaction/	varch				options available as outlined in the Employee Key		
Employee Key	KeyFields/Identifier/	ar	50	N	Υ	section above should be sent.		
						US only		
	/Transactions/Transaction/							
	USTaxes/FederalFilingStatus					Requires a valid UKG Pro Filing Status Code. Codes		
Filing status	Code/	char	1	Υ	Α	are system delivered:		

Field Requirements – Federal Income Tax (W-4) Changes (USA)									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
						Code Description H Head of household X Married filing jointly – Multi job Single/Married filing separately – V Multi Job Y Head of household – Multi Job E NRA S/M filing separately F NRA – S/M filing separately – MJ T Single/Married filing separately U Married filing jointly G Form 673 S/M filing separately I Form 673 Married filing jointly J Form 673 Head of household K Form 673 S/M file sep – MJ L Form 673 Married file joint – MJ O Form 673 House of Household - MJ			
Total allowances claimed	/Transactions/Transaction/ USTaxes/FederalTotalAllow ances/	int	3	N	A	US only			
Additional amount withheld each paycheck	/Transactions/Transaction/ USTaxes/FederalAdditional AmountWithheld/	decim al	11	N	А	US only Format: nnnnnnnnnnn			

Field Requireme	Field Requirements – Federal Income Tax (W-4) Changes (USA)									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
Employee claims exemption from withholding	/Transactions/Transaction/ USTaxes/Federal					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If true, then employee taxes are blocked. If this value is 'Y', then the value for 'Exempt From				
(blocked) Employee has a Federal lockin letter	/Transactions/Transaction/ USTaxes/FederalLockInLette	char	1	Y	A	Tax' should be set to 'N'. US only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No				
Payee is subject to backup withholding	/ /Transactions/Transaction/ USTaxes/FederalBackupWit hholding/	char	1	Υ	A	US only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes				

Field Requireme	Field Requirements – Federal Income Tax (W-4) Changes (USA)									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						N	No			
						US only Requires a delivered:	valid UKG Pro Code.	Codes are system		
	/Transactions/Transaction/					Code	Description			
	USTaxes/FederalW2IsPensi					Υ	Yes			
Pension	on/	char	1	Υ	Α	N	No			
						US only Requires a delivered:	valid UKG Pro Code.	Codes are system		
						Code	Description			
						Υ	Yes			
						N	No			
Exempt from	/Transactions/Transaction/ USTaxes/FederalExemptFro					claims exer	is 'Y', then the value			
Tax	mTax/	char	1	Υ	Α	Federal)' sh	ould be set to 'N'.			

Resident State Income Tax (W-4) Changes

Detail Record – Resident State Income Tax (W-4) Changes (USA)							
Comments/Special Instructions	The data will process via the Change Resident Taxes (USA) business process and part of the USRESIDENTTAX transaction type for changes.						
	This business process is used to update resident state taxes for US employees only.						
	A separate process will handle Provincial Income tax changes for Canada.						
	Global changes are not applicable.						
	ONLY REQUIRED IF UKG Pro Web Portal will not be used for Employees to process W-4 Changes. Most UKG Pro Payroll Only customers will use the UKG Pro Web Portal Self-Service functionality to have their employees process W-4 changes. If the HR System will be used for employee W-4 Changes, then this the W-4 Change record can be included in the HR Import.						
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.						

Header and Trans	Header and Transaction Rules – Resident State Income Tax (W-4) Changes (USA)									
Field Label	Required	XPath	Import Requirements							
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:							
			Options	TRANSACTIONTYPE Value						
			Change Resident Taxes	USRESIDENTTAX						
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	It will be used to identify the vaupdate.	alue to use to determine what employee to						

Header and Trans	Header and Transaction Rules – Resident State Income Tax (W-4) Changes (USA)								
Field Label	Required	XPath	Import Requirements						
			Available field options are outlined in the HR Interface for UKG Pro > Employee						
			Key section.						
Workflow	Α	/Transactions/Transaction/	If the Business Process has workflow approvals enabled, this will indicate						
Approvals		Header/ApprovalRule/	whether to follow the configured (standard) workflow or to force auto-approval						
			and not route it for approval(s).						
			Available field options are outlined in the HR Interface for UKG Pro > Employee						
			Key section.						
Additional Data	Α		Supported						
Platform	Α		Not currently supported						
Configuration									
Data									

Field Requirements – Resident State Income Tax (W-4) Changes (USA)							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements	
Label		Туре		Table			
				Validation			
						Includes only fields that are part of the Change	
						Resident State Tax transaction type.	
						Requires a valid UKG Pro Company Code. Codes	
						are client configured.	
	/Transactions/Transaction/					This field will be used with the Employee Key to	
Company	KeyFields/CompanyCode/	char	5	Υ	Υ	know which job record to update.	
						This field will be used with the Company code to	
						know which record to update. One of the 4	
	/Transactions/Transaction/	varcha				options available as outlined in the Employee Key	
Employee Key	KeyFields/Identifier/	r	50	N	Υ	section above should be sent.	

Field Requireme	Field Requirements – Resident State Income Tax (W-4) Changes (USA)									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Type		Table						
				Validation						
						US only				
	/Transactions/Transaction/									
	USTaxes/ResidentTaxState					Requires a valid UKG Pro State Code. Codes are				
Resident State	Code/	char	2	Υ	Α	system delivered:				
						US only				
						Requires a valid UKG Pro Filing Status Code. Codes are system delivered:				
	/Transactions/Transaction/									
	USTaxes/ResidentFilingStat					See Filing Status file above in Hire section				
Filing status	usCode/	char	1	Υ	Α					
Total	/Transactions/Transaction/					US only				
allowances	USTaxes/ResidentTotalAllo									
claimed	wances/	int	3	N	Α					
						US only				
	/Transactions/Transaction/									
Additional	USTaxes/ResidentAddition					Only applicable to states that allow additional				
Allowances	alAllowances/	int	3	N	Α	allowances.				
Additional						US only				
amount	/Transactions/Transaction/									
withheld each	USTaxes/ResidentAddition	decim				Format: nnnnnnnn.nn				
paycheck	alAmountWIthheld/	al	11	N	Α					
Employee						US only				
claims										
exemption						Requires a valid UKG Pro Code. Codes are system				
from	/Transactions/Transaction/					delivered:				
withholding	USTaxes/ResidentEmploye									
(blocked)	eClaimsExemption/	char	1	Υ	Α	Code Description				

Field Requireme	Field Requirements – Resident State Income Tax (W-4) Changes (USA)								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Req	Import Requirements		
Label		Туре		Table					
				Validation					
						Υ	Yes		
						N	No		
							n employee taxes are	blocked.	
						US only			
						Requires a delivered:	valid UKG Pro Code.	Codes are system	
	/Transactions/Transaction/					Code	Description		
Employee has	USTaxes/ResidentLockInLe					Υ	Yes		
a lock-in letter	tter/	char	1	Υ	Α	N	No		
						US only Requires a delivered:	valid UKG Pro Code.	Codes are system	
	/Transactions/Transaction/					Code	Description]	
	USTaxes/ResidentNotSubje					Υ	Yes		
Not subject to	ctToTax/	char	1	Υ	Α	N	No		
	•					US only Requires a delivered:	valid UKG Pro Code.	Codes are system	
	/Transactions/Transaction/					Code	Description		
Local Resident	USTaxes/LocalResidentNot					Υ	Yes		
Not Subject to	SubjectToTax/	char	1	Υ	Υ	N	No		

Field Requireme	Field Requirements – Resident State Income Tax (W-4) Changes (USA)							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						US only		
						Requires a delivered:	Requires a valid UKG Pro Code. Codes are system delivered:	
Resident Local	/Transactions/Transaction/					Code	Description	
Block Tax	USTaxes/LocalResidentClai					Υ	Yes	
Amount	msExemption/	char	1	Υ	Υ	N	No	
	-					US only		
PSD Code (Resident Taxes)	/Transactions/Transaction/ USTaxes/LocalPSDCode/	char	8	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered		
Resident Deduc tion Amount	/Transactions/Transaction/ USTaxes/ResidentDeductio nAmount/	decim al	20	N	A	Tax - Resid	ent Deductions	
ResidentOtherI ncome	/Transactions/Transaction/ USTaxes/ResidentOtherInc ome/	decim al	20	N	А	Tax - Resid	ent Other Income	
ResidentDepe ndentAmount	/Transactions/Transaction/ USTaxes/ResidentDepende ntAmount/	decim al	20	N	А	Tax - Resident Claim Dependents		
Working From Home	/Transactions/Transactions /Transaction/USTaxes/Wor kInWorkingFromHome/	char	1		A	US Only If not provi	ided, it will default to	N.
						Requires a delivered:	valid UKG Pro Code. (Codes are system

Field Requireme	Field Requirements – Resident State Income Tax (W-4) Changes (USA)						
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements	
						Code Description Y Yes N No If true, it will enable the configuration of certain Resident taxes on the Work Location	
Disable State Reciprocity	/Transactions/Transaction/ USTaxes/WorkInDisableSta teReciprocity/	char	1		A	US Only If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: Code Descriptio n Y Yes N No If true, it will withhold and report on full Resident taxable wages without consideration for multistate rules.	

Work Location and Work-in Provincial Tax Changes

Detail Record – Work	Detail Record – Work Location and Work-in Provincial Tax Changes (CAN)								
Comments/Special Instructions	The data will process via the Add Work Location (CAN) business process and part of the CAWORKLOCATION transaction type for changes.								
	This business process is used to update Location and/or Provincial taxes for Canadian employees only. This will handle adding locations if the employee is to be taxed in multiple locations.								
	A separate process will handle location changes for US.								
	Global location changes are not currently supported.								
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.								

Header and Trans	action Rules	s – Work Location and Work-ir	Provincial Tax Changes (CAN)						
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:						
			Options	TRANSACTIONTYPE Value					
			Add Work Location	CAWORKLOCATION					
EmployeeKey	Υ	/Transactions/Transaction/ Header/IdentifierRule/	It will be used to identify the valu update.	e to use to determine what emp	loyee to				
			Available field options are outline Key section.	ed in the HR Interface for UKG Pro	o > Employee				
Workflow	Α	/Transactions/Transaction/	If the Business Process has workf	low approvals enabled, this will in	ndicate				
Approvals		Header/ApprovalRule/	whether to follow the configured	(standard) workflow or to force	auto-approval				
			and not route it for approval(s).						

Header and Trans	Header and Transaction Rules – Work Location and Work-in Provincial Tax Changes (CAN)								
Field Label	Required	XPath	Import Requirements						
			Available field options are outlined in the HR Interface for UKG Pro > Employee						
			Key section.						
Additional Data	Α		Supported						
Platform	Α		Not currently supported						
Configuration									
Data									

Field Requirem	Field Requirements – Work Location and Work-in Provincial Tax Changes (CAN)						
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements	
Label		Type		Table			
				Validation			
						Includes only fields that are part of the Work	
						Location transaction type.	
						Requires a valid UKG Pro Company Code. Codes	
						are client configured.	
	/Transactions/Transaction/					This field will be used with the Employee Key to	
C	/Transactions/Transaction/	-1	_	\ <u>\</u>	V	This field will be used with the Employee Key to	
Company	KeyFields/CompanyCode/	char	5	Υ	Υ	know which job record to update.	
						This field will be used with the Company code to	
						know which record to update. One of the 4	
	/Transactions/Transaction/	varcha				options available as outlined in the Employee Key	
Employee Key	KeyFields/Identifier/	r	50	N	Υ	section above should be sent.	
						Requires a valid UKG Pro Location Code. Codes are	
						client configured.	
	/Transactions/Transaction/					Codes are setup in the System Configuration >	
	CANTaxes/ProvinceLocatio					Business Rules > Locations page. You will need to	
Location	nCode/	char	6	Υ	Υ	provide valid values to Vendor.	

Field Requireme	ents – Work Location and Wo	rk-in Pro	vincial Ta	x Changes (C	AN)			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
Primary Work Location	/Transactions/Transaction/ CANTaxes/ProvinceIsPrima ry/	char	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No		
Exempt from Income Tax	/Transactions/Transaction/ CANTaxes/ProvinceExempt FromTax/	char	1	Υ	A	CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No		
Exempt from Quebec Pension Plan	/Transactions/Transaction/ CANTaxes/ProvincePensio nBlockTaxAmount/	char	1	Υ	A	CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No		

Field Requireme	Field Requirements – Work Location and Work-in Provincial Tax Changes (CAN)							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description		
Exempt from Parental	/Transactions/Transaction/ CANTaxes/ProvinceInsPlan					Y Yes		
Insurance Plan	ExemptFromTax/	char	1	Υ	Α	N No		
Withhold and Report Months	/Transactions/Transaction/ CANTaxes/ProvincePensio					CAN only		
to contribute	nMonthsToContribute/	int	2	N	Α	Options are 1-11		
Number of dependents	/Transactions/Transaction/ CANTaxes/ProvinceNumbe rOfDependents/	int	3	N	A	CAN only		
						Only one of the 3 is selected: Use basic personal amount or Total claim amount or Total income less total claim amount Requires a valid UKG Pro Code. Codes are system delivered: Code Description		
Use basic personal	/Transactions/Transaction/ CANTaxes/ProvinceUseBasi					Y Yes No No		
amount	cPersonalAmount/	char	1	Υ	Α	IN INO		

Field Requireme	ents – Work Location and Wo	rk-in Pro	vincial Ta	x Changes (C	AN)	
UKG Pro Field Label	XPath	Field Type	Length	Code Table	Required	Import Requirements
				Validation		
						If a 'Total claim amount' is passed', and no value is
						sent for the 'Use basic personal amount' field, the
						import will default 'Use basic personal amount'
						field to 'N'. If the 'Total claim amount' field contains a value and the 'Use basic personal
						amount' field is set to 'Y', then 'Total claim
						amount' will be ignored.
						CAN only
						,
						Only one of the 3 is selected:
						Use basic personal amount or
						Total claim amount or
	/Transactions/Transaction/					Total income less total claim amount
Total claim	CANTaxes/ProvinceTotalCl	decim				
amount Deduction for	aimAmount/	al	11	N	Α	Format: nnnnnnnnnnn
living in	/Transactions/Transaction/					CAN only
prescribed	CANTaxes/ProvincePrescri	decim				Format: nnnnnnnnnn
zone	bedDeductionZone/	al	11	N	Α	
	·					CAN only
						Only one of the 3 is selected:
						Use basic personal amount or
						Total claim amount or
Tatalia	/Topped attings /Topped attings					Total income less total claim amount
Total income less than total	/Transactions/Transaction/ CANTaxes/ProvinceIncome					Poquiros a valid LIKG Pro Codo. Codos are sustam
claim amount	LessClaimAmount/	char	1	Υ	Α	Requires a valid UKG Pro Code. Codes are system delivered:
Ciaiiii aiiiouiit	LesselainiAmount	Cital		_ '	<i>Γ</i> 1	delivered.

Field Requirem	Field Requirements – Work Location and Work-in Provincial Tax Changes (CAN)							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Code Y N	Description Yes No	
Additional tax to be deducted	/Transactions/Transaction/ CANTaxes/ProvinceAdditio nalAmountWithheld/	decim al	11	N	A	CAN only Format: nnnnnnnnnnn		
Annual deductions to income	/Transactions/Transaction/ CANTaxes/ ProvinceRequestReduction Amount /	decim al	11	N	А	CAN only Format: nnnnnnnnnnn		
Other Provincial tax credit	/Transactions/Transaction/ CANTaxes/ProvinceTaxCre ditAmount/	decim al	11	N	А	CAN only Format: nnnnnnnnnn		
Estimated net commission for year	/Transactions/Transaction/ CANTaxes/ProvinceNetCo mmissionAmt/	decim al	11	N	A	CAN only Format: nnnnnnnnnnn		

Federal Income Tax Changes (CAN)

Detail Record – Federa	Detail Record – Federal Income Tax Changes (CAN)								
Comments/Special Instructions	The data will process via the Change Federal Tax (CAN) business process and part of the CAFEDERALTAX transaction type for changes.								
	A separate process will handle Federal Income tax changes for US.								
	Global changes are not applicable.								
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.								

Header and Transa	action Rules	 Federal Income Tax Change 	es (CAN)			
Field Label	Required	XPath	Import Requirements			
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:			
			Options	TRANSACTIONTYPE Value		
			Change Federal Tax	CAFEDERALTAX		
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	It will be used to identify the value to use to determine what employee to update.			
			Available field options are outline	ed in the HR Interface for UKG Pro >	Employee	
			Key section.		, ,	
Workflow	Α	/Transactions/Transaction/	If the Business Process has workf	low approvals enabled, this will indi	icate	
Approvals		Header/ApprovalRule/	whether to follow the configured	(standard) workflow or to force aut	to-approval	
			and not route it for approval(s).			
			Available field options are outline Key section.	ed in the HR Interface for UKG Pro >	Employee	

Header and Transaction Rules – Federal Income Tax Changes (CAN)						
Field Label	Required	XPath	Import Requirements			
Additional Data	Α		Supported			
Platform	Α		Not currently supported			
Configuration						
Data						

Field Requirem	Field Requirements – Federal Income Tax Changes (CAN)						
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements	
Label		Type		Table			
				Validation			
						Includes only fields that are part of the Change	
						Federal Tax transaction type.	
						Requires a valid UKG Pro Company Code. Codes	
						are client configured.	
	/Transactions/Transaction/					This field will be used with the Employee Key to	
Company	KeyFields/CompanyCode/	char	5	Υ	Υ	know which job record to update.	
						This field will be used with the Company code to	
						know which record to update. One of the 4	
	/Transactions/Transaction/	varch				options available as outlined in the Employee Key	
Employee Key	KeyFields/Identifier/	ar	50	N	Υ	section above should be sent.	
						CAN only	
						Requires a valid UKG Pro Code. Codes are system	
						delivered:	
_	/Transactions/Transaction/					Code Description	
Exempt from	CANTaxes/FederalExemptFr					Y Yes	
Income Tax	omTax/	char	1	Υ	Α	N No	

Field Requirements – Federal Income Tax Changes (CAN)						
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
Exempt from Canada Pension Plan	/Transactions/Transaction/ CANTaxes/FederalPensionBl ockTaxAmount/	char	1	Υ	A	CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Employee provided Form CPT30, Election to Stop Contributing to the Canada Pension Plan or Revocation of a Prior Election Form CPT30 or Employee worked in one of the employment types listed on the back of	/Transactions/Transaction/ CANTaxes/FederalPensionE					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No

Field Requireme	Field Requirements – Federal Income Tax Changes (CAN)						
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements	
Label		Туре		Table			
				Validation			
Election to Pay							
Canada							
Pension Plan							
Contributions							
Form CPT20							
						CAN only	
						Requires a valid UKG Pro Code. Codes are system	
						delivered:	
_						Code Boordation	
Exempt from	/Transactions/Transaction/					Code Description	
Employment	CANTaxes/FederalExemptE					Y Yes	
Insurance	mploymentInsurance/	char	1	Υ	Α	N No	
Withhold and	/Transactions/Transaction/					CAN only	
Report Months to contribute	CANTaxes/FederalPension MonthsToContrtibute/	int	2	N	Λ.	Options and 1-11	
to contribute	Widnitis roconti tibute/	IIIC	2	IN	Α	CAN only	
						CAN OTHY	
						Only one of the 3 is selected:	
						Use basic personal amount or	
						Total claim amount or	
						Total income less total claim amount	
						rotal income less total claim amount	
						Requires a valid UKG Pro Code. Codes are system	
						delivered:	
Use basic	/Transactions/Transaction/						
personal	CANTaxes/FederalUseBasic					Code Description	
amount	PersonalAmount/	char	1	Υ	Α	Y Yes	

Field Requirements – Federal Income Tax Changes (CAN)								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						N No		
Total claim	/Transactions/Transaction/ CANTaxes/FederalTotalClai	decim				Only one of the 3 is selected: Use basic personal amount or Total claim amount or Total income less total claim amount		
amount	mAmount/	al	11	N	Α	Format: nnnnnnnnnnn		
Deduction for living in prescribed zone	/Transactions/Transaction/ CANTaxes/FederalPrescribe dDeductionZone/	decim al	11	N	А	CAN only Format: nnnnnnnnnnnn		
Total income less than total	/Transactions/Transaction/ CANTaxes/FederalIncomeLe					Only one of the 3 is selected: Use basic personal amount or Total claim amount or Total income less total claim amount Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes		
claim amount	ssClaimAmount/	char	1	Υ	Α	N No		

Field Requireme	ents – Federal Income Tax Cha	nges (CA	N)					
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
Additional tax to be	/Transactions/Transaction/ CANTaxes/FederalAdditiona	decim				CAN only		
deducted	IAmountWithheld/	al	11	N	Α	Format: nnnnnnnnnnn		
Annual deductions to	/Transactions/Transaction/ CANTaxes/FederalEEReques	decim				CAN only		
income	tedReductionInTax/	al	11	N	Α	Format: nnnnnnnnnnn		
Other Federal	/Transactions/Transaction/ CANTaxes/FederalTaxCredit	decim	11	N.		CAN only		
tax credit	Amount/	al	11	N	Α	Format: nnnnnnnn.nn CAN only		
Employee is						Requires a valid UKG Pro Code. Codes are system delivered:		
commissioned	/Transactions/Transaction/					Code Description		
claiming	CANTaxes/FederallsCommis					Y Yes		
expenses	sionEE/	char	1	Υ	Α	N No		
Estimated commission	/Transactions/Transaction/ CANTaxes/FederalEECommi	decim				CAN only		
expense	ssionedClaimingExpenses/	al	11	N	Α	Format: nnnnnnnnnn		
Estimated	/Transactions/Transaction/					CAN only		
total	CANTaxes/FederalEstimate	decim						
remuneration	dRemuneration/	al	11	N	Α	Format: nnnnnnnn.nn		
Estimated total	/Transactions/Transaction/ CANTaxes/FederalEstimate	decim				CAN only		
deduction	dTotIntlPreTaxAmount/	al	11	N	Α	Format: nnnnnnnnnnn		

Field Requireme	ents – Federal Income Tax Cha	nges (CA	N)					
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
amount for the year								
Percentage of duties performed on a reserve	/Transactions/Transaction/ CANTaxes/FederalNativeEx emptPercent/	decim al	3	N	А	CAN only Format: 50 for 50%		
Overseas employment tax credit	/Transactions/Transaction/ CANTaxes/FederalOETCTax	decim				CAN only Format: nnnnnnnnnnn		
amount	CreditAmount/	al	11	N	A	CAN only		
Track qualified days and income based on contract dates	/Transactions/Transaction/ CANTaxes/FederalOETCTrac kOrReduce/	char	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code		
Dental Benefits Coverage Year	/Transactions/Transaction/ CANTaxes/DentalCovEffecti veYear	char	4	Y	Y	CAN Only. This is the year related to the field labeled Dental Benefits Coverage. Each import must have both fields, the coverage code and the year.		
Dental Benefits Coverage	/Transactions/Transaction/ CANTaxes/DentalCovCd	Int	1	Υ	Υ	CAN Only Canada requires that you must report a code relating to the employee's/payee's access to dental care insurance or other coverage that could pay for		

Field Requireme	Field Requirements – Federal Income Tax Changes (CAN)							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Rec	uirements	
Label		Type		Table				
				Validation				
							(such as an HSA or H of December 31st of	
						Requires a delivered:	valid UKG Pro Code. (Codes are system
						Code	Description	
						1	No dental insurance or coverage of any kind	
						2	Payee	
						3	Payee, spouse and dependent children	
						4	Payee and their spouse	
						5	Payee and their dependent	
							children	

Direct Deposit

Detail Record – Direct Deposit Changes

Comments/Special Instructions

This will be processed with Hire as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via the Direct Deposit Detail business process and part of the DIRECTDEPOSIT transaction type for changes.

Multiple direct deposit accounts can be established. The data provided will be iterative for the number of accounts to be setup (i.e. the full set of fields will be sent 3 times if there are 3 accounts to be setup). Up to 8 accounts can be setup.

If the direct deposit rule 'DeleteAllRule' is not setup and no new accounts are sent for a NEWHIRE/REHIRE transaction type, UKG Pro Core will inactivate all existing direct deposit accounts. If new accounts are sent, all existing accounts will be dropped (deleted) and the ones included in the file will be added. Refer to the Direct Deposit Rule below for additional information on Rehires.

ONLY REQUIRED IF UKG Pro Web Portal will not be used for Employees to process Direct Deposit Changes. Most UKG Pro Payroll Only customers will use the UKG Pro Web Portal Self-Service functionality to have their employees process Direct Deposit changes. If the 3rd Party HR System will be used for employee Direct Deposit Changes, then the Direct Deposit Change records can be included in the HR Import.

Fields listed below as required are for adding a new Direct Deposit Account. If you are modifying a current direct deposit account, in addition to the EE/Company identifier fields, the only other fields required are:

- Account Number (DDAccountNumber)
- Routing Number (DDRoutingNumber)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Important Note: To delete a direct deposit account, you must use the DeleteAllRule and then import the correct deposit accounts. You cannot delete a single account.

Header and Trans	action Rules	s – Direct Deposit Records					
Field Label	Required	XPath	Import Requirements				
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/					
			•	TRANSACTIONTYPE Value			
			New Hires/Rehires	HIRE			
			Direct Deposit Changes [DIRECTDEPOSIT			
			The header is only needed when it i has its own header.				
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	Available field options are outlined Key section.		· ·		
Workflow Approvals	А	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow whether to follow the configured (so and not route it for approval(s). Available field options are outlined Key section.	tandard) workflow (or to force auto-approval		
Direct Deposit Rule (Standalone Transaction Type	A	/Transactions/Transaction/ Header/DeleteAllRule/	Changes: Setting Name: DeleteAllRule				
– not a part of a			Options	Delet	eAllRule Value		
Hire/Rehire)			Delete all records - All current accords be deleted first and then replaced account information from the file. include only current active account	with the File would			
			Add new account/update existing a match on account number will be match is found, then update will be	done. If			

Header and Trans	saction Rules	s – Direct Deposit Records					
Field Label	Required	XPath	Import Require	ments			
			not, match is fadded.	ound, the account	will be		
Direct Deposit Rule (Rehire)	A	/Transactions/Transaction/ Header/DirectDepositRule /	Rehire: Setting Name: [DeleteAllRule			
			Options			Dele	eteAllRule Value
			be deleted first	ords - All current ac that then replace nation from the file urrent active accou	d with the e. File would	DELE	TEALL
			will be inactive with the accou	ecords - All current ated first and then unt information fro ude only current a	replaced om the file.	INAC	TIVATEALL
				ctive Balance acco		- 1	the extremely
				able provides furth			
			· ·	on of Prior Existing Company that em	•		
			DirDeps Sent	DirDepRule	Existing Accour		What Creates Change
			NO	-	Inactivated		UKG Pro Core
			NO	DELETEALL	Deleted		Import
			NO	INACTIVATEALL	Inactivated		Import
			YES	-	Deleted		Import
			YES	DELETEALL	Deleted		Import
			YES	INACTIVATEALL	Inactivated		Import
Additional Data	Α		Supported				

Header and Transaction Rules – Direct Deposit Records							
Field Label	Required	XPath	Import Requirements				
Platform	Α		Not currently supported				
Configuration							
Data							

UKG Pro Field	ts – Direct Deposit Rec	Field	Length	Code	Required	Import Requirements
Label		Туре		Table Validation	quca	
						Includes only fields that are part of the Direct Deposit transaction type.
						Requires a valid UKG Pro Company Code. Codes are client configured.
Company	/Transactions/Trans action/KeyFields/Co mpanyCode/	char	5	Υ	Y	This field will be used with the Employee Key to know which job record to update.
	/Transactions/Transaction/KeyFields/Ide	varcha				This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section
Employee Key	ntifier/	r	50	N	Υ	above should be sent.
Bank name	/Transactions/Trans action/DirectDeposi t/DDBankName/	varcha r	25	N	A	
	/Transactions/Trans action/DirectDeposi					US only
Routing number	t/DDRoutingNumber /	char	9	N	Υ	A valid Routing number must be sent.
-	/Transactions/Trans action/DirectDeposi t/DDRoutingNumber					CAN only Only Numeric values are allowed.
Branch	/	char	9	N	Υ	,

Field Requiremen	Field Requirements – Direct Deposit Records								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
	/Transactions/Trans action/DirectDeposi t/DDAccountNumbe					Numeric values and dashes are allowed for US and CAN. For US only, periods are also accepted.			
Account number	/Transactions/Transaction/DirectDeposit/DDAccountTypeCo	char	22	N	Υ	Requires a valid UKG Pro Account Type Code. Codes are system delivered: Code Description C Checking S Savings D Debit Card			
Account type	de/	char	1	Υ	Υ				
	/Transactions/Trans action/DirectDeposi t/DDAccountIsInacti					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Inactive N Active			
Status	ve/	char	1	Υ	Α	For Hire, if not provided, it will default to Active.			
	/Transactions/Trans action/DirectDeposi t/DDAmountOrPerc	decim				If Deposit Rule is Flat dollar amount (D) or Percent (P), this field must be sent. If the Deposit Rule is Available Balance (net), this field should be blank. Format: Flat dollar amount: up to 2 decimals or less (For			
Amount	entage/	al	12	N	Α	example, Send 100.00 for \$100.00)			

Field Requireme	Field Requirements – Direct Deposit Records							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Percent up to 6 decimals or less (For example, Send .100000 for 10%)		
Flat Amount Percent Available Balance Banking Institution Number	/Transactions/Trans action/DirectDeposi t/DDDepositRuleCod e/ /Transactions/Trans action/DirectDeposi t/DDInstitutionNo/	char	1	Y	Y	Requires a valid UKG Pro Account Type Code. Codes are system delivered: Code Description D Flat dollar amount P Percent A Available Balance (net) CAN only - required		
Prenote?	/Transactions/Trans action/DirectDeposi t/DDIsPreNote/	char	1	Υ	A	Requires a valid UKG Pro Prenote Code. Codes are system delivered: Code Description Y Prenote (P) N Direct Deposit (D) If not provided, it will default to Direct Deposit, but configuration might override it		

Global Bank Account

Detail Record – Global Bank Account Changes							
Comments/Special Instructions	The data will process via the Add/Change Bank Account Business Process and part of the GLOBALBANKACCOUNT transaction type for changes						
	Applicable for Global employees only.						
	Limit of one (1) bank account can be established.						
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.						

Header and Trans	Header and Transaction Rules – Global Bank Account Records									
Field Label	Required	XPath	Import Requirements							
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction	to process. Available field options are:						
			Options	TRANSACTIONTYPE Value						
			Global Bank Account Changes	GLOBALBANKACCOUNT						
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	Available field options are outline	to identify which Employee to update. ed in the HR Interface for UKG Pro > Employee						
Workflow Approvals	A	/Transactions/Transaction/ Header/ApprovalRule/		low approvals enabled, this will indicate (standard) workflow or to force auto-approval						
				ed in the HR Interface for UKG Pro > Employee						
Additional Data	Α		Supported							

Header and Transaction Rules – Global Bank Account Records						
Field Label	Required	XPath	Import Requirements			
Platform	Α		Not currently supported			
Configuration						
Data						

Field Requirement	Field Requirements – Global Bank Account Records							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table Validation				
						Includes only fields that are part of the Global Bank Account transaction type.		
						Requires a valid UKG Pro Company Code. Codes are client configured.		
Company	/Transactions/Tra nsaction/KeyField s/CompanyCode/	char	5	Y	Y	This field will be used with the Employee Key to know which job record to update.		
Сотрану	/Transactions/Tra	Citai	3	1	ı	This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section		
Employee Key	s/Identifier/	varchar	50	N	Υ	above should be sent.		
Beneficiary Name	/Transactions/Tra nsaction/GlobalBa nkAccount/GBBen eficiaryName/	varchar	60	N	A			
Deficition y Name	/Transactions/Transaction/GlobalBa	varciiai	00	IV	A			
Beneficiary	nkAccount/GBBen							
Address Line 1	eficiaryAddress1/	varchar	255	N	Α			
Beneficiary Address Line 2	/Transactions/Tra nsaction/GlobalBa	varchar	100	N	A			

Field Requirement	Field Requirements – Global Bank Account Records							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
	nkAccount/GBBen							
	eficiaryAddress2/							
	/Transactions/Tra							
	nsaction/GlobalBa							
Beneficiary	nkAccount/GBBen							
Address Line 3	eficiaryAddress3/	varchar	100	N	Α			
	/Transactions/Tra							
	nsaction/GlobalBa							
	nkAccount/GBBen							
Beneficiary City	eficiaryCity/	varchar	30	N	Α			
	/Transactions/Tra							
	nsaction/GlobalBa							
Beneficiary	nkAccount/GBBen							
State/Province	eficiaryState/	varchar	50	Υ	Α			
Beneficiary Postal	/Transactions/Tra nsaction/GlobalBa nkAccount/GBBen eficiaryPostalCode							
Code	/	varchar	20	N	Α			
	/Transactions/Tra					Requires a valid UKG Pro Code. Codes are system delivered for <i>supported</i> countries		
Beneficiary	nkAccount/GBBen	.						
Country	eficiaryCountry/	char	3	Υ	Α			
	/Transactions/Tra nsaction/GlobalBa nkAccount/GBBan							
Bank Name	kName/	varchar	50	N	Α			
	1 '	-	1	1	1			

Field Requirements – Global Bank Account Records								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table Validation				
	/Transactions/Tra							
	nsaction/GlobalBa							
	nkAccount/GBBan							
Bank Branch	kBranch/	varchar	50	N	Α			
	/Transactions/Tra							
	nsaction/GlobalBa							
	nkAccount/GBBan							
Bank Address 1	kAddress1/	varchar	255	N	Α			
	/Transactions/Tra							
	nsaction/GlobalBa							
	nkAccount/GBBan							
Bank Address 2	kAddress2/	varchar	100	N	Α			
	/Transactions/Tra							
	nsaction/GlobalBa							
Dank Address 2	nkAccount/GBBan	varabar	100	N.	_			
Bank Address 3	kAddress3/	varchar	100	N	Α			
	/Transactions/Tra							
	nsaction/GlobalBa nkAccount/GBBan							
Bank City	kCity/	varchar	30	N	Α			
Balik City	/Transactions/Tra	varciiai	30	IN	A			
	nsaction/GlobalBa							
	nkAccount/GBBan							
Bank State	kState/	varchar	50	Υ	Α			
Dank State	/Transactions/Tra	- ar criar	30		,,	Requires a valid UKG Pro Code. Codes are system		
	nsaction/GlobalBa					delivered for <i>supported</i> countries:		
	nkAccount/GBBan					Service of the servic		
Bank Country	kCountry/	char	3	Υ	Α	See above		

Field Requirement	Field Requirements – Global Bank Account Records								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table Validation					
	/Transactions/Tra nsaction/GlobalBa nkAccount/GBBan								
Bank Postal Code	kPostalCode/	varchar	20	N	Α				
Account Number	/Transactions/Tra nsaction/GlobalBa nkAccount/GBAcc ountNumber/	varchar	50	N	Υ				
Account Number	/Transactions/Tra	varciiai	30	N	T	Requires a valid UKG Pro Account Type Code. Codes are system delivered:			
Account Type	nsaction/GlobalBa nkAccount/GBBan kAccountType/	char	1	Y	A	Code Description C Checking S Savings			
	/Transactions/Tra nsaction/GlobalBa nkAccount/GBIBA								
IBAN	N/	varchar	50	N	Α				
	/Transactions/Tra nsaction/GlobalBa nkAccount/GBSWI								
SWIFT/BIC	FT/	varchar	32	N	Α				
	/Transactions/Tra nsaction/GlobalBa nkAccount/GBBan								
Bank Reference	kRequirement1/	nvarchar	100	N	Α				
Bank Secondary ID	/Transactions/Tra nsaction/GlobalBa	nvarchar	100	N	A				

Field Requirements – Global Bank Account Records							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements	
Label		Туре		Table			
				Validation			
	nkAccount/GBBan						
	kRequirement2/						
	/Transactions/Tra						
	nsaction/GlobalBa						
Bank	nkAccount/GBBan						
Requirement 3	kRequirement3/	nvarchar	100	N	Α		

PTO Plans

Detail Record - PTO Plans

Comments/Special Instructions

This will be processed with Hire and Transfers only. The data will process via the Add an Employee business process and part of the HIRE transaction type for hires and via the Transfer Employee business process and part of the TRANSFER transaction type for transfers.

For rehires, if into same company all existing PTO plans will be dropped and re-added based upon plans sent on file. If rehired into a new company, it will add any new ones from the file. If into a new company, they are added based on plans sent on the file.

For transfers, you can transfer all plans (one-one) as is and add any new ones from the file or all existing PTO plans will be dropped and re-added based plans sent on file.

PTO Plan changes are supported. The data will process via the Add/Change PTO Benefit Plan business process and Or Delete PTO Benefit Plan business process and part of the ACCRUAL transaction type. The PTO plan, balance, accrued thru date and rollover (reset) data can be changed. If changing an existing PTO plan note that the existing PTO balances will be overwritten. Plans can be deleted with this process as well.

• Note: If you need to change the current option (Description – Accrual Option Code) for an existing PTO Plan, then you will first need to delete the plan and then add it

Multiple PTO Plans can be established. The data provided will be iterative for the number of plans to be setup (i.e. the full set of fields will be sent 3 times if there are 3 PTO plans to be setup). Up to 10 plans can be setup.

Fields listed below as required are for adding a new PTO plan. If you are modifying a current plan, in addition to the EE/Company identifier fields, the only field required is:

Description (AccrualOptionCode)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Header and Trans	Header and Transaction Rules – PTO Plans								
Field Label	Required	XPath	Import Requirements						
TransactionType Y /Transactions/Transaction on/Header/Transaction			Identifies the type of transac	tion to process. Available field	d options are:				
		ype/	Options	TRANSACTIONTYPE Value					
			New Hires/Rehires	HIRE					
			Transfer Employee	TRANSFER					
			PTO Changes	ACCRUAL					
EmployeeKey	Υ	/Transactions/Transacti on/Header/IdentifierRul e/	Available field options are ou section.	sed to identify which Employe	JKG Pro > Employee Key				
Workflow Approvals	A	/Transactions/Transacti on/Header/ApprovalRul e/	to follow the configured (starroute it for approval(s).	rorkflow approvals enabled, the ndard) workflow or to force au utlined in the HR Interface for l	ito-approval and not				
Additional Data	Α		Supported						

Field Requirements – PTO Plans							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements	
Label		Туре		Table			
				Validation			
						Includes only fields that are part of the new	
						hire/rehire and transfer transaction types.	
	/Transactions/Tran					Requires a valid UKG Pro Company Code. Codes are	
	saction/KeyFields/					client configured.	
Company	CompanyCode/	char	5	Υ	Υ		

Field Requiremen	Field Requirements – PTO Plans							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						This field will be used with the Employee Key to know		
						which job record to update.		
						This field will be used with the Company code to know		
	/Transactions/Tran					which record to update. One of the 4 options		
	saction/KeyFields/I		_			available as outlined in the Employee Key section		
Employee Key	dentifier/	varchar	50	N	Υ	above should be sent.		
						Required field if adding PTO plans		
						Requires a valid UKG Pro Accrual Option Code. Codes		
						are client configured.		
	/Transactions/Tran					Codes are setup in the System Configuration >		
	saction/Accruals/A					Business Rules > PTO Benefit Plans page. You will		
Description	ccrualOptionCode/	Char	6	Υ	Υ	need to provide valid values to Vendor.		
	/Transactions/Tran			-		Required field if adding PTO plans		
	saction/Accruals/A					, , ,		
Available hours /	ccrualAllowedCurr							
Earned Hours	entBalance/	decimal	11	N	Α			
	/Transactions/Tran					This field is only available for the Add/Change PTO		
	saction/Accruals/A					Benefit Plan business process (Transaction Type =		
	ccrualTakenCurren					ACCRUAL).		
Taken hours	tBalance/	decimal	11	N	Α			
	/Transactions/Tran					Required field if adding PTO plans		
	saction/Accruals/D							
	ateAccruedThroug					For a hire this should be the same as their hire date.		
Earn through	h/	datetime	10	N	Υ			

Field Requiremen	Field Requirements – PTO Plans							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
Reset	/Transactions/Tran saction/Accruals/D ateOfRollover/	datetime	10	N	A			
Delete accrual plan	/Transactions/Tran saction/Accruals/D eleteAccrual/	Char	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes (delete) N No		
Transaction Flag	/TransactionsTrans action/DirectDepos it/DDTransactionFl ag	Char	1	Υ	A	Requires a valid code for Direct Deposit. Codes: Code Description A Add U Update D Delete		

Deduction Group Changes

Detail Record – Deduct	Detail Record – Deduction Group Changes					
Comments/Special Instructions	The data will process via the Change Deduction Group business process and part of the DEDUCTIONGROUP transaction type for changes.					
	This business process is used to update an employee's deduction group.					
	If a record is processed which resulted in no changes to the employee's record, the record's status on the Results page will display as 'Unchanged' and no workflow will be initiated.					

Header and Trans	Header and Transaction Rules – Deduction Group Changes							
Field Label	Required	XPath	Import Requirements					
TransactionType	Υ	/Transactions/Transaction/Header/Transaction	Identifies the type of transaction to process. Available field options are:					
		Type/	Options	TRANSACTIONTYPE Value				
			Deduction Group Changes	DEDUCTIONGROUP				
EmployeeKey	Y	/Transactions/Transacti on/Header/IdentifierRu le/	Identifies what field will be used Available field options are outlin					
Workflow	Α	/Transactions/Transacti	section. If the Business Process has work	flow approvals enabled this wil	Lindicate whether			
Approvals		on/Header/ApprovalRu le/	• •					
			Available field options are outlin section.	ed in the HR Interface for UKG I	Pro > Employee Key			
Additional Data	А		Supported					

Field Requiremen	Field Requirements – Deduction Group Changes						
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements	
Label		Туре		Validation			
						Includes only fields that are part of the new hire/rehire	
						and transfer transaction types.	
						Requires a valid UKG Pro Company Code. Codes are	
						client configured.	
	/Transactions/Tra						
	nsaction/KeyFields					This field will be used with the Employee Key to know	
Company	/CompanyCode/	char	5	Υ	Υ	which job record to update.	
						This field will be used with the Company code to know	
	/Transactions/Tra					which record to update. One of the 4 options available	
	nsaction/KeyFields					as outlined in the Employee Key section above should be	
Employee Key	/Identifier/	varchar	50	N	Υ	sent.	
	/Transactions/Tra					Format: mm/dd/yyyy	
	nsaction/KeyFields	datetim					
Effective Date	/EffectiveDate/	е	10	N	Υ		
						Requires a valid UKG Pro Deduction/Benefit Group	
						Code. Codes are client configured.	
	/Transactions/Tra						
	nsaction/JobInfor					Codes are setup in the System Configuration > Business	
New Deduction	mation/BenefitGr					Rules > Deduction/Benefit Groups page. You will need	
Group	oupCode/	char	5	Υ	Υ	to provide valid values to Vendor.	
						Requires a valid UKG Pro Deduction/Benefit Group	
						Code. Codes are client configured.	
	/Transactions/Tra						
	nsaction/JobInfor					Codes are setup in the System Configuration > Business	
	mation/BenefitCh					Rules > Benefit Change Reasons page. You will need to	
Change Reason	angeReasonCode/	char	6	Υ	Υ	provide valid values to Vendor.	

Earnings Group Changes

Detail Record – Earnings Group Changes					
Comments/Special Instructions	The data will process via the Change Earning Group business process and part of the EARNGROUP transaction type for changes.				
	This business process is used to update an employee's earnings group.				

Header and Trans	Header and Transaction Rules – Earnings Group Changes									
Field Label	Required	XPath	Import Requirements							
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transact	ion to process. Available field	options are:					
			Options	TRANSACTIONTYPE Value						
			Earnings Group Changes	EARNGROUP						
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/		ed to identify which Employee	·					
Workflow Approvals	A	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approand not route it for approval(s).							
			Available field options are out Key section.	tlined in the HR Interface for U	KG Pro > Employee					
Additional Data	Α		Supported							

Field Requiremen	Field Requirements – Earnings Group Changes						
UKG Pro Field	XPath	Field	Length	Code Table	Required	Import Requirements	
Label		Туре		Validation			
						Includes only fields that are part of the new hire/rehire and transfer transaction types.	
						Requires a valid UKG Pro Company Code. Codes are client configured.	
	/Transactions/Tra						
	nsaction/KeyFields					This field will be used with the Employee Key to know	
Company	/CompanyCode/	char	5	Υ	Υ	which job record to update.	
						This field will be used with the Company code to know	
	/Transactions/Tra					which record to update. One of the 4 options available	
	nsaction/KeyFields					as outlined in the Employee Key section above should be	
Employee Key	/Identifier/	varchar	50	N	Υ	sent.	
	/Transactions/Tra					Format: mm/dd/yyyy	
	nsaction/KeyFields	datetim					
Effective Date	/EffectiveDate/	е	10	N	Υ		
						Requires a valid UKG Pro Earnings Group Code. Codes	
						are client configured.	
	/Transactions/Tra						
	nsaction/JobInfor					Codes are setup in the System Configuration > Business	
New Earning	mation/EarningsG					Rules > Earnings Groups page. You will need to provide	
Group	roupCode/	char	5	Υ	Υ	valid values to Vendor.	

Deduction Changes

Detail Record – Deduction Changes (Available with XML only)

Comments/Special Instructions

The data will process via the Add/Change Deduction business process and part of the DEDUCTIONS transaction type for changes.

This business process is used to add/update an employee's deductions.

For XML files, all calc rules are supported by this business process as long as a benefit amount is NOT associated with the deduction code.

For CSV File Mappings, Deferred Compensation and Loan/Miscellaneous deductions (using flat amounts) are supported when one of the following calculation rules are used:

Def comp incl \$ - sec125 * percent (USA only)	Def comp incl \$ * percent - (USA only)
Gross - sec125 * percent	Gross * percent
Gross - taxes * percent	Def comp incl \$ - sec125 - Dep sect125 * pct - (USA only)
(Def comp incl \$ - Non-Qual Plan \$) * pct - (USA only)	Flat amount
Special earnings1 * percent	Special earnings2 * percent
Special earnings3 * percent	Special earnings4 * percent
Special earnings5 * percent	Special earnings6 * percent
RRSP Incl. \$ * percent – (CAN only)	RPP Incl. \$ * percent – (CAN only)
Union Dues Incl. \$ * percent – (CAN only)	Union Dues Incl. Hrs * Rate – (CAN only)
RST * Percent – (CAN	None

Note: For both XML and CSV File Mapping

- Expressions for calc rules (EE, ER, Benefit) and any customs calcs need to be evaluated to ensure they will work with the import
- Deductions/Benefits which are setup to 'Use Rule at Employee Level' are now supported.

Multiple Deductions can be established per record. The Tool allows for a maximum of 10 for CSV, 100 for XML.

Fields listed below as required are for adding a new Deduction. If you are modifying a current Deduction, in addition to the EE/Company identifier fields, the only fields required are:

- History Record Effective Date
- Change Reason
- Deduction/Plan (DedCode)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Additional Notes:

• For information on the two specific Deduction Import Configuration Settings (UseEffectiveDating_Deductions and Deductions_UseDedSetupDates), refer to the 'UKG Pro Import Tool' Section within this document. These are global settings. They cannot be set at the individual record level.

Header and Trans	action Rules	- Deduction Changes							
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/Header/Transaction	Identifies the type of transaction	Identifies the type of transaction to process. Available field options are:					
		Type/	Options	TRANSACTIONTYPE Value					
			Deduction Changes	DEDUCTIONS					
EmployeeKey	Y	/Transactions/Transacti on/Header/IdentifierRul e/	Identifies what field will be used to Available field options are outline Key section.	, , ,	·				
Workflow Approvals	A	/Transactions/Transacti on/Header/ApprovalRul e/	If the Business Process has workfl to follow the configured (standard route it for approval(s). Available field options are outline Key section.	d) workflow or to force auto-a	pproval and not				
Additional Data	Α		Supported						

Field Requiremen	Field Requirements – Deduction Changes										
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements					
Label		Туре		Table							
				Validation							
						Includes fields that are part of the new hire/rehire and					
						transfer transaction types.					
						Requires a valid UKG Pro Company Code. Codes are					
						client configured.					
	/Transactions/Tra										
	nsaction/KeyFields					This field will be used with the Employee Key to know					
Company	/CompanyCode/	char	5	Υ	Υ	which job record to update.					
	/Transactions/Tra					This field will be used with the Company code to know					
	nsaction/KeyFields					which record to update. One of the 4 options available					
Employee Key	/Identifier/	varchar	50	N	Υ						

Field Requiremen	nts – Deduction Chang	ges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						as outlined in the Employee Key section above should be sent.
History Record Effective Date	/Transactions/Tra nsaction/Deductio n/DedEffectiveDat e/	datetim e	10	N	Υ	Format: mm/dd/yyyy This date is used to insert a record into the EmpHDed table. The UKG Pro Core Processing also automatically updates the EmpDedTV Start Date.
						Requires a valid UKG Pro Deduction Code. Codes are client configured.
Deduction/Plan Code	/Transactions/Tra nsaction/Deductio n/DedCode/	char	5	Υ	Y	Codes are setup in the System Configuration > Business Rules > Deduction/Benefit Plans page. You will need to provide valid values to Vendor.
Change Reason	/Transactions/Tra nsaction/Deductio n/DedChangeReas on/	char	6	Υ	Υ	Requires a valid UKG Pro Benefit Change Reason Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Benefit Change Reasons page. You will need to provide valid values to Vendor.
Notes	/Transactions/Tra nsaction/Deductio n/DedNotes/	varchar	4000	N	А	•
Benefit (Coverage) Eligibility Date	/Transactions/Tra nsaction/Deductio n/DedEligibilityDat e/	datetim e	10	N	A	Format: mm/dd/yyyy This is a required field if a new benefit is being added for the employee. Note however that this date will not be required if "Deductions_UseDedSetupDates" is set to TRUE in the Configuration Settings Table

Field Requiremen	ts – Deduction Chang	ges						
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requir	rements	
						Format: mm/d	dd/yyyy	
Benefit (Coverage) start date	/Transactions/Tra nsaction/Deductio n/DedCoverageSta rtDate/	datetim e	10	N	A	the employee.	. Note however th	penefit is being added for nat this date will not be dSetupDates" is set to ngs Table
	,					Format: mm/d	dd/yyyy	
Benefit (Coverage) stop date	/Transactions/Tra nsaction/Deductio n/DedCoverageSto pDate/	datetim e	10	N	A		quired if a Status o "Waived' is sent fo	
						•	id UKG Pro Code v odes are system d	vhen the deduction code lelivered:
						Code D	Description	
							ctive	
						C C	ancelled	
						P P	ending	
							erminated	
						W W	Vaived	
	/Transactions/Tra					employee, it w Notes:	vill default to Activ	enefit plan for the ve. et a supported field by
Benefit Status	n/DedStatus/	char	1	Υ	Α	the Im	port Tool	

Field Requiremen	ts – Deduction Chang	ges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						 This field is not populated when the deduction is not a benefit.
Benefit Status as	/Transactions/Tra nsaction/Deductio n/DedStatusAsOfD	datetim				Format: mm/dd/yyyy This is a required field if a new benefit plan is being added for the employee. If a date is not sent, the value will default to the Coverage Start Date. If the status changes, then it is recommended that this
of Date	ate/	e	10	N	A	date be updated.
Deduction Start	/Transactions/Tra nsaction/Deductio n/DedStartDate/	datetim	10	N		Format: mm/dd/yyyy This is a required field if a new benefit plan or deduction is being added for the employee. Note however that this date will not be required if "Deductions_UseDedSetupDates" is set to TRUE in the Configuration Settings Table
Date	n/DeustartDate/	е	10	N	A	Format: mm/dd/yyyy
Deduction Stop Date	/Transactions/Tra nsaction/Deductio n/DedStopDate/ /Transactions/Tra nsaction/Deductio n/DedArrearBalan	datetim e	10	N	A	This field is required if Status of 'Terminated' or 'Cancelled' or 'Waived' is sent OR a stop date must already be present on the employee's record. Can send up to 2 decimals places Format nnnnnnnnnn
Arrears balance	ce/	decimal	11	N	Α	

Field Requiremen	ts – Deduction Chang	ges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
Employee Total Goal Amount	/Transactions/Tra nsaction/Deductio n/DedEEGoalAmo unt/	decimal	11	N	Α	Can send up to 2 decimals places Format nnnnnnnnn This is the Total Goal (EmpDedFull.eedEEGoalAmt; Web Page Field name = Total Goal)
Goal To Date	/Transactions/Tra nsaction/Deductio n/DEDEETotalGoal	decimal	11	N		Can send up to 2 decimals places Format nnnnnnnnn This is the Goal To Date (EmpDedFull.eedYTDAmt; Web
Employee Goal	/Transactions/Transaction/Deduction/DEDEEGoalToDa			N	A	Page Field name = GoalToDate) Can send up to 2 decimals places Format nnnnnnnnn This is the total amount witheld across years. If this deduction code is being reused for the employee, send '0.00' in this field to reset the amount to date field to zero. (EmpDedFull.eedGTDAmt; this field does not
Amount to Date Additional Check	/Transactions/Tra nsaction/Deductio n/DedIncAdditiona ICheck/	decimal	11	Y	A	display on a web page) Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No

Field Requiremen	nts – Deduction Chang	ges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	/Transactions/Tra nsaction/Deductio					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Manual Check	n/DedIncManualC heck/	Char	1	Υ	A	IN INO
						This is the calculation rule to be used at the employee level, when the deduction code is setup to 'Use Rule at Employee Level'.
						Code Description
						Def comp incl \$ - sec125 * percent (USA only)
						11 Def comp incl \$ * percent - (USA only)
						12 Gross - sec125 * percent
						13 Gross * percent
						15 Gross - taxes * percent
						Def comp incl \$ - sec125 - Dep sect125 * pct - (USA only)
	/Transactions/Tra					17 (Def comp incl \$ - Non-Qual Plan \$) * pct - (USA only))
Employee Calculation Rule	nsaction/Deduction/DedEECalcRule/	char		Υ	A	20 Flat Amount

Field Requirements – Deduction Changes										
UKG Pro Field	XPath	Field	Length	Code	Required	Import	Requirements			
Label		Туре		Table Validation						
						50	Special earnings1 * percent)			
						51	Special earnings2 * percent)			
						52	Special earnings3 * percent)			
						53	Special earnings4 * percent)			
						54	Special earnings5 * percent)			
						55	Special earnings6 * percent)			
						99	None			
						Note th	nat for XML, the tag is 'DedEECalcule'.			
							nd up to 2 decimals places			
						Format	nnnnnnnnnn			
						The De level" e	duction Code must have "Use Rate at employee enabled			
						If EE Ca	lc Rate or Percent is populated, this is set to 0			
Employee Rate	/Transactions/Transaction/Deductio					This is t	the employee elected amount (401K, FSA, HSA,			
(Flat Amount)	n/DEDEEAmount/	decimal	11	N	А	etc)	, ,			
	/Transactions/Tra						nd up to 2 decimals places			
	nsaction/Deductio					Format	nnnnnnn.nn			
Employee Rate (Percentage)	n/DEDEECalcRate OrPct/	decimal	11	N	A					
(i cicciitage)	OIF CL/	ueciiiai	11	IV						

Field Requiremen	Field Requirements – Deduction Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						The Deduction Code must have "Use Rate at employee level" enabled				
						If EE Amount is populated, this is set to 0				
						This is the employee elected percentage (401K, FSA, HSA, etc)				
						If no Per Pay Cap Rule is sent, it will default to the Deduction Code's Per Pay Cap Rule.				
						Requires a valid UKG Pro Code when sent. Codes are system delivered:				
	/Transactions/Tra					Code Description 50 Def Comp incl\$Cap pct) 51 Dep Comp incl\$-125*Cap pct				
Employee Per	nsaction/Deduction/DEDEEPerCapCa					51 Dep Comp incl\$-125*Cap pct Y Flat Amount				
Pay Cap Rule	IcRule/	char	2	Υ	Α	N None				
.,,						Can send up to 2 decimals places				
						Format nnnnnnnnn				
						The is the per pay dollar amount cap for deferred compensation.				
- 1 -	/Transactions/Tra					If no Per Pay Cap Amount is sent, it will default to the				
Employee Per	n/DEDEEPerPayCa	docimal	11	N	_	Deduction Code's Per Pay Cap Amount.				
Pay Cap Amount	pAmt/	decimal	11	N	Α					

Field Requiremen	Field Requirements – Deduction Changes										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements					
						If a per pay cap amount is sent, then the Per Pay Cap Rule must be " (Flat Amount).					
						Can send up to 2 decimals places Format nnnnnnnnn					
						The is the per pay percentage amount cap for deferred compensation.					
	/Tunnanting /Tun					If no Per Pay Cap Percent is sent, it will default to the Deduction Code's Per Pay Cap Percentage.					
Employee Per	/Transactions/Tra nsaction/Deductio					If a per pay cap percentage is sent, then the Per Pay Cap					
Pay Cap Percentage	n/DEDEEPerPayCa pPct/	decimal	11	N	A	Rule must be either 50 (Def Comp nl\$Cap pct) or 51 (Def Comp incl\$-125*Cap pct).					
						This is the employer rule to be used at the employee level, when the deduction code is setup to 'Use Rule at Employee Level'.					
						Code Description					
						Def comp incl \$ - sec125 * percent (USA only)					
						11 Def comp incl \$ * percent - (USA only)					
						12 Gross - sec125 * percent					
						13 Gross * percent					
						15 Gross - taxes * percent					
	/Transactions/Tra					16 Def comp incl \$ - sec125 - Dep sect125 *					
Employer	nsaction/Deductio					pct - (USA only)					
Calculation Rule	n/DedERCalcRule/	char	2	Υ	Α	20 Flat Amount					

Field Requireme	nts – Deduction Chang	ges					
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Re	equirements
						50	Special earnings1 * percent)
						51	Special earnings2 * percent)
						52	Special earnings3 * percent)
						53	Special earnings4 * percent)
						54	Special earnings5 * percent)
						55	Special earnings6 * percent)
						71	RRSP Incl. \$ * percent – (CAN only))
						72	RPP Incl. \$ * percent – (CAN only))
						73	Union Dues Incl. \$ * percent – (CAN only)
						74	Union Dues Incl. Hrs * Rate – (CAN only)
						75	RST * Percent – (CAN only)
						99	None
						Can send	up to 2 decimals places
						Format n	nnnnnnn.nn
Employer	/Transactions/Tra					level" ena	action Code must have "Use Rate at employee abled (next to the ER Calc Rule)
Amount	n/DEDERAmount/	decimal	11	N	Α		Rate or Percent is populated, this is set to 0
							up to 2 decimals places
						Format n	nnnnnn.nn
Employer Rate	/Transactions/Tra nsaction/Deductio n/DEDERCalcRate					The Dedu level" ena	action Code must have "Use Rate at employee abled
or Percent	OrPct/	decimal	11	N	Α	If ER Amo	ount is populated, this is set to 0

Field Requiremen	ts – Deduction Chang	ges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
Employee Member or Case Number	/Transactions/Tra nsaction/Deductio n/DedEEMemberO rCaseNo/	char	40	N	А	
Deduction Suspend from date	/Transactions/Tra nsaction/Deductio n/DedDateSuspen dedFrom/	datetim e	10	N	A	Format: mm/dd/yyyy
Deduction Suspend to date	/Transactions/Tra nsaction/Deductio n/DedDateSuspen dedTo/	datetim e	10	N	А	Format: mm/dd/yyyy
Deduction FIPS code	/Transactions/Tra nsaction/Deductio n/DedFipsCode/	char	7	N	А	FIPS Code will be required when processing a Garnishment deduction and `is selected
Medical Indicator	/Transactions/Tra nsaction/Deductio n/DedMedindicato r/	char	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Payee ID	/Transactions/Tra nsaction/Deductio n/DedPayeeID/	char	10	Υ	А	Requires a valid UKG Pro Code. PayeeID will be required when processing a Garnishment deduction
Primary care Physician	/Transactions/Tra nsaction/Deductio n/DedPrimaryCare Phys/	char	30	N	A	

Field Requiremen	nts – Deduction Chang	ges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
Waive Reason	/Transactions/Tra nsaction/Deductio n/DedWaiveReaso n/	char	6	Υ	A	Requires a valid UKG Pro code
Additional Exemption	/Transactions/Tra nsaction/Deductio n/ DedWgaAddlExem ptions/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnnnn
Employee Levy Tax Year	/Transactions/Tra nsaction/ Deduction/ DedWgaEELevyTax Year/	char	4	N	А	
Exemption Flat Amount	/Transactions/Tra nsaction/Deductio n/ DedWgaExemptFla tAmt/	decimal	11	N	А	Can send up to 2 decimals places Format nnnnnnnnnn
Exemptions	/Transactions/Tra nsaction/Deductio n/ DedWgaExemptio ns/	decimal	11	N	А	Can send up to 2 decimals places Format nnnnnnnnnn
Exemption Percent	/Transactions/Tra nsaction/Deductio n/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnnnn

Field Requiremen	Field Requirements – Deduction Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
	DedWgaExemptPc t /									
Filing Status	/Transactions/Tra nsaction/Deductio n/ DedWgaFilingStat					Requires a valid UKG Pro code				
Garnishment	us / /Transactions/Tra	char	1	Υ	Α					
Arrears	nsaction/Deduction/ DedWgalnGarnish									
	Arrears /	char	1	N	Α					
Support Additional Family	/Transactions/Tra nsaction/Deductio n/					Requires a valid UKG Pro Code. Codes are system delivered:				
	DedWgaSupportA ddlFamily/					Code Description Y Yes				
	duiraililiy/	char	1	Υ	A	Y Yes N No				
Employee Cause Number	/Transactions/Tra nsaction/Deductio n/	Cital	1	1	7	IN INO				
	DedEECauseNum/	char	25	N	Α					
Employee case ID	/Transactions/Tra nsaction/Deductio n/ DedEECaseID/	char	15	N	A	Case ID will be required when processing a Garnishment deduction				
Employee Order	/Transactions/Tra	Cital	13	14	7	Order ID will be required when processing a				
ID	nsaction/Deduction/DedEEOrderID/	char	30	N	A	Garnishment deduction				

Field Requiremen	Field Requirements – Deduction Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
Employee Remittance ID	/Transactions/Tra nsaction/Deductio n/ DedEERemittancel D/	char	20	N	A	Remittance ID will be required when processing a Garnishment deduction				
Override Employee Member or Case Number	/Transactions/Tra nsaction/Deductio n/ DedOverrideEEMe mberOrCaseNo/	char	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No				
Employee Fee per Month	/Transactions/Tra nsaction/Deductio n/ DedEEFeePerMont h/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnnnn				
Employee Fee per Withholding	/Transactions/Tra nsaction/Deductio n/ DedEEFeePerWith holding/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnnn				
Employee Fee Percent	/Transactions/Tra nsaction/Deductio n/ DedEEFeePct/	decimal	11	N	А	Can send up to 2 decimals places Format nnnnnnnnn				
Employee Setup Flat Amount	/Transactions/Tra nsaction/Deductio n/	decimal	11	N	А	Can send up to 2 decimals places Format nnnnnnnnn				

Field Requiremen	Field Requirements – Deduction Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
	DedEESetupAmou nt/									
Employee Setup Percent	/Transactions/Tra nsaction/Deductio n/ DedEESetupPct/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnnnn				
Employee Setup Increments	/Transactions/Tra nsaction/Deductio n/ DedEESetupIncre ments/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnnnn				
Child Support Type	/Transactions/Tra nsaction/Deductio n/ DedChildSupportT ype/	char	1	Υ	А	Requires a valid UKG Pro Child Support Type. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Child Support Type.				
Employee State	/Transactions/Tra nsaction/Deductio n/ DedWgaState/	char	2	Υ	А	Requires a valid state code				
Wage Code	/Transactions/Tra nsaction/Deductio n/ DedWgaWageCod e/	char	5	Υ	А	Requires a valid UKG Pro code				
Jurisdiction	/Transactions/Tra nsaction/Deductio n/	5.74				Requires a valid state code				
	DedJurisdiction/	char	2	Υ	Α					

Field Requirements – Deduction Changes									
XPath	Field Type	Length	Code Table Validation	Required	Import Req	uirements			
/Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/	char	5	N	A	Requires a f	ive-letter code			
/Transactions/Tra nsaction/Deductio n/ DedAllocation/	char	1	v	Λ	delivered: Code Y	Description Yes	Codes are system		
	/Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/ /Transactions/Tra nsaction/Deductio	Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/ /Transactions/Tra nsaction/Deductio	XPath Field Type /Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/ /Transactions/Tra nsaction/Deductio n/ DedAllocation/	XPath Field Type Length Code Table Validation /Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/ /Transactions/Tra nsaction/Deductio n/ DedAllocation/	XPath Field Type Length Code Table Validation /Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/ char 5 N A /Transactions/Tra nsaction/Deductio n/ DedAllocation/	XPath Field Type Length Code Table Validation /Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/ char 5 N A /Transactions/Tra nsaction/Deductio n/ DedAllocation/ Code Y	XPath Field Type Length Code Table Validation /Transactions/Tra nsaction/Deductio n/ DedJurisdictionPla n/ Char 5 N A /Transactions/Tra nsaction/Deductio n/ DedAllocation/ /Transactions/Tra nsaction/Deductio n/ DedAllocation/ /Transactions/Tra nsaction/Deductio n/ DedAllocation/		

Child Support Garnishment Changes

Header and Trans	Header and Transaction Rules – Add/Change Child Support Garnishment										
Field Label	Required	XPath	Import Requirements								
TransactionType	Υ	/Transactions/Transaction /Header/TransactionType	Identifies the type of transaction to process. Available field options are:								
		/	Options	TRANSACTIONTYPE Value							
			Child Support Garnishment Changes	CHILDSUPPORTGARNISHMENT							
EmployeeKey	Y	/Transactions/Transaction /Header/IdentifierRule/		I to identify which Employee to update. ned in the HR Interface for UKG Pro > Employee							

Header and Trans	Header and Transaction Rules – Add/Change Child Support Garnishment								
Field Label	Required	XPath	Import Requirements						
Workflow	Α	/Transactions/Transaction	If the Business Process has workflow approvals enabled, this will indicate whether						
Approvals		/Header/ApprovalRule/	to follow the configured (standard) workflow or to force auto-approval and not						
			route it for approval(s).						
			Available field options are outlined in the HR Interface for UKG Pro > Employee						
			Key section.						
Additional Data	Α		Supported						

Add/Change	Add/Change Child Support Garnishment									
UKG Pro	XPath	Field	Length	Code	Required	Import Requirements				
Field Label		Туре		Table						
				Validation						
Effective	/Transactions/Transacti	datetim	10	N	Υ	Format: mm/dd/yyyy				
Date	on/CHSDeduction/CHSD	е								
	edEffectiveDate									
Deduction/	/Transactions/Transacti	char	5	Υ	Υ	Requires a valid UKG Pro Deduction Code.				
Plan Code	on/CHSDeduction/CHSD					Codes are client configured in UKG Pro (Menu > System				
	edCode/					Configuration > Business Rules > Deduction/Benefit				
						Plans).				
						You must provide valid values to Vendor.				
Change	/Transactions/Transacti	char	6	Υ	Υ	Requires a valid UKG Pro Benefit Change Reason Code.				
Reason	on/CHSDeduction/					Codes are client configured in UKG (Menu > System				
	CHSDedChangeReason/					Configuration > Business Rules > Benefit Change				
						Reasons).				
						You must provide valid values to Vendor.				

Notes	/Transactions/Transacti on/CHSDeduction/ CHSDedNotes/	Varchar	255	N	A	
Deduction Allocation	/Transactions/Transacti on/CHSDeduction/ CHSDedAllocation/	Char	1	Y	A	Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
Jurisdiction	/Transactions/Transacti on/CHSDeduction/ CHSDedJurisdiction	Char	2	Y	A	Requires a valid state code.
Jurisdiction Plan	/Transactions/Transacti on/CHSDeduction/ CHSDedJurisdictionPlan	Char	5	Υ	A	Requires a five-letter code.
Statutory Priority	/Transactions/Transacti on/CHSDeduction/CHSD edStatutoryPriority	Integer	3			Maximum value that can be added is 999.
Child Support Type	/Transactions/Transacti on/CHSDeduction/CHSD edChildSupportType	Char	1	Υ	A	Requires a valid UKG Pro Child Support Type. Codes are client configured in UKG Pro (Menu > System Configuration > Business Rules > Child Support Type).
Deduction Start Date	/Transactions/Transacti on/CHSDeduction/CHSD edStartDate	datetim e	10	N	A	Format: mm/dd/yyyy This is a required field if a new benefit plan or deduction is being added for the employee.

						Note: this date will not be required if the Deductions_UseDedSetupDates setting is set to TRUE in the Configuration Settings Table.	
Deduction Stop Date	/Transactions/Transacti on/CHSDeduction/CHSD edStopDate	datetim e	10	N	A	Format: mm/dd/yyyy This field is required if Status of Terminated or Cancelled or Waived is sent OR a stop date must already be present on the employee's record.	
Employee Remittance ID	/Transactions/Transacti on/CHSDeduction/CHSD edEERemittanceID	Char	20	N	Y		
Employee case ID	/Transactions/Transacti on/CHSDeduction/CHSD edEECaseID	Char	15	N	Y		
Employee Order ID	/Transactions/Transacti on/CHSDeduction/CHSD edEEOrderID	Char	30	N	A	Order ID is optional field.	
Override Employee Member or Case Number	/Transactions/Transacti on/CHSDeduction/CHSD edOverrideEEMemberO rCaseNo	Char	1	Y	A	Requires a valid UKG Pro Code. Codes are system delivered. Code Description Y Yes N No	
Employee Member or Case Number	/Transactions/Transacti on/CHSDeduction/CHSD edEEMemberOrCaseNo	Char	40	N	A		
Medical Indicator	/Transactions/Transacti on/CHSDeduction/CHSD edMedindicator	Char	1	Y	А	Requires a valid UKG Pro Code. Codes are system delivered. Code Description Y Yes	

						N	No		
Additional Check	/Transactions/Transacti on/CHSDeduction/CHSD edIncAdditionalCheck	Char	1	Y	A	·	system delivered. Description Yes No		
Manual Check	/Transactions/Transacti on/CHSDeduction/CHSD edIncManualCheck	Char	1	Y	A	·	valid UKG Pro Code. system delivered. Description Yes No		
Deduction FIPS code	/Transactions/Transacti on/CHSDeduction/CHSD edFipsCode	Char	7	Y	Y				
Payee ID	/Transactions/Transacti on/CHSDeduction/CHSD edPayeeID	Char	10	Y	A	Requires a	Requires a valid UKG Pro Code.		
Employee Calculation Rule	/Transactions/Transacti on/CHSDeduction/CHSD edEECalcRule	Char	2	Y	A	Code Descr 10 Def com 11 Def com 12 Gross - s 13 Gross * 15 Gross - t	the deduction code in the deduction code in the Level. In the price of the content of the code in the		

						50 Special earnings1 * percent) 51 Special earnings2 * percent) 52 Special earnings3 * percent) 53 Special earnings4 * percent) 54 Special earnings5 * percent) 55 Special earnings6 * percent) 99 None
						For XML, the tag is: CHSDedEECalcRule.
Employee Rate (Flat Amount)	/Transactions/Transacti on/CHSDeduction/CHSD edEEAmount	Decima I	23	N	A	Note: Only Rule 20 is supported. Can send up to 2 decimals places Format nnnnnnnnn The Deduction Code must have the Use Rate at employee level setting enabled.
Employee Per Pay Cap Rule	/Transactions/Transacti on/CHSDeduction/CHSD edEEPerCapCalcRule	Decima I	2	Y	A	If no Per Pay Cap Rule is sent, it will default to the Deduction Code's Per Pay Cap Rule. Requires a valid UKG Pro Code when sent. Codes are system delivered. Code Description 50 Def Comp incl\$Cap pct) 51 Dep Comp incl\$-125*Cap pct Y Flat Amount N None Note: Only N is supported.
Employee Per Pay Cap Amount	/Transactions/Transacti on/CHSDeduction/CHSD edEEPerPayCapAmt	Decima I	23	N	A	This field is ignored because of above PayPerCapRule (N).

Support Additional	/Transactions/Transacti on/CHSDeduction/CHSD	Char	1	Υ	А	Requires a v	valid UKG Pro Code.	
Family	edWgaSupportAddlFami						ystem delivered.	
	ly					Code	Description	
						Υ	Yes	
						N	No	
Garnishme	/Transactions/Transacti	Char	1	N	Α	Requires a v	alid UKG Pro Code.	
nt Arrears	on/CHSDeduction/CHSD							
	edWgaInGarnishArrears						ystem delivered.	
						Code	Description	
						Υ	Yes	
						N	No	
Exemption	/Transactions/Transacti	Decima	11	N	Α	Can send up	to 2 decimals place	S.
Flat	on/CHSDeduction/CHSD	1				Format nnn	nnnnn.nn	
Amount	edWgaAddlExemptFlatA							
	mt							
Excluded	/Transactions/Transacti	Varchar	160			Comma sep	arated values of all e	earning codes.
Earning	on/CHSDeduction/CHSE							
	xcludedEarnings							
Included	/Transactions/Transacti	Varchar	160			Comma sep	arated values of all o	leduction codes.
Deductions	on/CHSDeduction/CHSI							
	ncludedDeductions		_					
Parent First	/Transactions/Transacti	Varchar	25			First Name		
	on/CHSDeduction/CHSC							
	ustodialParentFirst		_					
Parent	/Transactions/Transacti	Varchar	25			Middle Nam	ne	
Middle	on/CHSDeduction/CHSC							
	ustodialParentMiddle							
Parent Last	/Transactions/Transacti	Varchar	35			Last Name		
	on/CHSDeduction/CHSC							
	ustodialParentLast							

Alternate Payee	/Transactions/Transacti on/CHSDeduction/CHSD isbSchAltPayee	Varchar				
Issuing County Name	/Transactions/Transacti on/CHSDeduction/CHSD isbSchlssCounty	Varchar	22			
Regulated By CCPA	/Transactions/Transacti on/CHSDeduction/CHSR egulatedByCCPA	Char	1	Y	A	Requires a valid UKG Pro Code. Codes are system delivered. Code Description Y Yes N No
Order Amount	/Transactions/Transacti on/CHSDeduction/CHSE xpWgOrderAmt	Decima I	23			Expected Wage Order Amount
Threshold Amount	/Transactions/Transacti on/CHSDeduction/CHST hresholdAmt	Decima I	23			Threshold Amount

Earnings Changes

Detail Record – Earnings Changes

Comments/Special Instructions

The data will process via the Add/Change Earning business process and part of the EARNINGS transaction type for changes.

This business process is used to add/update an employee's earnings.

The earnings codes that are supported by this business process are ones with calc rules equal to:

- Flat amount (calcrule = 40)
- Flat amount, track hours (calcrule = 41)

Any other earnings codes with calc rules not listed above are not supported and cannot be added/updated via the standard import.

Fields listed below as required are for adding a new Earning. If you are modifying a current Earning, in addition to the EE/Company identifier fields, the only fields required are:

• Description (EarnCode)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Header and Transaction Rules – Earnings Changes								
Field Label	Required	XPath	Import Requirements					
TransactionType	TransactionType Y /Transactions/Transaction		Identifies the type of transaction to process. Available field options are:					
		/Header/TransactionType						
		/	Options	TRANSACTIONTYPE Value				
			Earnings Changes	EARNINGS				

Header and Trans	Header and Transaction Rules – Earnings Changes								
Field Label Required XPath		XPath	Import Requirements						
EmployeeKey	Y	/Transactions/Transaction /Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update. Available field options are outlined in the HR Interface for UKG Pro > Employee						
	<u> </u>		Key section.						
Workflow Approvals	A	/Transactions/Transaction /Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s).						
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						
Additional Data	Α		Supported						

Field Requirements – Earnings Changes								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Type		Table				
				Validation				
						Requires a valid UKG Pro Company Code. Codes are		
						client configured.		
	/Transactions/Tra							
	nsaction/KeyFields					This field will be used with the Employee Key to know		
Company	/CompanyCode/	char	5	Υ	Υ	which job record to update.		
						This field will be used with the Company code to know		
	/Transactions/Tra					which record to update. One of the 4 options available		
	nsaction/KeyFields					as outlined in the Employee Key section above should be		
Employee Key	/Identifier/	varchar	50	N	Υ	sent.		
	/Transactions/Tra					Requires a valid UKG Pro Earnings Code. Codes are client		
	nsaction/Earning/					configured.		
Code	EarnCode/	char	5	Υ	Υ			

Field Requirements – Earnings Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements	
						Codes are setup in the System Configuration > Business Rules > Earnings page. You will need to provide valid values to Vendor.	
	/Transactions/Tra nsaction/Earning/	Decima				Can send up to 2 decimals places Format nnnnnn.nn	
Amount	EarnAmount/	1	9	N	Α		
	/Transactions/Tra	datetim	10			Format: mm/dd/yyyy	
Start Date Stop Date	/Transactions/Transaction/Earning/EarnStopDate/	datetim	10	N	A	Format: mm/dd/yyyy	
Display in pay	/Transactions/Tra		10			Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes	
data entry	EarnDisplayInPDE/	char	1	Υ	Α	N No	

Time Management (UTM)

Detail Record – Time Management (UTM) Changes							
Comments/Special Instructions	This will be processed with Hire as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via the Time Management business process and part of the UTM transaction type for changes.						
	IF client is using Time Management and you want to handle via the import for Hire or change transaction, all applicable, configured fields will need to be sent.						
	If not using Time Management or do not want to handle via import, these fields are not required.						

Header and Transaction Rules – Time Management (UTM) Changes								
Field Label	Required	XPath	Import Requirements					
Transaction⊤ype	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:					
			Options	TRANSACTIONTYPE Value				
			New Hires/Rehires	HIRE				
			Time Management (UTM) Changes	UTM				
			The header is only needed wher has its own header.	n it is not part of the HIRE as	the HIRE transaction			
			In a transfer scenario, the Trans	fer transaction needs to be s	sent followed by a			
			Change UTM transaction.					
EmployeeKey	Υ	/Transactions/Transaction/ Header/IdentifierRule/	n/ Identifies what field will be used to identify which Employee to update.					
			Available field options are outling	ned in the HR Interface for U	KG Pro > Employee			
			Key section.					

Header and Transaction Rules – Time Management (UTM) Changes								
Field Label	Required	XPath	Import Requirements					
Workflow	Α	/Transactions/Transaction/	If the Business Process has workflow approvals enabled, this will indicate					
Approvals		Header/ApprovalRule/	whether to follow the configured (standard) workflow or to force auto-approval					
			and not route it for approval(s).					
			Available field options are outlined in the HR Interface for UKG Pro > Employee					
			Key section.					
Additional Data	Α		Supported					
Platform	Α		Not applicable					
Configuration								
Data								

Field Requiremen	Field Requirements – Time Management (UTM) Changes								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Includes only fields that are part of the Time			
						Management (UTM) transaction type.			
						Requires a valid UKG Pro Company Code. Codes are			
						client configured.			
	/Transactions/Tran								
	saction/KeyFields/					This field will be used with the Employee Key to know			
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.			
						This field will be used with the Company code to know			
	/Transactions/Tran					which record to update. One of the 4 options available			
	saction/KeyFields/I					as outlined in the Employee Key section above should			
Employee Key	dentifier/	varchar	50	N	Υ	be sent.			
						Requires a valid UKG Pro Code. Codes are system			
	/Transactions/Tran					delivered:			
UTM Employee	saction/TimeMana	char	1	Υ	Υ				

Field Requirements – Time Management (UTM) Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Rec	uirements		
	gement/IsUTMEm					Code	Description		
	ployee/					Υ	Yes		
						N	No		
						This field is compatibili	no longer used but l	eft in for backward	
	/Tuese es et: e u e /Tuese					Radio butto	on selector. Options	are:	
	/Transactions/Tran saction/TimeMana					Code	Description		
	gement/UtmEmpl					E	Enabled		
Employee Access	oyeeAccess/	char	1	Υ	Υ	D	Disabled		
Additional Security Access	/Transactions/Tran saction/TimeMana gement/UtmAddlS ecurityAccess/	char	1	Υ	Υ	Code 0 1 2 3	Description Supervisor Administrator Both Supervisor an	d Administrator	
Shift number	/Transactions/Tran saction/TimeMana gement/UtmShiftN umber/	char	50	Υ	Υ	configured Time Mana You will ne	in the UTM module or gement > Employees ed to provide valid va	alues to Vendor.	
Pay policy	/Transactions/Tran saction/TimeMana gement/UtmPayPo licy/	char	50	Y	Υ	configured Time Mana	valid Pay Policy Code in the UTM module of gement > Employees ed to provide valid va	under Administration > s > General.	

Field Requiremen	ts – Time Managemei	nt (UTM)	Changes			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	/Transactions/Tran saction/TimeMana gement/UtmHolid					Requires a valid Holiday Rule Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General.
Holiday rule	ayRule/	char	50	Υ	Υ	You will need to provide valid values to Vendor.
	/Transactions/Tran saction/TimeMana gement/UtmPayTy					Requires a valid Pay Type Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General.
Pay type	pe/	char	50	Υ	Υ	You will need to provide valid values to Vendor.
	/Transactions/Tran saction/TimeMana gement/UtmPayCa					Requires a valid Pay Category Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General.
Pay category	tegory/	char	50	Υ	Υ	You will need to provide valid values to Vendor.
Employee access	/Transactions/Tran saction/TimeMana gement/UtmEmpl					Requires a valid Employee Access Group Code. Employee Access Groups are client configured in the UTM module. Open a support case to get a listing of the associated codes.
group	oyeeAccessGroup/	char	50	Υ	Υ	You will need to provide valid values to Vendor.
	/Transactions/Tran					Field is enabled when Additional Security Access field is either Supervisor or Both Supervisor and Administrator. Requires a valid Supervisor Access Group Code.
Companies	saction/TimeMana					Supervisor Access Groups are client configured in the
Supervisor access group	gement/UtmSuper visorAccessGroup/	char	50	Υ	Υ	UTM module. Open a support case to get a listing of the associated codes.

Field Requiremen	Field Requirements – Time Management (UTM) Changes								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						You will need to provide valid values to Vendor.			
						Field is enabled when Additional Security Access field is			
						either Administrator or Both Supervisor and			
						Administrator.			
						Requires a valid Administrator Access Group Code.			
	/Transactions/Tran					Administrator Access Groups are client configured in			
	saction/TimeMana					the UTM module. Open a support case to get a listing			
	gement/UtmAdmi					of the associated codes.			
Administrator	nistratorAccessGro								
access group	up/	char	50	Υ	Υ	You will need to provide valid values to Vendor.			
	/Transactions/Tran								
	saction/TimeMana								
Schedule	gement/UtmSched								
Request	uleRequestApprov								
Approver	er/	char	50	N	Α				

Supplemental Data – User Defined Fields

Detail Record – Suppl	Detail Record – Supplemental Data							
Comments/Special Instructions	This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Other Personal Info or Add/Change Other Company business processes and part of the UDFIELDS transaction type for changes.							
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.							
	Please review Workflow Approvals for more information on how approvals will be processed for Supplemental Data.							

Header and Trans	Header and Transaction Rules – Supplemental Data – User Defined Fields								
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transacti on/Header/TransactionT	Identifies the type of transaction to process. Available field options are:						
		ype/	Options	TRANSACTIONTYPE Value					
			New Hires/Rehires	HIRE					
			Change User Defined Fields	UDFIELDS					
			The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.						
			Change User Defined Fields tran	sfer transaction needs to be sent nsaction.	Tollowed by a				
EmployeeKey	Υ	/Transactions/Transacti on/Header/IdentifierRul	Identifies what field will be used	d to identify which Employee to	update.				
		e/	Available field options are outli	ned in the HR Interface for UKG F	Pro > Employee Key				
			section.						

Header and Trans	Header and Transaction Rules – Supplemental Data – User Defined Fields								
Field Label	Required	XPath	Import Requirements						
Workflow	Α	/Transactions/Transacti	If the Business Process has workflow approvals enabled, this will indicate whether						
Approvals		on/Header/ApprovalRul	to follow the configured (standard) workflow or to force auto-approval and not						
		e/	route it for approval(s).						
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key						
			section.						
Additional Data	Α		Supported						
Platform	Α		Not currently supported						
Configuration									
Data									

Supplemental Fig	Supplemental Field Requirements – User Defined Fields									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						Include only fields that are part of the User Defined Fields transaction type.				
	/Transactions/Transact					Requires a valid UKG Pro Company Code. Codes are client configured.				
Company	ion/KeyFields/Compan yCode/	char	5	Y	Y	This field will be used with the Employee Key to know which job record to update.				
Employee Key	/Transactions/Transact ion/KeyFields/Identifie	varchar	50	N	Y	This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section above should be sent.				
Company	/Transactions/Transaction/JobUDFields/JobU			IV	I	UKG Pro Database field: EmpComp.EECUDField01				
UDField01	DField01/	char	10	N	Α					

Supplemental Fig	Supplemental Field Requirements – User Defined Fields									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField02				
Company	ion/JobUDFields/JobU									
UDField02	DField02/	char	10	N	Α					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField03				
Company	ion/JobUDFields/JobU									
UDField03	DField03/	char	10	N	Α					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField04				
Company	ion/JobUDFields/JobU									
UDField04	DField04/	char	25	N	Α					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField05				
Company	ion/JobUDFields/JobU									
UDField05	DField05/	char	25	N	Α					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField06				
Company	ion/JobUDFields/JobU	datetim								
UDField06	DField06/	е	10	N	Α	Format: mm/dd/yyyy				
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField07				
Company	ion/JobUDFields/JobU	datetim								
UDField07	DField07/	е	10	N	Α	Format: mm/dd/yyyy				
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField08				
Company	ion/JobUDFields/JobU	datetim								
UDField08	DField08/	е	10	N	Α	Format: mm/dd/yyyy				
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField09				
Company	ion/JobUDFields/JobU									
UDField09	DField09/	decimal	15	N	Α	Format: nnnnnnnnnnnnnn				
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField10				
Company	ion/JobUDFields/JobU									
UDField10	DField10/	decimal	15	N	Α	Format: nnnnnnnnnnnnnn				

Supplemental Fig	Supplemental Field Requirements – User Defined Fields										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField11					
Company	ion/JobUDFields/JobU										
UDField11	DField11/	char	10	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField12					
Company	ion/JobUDFields/JobU										
UDField12	DField12/	char	10	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField13					
Company	ion/JobUDFields/JobU										
UDField13	DField13/	char	10	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField14					
Company	ion/JobUDFields/JobU										
UDField14	DField14/	char	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField15					
Company	ion/JobUDFields/JobU										
UDField15	DField15/	char	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField16					
Company	ion/JobUDFields/JobU	datetim									
UDField16	DField16/	e	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField17					
Company	ion/JobUDFields/JobU	datetim									
UDField17	DField17/	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField18					
Company	ion/JobUDFields/JobU	datetim									
UDField18	DField18/	e	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField19					
Company	ion/JobUDFields/JobU										
UDField19	DField19/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					

Supplemental Fig	Supplemental Field Requirements – User Defined Fields										
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements					
Label		Туре		Table Validation							
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField20					
Company	ion/JobUDFields/JobU										
UDField20	DField20/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField21					
Company	ion/JobUDFields/JobU										
UDField21	DField21/	char	1	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField22					
Company	ion/JobUDFields/JobU										
UDField22	DField22/	char	1		Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField23					
Company	ion/JobUDFields/JobU										
UDField23	DField23/	char	1	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField24					
Company	ion/JobUDFields/JobU										
UDField24	DField24/	char	1	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField25					
Company	ion/JobUDFields/JobU										
UDField25	DField25/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField26					
Company	ion/JobUDFields/JobU										
UDField26	DField26/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField27					
Company	ion/JobUDFields/JobU	datetim									
UDField27	DField27/	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField28					
Company	ion/JobUDFields/JobU	datetim									
UDField28	DField28/	е	10	N	Α	Format: mm/dd/yyyy					

Supplemental Fig	Supplemental Field Requirements – User Defined Fields										
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements					
Label		Туре		Table							
				Validation							
	/Transactions/Transact					UKG Pro Database field: EmpComp.EECUDField29					
Company	ion/JobUDFields/JobU										
UDField29	DField29/	char	40	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField01					
Person	ion/PersonalUDFields/										
UDField01	PersUDField01/	char	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField02					
Person	ion/PersonalUDFields/										
UDField02	PersUDField02/	char	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField03					
Person	ion/PersonalUDFields/										
UDField03	PersUDField03/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField04					
Person	ion/PersonalUDFields/										
UDField04	PersUDField04/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField05					
Person	ion/PersonalUDFields/	datetim									
UDField05	PersUDField05/	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField06					
Person	ion/PersonalUDFields/	datetim									
UDField06	PersUDField06/	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField07					
Person	ion/PersonalUDFields/										
UDField07	PersUDField07/	char	15	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField08					
Person	ion/PersonalUDFields/										
UDField08	PersUDField08/	char	25	N	Α						

Supplemental Fig	Supplemental Field Requirements – User Defined Fields										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField09					
Person	ion/PersonalUDFields/										
UDField09	PersUDField09/	char	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField10					
Person	ion/PersonalUDFields/										
UDField10	PersUDField10/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField11					
Person	ion/PersonalUDFields/										
UDField11	PersUDField11/	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField12					
Person	ion/PersonalUDFields/	datetim									
UDField12	PersUDField12/	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField13					
Person	ion/PersonalUDFields/	datetim									
UDField13	PersUDField13/	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpPers.EEPUDField14					
Person	ion/PersonalUDFields/										
UDField14	PersUDField14/	char	15	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD01					
International	ion/InternationalUDFie										
UDField01	lds/IntlUDField01	varchar	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD02					
International	ion/InternationalUDFie										
UDField02	lds/IntlUDField02	varchar	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD03					
International	ion/InternationalUDFie										
UDField03	lds/IntlUDField03	decimal	15	N	Α	Format: nnnnnnnnnnnnnn					

Supplemental Fig	Supplemental Field Requirements – User Defined Fields										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements					
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD04					
International	ion/InternationalUDFie										
UDField04	lds/IntlUDField04	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD05					
International	ion/InternationalUDFie	datetim									
UDField05	lds/IntlUDField05	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD06					
International	ion/InternationalUDFie	datetim									
UDField06	lds/IntlUDField06	е	10	N	Α	Format: mm/dd/yyyy					
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD07					
International	ion/InternationalUDFie										
UDField07	lds/IntlUDField07	varchar	15	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD08					
International	ion/InternationalUDFie										
UDField08	lds/IntlUDField08	varchar	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD09					
International	ion/InternationalUDFie										
UDField09	lds/IntlUDField09	varchar	25	N	Α						
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD10					
International	ion/InternationalUDFie										
UDField10	lds/IntlUDField10	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD11					
International	ion/InternationalUDFie										
UDField11	lds/IntlUDField11	decimal	15	N	Α	Format: nnnnnnnnnnnnnnn					
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD12					
International	ion/InternationalUDFie	datetim									
UDField12	lds/IntlUDField12	е	10	N	Α	Format: mm/dd/yyyy					

Supplemental Field Requirements – User Defined Fields									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD13			
International	ion/InternationalUDFie	datetim							
UDField13	lds/IntlUDField13	е	10	N	Α	Format: mm/dd/yyyy			
	/Transactions/Transact					UKG Pro Database field: EmpIntl.EINUDFIELD14			
International	ion/InternationalUDFie								
UDField14	lds/IntlUDField14	varchar	15	N	Α				

Supplemental Data – Employee Contacts

Detail Record - Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Contact business process and part of the CONTACTS transaction type for changes.

Multiple Contacts can be established. The data provided will be iterative for the number of Contacts to be setup (i.e. the full set of fields will be sent 3 times if there are 3 Contacts to be setup). Up to 10 Contacts can be setup.

For updates, the name and relationship will be used to determine which contact to update. However, depending on the data, it is possible that the same contact could be setup multiples times.

If Dependents and/or Beneficiaries are sent, adding them as a contact is handled with the import. However, whichever plan(s) they are to be linked to, will have to be handled manually by the client.

Fields listed below as required are for adding a new Contact. If you are modifying a current Contact, in addition to the EE/Company identifier fields, the only fields required are:

- First (ConNameFirst)
- Last (ConNameLast)
- Relationship (ConRelationshipCode)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Please review **Workflow Approvals** for more information on how approvals will be processed for Supplemental Data.

Header and Trans	Header and Transaction Rules – Supplemental Data – Employee Contacts										
Field Label	Required	XPath	Import Requirements								
TransactionType	Υ	/Transactions/Transacti on/Header/TransactionT	Identifies the type of transaction to process. Available field options are:								
		ype/	Options	TRANSACTIONTYPE Value							
			New Hires/Rehires	HIRE							
			Add/Change Contact	CONTACTS							
			has its own header.	The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.							
EmployeeKey	Υ	/Transactions/Transacti on/Header/IdentifierRul e/	Identifies what field will be used to identify which Employee to update. Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.								
Workflow Approvals	A	/Transactions/Transacti on/Header/ApprovalRul e/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.								
Additional Data	Α		Supported								
Platform Configuration Data	A		Currently supported If Platform Configuration fields ar have multiple Contacts, multiple i same transaction. Each contact w	nstances (i.e. contacts) cannot b	e sent in the						

	Supplemental Field Requirements – Employee Contacts									
ı	UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
ı	Label		Туре		Table					
					Validation					
							Includes only fields that are part of the Add/Change			
							Contact transaction type.			

Supplemental Fie	ld Requirements – Em	ployee Co	ntacts			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	/Transactions/Tran saction/KeyFields/					Requires a valid UKG Pro Company Code. Codes are client configured. This field will be used with the Employee Key to know
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.
Employee Key	/Transactions/Tran saction/KeyFields/I dentifier/	varchar	50	N	Υ	This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section above should be sent.
	/Transactions/Tran saction/Contacts/C					Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No If not provided when adding a new Contact, it will
Contact is Active	onIsActive/	Char	1	Υ	Α	default to N
First	/Transactions/Tran saction/Contacts/C onNameFirst/	varchar	100	N	Υ	Page length is restricted to 20 for US & CAN; data provided longer will be truncated
Middle	/Transactions/Tran saction/Contacts/C onNameMiddle/	varchar	50	N	А	Page length is restricted to 20 for US & CAN; data provided longer will be truncated
Last	/Transactions/Tran saction/Contacts/C onNameLast/	varchar	100	N	Υ	Page length is restricted to 30 for US & CAN; data provided longer will be truncated

Supplemental Fie	Supplemental Field Requirements – Employee Contacts									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table						
				Validation						
	/Transactions/Tran									
	saction/Contacts/C					Page length is restricted to 30 for US & CAN; data				
Former last	onNameFormer/	varchar	100	N	Α	provided longer will be truncated				
	/Transactions/Tran									
	saction/Contacts/C									
	onNameSuffixCode									
Suffix	/	varchar	5	Υ	Α					
	/Transactions/Tran					Format: nnnnnnnn				
	saction/Contacts/C									
SSN	onSSN/	char	9	N	Α					
	/Transactions/Tran					CAN only				
	saction/Contacts/C									
SIN	onNationalID/	char	50	N	Α	SIN Format: nnnnnnnn				
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Contacts/C									
	onNationalIDExpir	dateti								
SIN Expiry Date	ationDate/	me	10	N						
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Contacts/C	dateti								
Date of birth	onDateOfBirth/	me	10	N	Α					
						Requires a valid UKG Pro Gender Code. Codes are				
						system delivered:				
	/Transactions/Tran					Codes are setup in the System Configuration >				
	saction/Contacts/C					Business Rules > Gender page. You will need to				
Gender	onGender/	char	1	Υ	Α	provide valid values to Vendor.				

Supplemental Fiel	Supplemental Field Requirements – Employee Contacts									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table Validation						
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Contacts/C	dateti								
Date of marriage	onMarriageDate/	me	10	N	Α					
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Contacts/C	dateti								
Date of divorce	onDateDivorced/	me	10	N	Α					
	/Transactions/Tran					Format: mm/dd/yyyy				
	saction/Contacts/C	dateti								
Date Deceased	onDateDeceased/	me	10	N	Α					
	/Transactions/Tran									
	saction/Contacts/C									
Employer	onEmployer/	char	30	N	Α					
	/Transactions/Tran									
	saction/Contacts/C									
Occupation	onOccupation/	char	20	N	Α					
						Requires a valid UKG Pro Relationship Code. Codes are				
						client configured.				
	/Transactions/Tran									
	saction/Contacts/C					Codes are setup in the System Configuration >				
	onRelationshipCod					Business Rules > Relationships page. You will need to				
Relationship	e/	char	3	Υ	Υ	provide valid values to Vendor.				
						Requires a valid UKG Pro Code. Codes are system				
						delivered:				
						Code Description				
	/Transactions/Tran					Y Yes				
Designation-	saction/Contacts/C					N No				
Dependent	onIsDependent/	char	1	Υ	Υ					

Supplemental Fi	eld Requirements – Em	ployee C	ontacts			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						If Y, enables the contact as a dependent. Client will need to attach the contact to the plan(s) to complete the setup.
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description Y Yes N No
Designation- Beneficiary	/Transactions/Tran saction/Contacts/C onIsBeneficiary/	char	1	Υ	Υ	If Y, enables the contact as a beneficiary. Client will need to attach the contact to the plan(s) to complete the setup.
						Requires a valid UKG Pro Code. Codes are system delivered:
Designation-	/Transactions/Tran saction/Contacts/C					Code Description Y Yes N No
Emergency Contact	onIsEmergencyCon tact/	char	1	Υ	Υ	If Y, enables the contact as an emergency contact.
						Requires a valid UKG Pro Code. Codes are system delivered:
Address is	/Transactions/Tran					Code Description Y Yes
different from	saction/Contacts/C onIsDifferentAddre					N No
employee	ss/	char	1	Υ	Α	

Supplemental Fi	eld Requirements – Em	ployee Co	ontacts			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						If the address is different from the employees, set this to Y and you can enter all other address information.
						US/CAN: • Required if AddressIsDifferent = Y.
						Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.
	/Transactions/Tran					Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.
Country	saction/Contacts/C onAddressCountry Code/	char	3	Y	A	Defaults to the employee address unless AddressIsDifferent is Y.
						 US/CAN: Required if AddressIsDifferent = Y Page length is restricted to 30; data provided longer will be truncated
Address	/Transactions/Tran saction/Contacts/C onAddressLine1/	varchar	255	N	A	Defaults to the employee address unless AddressIsDifferent is Y.
	/Transactions/Tran saction/Contacts/C					 US/CAN: Page length is restricted to 30; data provided longer will be truncated
Address 2	onAddressLine2/	varchar	255	N	Α	

Supplemental Fig	eld Requirements – Em	ployee Co	ontacts			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Defaults to the employee address unless AddressIsDifferent is Y.
	/Transactions/Tran					 US/CAN: Required if AddressIsDifferent = Y Page length is restricted to 30; data provided longer will be truncated
City	saction/Contacts/C onAddressCity/	varchar	255	N	A	Defaults to the employee address unless AddressIsDifferent is Y.
State/Province	/Transactions/Tran saction/Contacts/C onAddressStateCo de/	varchar	6	Υ	A	 US/CAN: Required if AddressIsDifferent = Y, Page length is restricted to 2; data provided longer will be truncated Defaults to the employee address unless AddressIsDifferent is Y.
Zip/Postal code	/Transactions/Tran saction/Contacts/C onAddressZipCode /	varchar	50	N	A	 US/CAN: Required if AddressIsDifferent = Y Page length is restricted to 10; data provided longer will be truncated Defaults to the employee address unless AddressIsDifferent is Y.
	/Transactions/Tran saction/Contacts/C		255			 US/CAN: Page length is restricted to 30; data provided longer will be truncated
County	onAddressCounty/	varchar	255	N	Α	

Supplemental Fie	ld Requirements – Em	ployee Co	ntacts			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Defaults to the employee address unless AddressIsDifferent is Y.
						Requires a valid UKG Pro Code. Codes are system delivered:
						Code Description
						H Home
	/Transactions/Tran					O Other
	saction/Contacts/C					W Work
	onPhonePreferred					
Preferred phone	Code/	char	1	Υ	Α	
	/Transactions/Tran					Required if preferred phone is set to home.
	saction/Contacts/C					
	onPhoneHomeNu					Format US/CAN: nnnnnnnn
Home	mber/	varchar	50	N	Α	
	/Transactions/Tran					Based on country code the number is updated to have
	saction/Contacts/C onPhoneHomeNu					the country's code as prefix (example +1 for US, +91
	mberCountryCode					for India)
Country Code	iniber country code	varchar	3	N	A	
ecunity code	/Transactions/Tran	Varenai		1.0	, , , , , , , , , , , , , , , , , , ,	Required if preferred phone is set to work.
	saction/Contacts/C					noquinou ii prototros prototo sociolo trotti
	onPhoneWorkNum					Format US/CAN: nnnnnnnn
Work	ber/	varchar	50	N	Α	
	/Transactions/Tran					Based on country code the number is updated to have
	saction/Contacts/C					the country's code as prefix (example +1 for US, +91
	onPhoneWorkNum					for India)
Country Code	berCountryCode	varchar	3	N	Α	

Supplemental Fiel	ld Requirements – Em	ployee Co	ntacts			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	/Transactions/Tran saction/Contacts/C onPhoneWorkExte					Format: nnnnn
Work extension	nsion/	varchar	5	N	Α	
Other	/Transactions/Tran saction/Contacts/C onPhoneOtherNu mber/	varchar	50	N	_	Required if preferred phone is set to other. Format US/CAN: nnnnnnnnn
	/Transactions/Tran saction/Contacts/C onPhoneOtherNu mberCountryCode	varcilai	30		A	Based on country code the number is updated to have the country's code as prefix (example +1 for US, +91 for India)
Country Code		varchar	3	N	Α	
	/Transactions/Tran saction/Contacts/C onPhoneOtherTyp					Requires a valid UKG Pro Other Phone Type Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Other Phone Types page. You will
Other Type	eCode/	varchar	3	Υ	Α	need to provide valid values to Vendor.
E-mail	/Transactions/Tran saction/Contacts/C onEmail/	varchar	50	N	А	
Covered by other	/Transactions/Tran saction/Contacts/C onHasOtherInsura				,	Requires a valid UKG Pro Code. Codes are system delivered: Code Description
insurance	nce/	char	1	Υ	Α	Y Yes

Supplemental Fiel	d Requirements – Em	ployee C	Contacts					
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Req	uirements	
						N	No	
						Requires a delivered:	valid UKG Pro Code.	Codes are system
						Code	Description	
						Υ	Yes	
	/Transactions/Tran					N	No	
	saction/Contacts/C							
Disabled	onIsDisabled/	char	1	Υ	Α			
						delivered:	valid UKG Pro Code.	Codes are system
						Code	Description	
						Υ	Yes	
	/Transactions/Tran					N	No	
	saction/Contacts/C							
Full time student	onIsStudent/	char	1	Υ	Α			
						delivered:	valid UKG Pro Code.	Codes are system
						Code	Description	
						Υ	Yes	
	/Transactions/Tran					N	No	
	saction/Contacts/C							
Smoker	onIsSmoker/	char	1	Υ	Α			

Supplemental Data - Private Information Changes

Detail Record – Supple	Detail Record – Supplemental Data								
Comments/Special Instructions	Using the Change Private Information Business Process and part of the PRIVATEINFO transaction type for changes.								
	For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.								
	Please review Workflow Approvals for more information on how approvals will be processed for Supplemental Data.								

Field Label	Required	XPath	Import Requirements					
TransactionType	Y	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:					
			Options	TRANSACTIONTYPE Value				
			Private Information Changes	PRIVATEINFO				
EmployeeKey	Υ	/Transactions/Transaction/	•	ue to use to determine what employee to				
		Header/IdentifierRule/	update.					
			Available field options are outline	ed in the HR Interface for UKG Pro >				
			Employee Key section.					
Workflow Approvals	Α	/Transactions/Transaction/	If the Business Process has work	flow approvals enabled, this will indicate				
		Header/ApprovalRule/		d (standard) workflow or to force auto-				
			approval and not route it for app	proval(s).				
			Available field options are outline	ed in the HR Interface for UKG Pro >				
			Employee Key section.					
Additional Data	Α		Supported					

Header and Transaction Rules – Private Information Changes							
Field Label	Required	XPath	Import Requirements				
Platform	Α		Not currently supported				
Configuration Data							

Field Requirem	ents – Private Information Ch	anges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Includes only fields that are part of the Private Information transaction type.
						Requires a valid UKG Pro Company Code. Codes are client configured.
Company	/Transactions/Transaction/ KeyFields/CompanyCode/	char	5	Y	Υ	This field will be used with the Employee Key to know which job record to update.
Employee Key	/Transactions/Transaction/ KeyFields/Identifier/	varchar	50	N	Υ	This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section above should be sent.
Date of birth	/Transactions/Transaction/ Personal/DateOfBirth/	datetime	10	N	Α	Format: mm/dd/yyyy
						Requires a valid UKG Pro Gender Code. Codes are system delivered:
Gender	/Transactions/Transaction/ Personal/GenderCode/	char	1	Y	A	Codes are setup in the System Configuration > Business Rules > Gender page. You will need to provide valid values to Vendor.
Ethnic origin	/Transactions/Transaction/ Personal/EthnicId/	char	1	Υ	A	US only Requires a valid UKG Pro Ethnic Origin Code. Codes are system delivered:

Field Requirem	ents – Private Information Ch	anges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Code Description White Black or African American Hispanic or Latino American Indian/Alaskan Native Asian Native Hawaiian or Other Pacific Islander Two or more races Not specified
Preferred language for pay statement	/Transactions/Transaction/ Personal/PreferredLanguag eForPayStatement/	char	2	Υ	А	CAN only Requires a valid UKG Pro Language Code. Codes are system delivered: Code Description EN English FR French
Preferred language for online pay statement	/Transactions/Transaction/ Personal/PrefLangForOnlin ePayStatement/	char	2	Υ	A	Requires a valid UKG Pro Language Code. Codes are system delivered: Code Description EN English (USA) CA English (CAN) UK English (GBR) ES Spanish (USA) FR French (CAN)

Field Requirem	ents – Private Information Ch	anges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						PT Portuguese (BRA)
						NL Dutch (NLD)
						DE German (DEU
						FF French (FRA)
						IT Italian (ITA)
						MS Malay (MYS)
						FL Filipino (PHL)
						DA Danish (DNK)
						SV Swedish (SWE)
Ethnicity	/Transactions/Transaction/ Personal/Ethnicity/	char	1	Υ	A	CAN only Requires a valid UKG Pro Ethnicity Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > International Ethnic Codes page. You will need to provide valid values to Vendor.
Aboriginal	/Transactions/Transaction/					CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
person	Personal/IsAboriginal/	char	1	Υ	Α	D Decline to answer

Field Requirem	ents – Private Information Ch	anges				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
Member of a visible	/Transactions/Transaction/					CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No
minority	Personal/IsVisibleMinority/	char	1	Υ	Α	D Decline to answer
Dirth Country	/Transactions/Transaction/ PrivateInfo/BirthCountryCo	char	3	Y		Requires a valid UKG Pro Code. Codes are system delivered.
Birth Country	de/ /Transactions/Transaction/	char	3	Y	Α	
Birth Location	PrivateInfo/BirthLocation/	char	20	N	А	
Nationality	/Transactions/Transaction/ PrivateInfo/Nationality1Co de/	char	3	Y	A	Requires a valid UKG Pro Code. Codes are system delivered.
,	/Transactions/Transaction/ PrivateInfo/Nationality2Co de/	char		Y		Requires a valid UKG Pro Code. Codes are system delivered.
Nationality	/Transactions/Transaction/ PrivateInfo/Nationality3Co		3		A	Requires a valid UKG Pro Code. Codes are system delivered.
Nationality	de/	char	3	Υ	Α	Description and Identity Control Control
Smoker	/Transactions/Transaction/ PrivateInfo/Smoker/	bit	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered. Code Description Y Yes N No

Field Requirem	Field Requirements – Private Information Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
Disabled	/Transactions/Transaction/ PrivateInfo/IsDisabled/	char	1	Υ	А	Requires a valid UKG Pro Code. Codes are system delivered. Code Description Y Yes N No D Decline to answer				
	/Transactions/Transaction/					Required if Disabled = Y Requires a valid UKG Pro Disabilities Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Disabilities page. You will need				
Disability Type Visa Type	PrivateInfo/DisabilityType/ /Transactions/Transaction/ PrivateInfo/I9VisaType/	char	5	Y	A	to provide valid values to Vendor. Requires a valid UKG Pro Visa Types Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Visa Types page. You will need to provide valid values to Vendor.				
Visa Expiration	/Transactions/Transaction/ PrivateInfo/I9VisaExpiratio nDate/	datetime	10	N	А	Format: mm/dd/yyyy				
Work Permit Country	/Transactions/Transaction/ PrivateInfo/WorkPermitCo untry/	char	3	Υ	А	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.				

Field Requirements – Private Information Changes										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.				
Reference ID (Work Permit)	/Transactions/Transaction/ PrivateInfo/WorkPermitRef ID/	varchar	40	N	A					
Application Date	/Transactions/Transaction/ PrivateInfo/WorkPermitAp plicationDate/	datetime	10	N	А	Format: mm/dd/yyyy				
Approval Date	/Transactions/Transaction/ PrivateInfo/WorkPermitAp provalDate/	datetime	10	N	А	Format: mm/dd/yyyy				
Expiration	/Transactions/Transaction/ PrivateInfo/WorkPermitExp					Format: mm/dd/yyyy				
Date	irationDate/	datetime	10	N	A	US only				
						Requires a valid UKG Pro Code. Codes are system delivered:				
	/Transactions/Transaction/					Code Description Y Yes N No				
Veteran	PrivateInfo/IsVeteran/ /Transactions/Transaction/	char	1	Υ	A	D Decline to answer US only				
Veteran of	PrivateInfo/MilitaryEraCod e/	char	6	Υ	A					

Field Requirements – Private Information Changes									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
						Requires a valid UKG Pro Military Era Code. Codes are client configured.			
						Codes are setup in the System Configuration > Business Rules > Military Era page. You will need to provide valid values to Vendor.			
						US only Requires a valid UKG Pro Military Branches Code. Codes are client configured.			
Branch	/Transactions/Transaction/ PrivateInfo/MilitaryBranch	aban	2	V		Codes are setup in the System Configuration > Business Rules > Military Branches page. You			
Separation	Code/ /Transactions/Transaction/ PrivateInfo/MilitarySeparat	char	3	Υ	A	will need to provide valid values to Vendor. US only			
Date	ionDate/	datetime	10	N	A	Format: mm/dd/yyyy US only			
						Required when Veteran = Y			
						Requires a valid UKG Pro Code. Codes are system delivered:			
Armed Forces	/Transactions/Transaction/ PrivateInfo/MilitaryIsMedal					Code Description Y Yes N No			
Service Medal	Vet/	char	1	Υ	А	D Decline to answer			

Field Requirements – Private Information Changes										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
Special Disabled Veteran	/Transactions/Transaction/ PrivateInfo/MilitaryIsDisabledVet/	char	1	Υ	A	US only Required when Veteran = Y Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No D Decline to answer				
Active Wartime or Campaign Badge Veteran	/Transactions/Transaction/ PrivateInfo/MilitaryIsActive WartimeVet/	char	1	Υ	А	US only Required when Veteran = Y Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No D Decline to answer				
Employee is a Pensioner	/Transactions/Transaction/ PrivateInfo/IsPensioner/	char	1	Υ	A	CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code Description				

Field Requirements – Private Information Changes									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Y Yes			
						N No			
						CAN only			
	/Transactions/Transaction/					Required when SIN is a temporary ID			
NationalIDExpi	PrivateInfo/NationalIDExpir								
reDate	eDate/	datetime	10	N	Α	Format mm/dd/yyyy			

Supplemental Data-Licenses & Certifications

Detail Record – Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Licenses and Certifications business process and part of the LICENSE transaction type for changes.

A change would be considered an add or delete all & add; not a modification to an existing one

Multiple License/Certifications can be established. The data provided will be iterative for the number of Licenses or Certifications to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Licenses/Certifications can be setup.

Fields listed below as required are for adding a new License record. A modification to an existing License record is not supported because there is not a field to uniquely identify which record to update.

Please review Workflow Approvals for more information on how approvals will be processed for Supplemental Data.

Header and Transaction Rules – Supplemental Data – License & Certifications									
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/Header/TransactionT	Identifies the type of transaction to process. Available field options are:						
		ype/	Options	TRANSACTIONTYPE Value					
			New Hires/Rehires HIRE						
			Add/Change License & Certifications LICENSE						
			The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.						
			In a transfer scenario, the Transfer transaction needs to be sent followed by a						
			Change License & Certification transaction.						

Header and Transaction Rules – Supplemental Data – License & Certifications							
Field Label	Required	XPath	Import Requirements				
EmployeeKey	Y	/Transactions/Transacti on/Header/IdentifierRul	Identifies what field will be used to identify whi	ch Employee to update.			
		e/	Available field options are outlined in the HR Information.	terface for UKG Pro > Employee Key			
	1						
Workflow	Α	/Transactions/Transactio	If the Business Process has workflow approvals	enabled, this will indicate whether			
Approvals		n/Header/ApprovalRule/	to follow the configured (standard) workflow or route it for approval(s).	to force auto-approval and not			
			Available field options are outlined in the HR Interestion.	terface for UKG Pro > Employee Key			
Delete All	Α	/Transactions/Transactio					
		n/Header/DeleteAllRule/	Options	DELETEALL_RULE Value			
			Delete all records - All current records will be	ON			
			deleted first and then replaced with the				
			information from the file.				
			Add new data will be done	OFF (or not sent)			
Additional Data	Α		Supported				
Platform	A		Not currently supported				
Configuration							
Data							

Supplemental Fie	Supplemental Field Requirements – Licenses & Certifications						
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements	
Label		Туре		Table			
				Validation			
						Includes only fields that are part of the Add/Change	
						Licenses & Certifications transaction type.	

Supplemental Fie	ld Requirements – Lic	enses & C	ertificatio	ns		
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Requires a valid UKG Pro Company Code. Codes are
	/Transactions/Tran					client configured.
	saction/KeyFields/					This field will be used with the Employee Key to know
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.
. ,	. , .					This field will be used with the Company code to know
	/Transactions/Tran					which record to update. One of the 4 options available
	saction/KeyFields/I					as outlined in the Employee Key section above should
Employee Key	dentifier/	varchar	50	N	Υ	be sent.
						Requires a valid UKG Pro License/Certification Code.
						Codes are client configured.
	/Transactions/Tran					Codes are setup in the System Configuration > Business
License/Certifica	saction/License/Lic					Rules > Licenses and Certifications page. You will need
tion	enseCode/	char	6	Υ	Υ	to provide valid values to Vendor.
	/Transactions/Tran					
	saction/License/Lic					
Number	enseNumber/	char	20	N	Α	
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/License/Lic	dateti	_			
Received	enseDateOfIssue/	me	10	N	Α	
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/License/Lic	dateti	_			
Renewal	enseRenewDate/	me	10	N	Α	
	/Transactions/Tran					Requires a valid UKG Pro Career Provider Code. Codes
Des Mari	saction/License/Lic		10	V		are client configured.
Provider	enseProviderCode/	char	10	Υ	Α	

Supplemental Fiel	Supplemental Field Requirements – Licenses & Certifications							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						Codes are setup in the System Configuration > Business		
						Rules > Career Providers page. You will need to provide		
						valid values to Vendor.		
	/Transactions/Tran							
	saction/License/Lic							
Notes	enseNotes/	varchar	4000	N	Α			

Supplemental Data- Education

Detail Record – Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Education business process and part of the EDUCATION transaction type for changes.

A change would be considered an add or delete all & add; not a modification to an existing one

Multiple Schools can be established. The data provided will be iterative for the number of Schools to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Schools can be setup.

Fields listed below as required are for adding a new Education record. A modification to an existing Education record is not supported because there is not a field to uniquely identify which record to update.

Header and Trans	Header and Transaction Rules – Supplemental Data – Education								
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/Header/TransactionTy	Identifies the type of transaction	on to process. Available field opt	ions are:				
		pe/	Options	TRANSACTIONTYPE Value					
			New Hires/Rehires	HIRE					
			Add/Change Education	EDUCATION					
			has its own header.	n it is not part of the HIRE as the					
			·	sfer transaction needs to be sent	followed by a				
			Change Education transaction.						

Header and Transa	action Rules	– Supplemental Data – Edi	ucation	
Field Label	Required	XPath	Import Requirements	
EmployeeKey	Υ	/Transactions/Transactio n/Header/IdentifierRule/	Identifies what field will be used to identify whi Available field options are outlined in the HR In Key section.	
Workflow Approvals	A	/Transactions/Transactio n/Header/ApprovalRule/	If the Business Process has workflow approvals to follow the configured (standard) workflow or route it for approval(s). Available field options are outlined in the HR Interest Key section.	r to force auto-approval and not
Delete All	A	/Transactions/Transactio n/Header/DeleteAllRule/	Options Delete all records - All current records will be deleted first and then replaced with the information from the file. Add new data will be done.	ON OFF (or not sent)
Additional Data Platform	A A		Supported Not currently supported	
Configuration Data				

Supplemental Fiel	Supplemental Field Requirements – Education							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						Includes only fields that are part of the Add/Change		
						Education transaction type.		

Supplemental Fig	eld Requirements – Edu	ıcation				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	/Transactions/Tran					Requires a valid UKG Pro Company Code. Codes are client configured.
Company	saction/KeyFields/ CompanyCode/	char	5	Υ	Υ	This field will be used with the Employee Key to know which job record to update.
Employee Key	/Transactions/Tran saction/KeyFields/I dentifier/	varchar	50	N	Υ	This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section above should be sent.
School	/Transactions/Tran saction/Education/ SchoolCode/	char	6	Υ	Y	Requires a valid UKG Pro Schools Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Schools page. You will need to provide valid values to Vendor.
From	/Transactions/Tran saction/Education/ EducationBeginDat e/	dateti me	10	N	А	Format: mm/dd/yyyy
То	/Transactions/Tran saction/Education/ EducationEndDate/	dateti me	10	N	А	Format: mm/dd/yyyy
Graduated	/Transactions/Tran saction/Education/ IsGraduate/	char	1	Υ	А	Requires a valid UKG Pro Code. Codes are system delivered: Code Description Y Yes N No

Supplemental Fi	eld Requirements – Edu	ıcation				
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements
Label		Туре		Table Validation		
				Validation		
	/Transactions/Tran					Format n.nn
	saction/Education/	decima				
Years	NumberOfYears/	1	3	N	Α	
						Requires a valid UKG Pro Education Major/Minor Code.
						Codes are client configured.
	/Transactions/Tran					
	saction/Education/					Codes are setup in the System Configuration > Business
	EducationMajorCo					Rules > Education Majors/Minors page. You will need
Major	de/	char	6	Υ	Α	to provide valid values to Vendor.
						Requires a valid UKG Pro Education Major/Minor Code.
						Codes are client configured.
	/Transactions/Trans					Codes are setup in the Content Configuration > Dusings
	/Transactions/Tran					Codes are setup in the System Configuration > Business Rules > Education Majors/Minors page. You will need
Minor	saction/Education/ MinorCode/	char	6	Υ	Α	to provide valid values to Vendor.
WIIIIOI	/Transactions/Tran	Cital	0	T	A	to provide valid values to veridor.
	saction/Education/					
Location	EducationLocation/	char	20	N	Α	
	,					Requires a valid UKG Pro Education Level/Degree Code.
						Codes are client configured.
	/Transactions/Tran					
	saction/Education/					Codes are setup in the System Configuration > Business
	EducationLevelCod					Rules > Education Level/Degrees page. You will need to
Level	e/	char	6	Υ	Α	provide valid values to Vendor.

Supplemental Fie	Supplemental Field Requirements – Education							
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						Requires a valid UKG Pro Code. Codes are system		
						delivered:		
						Code Description		
						Y Yes		
	/Transactions/Tran					N No		
	saction/Education/							
Highest level	IsHighestLevel/	char	1	Υ	Α			
	/Transactions/Tran					Format nnn.nn		
	saction/Education/	decima						
GPA	GPA/	1	5	N	Α			
	/Transactions/Tran					Format nnnnnn		
	saction/Education/	decima						
Rank	AcademicRank/	1	6	N	Α			
	/Transactions/Tran							
	saction/Education/							
Notes	EducationNotes/	varchar	4000	N	Α			

Supplemental Data-Skills

Detail Record - Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Skills business process and part of the SKILL transaction type for changes.

For a change, update will be done based on Skill code sent. Record sent will be used to add if the Skill code does not exist and edit an existing one if the Skill code does exist. This assumes multiple Skill codes of the same type do not exist for the employee. A modification to an existing Skill record if there are multiple Skill codes of the same type may not be handled correctly because there is not a field to uniquely identify which record to update.

Multiple Skills can be established. The data provided will be iterative for the number of Skills to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Skills can be setup.

Fields listed below as required are for adding a new Skill record. If you are modifying a current Skill, in addition to the EE/Company identifier fields, the only field required is:

• Skill (SkillID)

Header and Transaction Rules – Supplemental Data – Skills								
Field Label	Required	XPath	Import Requirements					
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction	to process. Available field options are:				
			Options	TRANSACTIONTYPE Value				
			New Hires/Rehires	HIRE				
			Add/Change Skill	SKILL				
			The header is only needed when i	t is not part of the HIRE as the HIRE				
			transaction has its own header.					

Header and Trans	Header and Transaction Rules – Supplemental Data – Skills								
Field Label	Required	XPath	Import Requirements						
			In a transfer scenario, the Transfer transaction needs to be sent followed by a Change Skill transaction.						
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update. Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						
Workflow Approvals		/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						
Additional Data Platform Configuration Data	A A		Supported Not currently supported						

Supplemental Fig	Supplemental Field Requirements – Skills							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Includes only fields that are part of the Add/Change Skill transaction type.		
	/Transactions/Tran					Requires a valid UKG Pro Company Code. Codes are client configured.		
Company	saction/KeyFields/ CompanyCode/	char	5	Υ	Y	This field will be used with the Employee Key to know which job record to update.		

Supplemental Fie	Supplemental Field Requirements – Skills									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
Employee Key	/Transactions/Tran saction/KeyFields/I dentifier/	varchar	50	N	Υ	This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section above should be sent.				
	/Transactions/Tran					Requires a valid UKG Pro Skill Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Skills page. You will need to provide valid				
Skill	D/	char	6	Y	Y	values to Vendor. Requires a valid UKG Pro Skill Proficiency Code. Codes are client configured.				
Proficiency	/Transactions/Tran saction/Skills/Profi ciency/	char	6	Υ	A	Codes are setup in the System Configuration > Business Rules > Skill Proficiency Levels page. You will need to provide valid values to Vendor.				
Assessed on	/Transactions/Tran saction/Skills/Asses smentDate/	dateti me	10	N	A	Format: mm/dd/yyyy This field is required if a value exists for 'Assessed by'.				
Assessed by	/Transactions/Tran saction/Skills/Asses sedBy/	char	20	N	А	This field is required if a value exists for 'Assessed on'.				
Notes	/Transactions/Tran saction/Skills/SkillN otes/	varchar	4000	N	A					

Supplemental Data-Previous Employment

Detail Record - Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Previous Employment business process and part of the PREVIOUSEMPLOYMENT transaction type for changes.

A change would be considered an add or delete all & add; not a modification to an existing one

Multiple Previous Employers can be established. The data provided will be iterative for the number of Skills to be setup (For example, the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Previous Employment records can be setup.

Fields listed below as required are for adding a new Previous Employment record. A modification to an existing Previous Employment record is not supported because there is not a field to uniquely identify which record to update.

Header and Trans	Header and Transaction Rules – Supplemental Data – Previous Employment									
Field Label	Required	XPath	Import Requirements							
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:							
			Options	TRANSACTIONTYPE Value						
			New Hires/Rehires	HIRE						
			Add/Change Previous	PREVIOUSEMPLOYMENT						
			Employment							
			The header is only needed when transaction has its own header.	it is not part of the HIRE as the HIRE						

Header and Tran	Header and Transaction Rules – Supplemental Data – Previous Employment									
Field Label	Required	XPath	Import Requirements							
			In a transfer scenario, the Transfer transaction needs to be sent followed by a Change Previous Employment transaction.							
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update. Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.							
Workflow Approvals	A	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.							
Delete All	A	/Transactions/Transaction/ Header/DeleteAllRule/	Options Delete all records - All current records will be deleted first and then replaced with the information from the file. Add new data will be done.	ON OFF (or not sent)						
Additional Data Platform Configuration Data	A		Supported Not currently supported							

Supplemental Fi	eld Requirements – Pre	vious Emp	oloyment			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						Includes only fields that are part of the Add/Change
						Previous Employment transaction type.
						Requires a valid UKG Pro Company Code. Codes are client configured.
	/Transactions/Tran					
	saction/KeyFields/					This field will be used with the Employee Key to know
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.
						This field will be used with the Company code to know
	/Transactions/Tran					which record to update. One of the 4 options available
	saction/KeyFields/I					as outlined in the Employee Key section above should
Employee Key	dentifier/	varchar	50	N	Υ	be sent.
	/Transactions/Tran					
	saction/PreviousE					
	mployment/PEEmp					
Employer	loyer/	varchar	30	N	Υ	
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/PreviousE					
	mployment/PEStar	dateti				
From	tDate/	me	10	N	Υ	
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/PreviousE					
	mployment/PEEnd	dateti				
То	Date/	me	10	N	Υ	
	/Transactions/Tran					
	saction/PreviousE					
	mployment/PEPosi					
Position	tion/	varchar	30	N	Α	

Supplemental Fig	eld Requirements – Pre	vious Emp	loyment			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
Location	/Transactions/Tran saction/PreviousE mployment/PELoca tion/	char	20	N	A	
Salary	/Transactions/Tran saction/PreviousE mployment/PESala	decima	11	N		Format: nnnnnnnn.nn
Sulai y	/Transactions/Tran saction/PreviousE mployment/PESala				A	Required when Salary is provided Requires a valid UKG Pro Code. Codes are system delivered: Code Description H Hour M Month W Week Y Year
Per	ryPerCode/ /Transactions/Tran saction/PreviousE	char	1	Υ	А	
Reason for leaving	mployment/PERea son/	varchar	25	N	A	
	/Transactions/Tran saction/PreviousE mployment/PENot					
Notes	es/	varchar	4000	N	Α	

Supplemental Data-Awards

Detail Record - Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Award or Recognition business process and part of the AWARDS transaction type for changes.

A change would be considered an add or delete all & add; not a modification to an existing one

Multiple Awards/Recognitions can be established. The data provided will be iterative for the number of Awards or Recognitions to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Awards/Recognitions can be setup.

Fields listed below as required are for adding a new Award/Recognition record. A modification to an existing Award/Recognition record is not supported because there is not a field to uniquely identify which record to update.

Header and Transaction Rules – Supplemental Data – Awards									
Field Label	Required	XPath	Import Requirements						
TransactionType	Υ	/Transactions/Transaction /Header/TransactionType							
		/	Options	TRANSACTIONTYPE Value]				
			New Hires/Rehires	HIRE					
			Add/Change Award or Recognition	AWARDS					
			The header is only needed when it is in has its own header.	not part of the HIRE as the HIRE	E transaction				
			In a transfer scenario, the Transfer tra Change License & Certification transa		owed by a				

Header and Trans	Header and Transaction Rules – Supplemental Data – Awards							
Field Label	Required	XPath	Import Requirements					
EmployeeKey	Y	/Transactions/Transaction /Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update.					
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.					

Workflow Approvals	A	/Transactions/Transactio n/Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.				
Delete All	A	/Transactions/Transactio n/Header/DeleteAllRule/	Options Delete all records - All current records will be deleted first and then replaced with the information from the file. Add new data will be done	ON OFF (or not sent)			
Additional Data	Α		Supported				
Platform Configuration Data	A		Not currently supported				

Supplemental Fiel	Supplemental Field Requirements – Awards									
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						Includes only fields that are part of the Add/Change Award or Recognition transaction type.				

Supplemental Fie	ld Requirements – Aw	/ards				
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements
Label		Туре		Table		
				Validation		
						Requires a valid UKG Pro Company Code. Codes are
						client configured.
	/Transactions/Tran					
	saction/KeyFields/					This field will be used with the Employee Key to know
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.
						This field will be used with the Company code to know
	/Transactions/Tran					which record to update. One of the 4 options available
	saction/KeyFields/I					as outlined in the Employee Key section above should be
Employee Key	dentifier/	varchar	50	N	Υ	sent.
						Requires a valid UKG Pro Awards and Recognition Code.
						Codes are client configured.
	/Transactions/Tran					Codes are setup in the System Configuration > Business
Award/Recogniti	saction/Awards/A					Rules > Awards and Recognition page. You will need to
on	wardCode/	char	6	Υ	Υ	provide valid values to Vendor.
						Requires a valid UKG Pro Awards and Recognition Code.
						Codes are client configured.
	/Transactions/Tran					Codes are setup in the System Configuration > Business
	saction/Awards/A					Rules > Career Providers page. Client will need to
Award Provider	wardProvider/	char	6	N	Α	provide valid values to Vend
	/Transactions/Tran					Format: mm/dd/yyyy
	saction/Awards/A	dateti				
Date of Award	wardDate/	me	10	N	Α	
	/Transactions/Tran					
	saction/Awards/A					
Notes	wardNotes/	varchar	4000	N	Α	

Supplemental Data-Company Property

Detail Record – Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Company Property business process and part of the COMPANYPROPERTY transaction type for changes.

A change would be considered an add or delete all & add; not a modification to an existing one

Multiple Company Property records can be established. The data provided will be iterative for the number of Property to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Company Property records can be setup.

Fields listed below as required are for adding a new Company Property record. A modification to an existing Company Property record is not supported because there is not a field to uniquely identify which record to update.

Header and Trans	Header and Transaction Rules – Supplemental Data – Company Property									
Field Label	Required	XPath	Import Requirements	Import Requirements						
TransactionType	Υ	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are:							
			Options	Options TRANSACTIONTYPE Value						
			New Hires/Rehires	HIRE						
			Add/Change Company Property	COMPANYPROPERTY						
			The header is only needed when it is rehas its own header.	not part of the HIRE as the HIRE	transaction					
			In a transfer scenario, the Transfer tra	nsaction needs to be sent follow	wed by a					
			Change Company Property transaction	า.						

Header and Transaction Rules – Supplemental Data – Company Property								
Field Label	Required	XPath	Import Requirements					
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update. Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.					
Workflow Approvals	A	/Transactions/Transaction/ Header/ApprovalRule/	If the Business Process has workflow approvals whether to follow the configured (standard) wo and not route it for approval(s). Available field options are outlined in the HR Interest Key section.	orkflow or to force auto-approval				
Delete All	A	/Transactions/Transaction/ Header/DeleteAllRule/	Options Delete all records - All current records will be deleted first and then replaced with the information from the file. Add new data will be done.	OFF (or not sent)				
Additional Data Platform Configuration Data	A		Supported Currently supported					

Supplemental Field Requirements – Company Property								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements		
Label		Туре		Table				
				Validation				
						Includes only fields that are part of the Add/Change		
						Company Property transaction type.		

Supplemental Fi	Supplemental Field Requirements – Company Property								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table Validation					
						Requires a valid UKG Pro Company Code. Codes are			
						client configured.			
	/Transactions/Tran								
_	saction/KeyFields/		_			This field will be used with the Employee Key to know			
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.			
						This field will be used with the Company code to know			
	/Transactions/Tran					which record to update. One of the 4 options available			
	saction/KeyFields/I					as outlined in the Employee Key section above should be			
Employee Key	dentifier/	varchar	50	N	Υ	sent.			
	/Transactions/Tran					Format: mm/dd/yyyy			
	saction/CompanyP								
	roperty/PropIssue	dateti							
Issued	Date/	me	10	N	Α				
						Requires a valid UKG Pro Company Property Code.			
						Codes are client configured.			
	/Transactions/Tran								
	saction/CompanyP					Codes are setup in the System Configuration > Business			
	roperty/PropertyID					Rules > Company Property page. You will need to			
Description	/	Char	6	Υ	Υ	provide valid values to Vendor.			
	/Transactions/Tran								
	saction/CompanyP								
	roperty/PropNumb								
Number	er/	Char	20	N	Α				
	/Transactions/Tran					Format: mm/dd/yyyy			
	saction/CompanyP								
	roperty/PropExpire	dateti							
Expires	s/	me	10	N	Α				

Supplemental Fiel	Supplemental Field Requirements – Company Property								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
	/Transactions/Tran					Format: mm/dd/yyyy			
	saction/CompanyP								
	roperty/PropRetur	dateti							
Returned	ned/	me	10	N	Α				
	/Transactions/Tran								
	saction/CompanyP								
	roperty/PropertyN								
Notes	otes/	varchar	4000	N	Α				

Supplemental Data- Alternate Phone Changes

Detail Record - Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Alternate Phone business process and part of the ALTERNATEPHONE transaction type for changes.

For a change, update will be done based on phone number and type sent. Record sent will be used to add if the number and type does not exist and edit an existing one if the number and type does exist.

Multiple Alternate Phone records can be established. The data provided will be iterative for the number of Alternate Phones to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Alternate Phones can be setup.

Fields listed below as required are for adding a new Alternate Phone. If you are modifying a current alternate phone, in addition to the EE/Company identifier fields, the only fields required are:

- Type (AltPhoneTypeCode)
- Number (AltPhoneNumber)
- Country (AltCountryCode)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Header and Transaction Rules – Supplemental Data – Alternate Phone Changes							
Field Label	Require	XPath	Import Requirements				
	d						
TransactionType	Υ	/Transactions/Transactio	Identifies the type of transaction t	to process. Available field options are:			
		n/Header/TransactionTyp					
		e/	Options	TRANSACTIONTYPE Value			

Header and Trans	Header and Transaction Rules – Supplemental Data – Alternate Phone Changes								
Field Label	Require	XPath	Import Requirements						
	d								
			New Hires/Rehires	HIRE					
			Add/Change Alternate Phone	ALTERNATEPHONE					
			The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header. In a transfer scenario, the Transfer transaction needs to be sent followed by a Change Alternate Phone transaction.						
EmployeeKey	Y	/Transactions/Transactio n/Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update. Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.						
Workflow Approvals	А	/Transactions/Transactio n/Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s). Available field options are outlined in the HR Interface for UKG Pro > Employee						
Additional Data	Α		Key section. Supported						
Platform	A		Not currently supported						
Configuration			у сарронов						
Data									

Supplemental Fi	Supplemental Field Requirements – Alternate Phone Changes								
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
						Includes only fields that are part of the Add/Change			
						Alternate Phone transaction type.			
						Requires a valid UKG Pro Company Code. Codes are client configured.			
	/Transactions/Tran					cheff comiguica.			
	saction/KeyFields/					This field will be used with the Employee Key to know			
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.			
. ,						This field will be used with the Company code to know			
	/Transactions/Tran					which record to update. One of the 4 options available			
	saction/KeyFields/I					as outlined in the Employee Key section above should			
Employee Key	dentifier/	varchar	50	N	Υ	be sent.			
						Requires a valid UKG Pro Phone Type Code. Codes are client configured.			
	/Transactions/Tran								
	saction/AltPhone/					Codes are setup in the System Configuration > Business			
	AltPhoneTypeCode					Rules > Other Telephone Types page. You will need to			
Туре	/	char	3	Υ	Υ	provide valid values to Vendor.			
						Requires a valid UKG Pro Country Code. Codes are			
						system delivered based on client configured Countries.			
						Codes are setup in the System Configuration > Business			
	/Transactions/Tran					Rules > Countries (and			
	saction/AltPhone/					States/Provinces/Regions/Districts) page. You will need			
Country	AltCountryCode/	char	3	Υ	Υ	to provide valid values to Vendor.			
	/Transactions/Tran					Format: nnnnnnnnn			
	saction/AltPhone/								
Country Prefix	AltCountryPrefix/	varchar	10	N	Α				

Supplemental Fi	Supplemental Field Requirements – Alternate Phone Changes							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements		
						Page length is restricted to 10 when country is US or CAN; data provided longer will be truncated Format: nnnnnnnnn		
Number	/Transactions/Tran saction/AltPhone/ AltPhoneNumber/	varchar	50	N	Y	Non-US/Non-CAN Format: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn		
Extension	/Transactions/Tran saction/AltPhone/ AltExtension/	varchar	10	N	А	Format: nnnnnnnnn		
Private	/Transactions/Tran saction/AltPhone/ AltIsPrivate/	bit	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code		
IsDelete	/Transactions/Tran saction/AltPhone/ AltIsDelete/	bit	1	Υ	A	Requires a valid UKG Pro Code. Codes are system delivered: Code		

Supplemental Data – Other Addresses

Detail Record - Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process as a SQL update since the Other Addresses functionality is only available in the Backoffice. Include with the Add Employee business process and part of the HIRE transaction type for hires and part of the MULTIPLEADDRESS transaction type for changes.

Multiple Address records can be established. The data provided will be iterative for the number of Addresses to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Address records can be setup.

For a change, update will be done based on Address Type code sent. Record sent will be used to add if the Address Type code does not exist and edit an existing one if the Address Type code does exist. This assumes multiple Address Type codes of the same type do not exist for the employee. A modification to an existing Other Address record if there are multiple Address Type codes of the same type may not be handled correctly because there is not a field to uniquely identify which record to update.

Fields listed below as required are for adding a new Other Address. If you are modifying a current Other Address, in addition to the EE/Company identifier fields, the only field required is:

Address Type (AddlAddressType)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Header and Transaction Rules – Supplemental Data – Other Addresses								
Field Label	Require	XPath	Import Requirements					
	d							
TransactionType	Υ	/Transactions/Transaction/	Identifies the type of transaction to pr	rocess. Available field options are:				
		Header/TransactionType/						
			Options	TRANSACTIONTYPE Value				

Header and Transaction Rules – Supplemental Data – Other Addresses								
Field Label	Require	XPath	Import Requirements					
	d							
			New Hires/Rehires	HIRE				
			Other Addresses (post script update)	MULTIPLEADDRESS				
			The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.					
			In a transfer scenario, the Transfer tra Change Other Addresses transaction.	nsaction needs to be sent followed by a				
EmployeeKey	Y	/Transactions/Transaction/ Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update.					
			Key section.	the HR Interface for UKG Pro > Employee				
Workflow Approvals	A	/Transactions/Transaction/ Header/ApprovalRule/	·					
			Available field options are outlined in t Key section.	the HR Interface for UKG Pro > Employee				
Delete All	A	/Transactions/Transaction/ Header/DeleteAllRule/	Rule is only applicable for standalone t	transactions				
			Options	DELETEALL_RULE Value				
			Delete all records - All current record deleted first and then replaced with t information from the file.					
			Add new data will be done.	OFF (or not sent)				
Additional Data	Α		Supported					

Header and Trans	Header and Transaction Rules – Supplemental Data – Other Addresses						
Field Label	Require	XPath	Import Requirements				
	d						
Platform	Α		Not currently supported				
Configuration							
Data							

Supplemental Fi	Supplemental Field Requirements – Other Addresses								
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements			
Label		Туре		Table					
				Validation					
						Includes only fields that are part of the Other			
						Addresses transaction type.			
						Requires a valid UKG Pro Company Code. Codes are			
						client configured.			
	/Transactions/Tran								
	saction/KeyFields/					This field will be used with the Employee Key to know			
Company	CompanyCode/	char	5	Υ	Υ	which job record to update.			
						This field will be used with the Company code to know			
	/Transactions/Tran					which record to update. One of the 4 options available			
	saction/KeyFields/I					as outlined in the Employee Key section above should			
Employee Key	dentifier/	varchar	50	N	Υ	be sent.			
						Requires a valid UKG Pro Address Type Code. Codes			
						are system delivered based on client configured			
						Countries.			
	/Transactions/Tran								
	saction/AddlAddre					Codes are setup in the System Configuration > Business			
	ss/AddlAddressTyp					Rules > Address Types page. You will need to provide			
Address Type	e/	char	6	Υ	Υ	valid values to Vendor.			
						Requires a valid UKG Pro Country Code. Codes are			
	/Transactions/Tran					system delivered based on client configured Countries.			
Country	saction/AddlAddre	char	3	Υ	Α				

Supplemental Fie	eld Requirements – Otl	her Addre	sses			
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
	ss/AddlAddressCou ntryCode/					Codes are setup in the System Configuration > Business Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.
	/Transactions/Tran saction/AddlAddre ss/AddlAddressLin					US/CAN: • Required
Address	e1/ /Transactions/Tran saction/AddlAddre ss/AddlAddressLin	varchar	255	N	A	
Address line 2	e2/ /Transactions/Tran saction/AddlAddre ss/AddlAddressCity	varchar	255	N	A	US/CAN: • Required
City State/Province	/Transactions/Tran saction/AddIAddre	varchar	255	N	A	US/CAN • Required Requires a valid UKG Pro State/Province Code. Code value is restricted to 2. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business Rules > Countries (and
(Resident Tax State)	ss/AddlAddressStat eCode/	varchar	6	Υ	А	States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.

Supplemental Fie	Supplemental Field Requirements – Other Addresses									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table						
				Validation						
						US/CAN:				
	/Transactions/Tran					Required				
	saction/AddIAddre									
	ss/AddlAddressZip					Format US: nnnnn or nnnnnnnn				
Zip/Postal code	Code/	varchar	50	N	Α	Format CAN: ananan				
	/Transactions/Tran									
	saction/AddIAddre									
	ss/AddlAddressCou									
County	nty/	varchar	255	N	Α					

Supplemental Data-Secondary Jobs

Detail Record – Supplemental Data

Comments/Special Instructions

This will be processed with Hires as well as for changes. The data will process via the Add Employee business process and part of the HIRE transaction type for hires and via Add/Change Secondary Jobs business process and part of the SECONDARYJOBS transaction type for changes.

For a change, update will be done based on the job code sent. Record sent will be used to add if the job code does not exist and edit an existing one if the number does exist.

Multiple Address records can be established. The data provided will be iterative for the number of Addresses to be setup (i.e. the full set of fields will be sent 3 times if there are 3 to be setup). Up to 10 Secondary Jobs can be setup.

Fields listed below as required are for adding a new Secondary Job. If you are modifying a current Secondary Job, in addition to the EE/Company identifier fields, the only field required is:

• Secondary job (SJJobCode)

For a change transaction, unless otherwise noted, if a field is not provided, existing data is maintained. Only fields that are sent will be updated.

Header and Transa	Header and Transaction Rules – Supplemental Data – Secondary Jobs											
Field Label	Required	XPath	Import Requirements									
TransactionType	Υ	/Transactions/Transactio n/Header/TransactionTy	Identifies the type of transaction to process. Available field options are:									
		pe/	Options	TRANSACTIONTYPE Value								
			New Hires/Rehires HIRE									
			Add/Change Secondary Job	SECONDARYJOBS								

Header and Trans	Header and Transaction Rules – Supplemental Data – Secondary Jobs									
Field Label	Required	XPath	Import Requirements							
			The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.							
			In a transfer scenario, the Transfer transaction needs to be sent followed by a Change Secondary Job transaction.							
EmployeeKey	Υ	/Transactions/Transactio n/Header/IdentifierRule/	Identifies what field will be used to identify which Employee to update.							
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.							
Workflow Approvals	A	/Transactions/Transactio n/Header/ApprovalRule/	If the Business Process has workflow approvals enabled, this will indicate whether to follow the configured (standard) workflow or to force auto-approval and not route it for approval(s).							
			Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.							
Additional Data	Α		Supported							
Platform Configuration Data	A		Not currently supported							

Supplemental Field Requirements – Secondary Jobs										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements				
						Includes only fields that are part of the Add/Change Secondary Jobs transaction type.				
Company	/Transactions/Transa ction/KeyFields/Com panyCode/	char	5	Y	Y	Requires a valid UKG Pro Company Code. Codes are client configured.				

Supplemental Fie	eld Requirements – Seco	ndary Jobs				
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements
						This field will be used with the Employee Key to know which job record to update.
Employee Key	/Transactions/Transa ction/KeyFields/Iden tifier/	varchar	50	N	Υ	This field will be used with the Company code to know which record to update. One of the 4 options available as outlined in the Employee Key section above should be sent.
Effective Date	/Transactions/Transa ction/KeyFields/Effec tiveDate/	datetime	10	N	A	Format: mm/dd/yyyy This field is required when future dating for Secondary Jobs is turned on.
	/Transactions/Transa					Requires a valid UKG Pro Job Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Jobs page. You will need to
Secondary job	ction/SJJobCode/	char	8	Υ	Υ	provide valid values to Vendor.
Date in job	/Transactions/Transaction/SJDateInJob/	datetime	10	N	Υ	Format: mm/dd/yyyy
						If not provided, it will default to Active Requires a valid Code: Code Description
Status (Set	/Transactions/Transa					N Inactive
active)	ction/SJIsActive/	char	1	Υ	Α	Y Active
Hourly	/Transactions/Transa ction/SJHourlyRate/	decimal	11		A	Can send up to 4 decimals places Format nnnnnnnnnnn

Supplemental Fie	eld Requirements – Seco	ndary Jobs							
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements			
	/Transactions/Transa					Can send up to 2 decimals places Format nnnnnnnnnn			
Annual	ction/SJAnnualRate/	decimal	11	N	Α				
	/Transactions/Transa					Can send up to 4 decimals places			
Other rate 1	ction/SJOtherRate1/	decimal	14	N	Α	Format nnnnnnnnnnnnn			
	/Transactions/Transa					Can send up to 4 decimals places			
Other rate 2	ction/SJOtherRate2/	decimal	14	N	Α	Format nnnnnnnnnnnnn			
	/Transactions/Transa					Can send up to 4 decimals places			
Other rate 3	ction/SJOtherRate3/	decimal	14	N	Α	Format nnnnnnnnnnnnn			
	/Transactions/Transa					Can send up to 4 decimals places			
Other rate 4	ction/SJOtherRate4/	decimal	14	N	Α	Format nnnnnnnnnnnnn			
	/Transactions/Transa					Only applicable for standalone transaction			
Delete	ction/SJIsDelete/	char	1	N	Α				

Additional Data

Detail Record - Additional Data

Comments/Special Instructions

The data will process with other business processes and part of each of the supported transaction types. The XSD of the transaction will include an Additional Data node if it is supported with that transaction type.

If there is additional data that needs to be sent that is not defined above (custom field, core field not supported in above business processes) can be sent with another type of transaction that is being sent and will be processed as an ad hoc after process. It will not be processed through an established business process.

If Additional Data fields are being used with any transactions that could have multiple occurrences (for example, Contacts), the AddNameField will need to be used in a way to identify which occurrence of the data the additional data relates to.

Header and Transa	Header and Transaction Rules – Supplemental Data – Additional Data										
Field Label	Label Required XPath Import Requirements										
TransactionType			Included with other supported transactions types.								

Supplemental Fiel	Supplemental Field Requirements – Additional Data									
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table						
				Validation						
						Includes fields that are not covered by any of the				
						other transaction types.				
	/Transactions/Trans									
Additional Data	action/AdditionalDa									
Field	ta/AddDataName/	char	255		Υ					
	/Transactions/Trans									
Additional Data	action/AdditionalDa									
Field Value	ta/AddDataValue/	char	255		Υ					

Platform Configuration Fields

Detail Record – Platform Configuration Fields

Comments/Sp ecial Instructions

The data will process with other business processes and part of each of the supported transaction types. The XSD (XML schema) of the transaction will include a Platform Configuration node if it is supported with that transaction type.

Note: the following transaction types support Platform Configuration: New Hire/Re-Hire; Global New Hire; Termination; Change Name, Address, or Telephone; Change Job; Contacts; Company Property; Status and Key Dates.

If there is platform configuration data that needs to be sent that is not defined above (custom field, core field not supported in above business processes) can be sent with another type of transaction that is being sent and will be processed as an ad hoc after process. It will not be processed through an established business process.

If Platform Configuration fields are being used with any transactions that could have multiple occurrences (ex. Contacts), multiple instances (i.e. contacts) cannot be sent in the same transaction. Each occurrence would need to be sent in a separate transaction.

/Transactions/Transaction/PlatformConfiguration/PCToken /Transactions/Transaction/PlatformConfiguration/PCValue /Transactions/Transaction/PlatformConfiguration/PCViewPath

PCValue is the value you want to set. **Note**: that if data is to be imported into a Boolean Platform Configuration field, you must use the values of 'TRUE' or 'FALSE'. **The PC Fields link on the Configuration Settings page can be used to obtain these values as described in the Configuration Setting section.**

The other way to obtain the other two values is to go to the web page where the field is defined, and view the source (may differ based on browser), then you will see something like:

In the above example

"PCToken" is "_BImportTest"

• "PCViewPath" is: "root._R1SEmployeeEmployment._R1SInternationalEmployeeEmployee". You should use a browser like Chrome, then right click on the PC Field on the web page that it displays on and select 'Inspect Element'. This will show you the information below (which will differ based on the PC Field).

Header and Transaction Rules – Supplemental Data – Platform Configuration Fields										
Field Label	Label Required XPath Import Requirements									
TransactionType Included with other supported transactions types.										

Supplemental Fig	Supplemental Field Requirements – Platform Configuration Fields										
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements					
Label		Type		Table							
				Validation							
	/Transactions/Tra					Includes fields that are not covered by any of the other					
	nsaction/Platform					transaction types.					
Platform Config	Configuration/PCT					Note: This field is case-sensitive					
Token	oken/	char	255	N	Υ						
						If the Platform Configured field has restrictions (ex.					
						length 1) on it, the value passed needs to conform to that					
						restriction/format. If not, it could load invalid data.					
						Note: For PC fields with a type of 'Date and Time', the					
						value's format will be:					
						- MM/DD/YYYY HH:MM					
						 Military time will be used: for example, if 					
						you need to import a time of 1:30pm then					
	/Transactions/Tra					you would have a date/time of					
	nsaction/Platform					'12/12/2018 13:30'					
Platform Config	Configuration/PCV					 Note that there is a space between the 					
Value	alue/	char	4000	N	Υ	year and the time					
Platform Config	/Transactions/Tra										
View Path	nsaction/Platform	char	255	N	Α						

Supplemental Fi	Supplemental Field Requirements – Platform Configuration Fields										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Import Requirements					
	Configuration/PCV iewPath/										
						 A Platform Configured field setup with a type of Phone Number or Money also has a corresponding modifier associated with it as follows: Phone Number: Valid code is '1' (area code for USA); blank (defaults to 'Other Country Code') Required Currency Code: Requires a valid, system-delivered UKG Pro Code 					
						Cod	e	Description	Code	Description	
						AFN	ı	Afghani	LRD	Liberian Dollar	
						DZD)	Algerian Dinar	LYD	Libyan Dinar	
						ARS	,	Argentine Peso	SZL	Lilangeni	
						AMI	D	Armenian Dram	LTL	Lithuanian Litas	
						AW	G	Aruban Guilder	LSL	Loti	
						AUE)	Australian Dollar	MGA	Malagasy Ariary	
								Azerbaijanian		Malaysian	
						AZN	/	Manat	MYR	Ringgit	
						BSD		Bahamian Dollar	MTL	Maltese Lira	
						BHD)	Bahraini Dinar	TMM	Manat	
	/Transactions/Tra									Mauritius	
	nsaction/Platform					THB		Baht	MUR	Rupee	
Platform Config	Configuration/PC					PAB		Balboa	MZM	Merical	
Modifier	Modifier/	char	3	Υ	Α	BBD)	Barbados Dollar	MXN	Mexican Peso	

Supplemental Field Requirements – Platform Configuration Fields											
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	Im	Import Requirements				
							BYR	Belarussian Ruble	MDL	Moldovan Leu	
							BZD	Belize Dollar	MAD	Moroccan Dirham	
							BMD	Bermuda Dollar	BOV	Mvdol	
							VEB	Bolivar	NGN	Naira	
							VEF	Bolivar Fuerte	ERN	Nakfa	
							вов	Boliviano	NAD	Namibian Dollar	
							BRL	Brazilian Real	NPR	Nepalese Rupee	
							BND	Brunei Dollar	ANG	Netherlands Antillian Guikder	
							BGN	Bulgarian Lev	ILS	New Israeli Sheqel	
							BIF	Burundi Franc	RON	New Leu	
							CAD	Canadian Dollar	TWD	New Taiwan Dollar	
							CVE	Cape Verde Escudo	TRY	new Turkish Lira	
							KYD	Cayman Islands Dollar	NZD	New Zealand Dollar	
							GHC	Cedi	BTN	Ngultrum	
							GHS	Cedi	KPW	North Korean Won	
							XOF	CFA Franc BCEAO	NOK	Norwegian Krone	

Supplemental Field Requirements – Platform Configuration Fields										
UKG Pro Field	XPath	Field	Length	Code	Required	Import Requirements				
Label		Туре		Table Validation						
						XAF	CFA Franc BEAC	PEN	Nuevo Sol	
						XPF	CFP Franc	ROL	Old Leu	
									old Turkish	
						CLP	Chilean Peso	TRL	Lira	
						COP	Colombian Peso	MRO	Ouguiya	
						KMF	Comoro Franc	TOP	Pa anga	
							Convertible		Pakistan	
						BAN		PKR	Rupee	
						NIO	Cordoba Oro	MOP	Pataca	
							Costa Rican		Peso	
						CRC	Colon	UYU	Uruguayo	
									Philippine	
						HRK		PHP	Peso	
						CUP		GBP	Pound Sterling	
						CYP	Cyprus Pound	BWP	Pula	
						CZK	Czech Koruna	QAR	Qatari Rial	
						GMI	D Dalasi	GTQ	Quetzal	
						DKK	Danish Krone	ZAR	Rand	
						MKE	Denar	OMR	Rial Omani	
						DJF	Djibouti Franc	KHR	Riel	
						STD	Dobra	MVR	Rufiyaa	
						DOP	Dominican Peso	IDR	Rupiah	
						VNC	Dong	RUB	Russian Ruble	
							East Caribbean			
						XCD	Dollar	RWF	Rwanda Franc	
									Saint Helena	
						EGP	Egyptian Pound	SHP	Pound	

Supplemental Field Requirements – Platform Configuration Fields										
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	lm	Import Requirements			
								El Salvador		
							SVC	Colon	SAR	Saudi Riyal
							ETB	Ethiopian Birr	CSD	Serbian Dinar
										Seychelles
							EUR	Euro	SCR	Rupee
								Falkland Islands		Singapore
							FKP	Pound	SGD	Dollar
							FJD	Fiji Dollar	SKK	Slovak Koruna
										Solomon
							HUF	Forint	SBD	Islands Dollar
							CDF	Franc Congolais	KGS	Som
							GIP	Gibraltar Pound	SOS	Somali Shilling
							HTG	Gourde	TJS	Somoni
										South Sudan
							PYG	Guarani	SSP	Pound
										Sri Lanka
							GNF	Guinea Franc	LKR	Rupee
								Guinea-Bissau		Sudanese
							GWP	Peso	SDD	Dinar
										Sudanese
							GYD	Guyana Dollar	SDG	Pound
								Hong Kong		
							HKD	Dollar	SRD	Surinam Dollar
							UAH	Hryvnia	SEK	Swedish Krona
							ISK	Iceland Krona	CHF	Swiss Franc
							INR	Indian Rupee	SYP	Syrian Pound
							IRR	Iranian Rial	BDT	Taka
							IQD	Iraqi Dinar	WST	Tala

Supplemental Field Requirements – Platform Configuration Fields											
UKG Pro Field Label	XPath	Field Type	Length	Code Table Validation	Required	lm	Import Requirements				
										Tanzanian	
							JMD	Jamaican Dollar	TZS	Shilling	
							JOD	Jordanian Dinar	KZT	Tenge	
							KES	Kenyan Shilling	SIT	Tolar	
							PGK	Kina	TTD	Trinidad and Tobago Dollar	
							LAK	Kip	MNT	Tugrik	
							EEK	Kroon	TND	Tunisian Dinar	
							KWD	Kuwaiti Dinar	AED	UAE Dirham	
							MWK	Kwacha	UGX	Uganda Shilling	
							ZMK	Kwacha	COU	Unidad de Valor Real	
							AOA	Kwanza	CLF	Unidades de formento	
							MMK	Kyat	USD	US Dollar	
							GEL	Lari	UZS	Uzbekistan Sum	
							LVL	Latvian Lats	VUV	Vatu	
							LBP	Lebanese Pound	KRW	Won	
							ALL	Lek	YER	Yemeni Rial	
							HNL	Lempira	JPY	Yen	
							SLL	Leone	CNY	Yuan Renminbi	
							LRD	Liberian Dollar	ZWD	Zimbabwe Dollar	
							LYD	Libyan Dinar	PLN	Zloty	

Suppler	Supplemental Field Requirements – Platform Configuration Fields										
UKG Pro	o Field	XPath	Field	Length	Code	Required	Import Requirements				
Label			Type		Table						
					Validation						

Note: If data is to be imported into a Boolean Platform Configuration field, you must use the values of 'TRUE' or 'FALSE'.

Assumptions

- 1. The source files will follow the standard naming convention.
- 2. The source new hire file will be accessible to UKG's Import Tool.
- 3. The archiving locations (archive and errors) need to be accessible to UKG's Import Tool.
- 4. All required fields are included on source file.
- 5. For any required fields included on source new hire file, the correct UKG Pro code values need to be sent or the file will fail.
- 6. Transferring global employees between component companies is not supported.
- 7. The import supports standard workflow configuration. It does not support conditional workflow. However, if it is needed, we can offer custom options to help address this. If conditional workflow is activated or previously configured conditional workflow is changed in any way, it may cause issues with the import. The Customs Application Development Team is not responsible for ensuring correct conditional workflow setups or support.
- 8. If Smart tax will be utilized, there are some instances where the query produces more than one result. In these cases, the top value will be selected, and client will be responsible for reviewing and updating it to the correct value as needed.
- 9. The Customer is responsible to ensure that the employee data and employee setups are tax complaint. The import solution is not responsible for, and UKG is not liable for, ensuring tax compliancy.
- 10. Except for local PSD codes, Local Residential taxes are not supported other than what is handled by utilizing SmartTax. State Reciprocity agreements are also not supported (although you can import into the two 'not subject to fields'). It will be the Client's responsibility to ensure that Local Resident Taxes and State Reciprocity agreements are updated after the import process has been completed.

11. It is recommended that the Customer have a Tax Audit process to ensure that their employees, where applicable, have the proper Local Resident Tax and State Reciprocity agreement configurations. BI Reports and the UKG Pro Tax Reconciliation Tool can be used for this purpose.